

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
FEBRUARY 19, 2009**

The Indianapolis-Marion County Public Library Board met at the Brightwood Branch Library, 2435 North Sherman Avenue, Indianapolis, Indiana, on Thursday, February 19, 2009 at 6:45 p.m., pursuant to notice given in accordance with the rules of the Board.

1. Call To Order

President Lynch presided as Chairman. Secretary Bacon was present.

2. Roll Call

Members present: Mr. Bacon, Mr. Lingenfelter, Mr. Lynch, Mr. Meyer, Ms. Rothe, Mr. Shevlot and Ms. Turner-Wright.

Member absent: None.

3. Branch Manager's Report

Rhonda Gordon, Manager, Brightwood Branch, welcomed everyone to the branch and introduced several of her staff members present at the meeting. She then briefly discussed the Report that had been submitted to the Board. Ms. Gordon also reported on programs and services offered to the neighborhood community. She described the Library's many collaborations with community groups, including that with the Indianapolis Private Industry Council, Making Connections and the Annie E. Casey Foundation in hosting weekly job network workshops to assist individuals with interviewing skills, resume writing and job placement assistance.

Ms. Turner-Wright inquired if the branch offered GED tutoring classes.

Ms. Gordon advised that the branch does not offer these classes but that they are available through Martin University. She thought that perhaps the Library and the University might collaborate in the future and bring needed resources to the branch.

Mr. Lynch expressed his thanks to Ms. Gordon for making the branch such a successful place.

4. Public Comment and Communications

a. Public Comment

There were no petitions to come before the Board.

- b. **Dear CEO Letters and Responses** were circulated.
- c. **Correspondence** was circulated for the Board's general information.

5. Approval Of Minutes: Executive Session, Regular and Special Meetings

a. **Executive Session, January 15, 2009**

The minutes from the Executive Session held January 15, 2009 had been distributed to the Board.

The minutes were approved as written upon the motion of Mr. Shevlot, seconded by Ms. Rothe, and the "yes" votes of Mr. Bacon, Mr. Lingenfelter, Mr. Lynch, Mr. Meyer, Ms. Rothe, Mr. Shevlot and Ms. Turner-Wright.

b. **Regular Meeting, January 15, 2009**

The minutes from the Regular Meeting held January 15, 2009 had been distributed to the Board.

The minutes were approved as written upon the motion of Mr. Lingenfelter, seconded by Ms. Rothe, and the "yes" votes of Mr. Bacon, Mr. Lingenfelter, Mr. Lynch, Mr. Meyer, Ms. Rothe, Mr. Shevlot and Ms. Turner-Wright.

COMMITTEE REPORTS

6. Finance Committee (Thomas S. Shevlot, Chair; Mary Lou Rothe, Marie Turner-Wright)

a. **Report of the Treasurer – January 2009**

Becky Dixon, Chief Financial Officer, discussed the January, 2009 Report of the Treasurer that had been distributed to the Board. She also pointed out that several charts had been added to the Report. The period currently being utilized for these charts is February 2008 through January 2009. Ms. Dixon went on to say that for the month of January, actual expenditures, less investments and debt payments, were 3.3% less than projected. Actual revenue, less taxes and investments, was 6% higher than projected.

January, 2009 expenditures, less investments and debt, were 16% more than January, 2008. The increase in expenses for 2009 over 2008 consisted of an increase in wages and benefits and an increase in library materials.

January, 2009 receipts, less taxes, were 45% more than January, 2008. This increase relates to the distribution of LOIT funds. January, 2008 was not received until February, 2008.

Fines revenue is down by 5.23% compared to January, 2008.

The Board commended the CFO and Library staff for their efforts in identifying ways to reduce expenses in this difficult economic climate.

Mr. Shevlot made the motion, which was seconded by Mr. Meyer, that the Report of the Treasurer be filed for audit.

Motion carried.

The Report is attached to, and made a part of, these minutes.

- b. **Resolution 8 – 2009** (Appropriation of Grant Funds and Transfer Between Classifications and Accounts)

After full discussion and careful consideration of Resolution 8 – 2009, the resolution was adopted upon the motion of Mr. Shevlot, and the “yes” votes of Mr. Bacon, Mr. Lingenfelter, Mr. Lynch, Mr. Meyer, Ms. Rothe, Mr. Shevlot and Ms. Turner-Wright.

Motion carried.

The resolution is appended to, and made a part of, these minutes.

- c. **Finance Committee Notes – February 9, 2009** were distributed to the Board for their general information and are attached to these minutes.

7. Diversity, Policy and Human Resources Committee (Richard K. Bacon, Chair; Jesse B. Lynch, Mary Lou Rothe)

At this time, Mr. Bacon made the following statement:

I want to bring to the Board’s attention that for the year 2009 the Committee recommended a raise for our Chief Executive Officer, Laura Bramble, in an amount commensurate with the raise provided all Library staff. The Committee was prepared to bring a recommended Resolution to the Board of Trustees for approval of the raise and for authorization of an amendment to Ms. Bramble’s Employment Agreement. However, at the Committee meeting, Ms. Bramble declined the recommended raise and opted to remain at her current salary. Therefore, the Committee did not bring a Resolution to the Board and no further action on this matter is necessary at this time.

- a. **Diversity, Policy and Human Resources Committee Notes – February 9, 2009** were distributed to the Board for their general information and are attached to these minutes.

8. Building Committee (Gary Meyer, Chair; Richard K. Bacon, Jim Lingenfelter)

- a. **Central Project Construction Team Update** – Michael Coghlan, Capital Projects Manager, discussed the Central Library Project Update that had been distributed to the Board.

A copy of the Update is attached to these minutes.

- b. **Confirming Resolutions:**

1) **Resolution on Central Library Project Change Order Report - Fund 40 (Resolution 9 – 2009)**

After full discussion and careful consideration of Resolution 9 – 2009, the resolution was adopted, upon the motion of Mr. Meyer, and the “yes” votes of Mr. Bacon, Mr. Lingenfelter, Mr. Lynch, Mr. Meyer, Ms. Rothe, Mr. Shevlot and Ms. Turner-Wright.

Motion carried.

The resolution is appended to, and made a part of, these minutes.

c. **Resolution 10 – 2009** (Approval to Award Contract for Janitorial and Cleaning Services for the Library)

After full discussion and careful consideration of Resolution 10 – 2009, the resolution was adopted upon the motion of Mr. Meyer, and the “yes” votes of Mr. Bacon, Mr. Lingenfelter, Mr. Lynch, Mr. Meyer, Ms. Rothe, Mr. Shevlot and Ms. Turner-Wright.

Motion carried.

The resolution is appended to, and made a part of, these minutes.

d. **Briefing Report on Opportunity to License Parking Spaces at Library Services Center**

Mr. Meyer discussed the Report. He advised that MGS, Inc. has proposed developing the Watts Building at 2330 North Meridian and the adjacent property. MGS, Inc. would like the opportunity to license parking spaces at the Library Services Center for special events. It was noted that the Library staff will investigate conditions and considerations surrounding the possible licensing of spaces, such as security, cleaning, insurance, liability, etc. A recommendation on this matter will be made to the Board at a later date.

A copy of the Report is attached to these minutes.

e. **Branch Status Report – January 31, 2009** was distributed to the Board for their review and information. A copy of the Report is attached to these minutes.

f. **Building Committee Notes – February 10, 2009** were distributed to the Board for their general information and are attached to these minutes.

9. **Governmental Affairs Committee (Jim Lingenfelter, Chair; Thomas S. Shevlot, Marie Turner-Wright)**

Laura Johnson, IMCPL Staff Liaison to the Committee, addressed the Board. She reviewed the bills currently in the Indiana Legislature that are impacting the Library. One Senate bill would establish a public library planning committee in each county, and it was reported that, as of today, Marion County had been reinserted into the bill. Another bill would change the appointing authority for Board members. Also, Ms. Johnson announced that the Indiana Library Federation was holding their Legislative Day on Tuesday, February 24, 2009. The program for the day allows an opportunity for personnel from Indiana libraries to speak with local legislators on issues of concern.

Ms. Turner-Wright inquired if Library staff is briefed on the bills being presented at the Statehouse. Ms. Johnson advised that information would be forwarded to staff for their information.

10. Library Foundation Update (Thomas S. Shevlot, Library Board Representative)

February 2009 Library Foundation Update – Mr. Shevlot reviewed the Foundation’s activities. Some of the highlights were as follows:

- Last month, the Library Foundation received many gifts. The top corporate and foundation contributors included:
 - AAA Hoosier Motor Club; Fox 59/CW 4 Community Fund, a fund of the McCormick Tribune Foundation; Tabbert Hahn Earnest & Weddle, LLP; Woodley Farra Manion Portfolio Management, Inc. – Children’s Initiatives
 - Hulman & Company Foundation, Inc.; WISH/WNDY/WHH-TV – General Fund
- The Library’s Call-A-Story program, sponsored by AT&T, featured winter-themed stories in January. Each week, children could call to hear a different story read aloud by an Indianapolis community leader. Readers in January included Mayor Greg Ballard, Susie Harmless, Executive Director of the Rotary Foundation of Indianapolis and others. The program took 26,378 calls in January.
- The Library Foundation Board of Directors approved the Foundation’s Strategic Plan at its February meeting. This Plan sets goals and strategies for the coming years that will help the Foundation more effectively address the needs of the Library and the community.
- Later this month, the Foundation will formally announce the first annual Eugene and Marilyn Glick Indiana Authors Award. This award will be given to three authors with strong ties to recognize their contributions to the literary landscape of the state and the country. The award will be given to one nationally known author, and one emerging author. The award will include a cash prize, as well as a grant to each author’s hometown Indiana public library.

11. Report Of The Chief Executive Officer

- a. **Statistics – January, 2009** were distributed to the Board.

Laura Bramble, Chief Executive Officer, reviewed the statistics. She pointed out that the Report was being presented in its new format. Patron visits in January 2009 were 427,397, down 6.8% from January 2008. Circulation was up 9.6% from January 2008. Computer use, web branch visits, requests placed and holds filled all were up over January 2008.

Ms. Bramble reported that the Library had been rated a “4-Star Library” in the new *Library Journal* survey of nationwide public libraries. This survey differs from the past Hennen surveys by looking at outcomes such as patron visits, circulation, program attendance and

public internet computer use.

Additionally, the Board discussed possible benefits to the Library from the recently-approved federal stimulus bill which might be used for a one-time enhancement, such as broadband and computer purchases, rather than ongoing operating expenses.

She also updated the Board on the Library's efforts to recover the large fines owed from patrons who can no longer be located. Legal options and a review of loan limits are being explored.

b. Confirming Resolutions:

1) Resolution Regarding Finances, Personnel and Travel (11 – 2009)

After full discussion and careful consideration of Resolution 11 – 2009, the resolution was adopted the motion of Ms. Rothe, seconded by Mr. Lingenfelter, and the “yes” votes of Mr. Bacon, Mr. Lingenfelter, Mr. Lynch, Mr. Meyer, Ms. Rothe, Mr. Shevlot and Ms. Turner-Wright.

Motion carried.

The resolution is appended to, and made a part of, these minutes.

c. Presentation on “Kids Explore” Program

Mary Earle, Wayne Branch, gave the presentation. She reported on Wayne's “Kids Explore” series of programming which has attracted 222 participants in 2008. It's “Chinese New Year” program in 2009 drew 40% more than the program in 2008. The series provides young people an opportunity for creative expression while exposing them to the offerings of the Library.

OLD BUSINESS

12. None.

NEW BUSINESS

13. None.

AGENDA BUILDING

14. Future Agenda Items - This time was made available for discussion items not on the Agenda, which were of interest to Library Board members and the opportunity was made to suggest items that should be included on future Library Board Meeting Agendas.

Items suggested for upcoming Board Agendas are as follows:

March, 2009 - To Be Determined

INFORMATION

15. Materials

The following materials were distributed to the Board for their general information:

- a. *FOCUS on Indiana Libraries* (January 2009)
- b. *FOCUS on Indiana Libraries* (February 2009)
- c. *American Libraries* (January/February 2009)
- d. *ULC Exchange* (February 2009)
- e. 2009 Board Committee Assignments - REVISED

16. Board Meeting Schedule for 2009 (Notice of Date and Place of Meeting) and Upcoming Events

- a. **Schedule of Board Meetings – 2009** - *Current calendar will be updated each month, as necessary, and additional information highlighted.*
- b. Library Programs and/or Free Upcoming Events through March 18, 2009 were distributed to the Board.

17. Notice of Special Meetings

None.

18. Notice of Next Regular Meeting

Thursday, March 19, 2009, at the College Branch Library, 4180 North College Avenue, at 6:30 p.m.

19. Other Business

None.

20. Adjournment

The Secretary announced that there was no further business to come before the Board.

The Chairman then declared the meeting adjourned at 8:10 p.m.

A DVD of this meeting is on file in the Library's administration office.

Richard K. Bacon, Secretary to the Board

