

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
OCTOBER 16, 2008**

The Indianapolis-Marion County Public Library Board met at the West Indianapolis Branch Library, 1216 South Kappes Street, Indianapolis, Indiana, on Thursday, October 16, 2008 at 6:30 p.m., pursuant to notice given in accordance with the rules of the Board.

1. Call To Order

President Jordan presided as Chairman. Secretary Rothe was present.

2. Roll Call

Members present: Mr. Bacon, Mr. Jordan, Mr. Lynch, Ms. Kramer, Mr. Meyer, Ms. Rothe and Mr. Shevlot.

Member absent: None.

3. Branch Manager's Report

Sharon Smith, West Area Resource Manager, briefly reviewed the Report that had been submitted to the Board by Kimberly Andersen, Manager, West Indianapolis Branch Library.

She noted that the branch, which is adjacent to several agencies that serve the neighborhood population from birth through old age, is part of the West Indianapolis Neighborhood Services concept (an effort to concentrate services to citizens within a two block area). The branch is also unique because of the strong community partnerships that have been formed with these agencies. The third quarter of 2008 saw a 13% increase in circulation and door count. Program attendance has increased this quarter, due in part to the partnership with the "Market on Morris Street" Farmers Market. Ms. Smith commented that there was an increase in Summer Reading Program registration this year – 722 participants for 2008 versus only 641 in 2007.

A copy of the Report is attached to these minutes.

4. Public Comment and Communications

a. Public Comment

Beth Gibson, a west side resident and coordinator for the Great Indy Neighborhoods Initiatives ("GINI"), addressed the Board. She also distributed a booklet entitled

“Quality of Life Plan – Creating Our Future – West Indianapolis Neighborhood.” Ms. Gibson mentioned that the booklet highlights what GINI would like to accomplish through its Quality of Life Plan. The Plan is meant to capture the energy that the neighborhood and the branch have for making this a better place to live, work and play. It presents a vision of all the things the neighborhood seeks to accomplish in the coming years, and specifies who, what, when, and where these accomplishments will take place. She advised that this Plan is a living guide for neighborhood progress.

Mr. Meyer inquired about what percentage of households in the neighborhood have personal computers. She mentioned that it is estimated that approximately 30-40% do but not all these have Internet access.

- 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, September 18, 2008

The minutes from the Executive Session held September 18, 2008 were distributed to the Board.

The minutes were approved as written upon the motion of Mr. Meyer, seconded by Mr. Lynch, and the “yes” votes of Mr. Bacon, Mr. Jordan, Ms. Kramer, Mr. Lynch, Mr. Meyer, Ms. Rothe and Mr. Shevlot.

b. Regular Meeting, September 18, 2008

The minutes from the Regular Meeting held September 18, 2008 were distributed to the Board.

The minutes were approved, as amended to strike the last sentence of Item 7c., upon the motion of Mr. Meyer, seconded by Mr. Shevlot, and the “yes” votes of Mr. Bacon, Mr. Jordan, Ms. Kramer, Mr. Lynch, Mr. Meyer, Ms. Rothe and Mr. Shevlot.

COMMITTEE REPORTS

6. Finance Committee (Mary Lou Rothe, Chair; Elsa Kramer, Gary Meyer)

a. Report of the Treasurer – September, 2008

Becky Dixon, Chief Financial Officer, briefly reviewed the September, 2008 Report of the Treasurer that had been distributed to the Board. Ms. Dixon mentioned that for the month of September, 2008, actual expenditures, less investments, were \$320,057 less than projected. Actual revenue was \$79,453 less than projected.

September, 2008 expenditures, less investments, were 16% more than September, 2007. September, 2008 receipts, less taxes, were 27% more than September, 2007. This increase is due to the LOIT (“Local Option Income Tax”) funds.

Year-to-date fines revenue for 2008 is \$1,288,069 compared to year-to-date 2007 of \$1,267,208 (2% increase).

Year-to-date expenses for 2008, less the debt payments, are up 12% compared to 2007. The 2008 year-to-date revenue is down by 26% compared to 2007. The decrease in revenue relates to the property tax distribution. We have received \$5,031,251 less in taxes compared to September of 2007.

Ms. Rothe asked Ms. Dixon to explain why expenses are running 12% higher than last year.

Ms. Dixon advised that some of the increased costs can be attributed to higher utility costs at Central Library and also higher gasoline costs.

Mr. Shevlot then inquired about the status of the Library’s shortfall appeal.

At the initial presentation on the appeal, the Tax Control Board requested that the Library provide additional information on the shortfall appeal. The Library will go back before the Control Board with the requested information and it is hoped that a decision will be made in the next several months.

Ms. Rothe 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 93 – 2008** (Appropriation of Grant Proceeds)

After full discussion and careful consideration of Resolution 93 – 2008, the resolution was adopted upon the motion of Ms. Rothe, and the “yes” votes of Mr. Bacon, Mr. Jordan, Ms. Kramer, Mr. Lynch, Mr. Meyer, Ms. Rothe and Mr. Shevlot.

Motion carried.

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

c. **Finance Committee Notes – October 6, 2008** were distributed to the Board for their general information and are attached to these minutes.

7. Diversity, Policy and Human Resources Committee (Jesse Lynch, Chair; Gregory N. Jordan, Mary Lou Rothe)

a. Briefing Report on Staff Plan for Implementation of New Salary Structure

Janet Gartin Moore, Director, Human Resources, noted that at the October 6, 2008 meeting of the Diversity, Policy and Human Resources Committee, the administration recommended an Implementation Plan for a New Salary Structure that had been recommended by the external consultants, H. R. Essentials. The Plan allowed for the Library to do this in two steps: The minimums of the new pay grades on 1/1/09 and then the maximums of the new pay grades on 1/1/10. However, since that meeting more information has come to light from the consultants and the Library wants to take time for further analysis of their data.

The administration's new recommendation is that we delay recommendations on the new salary schedule until the Spring of 2009. This will allow us time to work out a solution to the proposed rise in health care insurance premiums we are facing, gain more information on the Budget and learn more about the effect of the property tax caps on our Budget. In addition, this will also allow us the time to absorb the information presented by the consultants and prepare the analysis that will enable us to make certain that this is a process that is fair to everyone.

- b. Diversity, Policy and Human Resources Committee Notes – October 6, 2008** were distributed to the Board for their general information and are attached to these minutes.

8. Building Committee (Gary Meyer, Chair; Richard Bacon, Thomas Shevlot)

- a. Central Project Construction Team Update** – Michael Coghlan, Facilities Management, discussed the Central Library Project.

A copy of the Update is attached to these minutes.

- b. Resolution 87 – 2008** (Approval to Award Contract for Extended Warranty and Preventive Maintenance Service Agreement for Elevators and Escalators at Central Library) (*This item was previously tabled at the September Board Meeting*)

After full discussion and careful consideration of Resolution 87 – 2008, the resolution was adopted upon the motion of Mr. Meyer, seconded by Mr. Bacon, and the “yes” votes of Mr. Bacon, Mr. Jordan, Ms. Kramer, Mr. Lynch, Mr. Meyer, Ms. Rothe and Mr. Shevlot.

Motion carried.

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

c. **Confirming Resolutions:**

1) **Resolution on Central Library Project Change Order Report - Fund 40 (Resolution 94 – 2008)**

Mr. Meyer noted that there is currently \$2.8 million left in the Central Library Project Contingency Fund. If not expended, these funds will revert back to the Library's Construction Fund for use on other building projects throughout the system.

After full discussion and careful consideration of Resolution 94 – 2008, the resolution was adopted upon the motion of Mr. Meyer, seconded by Mr. Shevlot, and the "yes" votes of Mr. Bacon, Mr. Jordan, Ms. Kramer, Mr. Lynch, Mr. Meyer, Ms. Rothe and Mr. Shevlot.

Motion carried.

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

d. **Resolution 95 – 2008 (Authorization of the Chief Executive Officer to Negotiate and Execute a Lease for the Fountain Square Branch)**

After full discussion and careful consideration of Resolution 95 – 2008, the resolution was adopted, as amended to include the words "extension for up to five years" after the words "negotiate and lease" in the last "Resolved" paragraph of the resolution, upon the motion of Mr. Meyer, seconded by Mr. Shevlot, and the "yes" votes of Mr. Bacon, Mr. Jordan, Ms. Kramer, Mr. Lynch, Mr. Meyer, Ms. Rothe and Mr. Shevlot.

Motion carried.

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

e. **Branch Status Report – September 30, 2008** was distributed to the Board for their review and information. A copy of the Report is attached to these minutes.

f. **Building Committee Notes – October 7, 2008** were distributed to the Board for their general information and are attached to these minutes.

9. Library Foundation Update (Gregory N. Jordan, Library Board Representative)

October 2008 Library Foundation Update – Mr. Jordan reviewed the Foundation's activities. Some of the highlights were as follows:

- Last month, the Library Foundation received many contributions and grants. The top corporate and foundation contributors included:
 - Downtown Optimist Foundation, Ruth Lilly Philanthropic Foundation, and Tonn and Black Construction – Children's Fund
 - National City Bank and Pacers Foundation, Inc. – General Fund

- Woodard, Emhardt, Naughton, Moriarity, McNett & Henry, LLP – Central Library
- Kudos to the Library’s staff for being excellent stewards of our donors’ contributions by providing high quality programs. Special thanks to the following:
 - Program and Product Development for dramatic growth in usage of Live Homework Help. In September, 857 online tutoring session took place – the highest count in the Library’s history. Many thanks to the Library Fund of The Indianapolis Foundation, a CICF affiliate and Radio Disney for helping the Library offer and promote this service.
 - Lawrence Branch Library – Bagels and Books, a weekly teen discussion offered at Lawrence North High School, has been well attended and has generated positive media attention for the school and the Library.
 - Wayne Branch Library – Their Unbirthday Party brought 68 children and parents into the Library for an afternoon of celebrating birthday traditions from around the world.
- Donors are being kept informed about the Library’s strategic planning process. Incorporating elements of the Library’s Strategic Plan, the Foundation has begun work on their own Plan. It is anticipated that the Foundation will approve their Plan at their November Board Meeting.

10. Report Of The Chief Executive Officer

a. Statistics – September, 2008 were distributed to the Board.

Laura Bramble, Chief Executive Officer, mentioned that the Boardwalk and Wetlands at the East 38th Street Branch were dedicated this week. She thanked United Water, the donor of the Boardwalk.

Year-to-date circulation is up 11%, with over 12 million items having been circulated by the end of September. She pointed out that books account for 65% of the total circulation.

b. Report on IMCPL African American History Committee Fall Festival

Ms. Bramble announced that the IMCPL African American History Committee’s Annual Family Fall Fest Lecture and Slammin’ Rhymes Challenge III will be Saturday, November 8, 2008, in the Clowes Auditorium at Central Library. The program will be from 1:00-4:00 p.m. and will include a lecture by Rose Rock, mother of Chris Rock, and author of *Mama Rock’s Rules: Ten Lessons for Raising a Household of Successful Children*. There will be book sales and Ms. Rock will be available for book signings.

c. Report on Outreach Initiatives

Margaret Wagoner, Outreach Services, gave the Report. She noted that Outreach Services has two types of mobile service available to the Indianapolis community, regular bookmobiles and the Little Bitty bookmobiles. The bookmobiles visit 43 sites, serving approximately 2,000 children and 432 adults monthly. The primary service is to pre-schools and day cares. In addition to providing books, staff give curriculum guidance and story programs. Stops are also included to communities such as Roweny, Troy Manor and the Phoenix apartments where a large percentage of children are considered to be “at risk.” In addition, the three Little Bitty bookmobiles serve 105 sites and carry only the Bunny Book Bags and prepackaged collections. These vehicles are used to visit licensed home day cares in a program called “On The Road To Reading.” These bookmobiles are also used to visit the after school care sites, and to provide invaluable summer service to summer camp and day care sites.

Mr. Lynch asked if similar bookmobile service would be offered to the senior citizen facilities where service had been stopped.

Ms. Bramble stated that there are no plans right now for that service. She mentioned that when we stopped that service we did ask the branches to begin servicing the seniors. Ms. Bramble commented that she did not have a recent report on how that was going. She continued that there has been talk about doing something similar to what we’re doing if we could get a grant to look for another vehicle or use the current vehicle and do a project for seniors like we do for the children.

Mr. Lynch stated that he was quite concerned about the situation.

Mr. Shevlot suggested it might be interesting to look at the senior center facilities that are located in the areas currently served by the bookmobiles. If the bookmobiles are already in the area, perhaps something could be arranged for the senior citizens, even if just on a trial basis.

d. Update on Learning Curve at Central Library

Raylene Jordan, Activity Guides Leader from Program Development, gave the Update on the Learning Curve at Central Library. Ms. Jordan commented that when the doors first opened at the Learning Curve, the focus was on a new staffing model that included the following: Info Guides – those who handle the collection and reference for children, parents and teachers; Activity Guides – those who create new learning experiences and provide support for technology hardware, software and the Internet; and the Outpost Guides – those who are the initial greeters, the support crew, and caretakers of equipment and schedules. In the ten months since the Curve opened, the Activity Guides have created and produced over 2,400 activities, with over 30,700 children in attendance. Learning Curve staff offer robotics such as “Pleo”, the robotic dinosaur that Ms. Jordan displayed to the Board. They also offer story times, software activities on laptops, theater, experiences with CurveWorld, and scavenger hunts that introduce the Curve and the whole Central Library to children. In May, they were able to work with United Way on their Read Up project, handling 621 students in 72 activities over six days. As part of the Central Ride CurveSide grant project, multiple-session, in-depth software activities were held with a group of high school students from Decatur in April, and will continue with a second Decatur group this Fall. These high school students successfully completed their project of creating scenes to play in the theater of the Learning Curve. Another goal for the Learning Curve is to continually create learning opportunities for kids and families. Expectations have been exceeded with great sessions of CurveWorld, new activities in each of the software offerings, multiple levels of programming with robots, and now the newest area of

expansion, emerging technology.

e. **Confirming Resolutions:**

1) **Resolution Regarding Finances, Personnel and Travel (96 – 2008)**

After full discussion and careful consideration of Resolution 96 – 2008, the resolution was adopted upon the motion of Mr. Meyer, seconded by Ms. Rothe, and the “yes” votes of Mr. Bacon, Mr. Jordan, Ms. Kramer, Mr. Lynch, Mr. Meyer, Ms. Rothe and Mr. Shevlot.

Motion carried.

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

OLD BUSINESS

11. None.

NEW BUSINESS

12. None.

AGENDA BUILDING

13. **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:

November, 2008 - To Be Determined

INFORMATION

14. **Materials**

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

- a. *American Libraries* (September 2008)
- b. *ULC Exchange* (October 2008)

15. Board Meeting Schedule 2008 (Notice of Date and Place of Meeting) and Upcoming Events

- a. **Schedule of Board Meetings for 2008** - *Current calendar will be updated each month, as necessary, and additional information highlighted.*
- b. Library Programs and/or Free Upcoming Events through November 19, 2008 were distributed to the Board.

16. Notice of Special Meetings

None.

17. Notice of Next Regular Meeting

Thursday, November 20, 2008, at the Library Services Center, 2450 North Meridian Street, at 6:30 p.m.

18. Other Business

None.

19. Adjournment

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

The Chairman declared the meeting adjourned at 7:55 p.m.

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

Mary Lou Rothe, Secretary to the Board

