

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY  
MINUTES OF THE REGULAR MEETING  
SEPTEMBER 18, 2008**

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The Indianapolis-Marion County Public Library Board met at the Warren Branch Library, 9701 East 21<sup>st</sup> Street, Indianapolis, Indiana, on Thursday, September 18, 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. In the absence of Ms. Rothe, Mr. Meyer acted as Secretary.

**2. Roll Call**

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

Member absent: Ms. Kramer and Ms. Rothe.

**3. Branch Manager's Report**

Ruth Hans, Manager, Warren Branch Library, briefly discussed the Report that had been presented to the Board.

Ms. Hans noted that 32% of the service area's population, or 26,916 individuals, are registered Library borrowers. There is great diversity of cultures, incomes and educational levels in the area and the branch works to help patrons improve their economic status and improve the quality of life in the community. Notably, the branch has recently increased its emphasis on workforce development through its job center, an area of the branch specifically devoted to helping patrons with online job searches, resume creation, etc. For 2007, the door count at the branch was 258,964, total circulation was 536,500 and there were 92,566 computer users. There are over 90,000 items in the branch's collection. She also mentioned that everyone was invited to the "Festival of Cultures" program which will be held at the branch on November 15<sup>th</sup> from 1:30 p.m. to 4:15 p.m.

A copy of the Report is attached to these minutes.

**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, August 21, 2008**

The minutes from the Executive Session held August 21, 2008 were distributed to the Board.

The minutes were approved as written upon the motion of Mr. Meyer, seconded by Mr. Bacon, and the "yes" votes of Mr. Bacon, Mr. Jordan, Mr. Lynch, Mr. Meyer and Mr. Shevlot.

### **b. Regular Meeting, August 21, 2008**

The minutes from the Regular Meeting held August 21, 2008 were distributed to the Board.

The minutes were approved as written upon the motion of Mr. Lynch, seconded by Mr. Meyer, and the "yes" votes of Mr. Bacon, Mr. Jordan, Mr. Lynch, Mr. Meyer and Mr. Shevlot.

## **COMMITTEE REPORTS**

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

#### **a. Report of the Treasurer – August, 2008**

Becky Dixon, Chief Financial Officer, discussed the August, 2008 Report of the Treasurer that had been distributed to the Board. Ms. Dixon stated that for the month of August, 2008, actual expenditures, less investments, were \$176,222 less than projected. Actual revenue was \$500 less than projected.

August, 2008 expenditures, less investments, were 3% more than August, 2007. Fines revenue is down by 10% compared to August of 2007.

Year-to-date fines revenue for 2008 is \$1,161,294 compared to year-to-date 2007 of \$1,114,255 (1% increase).

Year-to-date expenses for 2008, less the debt payments, are up 12% compared to 2007 and 2008 year-to-date revenue is down by 15% compared to 2007.

Ms. Dixon also announced that the Library has received property tax monies in the amount of \$6.3 million. This is the final distribution for 2007.

Mr. Jordan asked that the record reflect that the Treasurer's Report has been submitted and filed for audit.

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

#### **b. President Jordan will Convene a Public Hearing**

President Jordan announced that this Public Hearing was being held to consider a proposed additional appropriation.

1) **Receive Information on the Proposed Additional Appropriation**

Ms. Dixon discussed the proposed additional appropriation in the Library's Construction Fund that was advertised on July 5, 2008 in the *Indianapolis Star* and on July 5, 2008 in the *Indianapolis Recorder*.

She explained that when bonds are sold, the Library appropriates the amount of proceeds along with estimated interest income. When the interest income exceeds the estimated amount included in the original appropriation, it is necessary to appropriate the additional interest income under Indiana accounting guidelines.

2) **Invite Public Comment from the Audience.**

President Jordan invited public comment at this time.

There were no comments.

**President Jordan will Consider a Motion to Close the Public Hearing**

Mr. Meyer made a motion to close the Public Hearing. Mr. Bacon seconded the motion.

Motion carried.

The Public Hearing was closed at this time.

c. **Resolution 84 – 2008** (2008 Additional Appropriation of Interest Income)

After full discussion and careful consideration of Resolution 84 – 2008, the resolution was adopted upon the motion of Mr. Meyer, seconded by Mr. Bacon, and the “yes” votes of Mr. Bacon, Mr. Jordan, Mr. Lynch, Mr. Meyer and Mr. Shevlot.

Motion carried.

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

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

a. **Resolution 85 – 2008** (Resolution on Policy Revisions for P210-219 (Classification and Salary) and P250-259 (Employee Welfare))

After full discussion and careful consideration of Resolution 85 – 2008, the resolution was amended. With regard to P251.A.5, the last sentence, “Any other employee who wants to use

the garage (Central Library) will be charged the same fees as that charged for public use.” is hereby deleted in its entirety. The resolution was then adopted, as amended, upon the motion of Mr. Lynch, seconded by Mr. Meyer, and the “yes” votes of Mr. Bacon, Mr. Jordan, Mr. Lynch, Mr. Meyer and Mr. Shevlot.

Motion carried.

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

b. **Resolution 86 – 2008** (Resolution on Lost and Found Policy)

After full discussion and careful consideration of Resolution 86 – 2008, the resolution was adopted upon the motion of Mr. Lynch, seconded by Mr. Bacon, and the “yes” votes of Mr. Bacon, Mr. Jordan, Mr. Lynch, Mr. Meyer and Mr. Shevlot.

Motion carried.

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

c. **Briefing Report on the Acceptable Use Policy**

Robert Scott of Clark, Quinn, Moses, Scott & Grahn, LLP, the Library’s attorney, discussed the Report. Mr. Scott stated that Indiana Code 36-12-1-12 requires the Library Board to annually review the policy concerning the appropriate use of the Internet or other computer networks by Library patrons in all areas of the Library. There are no current recommendations or modifications or changes to the policy from the Library’s Information Technology Services Area or from counsel. It was noted that the Policy was last revised in September, 2007.

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

a. **Central Project Construction Team Update** – Ed Olsen, Director, Facilities Management Services Area, 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)

*Resolution 87 – 2008 was tabled until the October Board Meeting.*

c. **Confirming Resolutions:**

1) **Resolution on Central Library Project Change Order Report - Fund 40 (Resolution 88 – 2008)**

After full discussion and careful consideration of Resolution 88 – 2008, the resolution was adopted upon the motion of Mr. Meyer, seconded by Mr. Bacon, and the “yes” votes of Mr. Bacon, Mr. Jordan, Mr. Lynch, Mr. Meyer and Mr. Shevlot.

Motion carried.

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

2) **Resolution on Central Library Project Change Order Report for Garage Related Items – Fund 41 (Resolution 89 – 2008)**

After full discussion and careful consideration of Resolution 89 – 2008, the resolution was adopted upon the motion of Mr. Meyer, seconded by Mr. Bacon, and the “yes” votes of Mr. Bacon, Mr. Jordan, Mr. Lynch, Mr. Meyer and Mr. Shevlot.

Motion carried.

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

d. **Branch Status Report – August 31, 2008** was distributed to the Board for their review and information. A copy of the Report is attached to these minutes.

e. **Building Committee Notes – September 9, 2008** were distributed to the Board for their general information and are attached to these minutes.

f. **Resolution 91 – 2008** (Authorization of Chief Executive Officer’s to Release Retainage and Authorization to Finalize and Execute all other Related Documents) (*This item was presented at meeting*)

After full discussion and careful consideration of Resolution 91 – 2008, the resolution was adopted upon the motion of Mr. Meyer, seconded by Mr. Lynch, and the “yes” votes of Mr. Bacon, Mr. Jordan, Mr. Lynch, Mr. Meyer and Mr. Shevlot.

Motion carried.

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

g. **Resolution 92 – 2008** (Expanded Approval for CEO to Negotiate a Purchase Agreement for the Broadway Branch Property) (*This item was presented at meeting*)

It was noted that this is a modification to Resolution 166 – 2007.

After full discussion and careful consideration of Resolution 92 – 2008, the resolution was adopted upon the motion of Mr. Meyer, seconded by Mr. Shevlot, and the “yes” votes of Mr. Bacon, Mr. Jordan, Mr. Lynch, Mr. Meyer and Mr. Shevlot.

Motion carried.

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

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

**September 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 were from the following:
  - Dynamark Graphics Group and Herff Jones, Inc. – General Fund
  - Baker & Daniels, LLP and CSO Architects, Inc. – Children’s Fund
  - Tabbert Hahn Earnest & Weddle, LLP – Central Library and Gala
  - The Library Fund, a fund of The Indianapolis Foundation – Grant to facilitate the Library Board’s discussion of the proposed Strategic Plan
- Thanks to major support from United Water, the Library was able to build a boardwalk within the East Thirty-Eighth Street Branch wetlands. The Library and Library Foundation will hold a ribbon-cutting ceremony on Wednesday, October 15, 2008 at 10:30 a.m. The event will be free and open to the public. Special invitations will be sent to neighborhood groups and schools, government officials, project donors and vendors, the media, and to the Library and Foundation Board members.
- The Foundation is keeping donors informed about the Library’s strategic planning process. They are incorporating elements of the Library’s Strategic Plan as they begin work on their own. The Foundation anticipates their Plan will be approved at their November Board Meeting.

A copy of the Update is attached to these minutes.

## **10. Report Of The Chief Executive Officer**

- a. **Statistics – August, 2008** were distributed to the Board.

Ms. Bramble stated that August 2008 circulation was up 11.40% over August 2007. August door count was down 4.6%.

She announced that the Library’s 2009 Budget has been approved by the Municipal Corporations Committee. It will go to the full City-County Council for approval next week. Year-to-date circulation is up 9.8% and door count totals are up 6%.

Staff from the Charlotte-Mecklenburg County Library recently visited the Learning Curve at Central Library. Ms. Bramble thanked Chris Cairo, Director, Project Development Services Area, and her staff for their good job in presenting the Curve to the visitors.

- b. **Report on IMCPL Website Services and Statistics**

Jeanne Sheehan, Information Technology Services Area, presented a Report on IMCPL’s website services. As a strategy, IMCPL’s Web Branch has evolved from focusing on the Library’s collection to engaging patrons in many areas of interest.

The website has unveiled new pages highlighting Central Library event spaces, a Teen Scene

site, the Reader's Connection, Indy Tunes, Kid's Book Zone, and a World Languages multicultural site which includes access to self-guided online foreign language instruction.

The Web Branch's "door count" from January through August found 2,182,654 catalog visits and 3,538,732 main site visits, for a total of 5,721,386 visits and a daily average of 23,448. The website has seen a 19% increase in year-to-date web renewals and a 15% increase in requests placed. It also has seen an 83% increase in audiobooks downloaded and a 49% increase in student visits to Live Homework Help.

The use of RSS feeds also has become increasingly popular. Upcoming emphasis will be placed on promoting IMCPL art and partnership with local arts organizations to promote cultural activities.

c. **Confirming Resolutions:**

1) **Resolution Regarding Finances, Personnel and Travel (90 – 2008)**

After full discussion and careful consideration of Resolution 90 – 2008, the resolution was adopted upon the motion of Mr. Lynch, seconded by Mr. Meyer, and the "yes" votes of Mr. Bacon, Mr. Jordan, Mr. Lynch, Mr. Meyer and Mr. Shevlot.

Motion carried.

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

**OLD BUSINESS**

11. None.

**NEW BUSINESS**

12. Mr. Jordan reported that the Board is continuing its work in response to the recommendations by the Strategic Planning Committee. The first public meeting on the proposed Strategic Plan will be held Thursday, September 25, 2008 from 4:00 p.m. to 8:00 p.m. at Central Library.

**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:

**October, 2008 -** To Be Determined

**INFORMATION**

**14. Materials**

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

- a. *FOCUS on Indiana Libraries* (August 2008)
- b. *FOCUS on Indiana Libraries* (September 2008)
- c. *ULC Exchange* (September 2008)
- d. *Public Libraries* (July/August 2008)
- e. *American Libraries* (August 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 October 15, 2008 were distributed to the Board.

**16. Notice of Special Meetings**

None.

**17. Notice of Next Regular Meeting**

Thursday, October 16, 2008, at the West Indianapolis Branch Library, 1216 South Kappes 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 7:45 p.m.

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

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Gary Meyer, Acting Secretary to the Board

