

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE SPECIAL MEETING
OCTOBER 1, 2008**

The Indianapolis-Marion County Public Library Board met at the Library Services Center, 2450 North Meridian Street, Indianapolis, IN on Wednesday, October 1, 2008 at 4:15 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, Ms. Kramer, Mr. Lynch, Mr. Meyer, Ms. Rothe and Mr. Shevlot.

Members absent: None.

The Chairman announced that a quorum was present and that the meeting was duly constituted.

3. Strategic Planning Discussion

Marnie Maxwell, of Maxwell Associates, Inc., began by outlining the items to be discussed by the Board at tonight's meeting, namely:

- 1) Review outcomes from the September 25, 2008 meeting.
 - a) Getting to know each other;
 - b) Understand the Strategic Plan issues; and
 - c) Direct Library management regarding the Strategic Plan.
- 2) Review and assess the governance of the Library.
- 3) Discuss the revised Strategic Plan.

Ms. Maxwell asked that the Board members and Laura Bramble, Chief Executive Officer, review some of the items from last week's meeting.

Mr. Meyer commented that everyone is concerned about making a better Library and Ms. Bramble noted that during last week's discussions, she had learned more about the Board members, their families and their interests.

The meeting continued with a review of the Board's governance responsibilities for the Library which include:

- 1) Develop policy

- 2) Hire the director
- 3) Plan for the future
- 4) Monitor/evaluate effectiveness
- 5) Advocate for the Library and the community

Mr. Lynch mentioned that the Board needs to educate the public about the Library. He also expressed his concern about performing the Director/CEO's upcoming evaluation. Mr. Lynch commented that the Board isn't involved in the day-to-day business of the Library and therefore can't observe how the Director/CEO works with Library staff. Normally, the only time the Board members can observe the Director/CEO is in a Board Meeting. The Board needs to evaluate the Director/CEO's communication skills, determine her effectiveness and her objectives for the Library. Currently, it is felt that the Board doesn't have the concrete information necessary to be fair and accurate in its evaluation. Benchmarks and objectives with stated outcomes need to be identified for the review process.

Ms. Rothe commented on the issue of the difference between metrics and what is measured with regard to Library information, programs and statistics.

Mr. Bacon noted that metrics are essential until you see the relevance.

Ms. Kramer questioned if some things are actually quantifiable.

A discussion was held regarding the current structure of the Library Board. Questions were put forward about the organization of the Board and if it was correct. Also, are more relevant Board committees needed?

Ms. Maxwell then requested the Board members rate how the Board is fulfilling its responsibilities on the items listed below, using the following scale:

- 4 = The Board does this very well
- 3 = The Board does this at a satisfactory level
- 2 = The Board does some of this, but our performance is unsatisfactory
- 1 = The Board does not do this at all or we do it very poorly

Responsibility #1 – Set/Review Policies

Average Score: 3

Comments: New Board members need training. Board members should be allowed to raise concerns or ask questions at any time.

Responsibility #2 – Hire/Support/Evaluate Director/CEO

Average Score: 2

Comments: Director/CEO needs to set goals. Board also needs to identify goals/benchmarks for Director/CEO.

Responsibility #3 – Plan for the Future of the Library

Average Score: 3

Comments: Not pleased with Strategic Planning Committee selection.

Responsibility #4 – Monitor/Evaluate Overall Effectiveness, Including Our Own

Average Score: 2.75

Comments: None.

Responsibility #5 – Advocate for Library and Community

Average Score: 1.80

Comments: Encourage more public attendance and public feedback at Board meetings. Reactivate the Governmental Relations Committee. Invite City-County Councillors to attend Board meetings. Invite City-County Councillors to attend meetings at the Library branches with the Area Resource Manager, the Branch Manager and patrons. Work to increase attendance at Library programs. Special Meetings for the Board conducted more frequently.

The Board then reviewed the revised draft of the IMCPL Strategic Plan that had been distributed at the meeting. Some of the discussion items included the following:

Mission:	Why we exist
Vision:	Where we're headed
Goals:	Broad statements
Strategies:	Major initiatives to help achieve goals

Additionally, some minor changes to the Plan document were proposed. Use of the word "Objectives" instead of "Strategies" was suggested. It was also mentioned that, in addition to Board members and the CEO, all Library staff should be involved in the public visibility aspect of the Library. That older adults and diversity be included when considering learning opportunities, etc. There was a concern raised regarding the term "annual funds" as it relates to the IMCPL Foundation.

A copy of the Strategic Plan is attached to these minutes.

4. **Other Business**

None.

5. **Adjournment**

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

The Chairman declared the Special Meeting adjourned at 6:15 p.m.

Mary Lou Rothe, Secretary to the Board

CERTIFICATION

I, Mary Lou Rothe, Secretary to the Board, of the Indianapolis-Marion County Public Library, hereby certify that the foregoing minutes are true and correct.

Mary Lou Rothe, Secretary to the Board

