

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
DECEMBER 17, 2009**

The Indianapolis-Marion County Public Library Board met at the Wayne Branch Library, 198 South Girls School Road, Indianapolis, Indiana, on Thursday, December 17, 2009 at 6:30 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. Evenbeck, Mr. Lynch, Mr. Meyer, Mr. Shevlot and Ms. Turner-Wright.

Members absent: Mr. Lingenfelter.

3. Branch Manager's Report

Melinda Mullican, Assistant Manager, discussed the Branch Manager's Report that had been distributed to the Board. She mentioned that there were 21,407 registered borrowers at Wayne, or 58.6% of the total population in the service area. Door count so far in 2009 is 246,222. The weekly preschool, family and baby story times fulfill the need for early literacy help, while the monthly school-age and adult book discussions continue that process. In addition to the weekly programs, Wayne has a monthly "PAWs to Read" program that allows reluctant readers to read to an animal in a non-threatening atmosphere. Weekly job search workshops provide special assistance to adults who need help with writing resumes, applications and other job-hunting tasks. In 2009, Wayne received two IMCPL Foundation grants that funded the Yack and Snack school-age book discussion program, and Kids Explore quarterly programs, such as the Knights and Princesses program.

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, November 19, 2009**

The minutes from the Executive Session held November 19, 2009 had been distributed to the Board.

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

b. **Regular Meeting, November 19, 2009**

The minutes from the Regular Meeting held November 19, 2009 had been distributed to the Board.

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

c. **Annual Meeting, November 19, 2009**

The minutes from the Annual Meeting held November 19, 2009 had been distributed to the Board.

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

COMMITTEE REPORTS

6. **Finance Committee (Thomas S. Shevlot, Chair; Scott Evenbeck, Marie Turner-Wright)**

a. **Report of the Treasurer – November, 2009**

Becky Dixon, Chief Financial Officer, briefly discussed the November, 2009 Report of the Treasurer that had been distributed to the Board. She noted that for the month of November, actual expenditures, less investments and tax warrant payments, were 11.4% less than projected. This reduction relates to a decrease in spending in all budget categories.

Actual revenue was 8.2% more than projected. The PLAC distribution was received in November, 2009 for \$106,193.

November, 2009 expenditures, less investments, were 8% more than November, 2008. This reflects an increase in personal services (salary and benefits), supplies and collection materials.

November, 2009 receipts were 90% more than November, 2008, less taxes and investments. This increase relates to the PLAC revenue received in November, 2009.

Year-to-date Fines revenue for 2009 is \$1,518,674 compared to \$1,541,343 for year-to-date 2008.

Mr. Bacon 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 60 – 2009** (Transfer Between Classifications and Accounts)

Ms. Dixon advised that an Addendum to Resolution 60 – 2009 had been distributed at tonight's meeting.

She noted that this is a "clean up" resolution to take care of certain reclassifications as we move things around in the Budget during the course of the year based on how the monies were spent. Some items in the "Repairs and Maintenance" area are also being reclassified and the Budget had to be revised to cover these expenditures.

Mr. Bacon inquired if any of these items were moved for taxable gain purposes. Ms. Dixon responded "no."

Ms. Turner-Wright asked for an explanation of the "Recruitment Expenses" item. Ms. Dixon explained that those are the expenses related to such items as background checks and drug screenings which are done when there is a job offer made to a candidate.

After full discussion and careful consideration of Resolution 60 – 2009, the resolution was adopted, as revised with the Addendum, upon the motion of Mr. Meyer, seconded by Mr. Evenbeck, and the "yes" votes of Mr. Bacon, Mr. Evenbeck, Mr. Lynch, Mr. Meyer, Mr. Shevlot and Ms. Turner-Wright.

Motion carried.

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

c. **Resolution 61 – 2009** (Repeal of Appropriation in the Capital Project Fund and Transfers Between Account Classifications)

During the process of putting together the 2010 Budget, Ms. Dixon explained the it was determined that the Library would not be spending all the 2009 money so she included the balance left in this Fund to help balance next year's Budget. To do this, the Library must go through a formal repeal in the amount of \$400,000, which is the purpose of Resolution 61 –

2009. So, we are going to take that money out and not spend it for some of the following items: repair/maintenance of computers, computer equipment and vehicles.

After full discussion and careful consideration of Resolution 61 – 2009, the resolution was adopted upon the motion of Mr. Meyer, seconded by Mr. Bacon, and the “yes” votes of Mr. Bacon, Mr. Evenbeck, Mr. Lynch, Mr. Meyer, Mr. Shevlot and Ms. Turner-Wright.

Motion carried.

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

d. **Resolution 62 – 2009** (Matching Funds for the Gates On-Line Opportunity Grant)

After full discussion and careful consideration of Resolution 62 – 2009, the resolution was adopted upon the motion of Mr. Meyer, and the “yes” votes of Mr. Bacon, Mr. Evenbeck, Mr. Lynch, Mr. Meyer, Mr. Shevlot and Ms. Turner-Wright.

Motion carried.

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

e. **Finance Committee Notes – December 7, 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; Scott Evenbeck, Jesse B. Lynch)**

a. **Resolution 63 – 2009** (Appointment List) (*This item was presented at the meeting*)

Janet Gartin-Moore, Director, Human Resources, discussed the Appointment List that had been distributed to the Board at the meeting. She noted that the List is a yearly resolution in which the Chief Executive Officer makes appointments to the staff and authorizes the adjustment of individual salaries.

After full discussion and careful consideration of Resolution 63 – 2009, the resolution was adopted upon the motion of Mr. Meyer, seconded by Mr. Bacon, and the “yes” votes of Mr. Bacon, Mr. Evenbeck, Mr. Lynch, Mr. Meyer and Mr. Shevlot. It was noted that Ms. Turner-Wright voted “no.”

Motion carried.

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

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

a. **Capital Projects Briefing Report** – Ed Olsen, Director, Facilities Management Services Area, discussed the Report. He reviewed the items covered in the Report (with the exception of the one resolution). These items included: Leasing of Parking Spaces in Central Garage; Status of

RFP for Elevator and Escalator Repair and Maintenance Services; Status of Guaranteed Energy Savings for Library Services Center (LSC) Project; Status of Branch PC Expansion Project and Lighting Retrofit Energy Savings Project for Eagle Branch Library.

A copy of the Report is attached to these minutes.

- b. **Resolution 64 – 2009** (Authorization to Issue a Request for Proposal for Heating, Ventilation, and Air Conditioning Maintenance Services)

After full discussion and careful consideration of Resolution 64 – 2009, the resolution was adopted upon the motion of Mr. Meyer, and the “yes” votes of Mr. Bacon, Mr. Evenbeck, Mr. Lynch, Mr. Meyer, Mr. Shevlot and Ms. Turner-Wright.

Motion carried.

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

- c. **Branch Status Report – November 30, 2009** was distributed to the Board for their review and information. A copy of the Report is attached to these minutes.
- d. **Building Committee Notes – December 8, 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)**

- a. **Governmental Affairs Committee Notes – December 8, 2009** were distributed to the Board at the meeting for their general information and are attached to these minutes.

In the absence of Mr. Lingenfelter, Laura Johnson, Staff Liaison to the Governmental Affairs Committee, advised that during their recent meeting Ms. Bramble had discussed the Library’s meeting with the Hirons Group on the marketing plan. Also, a component of next year’s work will be formulating the Library’s message regarding our financial situation and changes to our service model that will be necessary due to the anticipated budget reductions and property tax caps for 2011 and 2012. We want this to be a public process with participation of Board members, staff, elected officials, IMCPL Foundation representatives and others. The Library is also monitoring pending legislation that would make a few adjustments in some of our operation areas.

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

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

- Last month, the Foundation received many gifts. The top corporate and foundation contributors included:
 - Crown Point Graphics; Eugene & Marilyn Glick Family Foundation; The Library

Fund, a fund of The Indianapolis Foundation; Tonn and Black Construction – Children’s Initiatives

- Hoover Family Foundation – Job Search at Central Library
- The Library Fund, a fund of The Indianapolis Foundation – Special Collections and Technology
- Woodley Farra Manion Portfolio Management, Inc. – General Fund

11. Report Of The Chief Executive Officer

- a. **Statistics – November, 2009** were distributed to the Board at the meeting.

Laura Bramble, Chief Executive Officer, stated that our statistics are up in every category with the exception of New Borrowers. You will notice an 11% increase in patron visits, a 10% increase in circulation, 19.9% increase in computer usage and web branch visits are up 13.5%.

She encouraged everyone to look at the items on the Library’s website. One of the recent feature items is an interview of Chef Jeff Henderson who was the featured speaker at the African-American History Committee’s Fall Fest.

Ms. Bramble also mentioned the Library’s November Read Aloud program which encourages families to read together. This year, we had 22,948 participates. This included 3,762 families and 568 different child care classes.

The fee for the Public Library Access Card (“PLAC”) is increasing. This card is issued if someone from one Indiana county wants to use other libraries in other counties in the State of Indiana. The fee for this card had been approximately \$30.00 but is now going up to \$50.00 for one year.

Lastly, she distributed brochures to the Board members on Central Library entitled “Art and Architecture.”

- b. **Confirming Resolutions:**

- 1) **Resolution Regarding Finances, Personnel and Travel (65 – 2009)**

After full discussion and careful consideration of Resolution 65 – 2009, the resolution was adopted on the motion of Mr. Shevlot, seconded by Mr. Meyer, and the “yes” votes of Mr. Bacon, Mr. Evenbeck, Mr. Lynch, Mr. Meyer, Mr. Shevlot and Ms. Turner-Wright.

Motion carried.

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

OLD BUSINESS

12. None.

NEW BUSINESS

13. Ms. Turner-Wright mentioned that she wished to bring to the attention of the Board the interesting article entitled “The Buck Stops There” in the December issue of *American Libraries*. The article focused on money that libraries spent paying consultants to come in to tell them how to not spend so much money. She encouraged the other Board members to read the article. This is something to consider if IMCPL proposes to bring in consultants to tell us how to save money and how much these consultants could cost us to perform that service.

At this time, Mr. Lynch announced that tonight was Mr. Meyer’s last Board meeting. His appointment term is ending on December 31, 2009.

Mr. Lynch then made the following statement:

For nine years, Gary has been an active, engaged member of the IMCPL Board of Trustees.

He served as Chair of the Governmental Affairs Committee in 2001.

Since 2002, Gary has served as Chair of the Building Committee.

In 2002 and 2003, Gary was the Board’s representative to the Foundation Board.

He has shown admirable leadership skills in shepherding the Central Library Transformation Project to a successful conclusion.

During this time, Gary became noted for both the length and the thoroughness of his Committee reports.

Gary has demonstrated a commitment to supporting the work of Library staff by his presence at staff events and his consistent reminders that staff serve selflessly in promoting the mission of this Public Library.

Gary has also been a strong supporter and regular contributor to Indy Reads, promoting their efforts to make Indianapolis a literate city.

We thank Gary for his years of service.

We will miss his dedication, spark and sense of humor.

Mr. Lynch then presented Mr. Meyer a certificate from the Library acknowledging his years of service.

A round of applause occurred at this time.

Mr. Meyer mentioned that he had not looked forward to this day because he really believes in the Library and what we do here.

He stated that he really didn’t have anything prepared but wished to say these few words:

I came on the Board hearing from people what the Library was like; what the staff was like; what

was being done right; what was being done wrong and I listened to all of that. I very quickly realized that everyone had downplayed the good. It was much better than they had told me and the things that were bad were not as bad as they said. So, I quickly had to adapt my thinking and start to really understand more about the Library and staff. I quickly found out about the dedication of the Board and the staff and the meaning and purpose of what the Library is in this community. That is why I continued to serve and have loved every minute of it.

I will say to this Board and all the previous Boards – We all may seem to have different opinions about how to run the Library, how to manage and how to come up with policy but no matter what, this Board does what's best for the Library. There were some ups and downs. Every member of this Board is working as hard as they can to do what's good for this community.

I will be around. You will see me. I will be at meetings. I will always answer questions if there is something you don't remember. I will see you socially. I'm not just going to walk away. Whether it's something I have to do or need to do for some sort of legal reason or whether it's just to be here and see what's going on. I will be in the Library. I will be seeing you all. I will be visiting the branches. I will pepper with you questions from the audience at Board meetings.

I have enjoyed serving. Change is good. I'm sure that this Board will continue on. It has worked very well from the early 1900's until now. It will be tough next year, with issues such as tax revenues, the budget, the economy and the government but I can guarantee you that whatever decisions you make will be tough but they will be the right ones.

I really want to thank the staff. What you do for this community is incredible. I don't know how you do it so well but everyone seems to care and works so hard. You are such a help to the community. Keep up the good work. It makes Indianapolis what it is. I really mean that.

For the Board, let them do what they have to do, give them the tools and continue on with what you're doing. There are a lot of new Board members and a lot of new great ideas.

Thank you all and I appreciate it.

A round of applause occurred at this time.

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

This is my last meeting as President of the Board and I will be turning over the gavel to Mr. Shevlot as the new 2010 Board President. Before I do that though I would like to thank the Board members for helping me through this year, for your cooperation and for helping me over my stumbling blocks, etc. It has been a pleasure serving you as President for this past year. I have really enjoyed it.

I'd like to give a special thanks to Angie (Gilbert). Angie always kept things prepared for me and kept me abreast of everything.

Tom, I can tell you right now, you need to lean on her and she can keep you updated on anything that you want to do.

So, Angie, I just want to thank you.

Laura (Bramble), it has been wonderful working with you and all the other staff members, Janet (Gartin Moore), Laura (Johnson), and Becky (Dixon). All the Library people have treated me so

nicely during my time as President of the Board.

I have enjoyed it but I happily pass on the gavel.

A round of applause occurred at this time.

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:

January, 2010 - To Be Determined

INFORMATION

- 15. Materials**

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

- a. *Public Libraries* (November/December 2009)
- b. *American Libraries* (December 2009)

- 16. Board Meeting Schedule for 2010 (Notice of Date and Place of Meeting) and Upcoming Events**

- a. **Schedule of Board Meetings for 2010** (enclosed)
- b. Library Programs and/or Free Upcoming Events through January 20, 2010 were distributed to the Board.

- 17. Notice of Special Meetings**

None.

- 18. Notice of Next Regular Meeting**

Thursday, January 21, 2010, at the Library Services Center, 2450 North Meridian Street, 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 7:20 p.m.

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

Richard K. Bacon, Secretary to the Board

