

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY  
MINUTES OF THE REGULAR MEETING  
JANUARY 15, 2009**

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The Indianapolis-Marion County Public Library Board met at the Library Services Center, 2450 North Meridian Street, Indianapolis, Indiana, on Thursday, January 15, 2009 at 6:40 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.

At this time, Mr. Lynch introduced the two new members of the Library Board, namely, Jim Lingenfelter and Marie Turner-Wright, both of whom are Marion County Commissioners' appointees.

Mr. Lingenfelter stated that he looked forward to working with the Board. He mentioned that he had been welcomed by the staff and had received a great deal of good information. Mr. Lingenfelter stated that he looked forward to moving ahead in some trying times. He believes that we have some great opportunities and working with the staff will be a lot of fun.

Ms. Turner-Wright mentioned that she is excited to have a new challenge. Having recently retired from the University Library at Indiana University she considers this Board appointment a challenging new job for her. She went on to say that she will enjoy working on the Library Board.

**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**

Elaine Drew, Director, Collection Management Services Area, gave a "State of the Collection" report to the Board. She distributed two documents for review, namely, "Materials Contractual 2008 Statistics" and the "2008 Collection Statistics."

Copies of the reports presented by Ms. Drew are attached to these minutes.

Mr. Meyer inquired how many individual items make up the system collection. Ms. Drew responded that it was a little less than two million items. He commented that the total circulation was 15.3

million which indicates that each item is circulating several times. Mr. Meyer wanted to know how many individual titles/unique items are in the collection. Ms. Drew was unsure of the number but noted that the Library had added 42,000 new records/titles to the collection in 2008.

Several Board members questioned the discarding of materials from the Library's collection. Laura Bramble, Chief Executive Officer, advised that the discarding of materials comes under the same law about excess property. The Library must stamp them, delete our ownership and declare them as excess/surplus property. The discarded materials are then sent to the Secondhand Prose Book Sale.

Ms. Turner-Wright expressed her concern that the Library track discarded materials because you have to account for what you do with the public's money.

Becky Dixon, Chief Financial Officer, advised that there is a method to track inventory of materials.

Mr. Lingenfelter then asked Ms. Drew to explain how the Library determines which items to buy for the collection and how that decision dovetails into the new Strategic Plan. Ms. Drew commented that the Plan will be considered when looking at budget and materials for the collection. He inquired if the Area Resource Managers are consulted for selection of titles. Ms. Drew responded that all public service staff is encouraged to e-mail their suggestions but that the books are actually ordered by five selectors in the Collection Management Service Area.

Ms. Turner-Wright reminded everyone that when she worked for the Library a branch librarian was responsible for ordering materials for either the adult and/or juvenile collection assuming that they knew the reading/music interests of their community. Ms. Drew advised that the Library now utilizes centralized selection. Part of the reason for making that shift is that it is more efficient. Five people select materials for the entire system now, whereas before there were probably 50 people making the selections. It sometimes took six months to one year to get a title into the collection using the old process. Patrons are no longer willing to wait that long for materials. The new selection system has proved to be much more efficient.

Another question was raised by Mr. Meyer. He wanted to know if there had been an occasion when suggested material had not been purchased. Ms. Drew advised that there have been very few instances of this. Usually, it is because the item is out of print.

A discussion was then held on mechanics of the floating collection method used by IMCPL.

#### **4. Public Comment and Communications**

##### **a. Public Comment**

James Wertz, a Library patron, addressed the Board. Mr. Wertz stated that he had contacted the Library, at four different levels of the organization, including Laura Bramble, the Chief Executive Officer, concerning an issue of a book borrowed on Mr. Wertz's library card which is now overdue. He advised that his son has the book but Mr. Wertz is unsure of his son's location. He feels that he could get the book back with the Library's help. First, he requested that the Library put the book in abeyance for 90 days so he doesn't continue to incur overdue fees. Second, he asked that the Library send a certified letter to his wife that she could forward to his son indicating that the Library needs to have the book returned.

Mr. Lynch requested that Ms. Bramble address the Board on this issue.

Ms. Bramble confirmed that she had received the letter from Mr. Wertz and that she didn't feel it was appropriate for the Library to send an overdue notice or a letter to Mr. Wertz's son because the item is actually checked out to Mr. Wertz. She was also unsure if, legally, the Library could request the return of material from the son because Mr. Wertz is the one that is responsible for the material. She noted that the Library is willing to set up a payment plan for the material.

Mr. Wertz advised that the material in question is a \$30.00 book with a \$5.00 processing fee. He again requested that the Library send a letter requesting the return of the material.

Ms. Rothe felt that perhaps the Board attorney should look into the matter.

Ms. Turner-Wright suggested that perhaps Mr. Wertz could locate a copy of the book in a bookstore at a reduced cost. Ms. Bramble advised that the Library cannot take substitute copies because if it is not the same edition it would need to be cataloged for an additional cost. It is our policy that the Library won't accept substitute copies.

Mr. Lynch confirmed that the Board attorney would follow-up with Mr. Wertz on this matter.

- 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, December 11, 2008**

The minutes from the Executive Session held December 11, 2008 had been distributed to the Board.

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

### b. **Regular Meeting, December 11, 2008**

The minutes from the Regular Meeting held December 11, 2008 had been 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. 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 – December, 2008

Ms. Dixon discussed the December, 2008 Report of the Treasurer that was distributed to the Board at tonight's meeting. She noted that for the month of December, actual expenditures, less investments, were \$100,494 less than projected. Actual revenue, less taxes and investments, was \$30,856 less than projected.

December, 2008 expenditures, less investments, were \$253,519 more than December, 2007. December, 2008 receipts, less taxes, were 31% more than December, 2007. This increase is due to the LOIT Funds.

Year-to-date fines revenue for 2008 is \$1,671,368 compared to year-to-date 2007 of \$1,631,549 (2% increase).

Year-to-date expenses for 2008, less the debt payments, are up 9% compared to 2007. The 2008 year-to-date revenue is down by 3% compared to 2007. The decrease in revenue relates to the property tax distribution.

Mr. Meyer made the motion, which was seconded by Mr. Shevlot, 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 1 – 2009 (Confirming Marion County Board of Finance)

After full discussion and careful consideration of Resolution 1 – 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. Resolution 2 – 2009 (Insurance Resolution)

After full discussion and careful consideration of Resolution 2 – 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.

#### d. Resolution 3 – 2009 (Authorization of Waived Fees and Fines)

After full discussion and careful consideration of Resolution 3 – 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.

- e. **Finance Committee Notes – January 5, 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)**

- a. **Resolution 4 – 2009** (Approval of Change in Service Hours for President’s Day and Veteran’s Day 2009)

After full discussion and careful consideration of Resolution 4 – 2009, the resolution was adopted upon the motion of Mr. Bacon, seconded by Mr. Meyer, and the “yes” votes of Mr. Bacon, Mr. Lingenfelter, Mr. Lynch, Mr. Meyer, Ms. Rothe and Mr. Shevlot. It was noted that Ms. Turner-Wright was opposed to the motion and voted “no.”

Motion carried.

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

- b. **Diversity, Policy and Human Resources Committee Notes – January 5, 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 5 – 2009)**

After full discussion and careful consideration of Resolution 5 – 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.

*President Lynch recessed the Regular Meeting.*

**c. President Lynch will Open the Public Hearing**

**1) Presentation and Discussion of Sale of Broadway Branch Real Estate to Kaleidoscope Church and Community Partnership, Inc. d/b/a Kaleidoscope Youth Center**

Robert Scott, the Board attorney, noted that this hearing was being held to consider the sale of real property owned by the Library at 4172, 4174 and 4186 North Broadway Street, which is the area of the old Broadway Branch Library. The property in question was appraised at \$156,000. That value was then discounted due to the existence of an underground heating oil tank. Consequently, the purchase price for the property was reduced to \$146,000. The CEO of the Library has now entered into a Purchase Agreement with Kaleidoscope Youth Center. Final approval by the Library Board is necessary to complete the transaction.

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

Rod Haywood, Executive Director of the Kaleidoscope Youth Center, spoke to the Board. Mr. Haywood reminded everyone that Kaleidoscope has been housed at this location for approximately eight years. The Center provides after school programs for students from kindergarten to junior high. Plans have been made, upon purchase of the property, to renovate the facility and expand programming.

At this time, Mr. Meyer moved to close the Public Hearing. The motion was seconded by Mr. Bacon.

Upon the “yes” votes of Mr. Bacon, Mr. Lingenfelter, Mr. Lynch, Mr. Meyer, Ms. Rothe, Mr. Shevlot and Ms. Turner-Wright the Public Hearing was closed.

*President Lynch reconvened the Regular Meeting at this time.*

**d. Resolution 6 – 2009 (Resolution to Sell Real Estate located at 4172, 4174 and 4186 North Broadway Street, Indianapolis, IN)**

After full discussion and careful consideration of Resolution 6 – 2009, the resolution was adopted upon the motion of Mr. Meyer, seconded Ms. Rothe, 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.

**e. Branch Status Report – December 31, 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 – January 6, 2009** were distributed to the Board for their general information and are attached to these minutes.

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

**January 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:
  - Comcast; HPS Office Systems; Metropolitan School District of Pike Township; Pacers Foundation, Inc.; St. Francis Hospital and Health Centers; Umbaugh; United Hospital Services, LLC – Children’s Initiatives
  - K. C. Thomas Construction, Inc. – General Fund
  - Mothershead Foundation; Woodard, Emhardt, Moriarty, McNett & Henry, LLP – Central Library
  - The Patricia Cornwell Foundation – McFadden Lecture
  - Supercalifragilisticexpialidocious Foundation – College Avenue – Life Skills Series
- Many thanks to OneAmerica for supporting the African-American History Committee’s “Meet the Artists” celebration in February.
- Many thanks to the Library Fund, a fund of The Indianapolis Foundation, for supporting Alpha Readers at the Franklin Road Branch Library.
- Over the past several months, the Library Foundation has been working on a Strategic Plan to guide advocacy, fund raising, and stewardship efforts over the next five years. The Plan is nearly completed and is expected to be approved in early 2009.

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

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

Ms. Bramble reviewed the following statistics:

- Total circulation for 2008 was 15,904,690 – 12.10% increase over 2007
- Holds filled for 2008 totaled 1,871,572 – 13.6% increase over 2007
- The door count for 2008 was 5,665,426 – 6.8% increase
- There were 468,500 registered borrowers at the end of 2008

She also distributed a prototype of the new statistical report to the Board for their review and comment.

- b. **African-American History Committee Report on the “Meet the Artists” Program**

Vivian Barnes, Chair of the Library's African-American History Committee ("AAHC"), gave a report on the upcoming "Meet the Artists" program. She reminded everyone that this is the 21<sup>st</sup> year for the program and the 30<sup>th</sup> anniversary of the establishment of the AAHC. The Gala Opening Reception will take place on Saturday, February 2, 2009 from 6:00 p.m. to 10:30 p.m. at Central Library. The entire exhibit will be on display from February 3 – March 28, 2009. In conjunction with the program, there will be an Artist Workshop on Presentation and Design, presented by Claudia and Billy Thomas, owners of The Art Store, on Sunday, February 8, 2009 from 2:00-4:00 p.m. in the Riley Room at Central Library. Ms. Barnes encouraged everyone to attend.

Mr. Lynch congratulated the AAHC on the continued success of the program. He mentioned that he has attended the program for many years and has watched it grow into the large celebration that it is today.

c. **Confirming Resolutions:**

1) **Resolution Regarding Finances, Personnel and Travel (7 – 2009)**

Ms. Gartin-Moore advised that the Human Resources Department had revised the Personnel portion of the resolution to reflect the change in status of 62 IMCPL employees from "hourly" to "salaried and benefit-eligible."

Mr. Meyer moved for approval of the revisions to the Personnel portion of the "Resolution Regarding Finances, Personnel and Travel", as presented. The motion was seconded by Mr. Bacon. The motion was adopted on the "yes" votes of Mr. Bacon, Mr. Lingenfelter, Mr. Lynch, Mr. Meyer, Ms. Rothe, Mr. Shevlot and Ms. Turner-Wright.

Motion carried.

After full discussion and careful consideration of Resolution 7 – 2009, the full resolution was adopted, as amended, upon the motion of Mr. Meyer, seconded by Mr. Bacon, 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.

**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:

**February, 2009** - To Be Determined

## INFORMATION

### 14. Materials

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

- a. *FOCUS on Indiana Libraries* (November/December 2008)
- b. *Public Libraries* (November/December 2008)
- c. *American Libraries* (December 2008)
- d. *ULC Exchange* (January 2009)
- e. 2009 Board Committee Assignments

### 15. 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 February 18, 2009 were distributed to the Board.

### 16. Notice of Special Meetings

None.

### 17. Notice of Next Regular Meeting

Thursday, February 19, 2009, at the Brightwood Library, 2435 North Sherman Avenue, 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.

Mr. Shevlot moved to adjourn the meeting. The motion was seconded by Ms. Rothe. Upon the “yes” votes of Mr. Bacon, Mr. Lingenfelter, Mr. Lynch, Mr. Meyer, Ms. Rothe, Mr. Shevlot and Ms. Turner-Wright, the motion to adjourn the meeting was approved.

The Chairman then declared the meeting adjourned at 8:20 p.m.

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

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Richard K. Bacon, Secretary to the Board

