

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
AUGUST 20, 2009**

The Indianapolis-Marion County Public Library Board met at the Fountain Square Branch Library, 1066 Virginia Avenue, Indianapolis, Indiana, on Thursday, August 20, 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.

2. Roll Call

Members present: Mr. Bacon, Mr. Evenbeck, Mr. Lingenfelter, Mr. Lynch, Mr. Meyer, Mr. Shevlot and Ms. Turner-Wright.

Member absent: None.

3. Branch Manager's Report

Mike Williams, Area Resource Manager for the South Region, discussed the Report that had been provided to the Board. He mentioned that the original Prospect Branch was the third oldest branch in the Library system, opening in 1896. In 1994, the branch moved to its current location in the Fountain Square business district. In April of this year, the branch celebrated its fifteen years in the current location. Mr. Williams pointed out that the patrons using this branch reflect the true diversity of the community, from old-time Southside residents, to professionals from Eli Lilly, to local business owners. A large component of the branch user base consists of computer users and teenagers. He advised that six new computers are being installed at the branch for public use. The branch also offers a variety of adult, juvenile, and teen programs. Mr. Williams noted that the branch had great Summer Reading Program participation this year. Staff is also actively involved in various neighborhood and community organizations and initiatives. Two upcoming neighborhood events will be "Scare in the Square" at Halloween and "Santa in the Square" at Christmas. Finally, in 2008, the branch had a door count of 78,265 and circulated 102,834 items.

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. Regular Meeting, July 16, 2009

The minutes from the Regular Meeting held July 16, 2009 had been distributed to the Board.

Mr. Lingenfelter advised that the word "loan" on Page 3 of the minutes should be revised to the word "low."

The minutes were approved, as amended, upon the motion of Mr. Bacon, seconded by Mr. Shevlot, and the "yes" votes of Mr. Bacon, Mr. Evenbeck, Mr. Lingenfelter, 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 – July, 2009

Becky Dixon, Chief Financial Officer, reviewed the July, 2009 Report of the Treasurer that had been distributed to the Board. Ms. Dixon advised that for the month of July, actual expenditures, less investments, were 18.5% less than projected. This reduction relates to Personal Services – July health care premiums paid in June and hourly wages less than projected. Actual revenue was 920% higher than projected. This is due to receiving an unprojected property tax advance in July.

July, 2009 expenditures, less investments, were 34% more than July, 2008. This increase is due to a timing change in debt service payments.

July, 2009 receipts were 64% more than July, 2008. The increase relates to the property tax advance in 2009 compared with 2008.

Year-to-date Fines revenue for 2009 is \$1,038,976 compared to \$1,036,084 for year-to-date 2008.

Mr. Evenbeck 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. Adoption of the 2010 Budget

1) **Resolution 33 – 2009** (Appropriations for Operating Fund)

After full discussion and careful consideration of Resolution 33 – 2009, the resolution was adopted upon the motion of Mr Lingenfelter, seconded by Mr. Meyer, and the “yes” votes of Mr. Bacon, Mr. Evenbeck, Mr. Lingenfelter, Mr. Lynch, Mr. Meyer, Mr. Shevlot and Ms. Turner-Wright.

Motion carried.

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

2) **Resolution 34 – 2009** (Appropriations for Bond and Interest Redemption Fund)

Ms. Dixon advised that she had made an error on the date in the first sentence of the resolution. The date is currently listed as “January 1, 20010.” She noted that the correct date should actually be “January 1, 2010.”

After full discussion and careful consideration of Resolution 34 – 2009, the resolution was adopted, as amended, upon the motion of Mr. Shevlot, seconded by Mr. Meyer, and the “yes” votes of Mr. Bacon, Mr. Evenbeck, Mr. Lingenfelter, Mr. Lynch, Mr. Meyer, Mr. Shevlot and Ms. Turner-Wright.

Motion carried.

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

3) **Resolution 35 – 2009** (Appropriations for Capital Project Fund)

After full discussion and careful consideration of Resolution 35 – 2009, the resolution was adopted upon the motion of Mr. Evenbeck, seconded by Mr. Meyer, and the “yes” votes of Mr. Bacon, Mr. Evenbeck, Mr. Lingenfelter, Mr. Lynch, Mr. Meyer, Mr. Shevlot and Ms. Turner-Wright.

Motion carried.

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

4) **Resolution 36 – 2009** (Budget Submission Letter and Certificate)

After full discussion and careful consideration of Resolution 36 – 2009, the resolution was adopted upon the motion of Mr. Lingenfelter, seconded by Mr. Meyer, and the “yes” votes of Mr. Bacon, Mr. Evenbeck, Mr. Lingenfelter, 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. **Resolution 37 – 2009** (Resolution of the Indianapolis-Marion County Public Library Authorizing Issuance of Refunding Bonds for the Purpose of Providing Funds to be Applied to Pay for the Current and/or Advance Refunding of all or any Portion of the Indianapolis-Marion County Public Library General Obligation Bonds, Series 2001, Series 2002A, and Series 2003, and Incidental Expenses in Connection Therewith and on Account of the Issuance of the Bonds)

A revised Page 4 of the resolution was distributed to the Board members at the meeting. Ms. Dixon explained that it was necessary to correct the date in the second paragraph on Page 4 of the resolution from January 1, 2019 to July 1, 2019.

After full discussion and careful consideration of Resolution 37 – 2009, the resolution was adopted, as amended with the corrected date, upon the motion of Ms. Turner-Wright, seconded by Mr. Shevlot, and the “yes” votes of Mr. Bacon, Mr. Evenbeck, Mr. Lingenfelter, 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 38 – 2009** (LSC Meeting Room Fee)

After full discussion and careful consideration of Resolution 38 – 2009, the resolution was adopted upon the motion of Mr. Shevlot, seconded by Mr. Lingenfelter, and the “yes” votes of Mr. Bacon, Mr. Evenbeck, Mr. Lingenfelter, 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 – August 10, 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 39 – 2009** (Policy Revisions for Sections 330 – 334 – Access to Library Resources (Circulation))

Ms. Turner-Wright asked about Section A331.2.1, in the second paragraph which begins with “Pays real estate property tax ...” In the last sentence where it says “These cards will be valid three years from the date of issue.” Ms. Turner-Wright noted that the word “for” should be inserted in the sentence before the word “three.” Also, she inquired about Section A331.2.2 under the second paragraph – “Free.” Ms. Turner-Wright pointed out that the paragraph only references who may get a free card and does not explain the qualifications and/or identification necessary to obtain the free card. Then, under Section A331.2.3 – “Applicant Qualifications: Identification Required”, it sets out that the Library does require identification. She mentioned that a reference regarding the qualifications and/or identification required needs to be included in the “Free” paragraph for clarification.

After full discussion and careful consideration of Resolution 39 – 2009, the resolution was adopted, with the referenced amendments, upon the motion of Mr. Meyer, and the “yes” votes of Mr. Bacon, Mr. Evenbeck, Mr. Lingenfelter, Mr. Lynch, Mr. Meyer, Mr. Shevlot and Ms. Turner-Wright.

Motion carried.

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

b. **Diversity, Policy and Human Resources Committee Notes – August 10, 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. **Capital Projects Update for August 2009** – Ed Olsen, Director, Facilities, reviewed the items covered in the Update.

Items included in the Update were:

- 1) Elevator and Escalator Repair and Maintenance Services – Resolution 40 – 2009;
- 2) Guaranteed Energy Savings for Eagle Branch Library Project – Resolution 41 – 2009;
- 3) Guaranteed Energy Savings for Library Services Center (LSC) Project – Resolution 42 – 2009;
- 4) Branch PC Expansion Project; and
- 5) Branch Facility Reporting Project.

A copy of the Update is attached to these minutes.

- b. **Resolution 40 – 2009** (Authorization to Issue a Request for Proposal for Elevator and Escalator Repair and Maintenance Services for Central Library, Library Services Center and Spades Park Branch Library)

After full discussion and careful consideration of Resolution 40 – 2009, the resolution was adopted upon the motion of Mr. Meyer, and the “yes” votes of Mr. Bacon, Mr. Evenbeck, Mr. Lingenfelter, 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. **Resolution 41 – 2009** (Authorization to Issue a Request for Proposal for a Guaranteed Energy Savings Contract for the Eagle Branch Library)

After full discussion and careful consideration of Resolution 41 – 2009, the resolution was adopted upon the motion of Mr. Meyer, and the “yes” votes of Mr. Bacon, Mr. Evenbeck, Mr. Lingenfelter, 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 42 – 2009** (Approval to Award a Guaranteed Energy Savings Contract for the Library Services Center)

Resolution 42 – 2009 was tabled until the September Board Meeting.

- e. **Branch Status Report – July 31, 2009** was distributed to the Board for their review and information. A copy of the Report is attached to these minutes.

- f. **Building Committee Notes – August 11, 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 – August 11, 2009** were distributed to the Board at the meeting for their general information and are attached to these minutes.

It was noted that the Committee’s major focus would be preparation for the upcoming Budget hearing. Information is being prepared for presentation to members of the City-County Council and Committee members will be scheduling meetings with the Councillors between August 25, 2009 and September 21, 2009.

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

August 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:
 - Indiana Blood Center – Summer Reading Program
 - St. Vincent Health; The Shaw-Burckhardt-Brenner Foundation; Tabbert Hahn Earnest & Weddle, LLP – Children's Initiatives
 - Tabbert Hahn Earnest & Weddle LLP – Cultural and Community Programming
 - Cardinal Publishers Group; Central Indiana Community Foundation; IUPUI University Library – Indiana Authors Award
 - Fifth Third Bank, Indiana – Diversity Initiatives
 - Alerding & Co., LLC; Arthur Jordan Foundation; Eli Lilly and Company Foundation; Mainscape, Inc.; RJE Business Interiors – General Fund
- The Library Foundation would like to congratulate all Library staff on another wonderful Summer Reading Program. We would also like to thank this year's sponsors, including 92.3 WTTS Indianapolis; The R. B. Annis Educational Foundation; Carrier Corporation; Chase; FOX 59/Indiana's 4; Indiana Blood Center; The Kroger Co.; The Library Fund, a fund of The Indianapolis Foundation; Lilly Endowment, Inc.; Ruth Lilly Philanthropic Foundation; Radio Disney Indianapolis; The Toysmith Group; and this year's presenting sponsor, The Comcast Foundation.
- The Library Foundation is preparing to conduct a Staff Campaign during the month of October. The goals of the Campaign are to raise financial support for the Library Foundation, and to increase giving and awareness of the Library Foundation's mission among Library staff.

11. Report Of The Chief Executive Officer

- a. **Statistics – July 2009** had been distributed to the Board at the meeting.

In the absence of the Chief Executive Officer, Cheryl Wright, Director, Central Library, briefly reviewed the report that had been distributed to the Board at the meeting. Year-to-date patron visits, as well as year-to-date circulation are up over 10%. Computer usage also continues to rise.

Ms. Turner-Wright asked about fee implementation for on-line newspaper usage for such publications as the *New York Times* and the *Washington Post*. Ms. Wright advised that it was her understanding that the Library was using a vendor that wasn't charging any fees but she would verify this information.

- b. **Update from Program Development Services Area**

Chris Cairo, Director, Program Development Services Area, announced that the Library had received a proclamation at the recent City-County Council meeting acknowledging the “Library of the Future Award” from the American Library Association.

Raylene Jordan, Supervisor of the Activity Guides at the Learning Curve at Central Library, gave a brief update on the activities at the Curve. “Stretching Beyond Story Times” is a bi-lingual story time that is held on the second Saturday of each month. In partnership with the Indiana Network for Early Language Learning, Jessica Moore, the Library’s Immigrant Outreach Coordinator, has created this opportunity. Technology has been added to the basic story time format through the use of Google Earth, where children can “travel” to the country being highlighted each month, and Power Point, through which children learn to count to ten in the featured language. A pod cast is created with the guest storyteller through a “taped” interview, and is available on the Library’s website to help promote the next bi-lingual story time. CurveWorld is the Library’s proprietary software where literacy-rich activities are imbedded in a game environment. The original goal was to build a Curve Community through the development of Curvonauts who keep coming back to the Curve to play CurveWorld and advance their technology skills by having fun in the game. A program entitled “First Friday @ the Learning Curve” was held for the first time in April with over 500 children attending. The next “First Friday” is scheduled for October. Additionally, the Library has established many partnerships with teachers who bring their classes to work on special projects at the Learning Curve.

c. **Confirming Resolutions:**

1) **Resolution Regarding Finances, Personnel and Travel 43 – 2009)**

After full discussion and careful consideration of Resolution 43 – 2009, the resolution was adopted on the motion of Mr. Evenbeck, seconded by Ms. Turner-Wright, and the “yes” votes of Mr. Bacon, Mr. Evenbeck, Mr. Lingenfelter, 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. None.

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:

September, 2009 - To Be Determined

INFORMATION

- 15. Materials**

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

- a. *Public Libraries* (July/August 2009)

- 16. 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 September 16, 2009 were distributed to the Board.

- 17. Notice of Special Meetings**

None.

- 18. Notice of Next Regular Meeting**

Thursday, September 17, 2009, at the Haughville Branch Library, 2121 West Michigan 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 7:45 p.m.

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

Richard K. Bacon, Secretary to the Board

