

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

The Indianapolis-Marion County Public Library Board met at the Lawrence Branch Library, 7898 North Hague Road, Indianapolis, Indiana, on Thursday, October 15, 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. Lingenfelter, Mr. Lynch, Mr. Meyer, Mr. Shevlot and Ms. Turner-Wright.

Members absent: None.

3. Branch Manager's Report

Betsy Crawford, Area Resource Manager for the East Region, briefly reviewed the Report that had been distributed to the Board. Ms. Crawford noted that for 26 years, the Lawrence Branch had served the far northeast side of Marion County, including Castleton, Fort Benjamin Harrison and the City of Lawrence. The branch is just behind Central and Southport in circulation. For year-to-date 2009, the door count is 267,929. She mentioned that families and children make up a large part of this community. This is evidenced by the popularity of the children's programming and Summer Reading Program participation. Attendance at the 134 preschool and baby story times adds up to 3,278 patrons, and there were 5,248 participants in the Summer Reading Program this year. Ms. Crawford noted that this community also has a highly educated population, and patrons are very technologically savvy. Public computer usage is high. Lawrence leads the IMCPL system in number of holds picked up—a total of 188,147 items year-to-date. This is a 5% increase from 2008.

Mr. Shevlot inquired if the branch, due to its proximity to the nearby school, ever proctors any tests.

Ms. Crawford offered that they haven't proctored any tests to date.

Mr. Meyer asked what percentage of the population served by the branch has computers.

Ms. Crawford advised that most of the patrons in their service area do have computers in their homes.

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, September 17, 2009

The minutes from the Regular Meeting held September 17, 2009 had been distributed to the Board.

The minutes were approved upon the motion of Mr. Bacon, 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.

COMMITTEE REPORTS

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

a. Report of the Treasurer – September, 2009

Becky Dixon, Chief Financial Officer, discussed the September, 2009 Report of the Treasurer that had been provided to the Board. Ms. Dixon noted that for the month of September, actual expenditures, less investments and tax warrant payments, were 10.7% less than projected. This reduction relates to 2.6% less in collection materials and personal services than projected. Normally, the PLAC distribution is received in September.

September, 2009 expenditures, less investments, were 3% more than September, 2008. This reflects an increase in our collection material expenses.

September, 2009 receipts were 26% more than September, 2008. The increase relates to the final LOIT funds from 2008.

Year-to-date Fines revenue for 2009 is \$1,285,410 compared to \$1,288,069 for year-to-date 2008.

Mr. Lingenfelter made the motion, which was seconded by Mr. Evenbeck, 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 46 – 2009** (Transfer of Funds to Foundation)

After full discussion and careful consideration of Resolution 46 – 2009, the resolution was adopted upon the motion of 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.

c. **Resolution 47 – 2009** (Repeal of Appropriation in the Capital Projects Fund and Appropriation of Gift Proceeds)

It was noted by Ms. Dixon that the Indiana Department of Local Government Finance, in their final approval, had reduced the Library’s Capital Projects Fund by \$498,611. The Library Board must approve the reduction and where that reduction would come from. This matter was discussed in the Finance Committee and it has been determined that we can take the reduction from the funds we set aside for an emergency allocation. There are sufficient funds in that account to cover this reduction but still allows for the funds that were approved for Information Technology and Facilities to finish out the projects that they had planned for 2009.

Ms. Turner-Wright commented on the discrepancy between the terms “Capital Projects Fund” and “Capital Projects Plan.” She noted that it was unclear the way the terms were being used in the Board Action Request. Ms. Dixon advised that she would redo the wording on the Board Action Request form to clarify those terms.

After full discussion and careful consideration of Resolution 47 – 2009, the resolution was adopted upon the motion of Mr. Evenbeck, 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. **Briefing Report on Amended and Restated Resolution 36 – 2009 (Certificate and Resolution of Tax Rates)**

Ms. Dixon explained that the Library had received information on an estimated assessed value for IMCPL to use in the calculation of the tax rate. It has now been brought to the Library’s attention that the information originally provided was incorrect. The assessed value received for 2010 was estimated to be too high based on current information. The City-County Council passed a resolution on October 5, 2009 which amended the Library’s Budget with regard to our use of the assessed value and proposed tax rate. The Library Board must now also approve this corrective action to the Library’s previously Board-approved Budget with regard to the assessed value and tax rate. Since all 2010 Budget documents must be approved by the end of October, a Special Board Meeting has been scheduled for October 26, 2009 to obtain the

Board's final approval on the Amended and Restated Resolution 36 – 2009 (Certificate and Resolution of Tax Rates).

At this time, President Lynch asked the public at the meeting if anyone had any questions or comments on the Amended and Restated Resolution 36 – 2009 as presented at tonight's meeting.

There were no questions or comments.

- e. **Finance Committee Notes – October 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; Scott Evenbeck, Jesse B. Lynch)

- a. **Resolution 48 – 2009** (Authorization for Chief Executive Officer to Sign an Extended Term Agreement with ADP for HRIS/Payroll Services) (*Revised item was distributed at the meeting.*)

It was also pointed out that the "\$325,000" figure in the "Recommendation" paragraph of the Board Action Request should actually be \$343,000."

After full discussion and careful consideration of Resolution 48 – 2009, the revised 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.

- b. **Diversity, Policy and Human Resources Committee Notes – October 5, 2009** were distributed to the Board for their general information and are attached to these minutes.
- c. **Resolution 50 – 2009** (Approve Appointment List for AFSCME Bargaining Unit) (*This item was presented at the meeting.*)

Ms. Gartin-Moore advised that they neglected to present the following Appointment Lists (Resolution 50 – 2009 and Resolution 51- 2009) in July and August of this year and so they are bringing them now for Board approval. These resolutions take into account the changes made to salaries earlier this year.

After full discussion and careful consideration of Resolution 50 – 2009, the resolution was adopted upon the motion of Mr. Meyer, 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.

- d. **Resolution 51 – 2009** (Approve Appointment List for Those Represented by the Staff Association Compensation Committee) (*This item was presented at the meeting.*)

After full discussion and careful consideration of Resolution 51 – 2009, the resolution was adopted upon the motion of Mr. Meyer, 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.

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

- a. **Capital Projects Briefing Report** – Items covered in the Report included: RFP for Elevator and Escalator Repair and Maintenance Services; Guaranteed Energy Savings for Library Services Center (LSC) Project; Branch PC Expansion Project and Central Library Exhibit Installation Project.

A copy of the Report is attached to these minutes.

- b. **Branch Status Report – September 30, 2009** was distributed to the Board for their review and information. A copy of the Report is attached to these minutes.

9. Governmental Affairs Committee (Jim Lingenfelter, Chair; Thomas S. Shevlot, Marie Turner-Wright)

Mr. Lingenfelter stated that the Committee did not meet this month and does not have a report at this time. He advised that they would have a full report at the November Board Meeting.

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

September 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:
 - Dollar General Literacy Foundation – 2010 Summer Reading Program
 - TCU – November Read Aloud
 - Dow AgroSciences; Indiana State University; IUPUI University Library; Katz, Sapper & Miller; Patria Press, Inc.; John Wiley & Sons, Inc. – Indiana Authors Award
 - Tonn and Blank Corporation – Children’s Initiatives
 - The National Bank of Indianapolis – General Fund

- September 26, 2009 marked the culmination of the inaugural Eugene & Marilyn Glick Indiana Authors Award. Nearly 400 people attended free activities during the day at Central Library, and more than 350 attended the Award Dinner that evening. The Award Dinner raised more than \$40,000 for the Library Foundation. Many thanks to The Glick Fund, a fund of the Central Indiana Community Foundation, for making the Indiana Authors Award possible, and to Barnes & Thornburg, LLP for its gold level sponsorship of the Award Dinner.
- Now through January 10, 2010, Central Library will be hosting a traveling exhibition that tells the fascinating story behind the most ordinary, and most useful, of everyday objects: a sheet of paper. The exhibit of art and artifacts offers a global perspective of papermaking from its invention in China more than 2,200 years ago through the art and technology of today. This exhibit is curated by the Robert C. Williams Paper Museum in Atlanta, Georgia and is made possible through a grant from The Louise Lage Kirtland and Hugh C. Kirtland Endowment Fund, a fund of The Indianapolis Foundation.
- Families are encouraged to participate in the 2009 November Read Aloud next month. This program challenges families from across the city to spend at least four hours during the month of November reading aloud together. Participating families keep track of their time on a reading chart and receive prizes for completing their goals. In 2008 the program drew 24,649 participants. This year's program is made possible by One America, TCU, and an individual donor.

11. Report Of The Chief Executive Officer

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

Laura Bramble, Chief Executive Officer, discussed the statistics that had been distributed to the Board at the meeting. She stated that the Library is up in every statistical category except the number of registered borrowers, which is down slightly.

She noted that the Board had also received the Quarterly Report for the 3rd Quarter 2009 at tonight's meeting. The Report illustrates that we have moved toward self-check in circulation.

Our self-check circulation is a large percentage of the total circulation now. Also, with regard to borrowers, she pointed out the Occasional Borrowers (Total: 312,262), are those who might have used their card in the last three years and also there are the Active Borrowers (Total: 178,757), those who have used their Library card in the past year. In reviewing the Circulation by Format numbers, she mentioned that the book is still the most predominant format.

Mr. Shevlot inquired if the Patron Accident Reports and Patron Warnings and Suspensions numbers were commensurate with the increased usage of our branches.

Ms. Bramble stated that Patron Accident Reports also included reports done on patrons that became ill at the Library. She replied that she had checked on the reason for the increase in the number of Patron Warnings and Suspensions. Even though the Patron Warnings and Suspensions did increase significantly in the 3rd Quarter, she advised that the tracking and recording of these items was changed. Our current figures are more reliable.

Mr. Bacon inquired if programs were at a record high.

Ms. Bramble noted that she was unsure if we were at a record but that we are on par with previous years.

b. Report on IMCPL Public Survey – Six Month Returns and Responses

Cheryl Wright, Director, Central Library, distributed results from the IMCPL Customer Survey Report – October 2009 Summary to the Board members at the meeting. She reported that in 2006 a comprehensive survey was completed by sending the survey to all patrons who had an email address. This time, the Library is sending out the survey to patrons in batches of 5,000 to 10,000. Since March, 4,151 responses have been received. On a ten-point scale, some of the results were as follows:

Overall Satisfaction with Services -	8.7
Overall Quality of Services -	8.6
Overall Importance of the Library -	9

Of those completing the survey to date, 55% were in the workforce, 11% were homemakers, 10% were educators, 13% were retired, and 6% were students. The survey is being conducted by Counting Opinions and is available for completion on line in the long version. There is also a short paper survey that is available for patrons to pick up and fill out at all our facilities.

Ms. Turner-Wright asked if she could obtain a copy of the survey.

Ms. Wright mentioned that the on-line version of the survey is available on the Library's website.

A copy of Ms. Wright's Report is attached to these minutes.

c. Confirming Resolutions:

1) Resolution Regarding Finances, Personnel and Travel (49 – 2009)

After full discussion and careful consideration of Resolution 49 – 2009, the resolution was adopted on the motion of Mr. Meyer, seconded by Mr. Evenbeck, 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. Report from IMCPL's African-American History Committee on Fall Fest Program

Kim Jones, a member of the IMCPL African-American History Committee ("AAHC"), gave the Report. She announced that the AAHC's Family Fall Fest program will take place on Saturday, November 7, 2009 from 1:00 p.m. to 5:00 p.m. in the Clowes Auditorium at Central Library. Some of the featured performers at the program include the Mt. Olive Choir, Indy

Steppers, Metropolitan Youth Orchestra, Fighting Words, and Barry Dixon Reflections of Worship Choir. The special Guest of Honor is Chef Jeff Henderson, award winning chef and New York Times best-selling author. In 2001, Henderson made history when he became the first African-American Chef de Cuisine at Caesars Palace. His remarkable story of redemption and finding his hidden passion for cooking while incarcerated was chronicled in his bestselling memoir, *Cooked: From the Streets to the Stove, from Cocaine to Foie Gras*. His life story is now being made into a major motion picture. Chef Jeff's books will be available for purchase and autographing. In addition, there will be the Slammin Rhymes Awards presentation. A total of 65 entries have been received for this competition.

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:

November, 2009 - To Be Determined

INFORMATION

15. **Materials**

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

- a. *American Libraries* (October 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 November 18, 2009 were distributed to the Board.

17. Notice of Special Meetings

Monday, October 26, 2009, at the Nora Branch Library, 8625 Guilford Avenue, at 4:00 p.m.

18. Notice of Next Regular Meeting

Thursday, November 19, 2009, at the Southport Branch Library, 2650 East Stop 11 Road, 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 7:50 p.m.

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

Richard K. Bacon, Secretary to the Board

