

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY  
MINUTES OF THE REGULAR MEETING  
DECEMBER 16, 2010**

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The Indianapolis-Marion County Public Library Board met at the Fountain Square Library, 1066 Virginia Avenue, Indianapolis, Indiana, on Thursday, December 16, 2010 at 6:35 p.m., pursuant to notice given in accordance with the rules of the Board.

**1. Call To Order**

President Shevlot presided as Chairman. Secretary Bacon was present.

**2. Roll Call**

Members present: Mr. Bacon, Ms. Crenshaw, Mr. Lingenfelter, Mr. Shevlot and Ms. Turner-Wright.

Members absent: Mr. Evenbeck, Mr. Smith.

**3. Branch Manager's Report**

Peggy Wehr, Manager, Fountain Square Library, began by inviting the Board to the upcoming Holiday Magic Show to be held on December 18, 2010 at 3:30 p.m.

She inquired if the Board had any questions about the Report they had received in their packets.

Mr. Shevlot asked if computer usage at the branch was still up.

Ms. Wehr confirmed that computer usage was up at the branch and that it would be nice to have an IMCPL-owned iPad to use for story times.

A brief discussion was held concerning the Cultural Trail and First Fridays.

Mr. Bacon asked Ms. Wehr about an item in her Report where she states that "we continue to be a drop-off point which means that staff is continuously weeding and redistributing material." He commented that this must be an increase in a task that the branch staff hasn't done before. He wanted to know if this item was prohibiting something else from being done in the operation of the branch. Mr. Bacon also inquired if Ms. Wehr was keeping data on this function.

Ms. Wehr replied that this was not a problem. The branch staff continues to get everything done as necessary and it is not a "sore" spot. She also noted that the staff is not keeping data on this process.

A copy of Ms. Wehr's 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 for the Board's general information.

**c. Correspondence** was circulated for the Board's general information.

**5. Approval Of Minutes: Executive Session, Regular and Special Meetings**

**a. Regular Meeting, November 18, 2010**

The minutes from the Regular Meeting held November 18, 2010 were distributed to the Board.

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

**b. Annual Meeting, November 18, 2010**

The minutes from the Annual Meeting held November 18, 2010 were distributed to the Board.

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

**COMMITTEE REPORTS**

**6. Finance Committee (Scott Evenbeck, Chair; Thomas S. Shevlot, Jeff Smith)**

**a. Report of the Treasurer – November 2010**

Becky Dixon, Chief Financial Officer, reviewed the November 2010 Report of the Treasurer.

For the month of November, actual expenditures, less investments and debt payments, were 6.8% less than projected. The Library spent more in personal services and benefits and less in collection materials due to the reduction of 20% in the Collection budget.

Actual revenue, less a temporary loan, was 5.3% more than projected. Fines revenue was less than projected but the PLAC distribution and reimbursement for services came in higher than projected.

November, 2010 expenditures, less investments, were 5% less than November, 2009. The decrease in 2010 compared to 2009 is due to the following: Decrease in utilities, supplies and collection materials.

November, 2010 receipts were 21% more than November, 2009, less investments and taxes. This increase relates to LOIT for 2010 compared with 2009 and an increase in interest income for 2010.

Year-to-date Fines revenue for 2010 is \$1,404,030 compared to \$1,518,644 for year-to-date 2009.

Mr. Lingenfelter asked Ms. Dixon about the drop in Fines revenue.

Ms. Dixon responded that 2010 has been running behind 2009 all year long. She noted that some of the reasons for this could be that one extra day of grace period was added for patrons and that there seems to be a decrease in items returned late. Also, circulation is down and historically, when circulation is down then Fines revenue is also down.

Ms. Turner-Wright asked Ms. Dixon to explain the difference in the actual Fines revenue received to date and what Ms. Dixon had projected.

Ms. Dixon advised that she had had projected \$1.6 million to be collected for 2010. It appears now that we won't collect quite that much.

Mr. Shevlot asked Ms. Dixon if she had received information on the property tax receipt collection.

Ms. Dixon stated that she did not have this information at this point in time. The Library recently received an advance and should receive final property tax collection information from the Marion County Treasurer's Office the last week of December. Ms. Dixon noted that she would inform the Board as soon as she received this information.

Mr. Lingenfelter commented that he would prefer that the Library's café/catering operations to be shown in concurrency on the Treasurer's Report so the Board can see how this operation is really doing.

Ms. Dixon replied that we are currently ahead of what we spent on this operation and are evaluating if any changes to the operation are necessary.

Mr. Lingenfelter inquired when the current catering contact expired.

Ms. Dixon mentioned that the catering contract expired in 2012.

Mr. Shevlot commented that he assumed that this balance flowed into the Library's Operating Fund balance.

Ms. Dixon stated that these monies are in a separate fund and do not go into the Operating Fund.

Mr. Lingenfelter asked if the operation was originally set up with monies from the Operating

Fund that needed to be paid back.

Ms. Dixon confirmed that there was a \$50,000 transfer from the Operating Fund to the special fund to start the catering operation.

Mr. Lingenfelter commented that we need to make arrangements to pay back that \$50,000 to the Operating Fund.

Mr. Bacon made the motion, which was seconded by Ms. Crenshaw, 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 63 – 2010** (Authorization for the Chief Executive Officer to Negotiate an Agreement between IMCPL and the Children’s Museum)

After full discussion and careful consideration of Resolution 63 – 2010, the resolution was adopted on the motion of Mr. Bacon, and the “yes” votes of Mr. Bacon, Ms. Crenshaw, Mr. Lingenfelter, Mr. Shevlot and Ms. Turner-Wright.

Motion carried.

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

- c. **Resolution 64 – 2010** (Transfer of Funds Between Classifications and Accounts)

After full discussion and careful consideration of Resolution 64 – 2010, the resolution was adopted on the motion of Mr. Bacon, and the “yes” votes of Mr. Bacon, Ms. Crenshaw, Mr. Lingenfelter, Mr. Shevlot and Ms. Turner-Wright.

Motion carried.

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

- d. **Finance Committee Notes – December 6, 2010** 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, Marie Turner-Wright)**

- a. **Resolution 65 – 2010** (Appointment List)

After full discussion and careful consideration of Resolution 65 – 2010, the resolution was adopted on the motion of Mr. Bacon, and the “yes” votes of Mr. Bacon, Ms. Crenshaw, Mr. Lingenfelter, 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 – December 6, 2010** were distributed to the Board for their general information and are attached to these minutes.

**8. Building Committee (Jim Lingenfelter, Chair; Richard K. Bacon, Dorothy R. Crenshaw)**

- a. **Capital Projects Briefing Report for December 2010**

Mike Coghlan, Capital Projects Manager, reviewed the items contained in the Report that was distributed to the Board. Those items included the following: Award Contract – Lighting Retrofit Energy Savings Projects at Decatur, Nora, Lawrence, and Southport Branches; Lighting Retrofit Energy Savings Projects for Pike, Warren, and Wayne Branch Libraries; and Installation of Security Camera Systems in Library Branch Facilities.

A copy of the Report is attached to these minutes.

- b. **Resolution 66 – 2010** (Approval to Award a Contract for Lighting Retrofit Energy Savings Projects at Decatur, Lawrence, Nora, and Southport Branches)

Mr. Coghlan advised that he had made a typographical error on the resolution. The dollar amount in the last sentence of the resolution should actually read “\$89,348.”

After full discussion and careful consideration of Resolution 66 – 2010, the resolution was adopted, as amended, on the motion of Ms. Crenshaw, seconded by Mr. Bacon, and the “yes” votes of Mr. Bacon, Ms. Crenshaw, Mr. Lingenfelter, Mr. Shevlot and Ms. Turner-Wright.

Motion carried.

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

At this time, Mr. Lingfelter requested that Mr. Coghlan give the Board an update on the anticipated changes at the Shelby Branch.

Mr. Coghlan advised the IMCPL Foundation did secure funding from the Clowes Charitable Trust to help with the renovation at Shelby. The computer capacity will increase from 13 computers to 21 computers plus five additional computers for early learners. The renovations should be completed by November, 2011. There is also an idea to look for partners to help with additional renovations at Shelby to showcase energy, water and resource savings to make the branch a “green” building.

Mr. Lingenfelter noted that he wished to introduce Mr. Coghlan as the Library’s new Facilities Manager effective January 1, 2011. Mr. Coghlan will be replacing Ed Olsen, who is retiring from the Library.

- c. **Capital Projects Branch Status Report – November 30, 2010** 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 7, 2010** 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, Jeff Smith)**

- a. **Governmental Affairs Committee Notes – December 7, 2010** were distributed to the Board for their general information and are attached to these minutes.

Mr. Lingenfelter asked Laura Johnson, Deputy Director, to step up and give a report.

Ms. Johnson advised that the Library is looking ahead for solutions to our longer term financial problems possibly through some legislative activity.

Mr. Lingenfelter noted that the Library is dealing with the caps on property taxes and is pursuing ways to obtain County Option Income Tax (“COIT”) funding that other libraries in the state receive.

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

- a. **IMCPL Foundation Overview and Update**

Mr. Shevlot advised that Danny Dean, President, IMCPL Foundation, was ill and not able to attend tonight’s meeting to present the Foundation Overview and Update. He noted that Mr. Dean will make his presentation at one of the upcoming Library Board meetings.

- b. **December 2010 Library Foundation Update** - Mr. Shevlot reviewed the Foundation’s recent activities. Some of the highlights were as follows:

- Last month, the Foundation received many gifts. The top corporate and foundation contributors included:
  - Butler University – Indiana Authors Award
  - Citizens Energy Group – Summer Reading Program
  - The Eugene & Marilyn Glick Family Foundation – Children’s Fund
  - Haddad Foundation – Art hanging system and computer classes at East Thirty-Eighth Street Branch Library
- This month, the Foundation was proud to provide funding for the following programs:
  - Grant Workshops at Central Library, funded by the general fund
  - Central Ride Curveside at Central Library, funded by our general fund
  - Ready to Read, funded by Lilly Endowment, Inc.; PNC; Junior League of Indianapolis; The Library Fund, a fund of The Indianapolis Foundation; Target; and other generous donors
  - Pike Aquarium, funded by CD-COM Systems Midwest, Inc.
  - Patent Computers at Central Library, funded by Woodard, Emhardt, Moriarty, McNett & Henry, LLP

- **Staff Campaign Update**

The Library Foundation would like to thank the Library employees for their continued generosity. The 2010 Library Staff Campaign raised just over \$13,000 for programs and services.

- **Rock to Read, Collectors CD and Borders Partnership to Benefit Library Foundation**

Many thanks to WTTS (92.3 FM) for hosting the Rock to Read Christmas Concert on December 10, 2010. Everyone enjoyed some holiday spirit and the music of Chris Isaak. Even though Rock to Read has past, there are two ways that you can still help. WTTS has announced some of the proceeds from their WTTS Collectors Edition Vol. 16 CD (available at Borders in Central Indiana and Bloomington) will also be donated to the Library Foundation. In addition, Borders Benefit Day will take place on December 18, 2010. If you have an avid reader on your holiday list, shop at Borders on December 18th, and a portion of the proceeds will support the Library Foundation through WTTS' Rock to Read program. Encourage friends and colleagues to do the same! Click on <http://foundation.imcpl.org/BenefitDayCouponWTTS.pdf> to access your voucher. Please feel free to forward this link to friends, family and co-workers!

- **November Read-Aloud**

The Library Foundation would like to thank the Library staff for their hard work on a very successful November Read-Aloud. Sincere gratitude to our sponsors, the Louise Lage Kirtland and Hugh C. Kirtland Endowment Fund, a fund of The Indianapolis Foundation; OneAmerica; and TCU for their generous support of this program.

- **Fall Fest**

The Library Foundation would like to thank the Library's African-American History Committee for once again hosting Fall Fest. This ever popular event is made possible, in part, with support from the Indiana Arts Commission and the National Endowment for the Arts, a federal agency, as well as the Library Foundation's endowment for cultural and community programs.

## 11. Report Of The Chief Executive Officer

### a. Statistics – November 2010

Laura Bramble, Chief Executive Officer, pointed out the Patron Visits numbers are still going down. Circulation is also down from this time last year. Additionally, Computer Use is down. The figures for Requests Placed have been down but are going back up. Ms. Bramble stated that we are watching the numbers but it will take at least a quarter or two before we see the effects of the reduction in hours.

Mr. Shevlot asked about the following: Patron Visits, Circulation and New Borrowers. He expressed concern that since June all the numbers for these categories are down and behind where they were last year. These declines began before any of the changes in hours was implemented. Mr. Shevlot stated that the drops, such as -25% and -28%, in these figures are significant.

Ms. Bramble responded that there have been increases over the last few years and she doesn't

know that we could have continued at that level. She also mentioned that the figures probably won't change now either because of the change in hours. The Library also reduced the loan limits from 125 items to 75 items. They will be reduced again soon to 50 items.

She also mentioned that the Library had been asked to become part of the City's IndyStat Program, which is where they go through and look at Key Performance Indicators ("KPIs") for many City departments and agencies. The Library is creating a list of our own KPIs. Ms. Bramble advised that she would be sending that list to the Board and the City once it is finalized.

Ms. Bramble then discussed some of the Library's upcoming programs including: Want to Blog?, Workshops for Writers, ABC's of Diabetes, etc.

**b. Confirming Resolutions:**

**1) Resolution Regarding Finances, Personnel and Travel (67 – 2010)**

Ms. Turner-Wright advised that, following a discussion with some other Board members, they had brought several matters to the attention of Ms. Bramble. They had requested that some changes in the wording be made to the resolution and she agreed to make those changes under "Change of Schedule."

Ms. Bramble advised that on Page 3 of the Personnel section of the resolution, under "4. Change in Schedule", the wording states that there will be "no change in salary" when someone is going from part time to full time. It should say that there is "no change in rate of pay." These individuals will, in fact, be paid more because they are going from part time to full time. She noted that a change to the wording will be made on the resolution and in the future as well.

Mr. Lingenfelter noted that there have a lot of personnel changes occurring at Central Library. He mentioned that he and Ms. Bramble have been discussing the effect that this will have on some of the employees at Central. While we don't want to make any changes to the assignments, he and Ms. Bramble have agreed to continue to look at how service is delivered at Central. Mr. Lingenfelter commented that even though the Board is approving these pay grades and assignments, the actual implementation may be a little different. He thinks that the Board might want to continue to look at that.

Mr. Shevlot asked if it would be possible for the full Board to be briefed by the Diversity, Policy and Human Resources Committee when there are significant personnel changes to be made.

Ms. Bramble noted that she anticipates more personnel changes as staff are moved around the system to fill current vacancies.

Ms. Turner-Wright noted that due to red-circling, etc., she wanted to make certain that the number of librarian positions that the other CEOs had worked so hard to establish was maintained.

Ms. Bramble stated that the only positions that have been red-circled in this year's reorganization were management positions.

Ms. Turner-Wright suggested that Ms. Bramble think about the librarians that had been red-circled a few years ago and see if she could do something about changing that.

Ms. Bramble responded, “Absolutely.”

After full discussion and careful consideration of Resolution 67 – 2010, the resolution was adopted, as amended, on the motion of Mr. Bacon, seconded by Ms. Turner-Wright, and the “yes” votes of Mr. Bacon, Ms. Crenshaw, Mr. Lingenfelter, Mr. Shevlot and Ms. Turner-Wright.

Motion carried.

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

## **UNFINISHED 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:

**January 2011** - No items were suggested.

## **INFORMATION**

15. **Materials**

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

- a. *American Libraries* (November/December 2010)
- b. Board Committee Assignments for 2011 – Mr. Shevlot reviewed the assignments for the upcoming year.

Ms. Turner-Wright noted that she had informed Mr. Shevlot that she did not wish to serve on the Governmental Affairs Committee. Mr. Shevlot confirmed that he would make that change in the assignments.

A copy of the “Board Committee Assignments for 2011” is attached to these minutes.

**16. Board Meeting Schedule for 2011 and Upcoming Events/Information**

- a. **Schedule of Board Meetings for 2011** was distributed to the Board for their information.
- b. Library Programs/Free Upcoming Events updated through January 19, 2011 and December PSAs were distributed to the Board.

**17. Notice of Special Meetings**

None.

**18. Notice of Next Regular Meeting**

Thursday, January 20, 2011, 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 8:10 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

