

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

The Indianapolis-Marion County Public Library Board met at the Spades Park Library, 1801 Nowland Avenue, Indianapolis, Indiana, on Thursday, September 16, 2010 at 6:30 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. Evenbeck, Mr. Lingenfelter, Mr. Shevlot, Mr. Smith and Ms. Turner-Wright.

Members absent: None.

3. Branch Manager's Report

Angela Mulholland, Manager, Spades Park, briefly discussed her Report.

She mentioned that they are proud of the branch which will be 100 years old in 2012. She noted that the 100th birthday celebration will take place around the same time that Indianapolis is hosting the Super Bowl.

Mr. Smith then asked if the branch had already reached out to the local Super Bowl committee since they are in the planning stages for different events/functions right now. He feels that it is very important that the committee know about the branch's anniversary.

Ms. Mulholland advised that IMCPL is participating now as a system via the Super Scarves project but she didn't think the committee had been made aware of the anniversary. She commented that she thought it was a great idea.

Mr. Shevlot asked Ms. Mulholland to share what top one or two things would be on her "wish list" that she could use for the branch.

Ms. Turner-Wright commented that Ms. Mulholland received her "big" wish – the branch is not going to close.

A round of applause occurred at this time.

Ms. Mulholland mentioned that more computers had been installed at the branch recently and that has really helped a lot. Computer usage is very needed in this neighborhood, she said. More computers are needed but they have no more space for them in the branch.

Mr. Shevlot asked about the use of the meeting room.

Ms. Mulholland advised that many community meetings are held in the space. Additionally, a great deal of branch programming takes place in the room.

Mr. Lingenfelter asked if the branch is operating at its capacity.

Ms. Mulholland confirmed that she felt that it was but that the numbers might not always reflect that. She gave an example where three people had come in for assistance but the statistics wouldn't reflect that branch staff had to spend one-half hour with each person.

4. Public Comment and Communications

a. Public Comment

Melina Kennedy, an Indianapolis resident, stated that she shared the sentiments of many citizens when they talk about how important libraries are.

Today she learned that the City of Indianapolis will be diverting property tax revenue through the downtown tax increment financing ("TIF") district to fund the Capital Improvements Board ("CIB"). Prior, the Mayor had said the dollars that would fund the CIB were dollars that could not be used to support the Library. She believes that these monies could potentially be used to help support the Library. She mentioned that she will be asking for a full accounting of what is in the TIF reserve fund. She believes that the TIF monies can be used for projects that are in or serving the TIF district. She appreciates all the energy and support for the libraries since they are important for families, for jobs and for neighborhoods but she is questioning whether or not we have been fully apprised of all the options to help support the Library.

Brian Mahern, Councillor from the 16th Council District, welcomed the Board to Spades Park. He commented that he had used this branch as a child and his own children now do the same. Mr. Mahern stated that he was here to offer his support, as always, for IMCPL. The importance of libraries is sometimes taken for granted. He stated that we have to identify more revenue streams to support the Library. When discussing reducing resources and hours that the community counts on are still better alternatives than closing branches. He thanked the Board for the work they had done in that regard. He offered his support for the revenue streams the Board is attempting to obtain through the revenue shortfall. Mr. Mahern mentioned that he would be co-sponsoring that resolution when it comes before the City-County Council. He again thanked the Board for coming to Spades Park, a branch that is so important to the community. He concluded by noting that he looks forward to working with the Library to make certain that they are viable for many years to come.

Howard Trivers, who mentioned that he was an acquaintance of Board member, Mr. Evenbeck, addressed the Board. He mentioned that he came to the meeting tonight as a professional. He is a senior research professional at Baker & Daniels. He noted that he does research all day long and he knows something about libraries and research. He commented that there is a lot of

ignorance out there, especially the best and brightest and including those that work at his firm. Mr. Trivers stated that the staff at his firm use IMCPL for their online databases and they're free. They also use books and all sorts of things. There are a lot of other business people who use it also. He said that the Library is an important resource for people. He noted that it is shameful that you have to close Central Library (one day a week) but he understands that there are no good options. He concluded by saying that he had come tonight to be a cheerleader and he thanked the Board for their time.

- 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. **Executive Session, August 19, 2010**

The minutes from the Executive Session held August 19, 2010 were distributed to the Board.

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

b. **Regular Meeting, August 19, 2010**

The minutes from the Regular Meeting held August 19, 2010 were distributed to the Board.

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

c. **Executive Session, August 30, 2010**

The minutes from the Executive Session held August 30, 2010 were distributed to the Board.

The minutes were approved upon the motion of Mr. Evenbeck, seconded by Mr. Lingenfelter, and the "yes" votes of Mr. Bacon, Ms. Crenshaw, Mr. Evenbeck, Mr. Lingenfelter, Mr. Shevlot and Mr. Smith. It was noted that Ms. Turner-Wright voted "no."

d. **Executive Session, September 7, 2010**

The minutes from the Executive Session held September 7, 2010 were distributed to the Board.

The minutes were approved upon the motion Mr. Evenbeck, seconded by Mr. Bacon, and the "yes" votes of Mr. Bacon, Ms. Crenshaw, Mr. Evenbeck, Mr. Lingenfelter, Mr. Shevlot and Mr. Smith. It was noted that Ms. Turner-Wright voted "no."

COMMITTEE REPORTS

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

a. Report of the Treasurer – August, 2010

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

For the month of August, actual expenditures, less investments and debt payments, were 11.3% less than projected. The Library spent less in personal services and benefits due to frozen positions and in collection materials due to the reduction of 20% in the Collection budget.

Actual revenue, less a temporary loan, was 2.51% higher than projected. Interest income was higher than projected and there was a reimbursement.

August, 2010 expenditures, less investments, were 14% less than August, 2009. The decrease in 2010 compared to 2009 is due to the following: Decrease in salaries and benefits and Collection materials for 2010.

August, 2010 receipts were 32% more than August, 2009, less investments and taxes. This increase relates to LOIT for 2010 compared with 2009, an increase in interest income for 2010, and an increase in fees for 2010.

Year-to-date Fines revenue for 2010 is \$1,087,975 compared to \$1,166,170 for year-to-date 2009.

Mr. Evenbeck made the motion, which was seconded by Mr. Smith, 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 – 2010 (Appropriation of Grant/Gift Funds and Transfer Between Classifications and Accounts)

After full discussion and careful consideration of Resolution 46 – 2010, the resolution was adopted on the motion of Mr. Evenbeck, and the “yes” votes of Mr. Bacon, Ms. Crenshaw, Mr. Evenbeck, Mr. Lingenfelter, Mr. Shevlot, Mr. Smith and Ms. Turner-Wright.

Motion carried.

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

c. Resolution 47 – 2010 (Authorization for Electronic Funds Transfer)

After full discussion and careful consideration of Resolution 47 – 2010, the resolution was adopted on the motion of Mr. Evenbeck, and the “yes” votes of Mr. Bacon, Ms. Crenshaw, Mr. Evenbeck, Mr. Lingenfelter, Mr. Shevlot, Mr. Smith and Ms. Turner-Wright.

Motion carried.

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

Mr. Shevlot asked about the expenses that are incurred with respect to the processing of payroll checks. There are a significant number of checks that are being prepared for employees and it would save the Library additional monies if we were to encourage more of our employees to sign up for direct deposit. He wanted to know if Ms. Dixon had obtained more data on the costs on this matter.

Ms. Dixon mentioned that she needed to discuss this matter with the Director of Human Resources when she returns to the office. She confirmed that it is less costly for the Library to do direct deposit as opposed to processing a payroll check.

Mr. Lingenfelter stated that he encourages the HR Director to speak with both the Union and the Staff Association to see if we can do some further encouragement if it will save the Library money.

Ms. Turner-Wright noted that Ms. Dixon had advised that she would have a full report on the cost to the Library for the use of debit and credit cards at the next Finance Committee meeting. She stated that this report should be inclusive of all vendors that the Library uses and what the cost is for the patrons using debit and credit cards.

- d. **Finance Committee Notes – September 7, 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)

Mr. Bacon advised that the Committee had no items to report.

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

a. Capital Projects Briefing Report for September 2010

Mr. Lingenfelter briefly discussed the items contained in the Report. Those items included the following: Request for Proposals for Installation of Security Camera Systems in Library Branch Facilities; Request for Proposals for Lighting Retrofit Energy Savings Projects at Pike, Warren and Wayne Branch Libraries; and Concrete Repair Projects.

A copy of the Report is attached to these minutes.

Mr. Shevlot asked for confirmation that 17 vendors have registered for the pre-proposal conference for the RFP for installation of security camera systems.

Mr. Lingenfelter confirmed this information was correct.

Mr. Shevlot also asked about the rebate program for energy savings projects. Are there any associated costs to the Library? Mr. Lingenfelter advised that he would have to look into this and report back.

- b. **Capital Projects Branch Status Report – August 31, 2010** 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, Jeff Smith)

Mr. Lingenfelter stated that the Committee did not have a report this month.

He did note that he was called to meet with his appointing authority, the County Commissioners, this morning, September 16th.

Mr. Lingenfelter mentioned that the Governmental Affairs Committee is in the process of continuing to explore all the options that are available to the Library with regard to seeking additional funding.

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

September 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:
 - Alerding & Co., LLC; Cardinal Publishers Group; Dow AgroSciences; DePauw University; Fifth Third Bank, Indiana; Issues and Advocates; RJE Business Interiors – Indiana Authors Award
 - Emerson Appliance Motors and Controls – Children's Fund
 - PNC; Target – Ready to Read
 - MacAllister Machinery Co., Inc. – General Fund
- This month the Foundation is proud to provide funding for the following IMCPL programs:
 - November Read-Aloud, funded by TCU, OneAmerica, the Louise Lage Kirtland and Hugh C. Kirtland Endowment Fund, a fund of The Indianapolis Foundation and the Library Foundation's endorsement for early childhood literacy outreach
 - 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
 - Express Yourself Series at the Nora Branch, funded by an individual donor
 - Grant Workshops at Central Library, funded by our General Fund

Indiana Authors Award – Individual tickets are still available for the 2010 Eugene & Marilyn Glick Indiana Authors Award Dinner on Saturday, October 9, 2010. Ticket information is available at <http://www.indianaauthorsaward.org/the-award-dinner/buy-tickets/>. 100% of the proceeds from this event benefit the Library Foundation and future programs and services of IMCPL.

In addition to the Awards Dinner, the Library Foundation will be partnering with the

Library to host the 2010 Indy Authors Fair, also on Saturday, October 9th. The Indy Author Fair is presented by both the Eugene & Marilyn Glick Indiana Authors Award and IMCPL and includes a free day of activities for writers and book lovers of all ages. A full schedule of events is available at www.indianaauthorsaward.org.

11. Report Of The Chief Executive Officer

a. Statistics – August 2010

Laura Bramble, Chief Executive Officer, noted that some things are going down. The Patron Visits are down partly because of new door counting equipment. Circulation and New Borrowers are also down. Computer Usage and Web Branch Visits are up. The Library held 526 programs in August with approximately 12,000 people attending.

The Library has announced its reduction in hours and a press release was sent out. All patrons who have email notification were notified. We did this to bring our Operating Budget in line with the reduced property tax revenues and the shortfall in the collection of property taxes. The hours were reduced by 26% as recommended by the Mayor's High Performance Government Team. We are going from 1,324 hours to 980 hours. All locations will be open Monday through Thursday, except Central Library which will be closed on Thursdays. We looked at the average hourly door count by day at all of our locations and, for the most part, we took the days that were the least used but we also looked at various areas and wanted to make sure that we had coverage in that area on a day. It's not easy to do that. Some people will be disappointed but we did that because, as you remember, we had a proposal to close from two to six libraries for our Sustainable Library Project, and we heard loud and clear from the public. We appreciate all the support and the comments and offers of help we've received and we're going to take advantage of those. We are making these changes but we are going to continue to try and find more revenue sources and make additional changes. We are going to spend the coming year engaging the community and talking about what services the community really wants and set priorities for what they're demanding. We will work from there. Next year will be very busy. We've done part of our work but we need to go forward. We are going to continue to look at ways to save money. This reduction represents a reduction in hours and a reduction in staff. We are working on that and getting our processes in order. We don't have a complete number yet on who will be involved or how that will happen but we are moving forward with that.

Ms. Bramble noted that the Library was in discussions with the High Performance Government Team this Spring and early Summer talking about what we could do for the short term to avoid closing libraries and one of their suggestions was reducing hours at all locations throughout the county. We have also heard that from the public. The recommendation was to approach a savings of \$1.5 million. That is what we've done and this plan does that. Obviously, it's going to be inconvenient for some of our users. It's not ideal.

Mr. Lingenfelter asked what type of plan would be put in place to measure the effect of the days that were chosen and will we have an opportunity to correct that over the course of the year or are we just going to use this as a one-year exercise. Will we try to adjust if we find that a neighborhood really needs a Saturday library rather than a Thursday library? Will we have some metrics in place or have an opportunity to discuss that?

Ms. Bramble confirmed that we should look at that. The money has been taken out of the

Budget so we can't increase hours but we can certainly look at it and adjust it mid-course if it's not working.

Mr. Shevlot agreed that it would be interesting to put some modeling in place to periodically check the balance of hours and then, if necessary, where the tweaks should be made.

Ms. Turner-Wright noted that she is very disappointed with those administrators who decided that Central Library should be closed on Thursday. The Indianapolis-Marion County Public Library has had a long standing history with the Indianapolis business community dating back to the time when the Business Library was in the heart of downtown Indianapolis. Years later it was moved into the Central Library. The Library system has had that kind of understanding with the business community that they would be available and that collection was moved into Central with that kind of historical understanding. She stated that she is disappointed and she knows that a lot of staff are disappointed also that the decision was made to close the Central Library and if there are any changes that come about, she believes that this is one thing that serious consideration should be given to opening Central Library on Thursdays even if it doesn't open as early in the morning. It is also extremely important since IMCPL accepted the offer from Judge Heather Welch to move the Superior Court documents to the Central Library which means that is one less day of the week that those documents will be available to the public. Ms. Turner-Wright requested that Ms. Bramble and the Executive Committee take this matter under consideration as soon as they can see if it's possible to open Central on Thursday again.

Additionally, Ms. Bramble advised that we have been meeting with our councillors and the Municipal Corporations Committee members to talk about our Budget.

Ms. Bramble also discussed some upcoming programs at Central Library and various branches.

Mr. Bacon asked, "Of the 526 programs and the 12,769 people that attended, did we try to reach out to get those attendees to become new card members? Or do we do that in our programming?"

Ms. Bramble responded, "Not per se. September is Library Card Sign-Up Month so we did put out a little information about trying to sign up for a library card. There was a press release and some stuff on our website about it but I don't know that we handed things out. Periodically we will do that but I'm not sure if we did it this month."

Mr. Bacon continued, "We kind of miss that opportunity each time we put a program out and not reach out to get a new card member."

Mr. Lingenfelter commented that we still rank pretty high in terms of the percentage of residents of the City of Indianapolis that actually have cards.

Ms. Bramble advised that perhaps that is something we look at in our metrics about how we improve some of those figures. We are at a very high level of library card holders.

On another matter, Mr. Shevlot noted that he should have mentioned this during the IMCPL Foundation report and every month that there has been a lot of conversation about "How can we help the Library?"

He said that it amazes him that there is still a void out there that people don't know about the

Foundation or how they can contribute. There is a link on IMCPL's website but wondered if there is any way we could give that more prominence during these times to direct them to become Friends of the Library or to donate. Danny Dean, the President of the IMCPL Foundation, will be our featured speaker in December and Mr. Shevlot feels that it will be very helpful to give some broadbase information about the Foundation, what they do and how they do it and how you can contribute to the Foundation.

b. Confirming Resolutions:

1) Resolution Regarding Finances, Personnel and Travel (48 – 2010)

After full discussion and careful consideration of Resolution 48 – 2010, the resolution was adopted on the motion of Mr. Evenbeck, seconded by Mr. Bacon, and the “yes” votes of Mr. Bacon, Ms. Crenshaw, Mr. Evenbeck, Mr. Lingenfelter, Mr. Shevlot, Mr. Smith 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. Mr. Lingenfelter reminded everyone that there is a Citizens Coalition for Sustainable Libraries that is energizing themselves to help support the Library in this time of opportunity.

At this time, Amy, one of the members of the Coalition mentioned that she had brought some flyers to the meeting and also a sign-up sheet. She noted that one of their big missions right now was to really build the membership and gain power through members.

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:

October 2010 - Mr. Shevlot requested that the Diversity, Policy and Human Resources Committee conduct a discussion on the number of items a patron can check out from IMCPL at their upcoming meeting.

INFORMATION

15. Materials

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

- a. *American Libraries* (August 2010)
- b. *Public Libraries* (July/August 2010)

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

- a. **Board Meetings for 2010** – *Current calendar will be updated each month, as necessary, and additional information highlighted.*
- b. **Library Programs and/or Free Upcoming Events through October 20, 2010** were distributed to the Board.

17. Notice of Special Meetings

None.

18. Notice of Next Regular Meeting

Thursday, October 21, 2010, at Warren Library, 9701 East 21st Street, at 6:30 p.m.

19. Other Business

At this time, Mr. Lingenfelter announced that he would like to recognize Commissioner Breaux and Senator Breaux who were in the audience this evening. He reminded everyone that Commissioner Breaux helps appoint three members of the Library Board.

20. Adjournment

The Secretary announced that there was no further business to come before the Board.

The Chairman then declared the meeting adjourned at 7:30 p.m.

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

Richard K. Bacon, Secretary to the Board

