

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY  
MINUTES OF THE REGULAR MEETING  
FEBRUARY 18, 2010**

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The Indianapolis-Marion County Public Library Board met at the Irvington Branch Library, 5625 East Washington Street, Indianapolis, Indiana, on Thursday, February 18, 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, Mr. Evenbeck, Mr. Lingenfelter, Mr. Shevlot, Mr. Smith and Ms. Turner-Wright.

Members absent: Mr. Lynch.

**3. Branch Manager's Report**

Sue Kennedy, Manager, Irvington Branch Library, welcomed everyone to the branch. She mentioned that she had been the Manager of the branch since the Fall of 2006.

She noted that a library branch has served the Irvington community since 1903 in five different locations. This building will reach its ten year anniversary in 2011.

This community takes pride in its long history. Irvington was established in 1870 as an early Indianapolis suburb. It was added to the National Register of Historic Places in 1987 and a portion of the neighborhood was designated a Historic Preservation District in 2007. It remains rich in organizations supporting local history, economic development and community involvement.

The branch staff participates in a variety of local organizations including the Irvington Development Organization, the Irvington Community Council and others. There is a bulletin board in the branch that is dedicated to the posting of Irvington community events. There is also art from Irvington residents posted in the meeting room.

Ms. Kennedy mentioned that they had received notice that the nearby Children's Guardian Home which was closed last Summer is going to be the new location for the High School of the Irvington Community School.

The old café space at the branch has now been renovated into a new quiet, tutoring room. The room was opened to tutors this month. The funds for the renovation came from a generous donor and the IMCPL Foundation.

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** – Mr. Shevlot advised that these materials would be presented to the Board at the March Board Meeting.

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

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

**a. Executive Session, January 14, 2010**

The minutes from the Executive Session held January 14, 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, Mr. Evenbeck, Mr. Lingenfelter, Mr. Shevlot, Ms. Smith and Ms. Turner-Wright.

**b. Executive Session, January 21, 2010**

The minutes from the Executive Session held January 21, 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, Mr. Evenbeck, Mr. Lingenfelter, Mr. Shevlot, Ms. Smith and Ms. Turner-Wright.

**c. Regular Meeting, January 21, 2010**

The minutes from the Regular Meeting held January 21, 2010 were distributed to the Board.

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

**COMMITTEE REPORTS**

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

**a. Report of the Treasurer – January, 2010**

Becky Dixon, Chief Financial Officer, reviewed the January, 2010 Report of Treasurer that had been distributed to the Board.

Ms. Dixon advised that for the month of January, actual expenditures, less investments and debt payments, were 5% more than projected. This increase was in the Other Services and Charges.

Actual revenue, less a temporary loan, was 4% less than projected. This decrease in revenue relates to fines collected.

January, 2010 expenditures, less investments, were 7% more than January, 2009. This increase is in Personal Services.

January, 2010 receipts were 11% more than January, 2009, less investments. This increase relates to the 2010 Local Option Income Tax.

Year-to-date Fines revenue for 2010 is \$133,653 compared to \$145,143 for year-to-date 2009.

Ms. Dixon mentioned that the information contained on Pages 5, 6 and 7 were new additions to the Treasurer's Report this month.

Mr. Bacon 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.

*President Shevlot recessed the Regular Meeting.*

**President Shevlot will Convene a Public Hearing**

Mr. Shevlot announced that this Public Hearing was being held to consider the appropriation of the 2010 Refunding Bonds.

**1) To Consider the Appropriation of the 2010 Refunding Bonds as Advertised on January 29, 2010 in *The Indianapolis Star* and January 29, 2010 in the *Indianapolis Recorder*.**

Ms. Dixon stated that the Library wishes to refinance some of its outstanding debt based on the Board's direction to do so if the Library would save 3% or more over the term of the debt. The Library has been advised that the market is now in a favorable condition for this refinancing. The \$27 million will be used to pay off the old debt and also any costs associated with the refinancing.

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

President Shevlot invited public comment at this time. There were no comments from the public.

**President Shevlot Will Consider a Motion to Close the Public Hearing**

Mr. Evenbeck made the motion to close the Public Hearing. Mr. Bacon seconded the motion.

Motion carried.

The Public Hearing was closed at this time.

*President Shevlot reconvened the Regular Meeting.*

b. **Resolution 9 – 2010** (Appropriation of the 2010 Refunding Bonds)

After full discussion and careful consideration of Resolution 9 – 2010, the resolution was adopted upon the motion of Mr. Evenbeck, and the “yes” votes of Mr. Bacon, 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 10 – 2010** (Proctoring Exam Fees – Section 125 – Fees (A125) Fines, Fees and Service Charges)

After full discussion and careful consideration of Resolution 10 – 2010, the resolution was adopted upon the motion of Mr. Evenbeck, and the “yes” votes of Mr. Bacon, 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.

d. **Resolution 11 – 2010** (Appropriation of Gift Funds)

After full discussion and careful consideration of Resolution 11 – 2010, the resolution was adopted upon the motion of Mr. Lingenfelter, and the “yes” votes of Mr. Bacon, 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.

e. **Finance Committee Notes – February 8, 2010** were distributed to the Board for their general information and are attached to these minutes.

f. **Presentation on Library Finances**

Ms. Dixon began by reviewing the Library's funding sources. She advised that 86% of the Library's revenue comes from Marion County property taxes. We also receive approximately 8% from other taxes, namely, Financial Institution taxes, License Excise taxes and Commercial Vehicle Excise taxes that come from the State of Indiana. We also receive some of the Local Option Income Tax. The Local Option Income Tax is a replacement for the property taxes that were frozen in 2007. About 4% of our revenue is from the Fines and Fees the Library collects.

Mr. Lingenfelter commented that the Local Option Income Tax and the County Option Income Tax are not guaranteed to us. Is that right?

Ms. Dixon advised that the Library does not receive County Option Income Tax. In Marion County that money is reserved for public safety. The Local Option Income Tax is a result of a decision made by the City-County Council in 2007 when they raised additional funds for public safety. The state statute required that they put a portion of that money aside for property tax relief. The Library's tax levy was frozen so we were given those funds to make up for the lost property taxes. The property tax caps will impact the Library by reducing our revenue by 7%.

Mr. Evenbeck asked how much money will be cut from the Budget and if there is any income stream available to make up the difference.

Ms. Dixon replied that the anticipated reductions would be \$3.2 million for 2010, \$3.6 million for 2011 and \$4.2 million in 2012. She mentioned that she cannot identify a revenue stream that would replace these funds.

7. **Diversity, Policy and Human Resources Committee (Richard K. Bacon, Chair; Scott Evenbeck, Marie Turner-Wright)**

a. **Briefing Report – Closing of Library for Staff Day**

Maria Blake, Director, Communications and Community Relations, reviewed the Briefing Report that was presented to the Board.

It is being recommended that the Board approve the closing of the Library on November 11, 2010 for Staff Day.

Ms. Blake explained that IMCPL staff is located in 24 facilities throughout Marion County. Currently the Library holds a Staff Day every two years for the purpose of bringing all of the staff together for the purpose of communicating key messages, establishing a sense of team and purpose, and to honor those who are receiving service and other awards.

Plans are to hold this year's Staff Day at Central Library, and have keynote addresses and workshops on the Sustainable Library model, the branding/marketing project, and other initiatives that have significant impact on the entire Library. Service and other awards will be presented as part of the day's program.

The Library would be closed to the public for that day.

The Board is requested to review this information. This item will be presented for final approval at the March Board Meeting.

- b. **Resolution 12 – 2010** (Approval of Policy Revisions for Sections 330 – 334 – Access to Library Resources (Circulation))

After full discussion and careful consideration of Resolution 12 – 2010, the resolution was adopted upon the motion of Ms. Turner-Wright, and the “yes” votes of Mr. Bacon, 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. **Diversity, Policy and Human Resources Committee Notes – February 8, 2010** were distributed to the Board for their general information and are attached to these minutes.

At this time, Mr. Bacon announced that he has been fortunate enough to sit in on every meeting and team building discussion on the Sustainable Library Project and feels they are making very significant progress.

## 8. **Building Committee (Jim Lingenfelter, Chair; Richard K. Bacon, Jesse B. Lynch)**

- a. **Capital Projects Briefing Report for February 2010** – Ed Olsen, Director, Facilities Management Services Area, discussed the items contained in the Report including: Guaranteed Energy Savings for Library Services Center (LSC) Project; RFP – HVAC Maintenance Services; and Branch PC Expansion Project.

A copy of the Report is attached to these minutes.

Mr. Shevlot asked Mr. Olsen if there was another group of branches that we might look at for this PC expansion.

Mr. Olsen advised that this expansion was done with the funds available, as well as a Gates grant. At this time, we don't have the funding to do any additional expansion.

Mr. Shevlot questioned that if the funds were available, is there a particular group of branches that would receive additional computers.

Mr. Olsen stated that we have to go back and really evaluate the branches because we are at a point where we would have to remove shelving and/or books to make room for additional computers.

- b. **Resolution 13 – 2010** (Approval to Award Contract for Heating, Ventilation and Air Conditioning Maintenance Services)

After full discussion and careful consideration of Resolution 13 – 2010, the resolution was

adopted upon the motion of Mr. Evenbeck, and the “yes” votes of Mr. Bacon, 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. **Branch Status Report – January 31, 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 – February 9, 2010** were distributed to the Board for their general information and are attached to these minutes.

Mr. Lingenfelter noted that he wished to make a clarification on one item. With regard to the Central Library HVAC potential savings analysis, Mr. Olsen’s group has found that our design at Central Library is using more units of heating and cooling from Citizen’s Thermal than was anticipated. How to address this issue is being reviewed.

Mr. Shevlot inquired if this is a significant amount from a budgetary perspective.

Mr. Olsen confirmed that it could be significant. Circle Design has proposed some changes that could be made at Central. The Library feels that additional changes could result in more savings and a study may be necessary.

Mr. Shevlot asked if this study would come at a cost to the Library.

Mr. Olsen stated that the Library would try to obtain the information with little cost if possible.

## **9. Governmental Affairs Committee (Jim Lingenfelter, Chair; Thomas S. Shevlot, Jeff Smith)**

- a. **Governmental Affairs Committee Notes – February 9, 2010** were distributed to the Board at the meeting for their general information and are attached to these minutes.

Mr. Lingenfelter noted that the Committee met to assure that their timeline is in place to take the message out regarding the Sustainable Library Project. Contacts will be made with the City-County Council, the Municipal Corporations Committee and the County Commissioners to let them know where we are with the Project. He advised that he had some initial contact with some of these entities and they are pleased with the approach that the Library is taking because we are taking action ourselves to address the property tax caps “without yelling fire in a theater.” We need to make certain that our service area knows what they should expect.

Laura Johnson, Staff Liaison to the Committee, commented that any work being conducted at the State House with regard to libraries has concluded with no action being taken. SB212 was the Indiana Library Federation’s housekeeping bill that was to take some of the Board of Accounts’ recommendations and was also to clarify some portions of the library statute. The bill passed in the Senate but received no hearing in the House before the end of the session. She mentioned that IMCPL’s operations would not be particularly affected by the proposed amendments.

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

**February 2010 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:
  - AAA Hooiser Motor Club – Children’s Fund
  - Sablosky Family Foundation, a fund of the Legacy Fund; Borshoff – General Fund
  - The Glick Fund, a fund of Central Indiana Community Foundation; Jewish Federation of Greater Indianapolis – Indiana Authors Award
  - St. Francis Hospital and Health Centers – Summer Reading Program
  - Tabbert Hahn Earnest & Weddle, LLP – Central Library Project
- This month the Foundation is proud to provide funding for the following IMCPL programs:
  - Marian McFadden Memorial Lecture, funded by Estate Gifts
  - Ready to Read, funded by the Herbert Simon Family Foundation
  - Life Skills at College Avenue, funded by a Local Family Foundation
  - Grant Writing Workshops at Central Library, funded by our General Fund
  - Cesar Chavez Celebration at Haughville, funded by our Humanities Endowment
  - Pike Aquarium, funded by CD-COM Systems Midwest, Inc.
  - Young Hoosier Books, funded by the Library Fund, a fund of The Indianapolis Foundation
- The Foundation continues to work with the Library on a joint re-branding and marketing effort led by Hirons & Company.
- The Foundation would like to offer special congratulations to the African-American History Committee for their excellent *Meet the Artists* kick-off celebration. We were very proud to support this program through the generosity of UPS. Representatives from UPS attended and volunteered at the event, and we received wonderful feedback.
- The Foundation is now accepting public nominations for the 2010 Eugene & Marilyn Glick Indiana Authors Award. Authors can be nominated in one of three categories, National, Regional or Emerging. Nominations will be accepted now through March 26<sup>th</sup> at [www.indianaauthorsaward.org](http://www.indianaauthorsaward.org). The program culminates in a day of free public programs and a ticketed Awards Dinner on October 9, 2010 at Central Library. Ticket and sponsorship information is also available at [www.indianaauthorsaward.org](http://www.indianaauthorsaward.org).

## 11. Report Of The Chief Executive Officer

- a. **Statistics – January, 2010 and Others** were distributed to the Board at the meeting.

Laura Bramble, Chief Executive Officer, reviewed the various reports, including:

- 1) Public Service – January 2010
- 2) 2009 Performance and 2008 Peer Comparisons
- 3) IMCPL 2008 Operational Performance Comparison to Peer Libraries

She mentioned that our Circulation per Capita is 20.6 items per citizen for Marion County. That is up slightly over 2008. Under Borrowers Using Email Notifications it is noted that only 34% of our borrowers use this service. We hope to increase that figure because it would save the Library considerable monies if we did not have to send out paper notices to patrons in the mail. The number of Reference transactions is up but we are still substantially below the peer average. We logged over 1.2 million Computer Hours which is a 19% increase. Downloadables usage is up 72% over 2008. The Meeting Room data shows how many groups use our spaces.

Mr. Shevlot asked how many of the 233 meetings that were charged a fee were held at Central Library.

Ms. Bramble mentioned that most were probably held at Central although there are a couple of branches that get some use of their meeting rooms for a fee.

Mr. Lingenfelter inquired if this included fees being paid by the church renting space at Central.

Ms. Blake advised that the fees paid by the church to rent space weekly at Central were not included in the figure shown on the report.

Ms. Bramble advised that those fees are reflected in the Café and Catering report included in the Treasurer's Report.

Our annual Expenditure per Capita was \$55.89 in 2009, up slightly from 2008. Our annual Expenditure per Circulation is \$2.29 compared to \$2.46 for 2008.

Ms. Turner-Wright asked about the computer hours/usage at the branches. She said that she has seen some of the Dear CEO letters and when she has visited the branches she noticed that a lot of patrons using the computers are playing games. Does IMCPL receive complaints from other patrons saying that they have a resume to do or some research to complete and they want to get on those computers?

Ms. Bramble commented that the Library does receive some complaints but it is not a decision for the Library to make on how patrons use their time on the computers. Everyone is allowed a certain amount of time on the computer for whatever use. She said that it is difficult for the staff to make a judgment on what is more important than something else.

Mr. Bacon noted that some of the Board members had discussed this matter and they believe that persons holding a library card should have first priority on the use of IMCPL's equipment and we should be able to regulate that. He realizes that this might be a difficult matter to address.

Ms. Kennedy advised that sometimes adults complain about children on the computers but we don't try to limit children any more than we do adults. Everyone can sign up for equal turns on

the computers.

Mike Williams, Area Resource Manager, stated that “yes”, the branches have received several complaints. We have also received concerns from other patrons who are worried that their child is somehow pushed off of a computer by an adult who wants a turn. The only absolute fair thing that the staff can do without making a value judgment as to what people do on the computer is to see that everyone gets a fixed amount of time. Whatever they do with their turn on the computer is ultimately up to them. How do we judge? We allocate time.

We need to resolve this issue about the library cards, said Ms. Bramble.

Mr. Shelvot questioned the statistics on the funding of the peer libraries. He wanted to know if they are also dependent on property taxes like IMCPL.

Ms. Bramble noted that she was unsure of their funding sources because that information is not available.

Lastly, Ms. Bramble announced that, as a cost-saving measure, the Library was not going to be printing or mailing the 2009 Annual Report. Instead, the Report will be available on the Library’s website.

**b. Report on Assistive Technology**

Mike Perkins, Public Services Librarian and Assistive Technology Coordinator, presented some items and information on the assistive technology available at IMCPL. He commented that the Library has created a Facebook page for the Assistive Technology Room. This helps spread the word about the service. In the room at Central Library, there is a computer station that has specific magnification software, software that will read to the person and software that assists a person that is dexterity challenged. There is also a scanner next to the computer where materials can be scanned and that text will be read back to the person. There is also a Merlin CC TV which magnifies a book, magazine, etc. Another item is the Sorensen Deaf Relay Station. This is a device where a hearing challenged or deaf person can come in and place a phone call to another person with help of a mediator. The Library logged over 1,000 uses of the room for 2009.

He mentioned that the Glendale Branch also offers the same type of computer station as the one at Central.

Lastly, he displayed a Nemo, which is a portable, digital, video magnifier. Every branch has one. The patron can take this portable device to the table and use it to magnify the book or magazine they’re reading.

**c. Confirming Resolutions:**

**1) Resolution Regarding Finances, Personnel and Travel (14 – 2010)**

After full discussion and careful consideration of Resolution 14 – 2010, the resolution was adopted on the motion of Mr. Lingenfelter, seconded by Mr. Bacon, and the “yes” votes of Mr. Bacon, 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. 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:

**March, 2010** - To Be Determined

## **INFORMATION**

15. **Materials**

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

- a. *FOCUS on Indiana Libraries* (January 2009)

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

- a. **Schedule of 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 March 17, 2010 were distributed to the Board.

17. **Notice of Special Meetings**

None.

18. **Notice of Next Regular Meeting**

Thursday, March 18, 2010, at the Glendale Branch Library, 6101 North Keystone Avenue, 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 8:20 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

