

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
OCTOBER 21, 2010**

The Indianapolis-Marion County Public Library Board met at the Warren Library, 9701 East 21st Street, Indianapolis, Indiana, on Thursday, October 21, 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, Mr. Smith and Ms. Turner-Wright.

Members absent: Mr. Evenbeck.

3. Branch Manager's Report

Ruth Hans, Manager, Warren Library, advised that she had been at the branch for approximately ten years. She noted that the Board had received her report in their packet earlier but asked if they had any questions about the branch.

Mr. Lingenfelter wanted to know what the effect had been on the patrons with the branch closing one day per week.

Ms. Hans replied that they don't like it. Most of them understand the reasons for shortened hours and closing on Fridays but that doesn't mean that they have to like it. It is hard for many of them to get to another location on Fridays but they are adapting to the hours that the branch is open. She mentioned that they have noticed a lot of business compressed into whatever hours the branch is open. However, the overall attendance at the branch has dropped. The branch seems busier on Saturday mornings after the branch has been closed on Friday.

Mr. Shevlot asked which program offered at the branch is most popular.

Ms. Hans replied that the story times are very popular. Several patrons are "regulars" and come every week.

Mr. Lingenfelter inquired if there was anything the Board could do to assist Ms. Hans at this location.

She replied that the exit from the branch parking lot to the street is very dangerous. It is very difficult to make a left turn and if we could determine how to reconfigure that it would be helpful. Ms. Hans also mentioned that, if possible, she would like to add onto the building.

Ms. Turner-Wright asked Mr. Lingenfelter if libraries are allowed to have flashing light signs that slow down traffic similar to those in school zones.

Mr. Lingenfelter advised that he and Mr. Olsen, Director, Facilities, would look into this matter.

4. Public Comment and Communications

a. Public Comment

Michael Torres, Central Library employee and President, AFSCME Local #3395, addressed the Board. He provided the following statement:

Thank you, Board, for allowing me to speak. I want to acknowledge the \$1 million gift from the City-County Council and the fact that it's recurring is even better. It is a nice gift and we gladly take it but it is not the answer to our problems. I honestly believe the attention brought to the inequity of monies from our property taxes given to private companies from our union friends helped achieve this unprecedented move.

I hope that if we are in the same spot next year, and we quite possibly will be again, that we take time to really look at our staff and work out a way to keep staff by ideas initially introduced in the two staff teams, the Resource Alignment and Sustainable Teams, instead of taking the easy route and getting rid of staff. In those teams ideas such as Bridge to Retirement and staff voluntarily reducing their hours to save money were mentioned and could be investigated further for future revenue. Being this is our second time in five years we have reduced staff and losing close to 80 employees if such a plan that doesn't reduce benefits too much was implemented we might be able to keep more employees and create a mentoring/retention plan that would sustain our public service to the taxpayers of Marion County.

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. Special Meeting, August 30, 2010

The minutes from the Special Meeting held August 30, 2010 were distributed to the Board.

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

b. Regular Meeting, September 16, 2010

The minutes from the Regular Meeting held September 16, 2010 were distributed to the Board.

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

c. Executive Session, October 11, 2010

The minutes from the Executive Session held October 11, 2010 were distributed to the Board.

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

COMMITTEE REPORTS

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

a. Report of the Treasurer – September, 2010

Becky Dixon, Chief Financial Officer, discussed the September, 2010 Report of the Treasurer.

For the month of September, actual expenditures, less investments and debt payments, were 18.5% 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 8.5% higher than projected. Fines revenue was less than projected and the PLAC distribution was not received but is expected in November. These reductions were offset with a one-time contribution.

September, 2010 expenditures, less investments, were 12% less than September, 2009. The decrease in 2010 compared to 2009 is due to the following: Decrease in utilities, repairs and maintenance and collection materials for 2010.

September, 2010 receipts were 42% more than September, 2009, less investments and taxes. This increase relates to LOIT for 2010 compared with 2009, an increase in interest income for 2010, and a one-time contribution for 2010.

Year-to-date Fines revenue for 2010 is \$1,202,406 compared to \$1,285,410 for year-to-date 2009.

Mr. Smith made the motion, which was seconded by Mr. Bacon, 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 49 – 2010** (Authorization for the Chief Executive Officer to Negotiate Agreement Extension for Central Parking Garage Management)

After full discussion and careful consideration of Resolution 49 – 2010, the resolution was adopted on the motion of Mr. Smith, and the “yes” votes of Mr. Bacon, Ms. Crenshaw, 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. **Briefing Report on 2011 – 2014 Draft Technology Plan**

Debra Champ, Director, Information Technology, noted that the purpose of the Technology Plan is to document how technology will improve library services. The Plan sets out how technology will be used to achieve specific library service improvements. It is intended to guide planning and investment, both for eRate funds and for other sources needed to take advantage of technology.

She noted that the Indiana State Library approves our Plan. They require a draft of the Plan by October 29, 2010. Previously, they had requested Library Board approval on the Plan but this year they say that IMCPL does not need Board approval. They only need to see the Plan which they have to approve by July 2011.

Ms. Champ stated that she did not feel comfortable providing a Plan to the State Library without the Board seeing it so she is presenting it tonight. If, after their review, the State Library makes any changes, Ms. Champ will present those to the Board.

Mr. Bacon asked about the potential platform and software changes mentioned in the Plan. Is there enough money in the Plan to cover that?

Ms. Champ advised that she has carried a \$300,000 line item in the Capital Projects Fund for some necessary changes. The Library is possibly going to switch to a UNIX platform which would be better than what we have now.

Mr. Bacon inquired if the Library would be compatible with all the other City and State agencies with the new platform and software.

Ms. Champ advised that it would be compatible.

Mr. Bacon then asked if the new system would be able to provide necessary statistics for IMCPL.

Mr. Champ noted that the ILS is not an accounting system and also not a system that tracks performance. It does track such items as: Where is this book? What status is it in? Who has it? How much do they owe the Library? The system is really good for that. But it cannot do some of the other things we'd like it to do.

Mr. Lingenfelter asked about the mobile labs for Workforce Development as it pertains to partnering with Work One. How will that affect our patrons?

Ms. Champ stated that there is always a demand for computers. Any time we need to devote those computers to something specific like Workforce Development the only way it can be done during business hours is to segregate the computers and that makes the regular patrons unhappy. So, the only way to add additional services in this regard affordably is to provide a roaming lap top lab with Workforce Development personnel. It will be scheduled and they will make appointments to utilize the equipment in the community rooms.

Mr Lingenfelter wanted to know about when patrons are logged onto the regular computers and they close their session early. Our computers hold that session and don't tell the main system that someone's gone off their computer.

Ms. Champ replied that our system is a reservation system. When you come in and get a 6:00 p.m. reservation and then the patron in front of you logs off at 5:40 p.m. you could log onto your reserved computer early if it's available.

Mr. Bacon advised that in the last three months that he has used the system, he has not been able to log in on a computer before his actual reservation time.

Ms. Crenshaw wanted to know if the Library had looked at some of the things the school districts are doing in terms of how they have accelerated their technology resources over the last few months. She pointed out that IPS is putting their students in a one-to-one environment so that they will make more personal devices available and they will have 24/7 access. She believes that this should free up some of IMCPL's resources. It might be helpful to look at some of the other school districts' technology plans to see if the Library is appropriately aligned.

Ms. Crenshaw also wanted to know if the Library had a stakeholders group to get some additional feedback from the community on the Technology Plan.

Ms. Champ advised that it hadn't been discussed but generally the branches keep track of the requests.

Laura Bramble, Chief Executive Officer, mentioned that it might be too late for this cycle but we could do it early next year.

d. **Adoption of Revised 2011 Budget**

1) **Revised Resolution 41 – 2010** (Appropriations for Operating Fund)

Ms. Dixon noted that the City-County Council made some positive changes to the Library's Budget. At the recommendation of Robert Scott, counsel for the Library Board, it is necessary for the Board to approve the changes that were made. The overall amount for the Budget did not change but there was a reallocation and changes among the various characters. There was an increase in Personal Services and a decrease in Other Services and Charges and an increase in Capital Outlays. It moved some debt service money out of the Operating Fund that will be going to the Debt Service Fund and then taking that reduction in the debt service and reallocating it within the Operating Fund.

Mr. Lingenfelter thanked Ms. Tusing from the Mayor's High Performance Government Team ("HPGT") for helping to restore the PERF contribution to the IMCPL employees.

After full discussion and careful consideration of the Revised Resolution 41 – 2010, the resolution was adopted, on the motion of Mr. Bacon, seconded by Ms. Turner-Wright, and the "yes" votes of Mr. Bacon, Ms. Crenshaw, Mr. Lingenfelter, Mr. Shevlot, Mr. Smith and Ms. Turner-Wright.

Motion carried.

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

2) **Revised Resolution 42 – 2010** (Appropriations for Bond and Interest Redemption Fund)

After full discussion and careful consideration of Revised Resolution 42 – 2010, the resolution was adopted, on the motion of Mr. Smith, seconded by Mr. Bacon, and the "yes" votes of Mr. Bacon, Ms. Crenshaw, Mr. Lingenfelter, Mr. Shevlot, Mr. Smith and Ms. Turner-Wright.

Motion carried.

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

3) **Revised Resolution 44 – 2010** (Budget Submission Letter and Certificate)

Ms. Dixon stated that there was a change in the tax rates for the two funds so those have been changed on this resolution.

After full discussion and careful consideration of Revised Resolution 44 – 2010, the resolution was adopted, on the motion of Mr. Bacon, seconded by Mr. Lingenfelter, and the "yes" votes of Mr. Bacon, Ms. Crenshaw, Mr. Lingenfelter, Mr. Shevlot, Mr. Smith and Ms. Turner-Wright.

Motion carried.

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

At this time, Mr. Shevlot made the following statement:

In early 2010, the IMCPL Board was faced with the prospect that due to a significant drop in tax receipts, coupled with the fact that our expenses continue to increase, we would be faced with approximately a \$3 million dollar shortfall. The Board, the executive management team and the staff quickly responded by assembling a team tasked with looking at the entire operations of the Library to find efficiencies that would assist in closing this significant shortfall.

Soon thereafter, the Mayor dispatched the HPGT to assist the Library with reviewing all our operations to ensure no stone was left unturned. As a result, we adopted the recommendation of the HPGT and made a system-wide change to our hours which will result in approximately \$1.5 million in savings.

Although the HPGT task was completed, there was still work to be done. The Mayor continued to challenge his leadership team and the City-County Council to continue to look for other options that would assist the Library to provide additional support so that we as a Board could work on finding long-term solutions to our projected Budget shortfall.

As a result, a bi-partisan team began to look for additional solutions to provide that short term aid and this past Tuesday, a resolution was offered up and unanimously approved by the Municipal Corporation Committee.

The Library and the Board are especially grateful and thankful to Mayor Ballard, the City Controller David Reynolds, Councillor Vaughn, Councillor Sanders, Kristen Tusing as a key member of the High Performance Government Team and Councillor Nytes for honoring their commitment to continue to work along side of us in order to find additional short-term solutions to help us provide the much needed services the patrons of our Library need.

However, please keep in mind this action is short term and 2011 presents us yet again with some of the same challenges we faced in 2010.

In closing, we appreciate the patience and understanding of our patrons and that of our staff for continuing to provide the best possible service to the residents of Marion County.

It was necessary for Mr. Smith to leave at approximately 7:10 p.m.

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

a. Briefing Report on Security Project Team Recommendations

Joan Harvey, Central Library, advised that the Team formed in June and was charged with reviewing the Library's policies and rules regarding patron behavior and security, researching best practices at other libraries, reviewing training for staff for handling patron behavior and security issues and recommending any changes to Library policies, as well as any changes to staff training.

There was a lengthy discussion among the Board members and Ms. Harvey about this Report.

Mr. Shevlot commented that it is important to recognize the Library is paying an enormous amount of money for security at a time when we are having to make some other difficult decisions with respect to our Budget.

Ms. Turner-Wright asked if there would be a way for the staff to coordinate the suggested training with the security the Library is paying for. How will these two groups work together? Staff currently look to security personnel to come in and help them.

Ms. Harvey responded that both groups have to help each other all the time. When action needs to be taken (a patron needs to be ejected or the police need to be called), the security force needs

to step in and help the staff. There needs to be a dialogue between security and staff. Ms. Harvey went on to say that we need attitude changes on behalf of some of our patrons.

Mr. Bacon noted that if he is the customer he expects something out of staff in a certain manner and staff expects something out of the customer in a certain manner. He commented that it appeared that Ms. Harvey was taking a side here without any data knowing which side is escalating the conflict. How much of this can be stopped at the front door? It is a two-sided street. We, as the managers of the business, have to portray a certain personality also and that requires training on our part along with training the patron on what we will and will not accept.

Mr. Lingenfelter suggested that staff should have a clearly defined list of inappropriate behavior so that they know what they can enforce. The Library has not had a consistent approach to these items so one staff person might be more lenient than another which causes patrons to think that they can get away with something. If a patron is given a one-year suspension, is that hard to police?

Ms. Harvey stated that this information does go out to all branch and Central managers and the security staff. The Library has patrons that travel from place to place so there may be times when a suspended person gets into a facility undetected.

Mr. Shevlot asked about the information in the Training section of the Report. Were there a number of individuals identified that would be candidates for going to this training?

She replied that there are five – one from each region and one from Central. The thought was that the staff that attend the training could then help develop the training topic modules for the rest of the staff. The Team had determined that it would be best to send some selected individuals to this one-day seminar and see if it's worth pursuing. There is a cost savings if you send more people.

Mr. Bacon commented that if you get a large enough group, you could get a discount and have the training company come to IMCPL.

Mr. Lingenfelter wanted to know if there was a component of this training that works with our security force so that everyone is on the same page.

Ed Olsen, Director, Facilities Management, responded that procedures/information is always shared with the security staff.

Mr. Lingenfelter suggested that the Library investigate if this company provides similar training for security companies and make it a requirement when a new contract is signed.

Mr. Olsen stated that the Library would be evaluating the security training. If the Library implements this training then we would also bring in our security company.

Ms. Turner-Wright noted that the Board is being asked this evening to approve sending Library staff to this training. What is the cost?

Mr. Olsen explained that training for five people is a total of \$2,750. If we have a larger class, up to 40 individuals, then the Library would receive special rates. We have the capability to hold that training at one of our locations and then would only have to pay the instructor fee.

Ms. Turner-Wright asked for clarification of the arrangement. Is the Library proposing to send five people to the training or are we talking about bringing a trainer to IMCPL and having that individual train a number of employees? What is the difference in the cost?

Mr. Olsen responded that right now the Library is trying to evaluate how the training fits our needs.

Ms. Turner-Wright inquired why the Library would need five people to do that.

Mr. Olsen explained that there was one staff member from each region and Central that would be going and then would pass on the information to other Library personnel.

Ms. Turner-Wright asked why the Library didn't send only one person and come back with an evaluation that the training would work. Why are five people needed to go?

Mr. Olsen stated that these individuals would evaluate and advise how the training would fit in our program and what the Library can use. They would then go the branches and teach a class.

Ms. Turner-Wright noted that if the purpose is to evaluate it, why can't one person evaluate it and then come back to the Library and make a recommendation.

Mr. Olsen replied that it is beneficial to have staff from all different areas and experiences attend the training.

Ms. Crenshaw commented that there is some value in having a team approach. Everyone would have a different take away because individuals bring something different to the table. She noted that it might not have to be five people that go for training but she agrees that it should be more than one person. She believes the team approach is really good and then you can have some way to build sustainability.

Mr. Bacon stated that the Library would be developing a team to take care of the security problems. There should not be a need to come before the Board again on this. He also recommended that someone from the Library's security company attend the training.

A copy of the Report is attached to these minutes.

b. **Resolution 50 – 2010** (Approval of Revision to Policy Manual – A331.4.2 – Loan Limits)

After full discussion and careful consideration of Resolution 50 – 2010, the resolution was adopted, as amended, on the motion of Ms. Turner-Wright, 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.

c. **Diversity, Policy and Human Resources Committee Notes – October 11, 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 October 2010

Mr. Olsen reviewed the items contained in the Report. Those items included the following: Lighting Retrofit Energy Savings Project for Pike, Warren, and Wayne Branch Libraries; Installation of Security Camera Systems at Branch Facilities; RFP – Intrusion, Panic, and Fire Alarm Monitoring and Repair Services; and Concrete Repair Projects.

A copy of the Report is attached to these minutes.

b. Resolution 51 – 2010 (Approval to Award Contract for Lighting Retrofit Energy Savings Projects at Pike, Warren, and Wayne Branches)

After full discussion and careful consideration of Resolution 51 – 2010, the resolution was adopted on the motion of Mr. Lingenfelter, 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 52 – 2010 (Approval to Award Contract for Installation of Security Camera Systems in Branch Facilities)

After full discussion and careful consideration of Resolution 52 – 2010, the resolution was adopted on the motion of Mr. Lingenfelter, 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. Resolution 53 – 2010 (Authorization to Issue a Request for Proposals for Intrusion, Panic, and Fire Alarm Monitoring and Repair Services)

After full discussion and careful consideration of Resolution 53 – 2010, the resolution was adopted on the motion of Mr. Lingenfelter, 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.

e. Capital Projects Branch Status Report – September 30, 2010 was distributed to the Board for their review and information. A copy of the Report is attached to these minutes.

f. Building Committee Notes – October 12, 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)

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

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

a. Summer Reading Program Wrap-Up for 2010

The “Read to Feed – Mind and Heart” program, with nearly 55,000 participants this Summer, was a wonderful success. The Library Foundation would like to thank the Library staff for all their efforts to ensure another outstanding Summer Reading Program for 2010.

The Foundation would also like to thank the many sponsors and individual donors who helped to make the 2010 Summer Reading Program possible. Major donors included:

Presenting Sponsor - Comcast Foundation
 Reading Giants Sponsor - The Kroger Co.
 Library Night Sponsor - Indiana Blood Center
 Supporting Sponsors - Toysmith; 92.3 WTTS Indianapolis; Ruth Lilly Philanthropic Foundation; The R.B. Annis Educational Foundation; Citizens Energy Group; W.C. Griffith Foundation Trust; The Library Fund, a fund of The Indianapolis Foundation; Lilly Endowment, Inc.; Chase; United Water; Carrier Corporation

b. October 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:
 - Baker & Daniels, LLP: Butler University; DePauw University; Ice Miller LLP; Indiana University Foundation; IUPUI University Library; Patria Press, Inc. – Indiana Authors Award
 - Best Buy Children’s Foundation – Learning Curve Media Workshop
 - Bridgestone America Trust Fund/Firestone Building Products Company; Emerson Appliance Motors and Controls – Children’s Fund
 - Comcast Foundation – Summer Reading Program
 - Dynamark Graphics Group – General Fund
 - PNC – Digital Littles Mobile Lab
 - TCU – November Read-Aloud
- This month, the Foundation was proud to provide funding for the following programs:
 - 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.

- Women Writers of Indianapolis, funded by the Christel DeHaan Family Foundation and the Foundation's humanities endowment.
- Grant Workshops at Central Library, funded by the Foundation's General Fund.
- Eugene & Marilyn Glick Indiana Authors Award, held on Saturday, October 9th, was a tremendously successful and enjoyable event. The winners were:
 - National Author Award – Scott Russell Sanders
 - Regional Author Award – Ray Boomhower
 - Emerging Author Award – Greg Schwipps

Many thanks to the Library's staff members for their assistance and partnership in presenting the Indy Author Fair. Over 650 people attended the public programs during the day on Saturday. In addition, \$63,000 was raised through sponsorships, ticket sales and silent action proceeds from the Indiana Authors Award Dinner that evening. These funds will support the Library and the Library Foundation's programs and services.

The Foundation staff would like to thank Mr. Bacon and the other Library staff members who purchased tickets or supported the event as volunteers. The Foundation's staff members would also like to express their gratitude to Gary Meyer, honorary chair of the 2010 Indiana Authors Award, and to Barnes & Thornburg and John Wiley & Sons for their generous support.

- October 17 – 23 is National Friends of the Library Week!

A Friend of the Library is an individual who makes a gift of \$25 or more to the Library Foundation. What better time to join than during Friends of the Library Week. Donors can choose to designate their gift for a specific branch library. You can sign up at <http://foundation.imcpl.org/giving/giving.html> to sign up today.

- Rock to Read Fundraiser Announced

WTTS (92.3 FM), an independently owned and locally operated radio station serving Indianapolis and the surrounding communities, has announced its annual Rock to Read Christmas Concert to benefit children's programs of the Library. This year, the concert will star Chris Isaak, on Friday, December 10th, in the Murat Theatre at the Old National Centre. Tickets went on sale Friday, October 15th and can be purchased at all Ticketmaster outlets, charge-by-phone, or online at www.livenation.com. Tickets are \$65, \$42.50, \$24.75 (or \$99 4-packs are available) with a silent auction that will feature various autographed items signed by national recording artists. For more information, please visit www.wttsfm.com.

11. Report Of The Chief Executive Officer

a. Statistics – Public Service – September 2010 and Quarterly Report for 3rd Quarter 2010

Ms. Bramble advised that the Library is suffering losses in patron visits. The numbers for

Circulation and Holds Requested/Filled are also down. Computer Use and Web Branch Visits are up.

With regard to the Quarterly Report, there was a rise in juvenile materials due to the Summer Reading Program. She stated that she was pleased with the meeting room revenue reported. She also mentioned that the number of Active Borrowers was up slightly.

She also distributed brochures on several upcoming programs.

b. Report on Blueprint Award

Ms. Harvey advised that the Library had been presented with the Blueprint William A. Crawford Public Service Award. The Library was recognized for serving the Indianapolis community by promoting our Homeless Outreach Initiative.

c. Confirming Resolutions:

1) Resolution Regarding Finances, Personnel and Travel (54 – 2010)

Ms. Turner-Wright expressed her concern that the Board was voting on an item tonight that came out of a Briefing Report from the Diversity, Policy and Human Resources Committee having to do with the Crisis Prevention seminar. The Board is voting to authorize staff to go to the seminar before the Board actually approved it. It has been put on the Personnel Action portion of the Resolution Regarding Finance, Personnel and Travel. The Board is being asked to approve the attendance of staff at the seminar without having actually approved the Safety Team's recommendation.

Mr. Scott advised that these are the types of items that are subject to a confirming resolution because it is contemplated by statute the authority that the CEO and Treasurer have in terms of basic, ongoing monthly expenditures. They can pay those disbursements for ongoing expenses and make decisions up to certain dollar amounts that are within that threshold.

Ms. Turner-Wright noted that the amount listed on the resolution for these individuals to go is set out as \$-0- but that Ms. Bramble has advised that money had actually already been allocated and registrations submitted for the individuals to go.

Mr. Bacon stated that certain Board members are trying to clarify the procedural issues on this matter.

Ms. Bramble noted that the State requires that the Board approve a staff member's attendance at a conference and authorizes reimbursement. Sometimes staff members pay their own registration and the Library reimburses them. Because the Library paid for the registration for the CPI training for the staff they don't need to be reimbursed for that but they do need to get permission for the time to go. The Board is being asked to reimburse them for their time.

Ms. Turner-Wright suggested that the Safety Team work on any changes to the Library's inappropriate behavior policy after they have returned from the seminar.

After full discussion and careful consideration of Resolution 54 – 2010, the resolution was adopted 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.

d. **Presentation by IMCPL African-American History Committee on Fall Fest and Slammin’ Rhymes Challenge**

Claudine Polley, from the IMCPL African-American History Committee, gave the presentation. She mentioned that the Fall Fest and Slammin’ Rhymes Challenge will be held on November 13, 2010 from 12:00 p.m. to 4:00 p.m. at Central Library. It’s free and open to the public. This year over 60 students entered the Slammin’ Rhymes Challenge and the Committee will be listening and selecting the ten winners that will be rendering their selections at the Fall Fest. The Fall Fest headliner is Sapphire who is a poet and author. She will be giving a lecture that’s intended to inspire, educate and motivate individuals into pushing forward towards success which is the Fall Fest theme this year.

She invited everyone to attend this “spectacular” event.

OLD BUSINESS

12. None.

NEW BUSINESS

13. Mr. Lingenfelter thanked the public for their support and the Municipal Corporations Committee for their efforts to help resolve the Budget issues faced by Library.

Ms. Bramble announced that the Library was forming a team to work on the Baldrige Quality Model.

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 2010 - No items were suggested.

INFORMATION

15. Materials

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

- a. *American Libraries* (September 2010)
- b. *American Libraries* (October 2010)

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

- a. **Board Meetings for 2010 – Revised Schedule of Board Meetings** was distributed to the Board for their information and a copy is attached to these minutes.
- b. **Library Programs and/or Free Upcoming Events through November 17, 2010** were distributed to the Board.

17. Notice of Special Meetings

None.

18. Notice of Next Regular Meeting

Thursday, November 18, 2010, at West Indianapolis Library, 1216 South Kappes 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 8:30 p.m.

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

Richard K. Bacon, Secretary to the Board

