

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY  
MINUTES OF THE REGULAR MEETING  
JUNE 16, 2011**

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The Indianapolis-Marion County Public Library Board met at the Decatur Branch Library, 5301 Kentucky Avenue, Indianapolis, Indiana, on Thursday, June 16, 2011 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 Turner-Wright was present.

**2. Roll Call**

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

Members absent: Mr. Smith.

**3. Branch Manager's Report**

Tia Jah Wynne Ayres, Manager, Decatur Branch Library, welcomed everyone to the branch.

She introduced some of her staff members, namely:

Kathleen Underwood, Circulation Supervisor  
Julie Quebe, Library Assistant  
Maureen Beasley, Library Assistant  
Belinda Caplinger, Library Assistant  
Mary Farmer, Page  
Nate Miller, Library Assistant and Summer Reading Clerk

Ms. Ayres reviewed the history of Decatur Township. She advised that Decatur was the first township outside of Center Township to receive a branch library. That branch opened in the Marwood neighborhood in 1967. The current branch was built in 1990 and then was renamed after the township. Last Summer, the branch celebrated its 20<sup>th</sup> anniversary with a party for the community. Everyone looks forward to many more years of service in Decatur Township.

Mr. Shevlot asked Ms. Ayres what was the greatest need at the branch.

She responded that she would like to have an updated sign. The current sign is a "couple of logos old." The sign also needs to be set up higher so people driving by can see it easier.

Mr. Lingenfelter wanted to know how the reduced hours were affecting the patrons at Decatur.

Ms. Ayres replied that they weren't doing badly. Keeping in mind that the hours have been reduced by approximately 25%, there is actually a slight increase in the door count and circulation. The patrons seem to have adjusted to the new hours.

She then displayed some of the toys being distributed in connection with this year's Summer Reading Program.

#### **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. Executive Session, April 11, 2011**

The minutes from the Executive Session held April 11, 2011 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, Mr. Bonner, Ms. Crenshaw, Mr. Lingenfelter, Mr. Shevlot and Ms. Turner-Wright.

##### **b. Executive Session, May 19, 2011**

The minutes from the Executive Session held May 19, 2011 were distributed to the Board.

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

##### **c. Regular Meeting, May 19, 2011**

The minutes from the Regular Meeting held May 19, 2011 were distributed to the Board.

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

## COMMITTEE REPORTS

### 6. Finance Committee (Jeff Smith, Chair; Thomas S. Shevlot, Robert J. Bonner)

#### a. Report of the Treasurer – May 2011

Becky Dixon, Chief Financial Officer, discussed the May 2011 Report of the Treasurer that had been distributed to the Board.

For the month of May, actual expenditures, less investments and debt payments, were 15.7% less than projected. During May the Library spent less in personal services (salaries and benefits), office supplies, and collection materials. This was offset by spending more than projected in other charges and services.

Actual revenue, less tax receipts, was 7.2% less than projected. The decrease was in fines, fees and interest income.

May, 2011 expenditures, less investments and debt payments, were 6% less than May, 2010. The decrease in 2011 compared to 2010 is due to the reduction in work force.

May, 2011 receipts were 7.4% less than May, 2010, less investments and taxes. This decrease was in fines, copy and printing fees, and interest income.

Year-to-date Fines and Fees revenue for 2011 is \$542,342 compared to \$681,292 for year-to-date 2010.

Mr. Shevlot stated that he wished to note that on the utilization of revenue expenditures, it does include the \$2 million that was recently moved from the Operating Fund to the reserve account.

Mr. Bacon made the motion, which was seconded by Mr. Bonner, 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 33 – 2011 (Approval of the 2011 LSTA Grant Agreement between the Indiana State Library and the Indianapolis-Marion County Public Library and Authorization for the Chief Executive Officer to Sign the Grant Agreement)

Mr. Bacon wanted to know if the items from the firefighters were all original. He also commented that he thought that the Historical Society for the State of Indiana would be a better entity to maintain this type of collection but that perhaps it was determined that the Library had a better facility than the Historical Society and that is why the Library is taking on this project.

Ms. Dixon requested that Laura Bramble, Chief Executive Officer, respond to Mr. Bacon.

Ms. Bramble replied that a few years ago the Firefighters Museum asked the Library to help them identify/digitize their collection of pictures. The Library took on this project. She

advised that IMCPL doesn't hold the digitized material at our Library. The digitized images are held by the Firefighters Museum but the Library does display the information on our website. She noted that IUPUI does the actual digitization of the items and the Library provides the identification and works on the content.

Mr. Lingenfelter mentioned that during discussions with the CEO Search Criteria Committee, the Director of the IUPUI Library had brought up the fact that the 21<sup>st</sup> century library will need to become a content developer. It will be important to maintain a relevancy and these types of projects will be used by numerous institutions collaboratively.

After full discussion and careful consideration of Resolution 33 – 2011, the resolution was adopted upon the motion of Mr. Bacon, and the “yes” votes of Mr. Bacon, Mr. Bonner, 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. **Finance Committee Notes – June 6, 2011** were distributed to the Board for their general information and are attached to these minutes.

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

- a. **Briefing Report on Proposed Changes to Policy Manual Section 142 – Incidents of Problem Behavior**

Ms. Bramble reminded the Board that the Library's Security Team had met in 2010 and reviewed the policies and experiences of other libraries with regard to problem behavior. They had presented a report to the Board on this matter last Fall. The Team recommended that the Library's behavior policy be amended and that the signage in the buildings be revised. The attached Report sets out the proposed changes.

Ms. Bramble requested that the Board review the information presented in the Report and submit any questions they have on the material. She noted that this item will be discussed again at next month's Diversity, Policy and Human Resources Committee. After that discussion, it will then be submitted for final approval at the July Board Meeting.

- b. **Diversity, Policy and Human Resources Committee Notes – June 6, 2011** were distributed to the Board for their general information and are attached to these minutes.

**8. Building Committee (Jim Lingenfelter, Chair; Richard K. Bacon, Robert J. Bonner)**

- a. **Facilities Briefing Report for June 2011**

Mike Coghlan, Facilities Manager, discussed the Facilities Briefing Report that had been distributed to the Board. Some of the items noted included the following: Approval to Rename the Shelby Branch Library to the Garfield Branch Library; Shelby Branch Library Renovation

Project; Green Library in the Park; and Eagle Branch Library Parking.

- b. **Resolution 34 – 2011** (Approval to Rename the Shelby Branch Library to the Garfield Park Branch Library)

Mr. Coghlan advised that the Library has received support for the name change from various neighborhood groups in the area.

After full discussion and careful consideration of Resolution 34 – 2011, the resolution was adopted on the motion of Mr. Lingenfelter, and the “yes” votes of Mr. Bacon, Mr. Bonner, 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. **Capital Projects Branch Status Report – May 31, 2011** was distributed to the Board for their review and information. A copy of the Report is attached to these minutes.

Mr. Shevlot asked Mr. Coghlan to define the terms “Owner Hard Costs” and “Owner Soft Costs.”

Mr. Coghlan responded that a hard cost is for something like furniture, shelving, computers, etc. A soft cost refers to services the Library purchases such as permit fees, etc.

- d. **Building Committee Notes – June 7, 2011** 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)**

- a. **Governmental Affairs Committee Notes – June 7, 2011** were distributed to the Board for their general information and are attached to these minutes.

Laura Johnson, Deputy Director, noted that the Library continues to gauge the impact of reduced service hours on IMCPL users. The Library needs to maintain communications with government officials over the next several months on issues relating to the need to restore hours in the event the Library receives additional funding.

Ms. Johnson stated that the Citizens Coalition Advocate Group will also be maintaining communications during the Summer.

Mr. Shevlot inquired if the Library and the Coalition are coordinating with each other regarding the “message” to ensure that it is out there in the best manner possible.

Mr. Johnson advised that the Coalition drafted the letters that were previously sent and she has also provided them with information concerning the impact of reduced hours on the Library’s services.

Mr. Lingenfelter noted that the Board has a responsibility that is different from the Citizens

Coalition. The Coalition has encouraged the Library to be more of an activist with regard to the Library's funding and they have asked the Library to submit budgets that are outside our ability to fund. The Board has reminded them that, by law, the Library cannot do that. As a compromise, the Governmental Affairs Committee asked the Finance Committee to look at what the Library's needs might be if we were to restore services and to follow-up on some suggestions that were made by some Councillors in a Municipal Corporations Committee meeting. For instance, Councillor Lutz had mentioned that he preferred to not cut the Library's budget but to open more libraries. We have responded to him by showing him what kind of budget it would take to do that. So, the members of the Governmental Affairs Committee would request that the rest of the Board take an active, not a passive, role on the budget. The Board has a fiscal obligation to pass a budget that is sustainable. Mr. Lingenfelter said that they would also be advocates for increased service to the community.

Mr. Shevlot advised that he wanted to make certain that there wasn't a message out there that there is an expectation that the Board can do things that they don't have the purview to do.

Ms. Johnson mentioned that the Mayor and various County Commissioners, Councillors, State legislators and others have been participating in the Library's Summer Reading Program.

Mr. Lingenfelter mentioned that there is also a need for a three to five-year plan which recognizes the underserved areas of the community and there are groups that need to be addressed in that regard in the event of funding restoration for the Library.

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

**June 2011 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:
  - 92.3 WTTS; Baker & Daniels, LLP; Shaw-Berckhardt-Brenner Foundation – Children's Fund
  - Alerding & Co., LLC; PNC Bank; John Wiley & Sons, Inc. – Eugene & Marilyn Glick Indiana Authors Award Dinner
  - Dollar General; Lilly Endowment; Old National Bank; OneAmerica; Indiana Pacers; United Water – Summer Reading Program
  - Junior League of Indianapolis – Ready to Read
  - The Library Fund, a fund of The Indianapolis Foundation – Summer Reading Program, Marion County Internet Library, Eugene & Marilyn Glick Indiana Authors Award
  - JPMorgan Chase – Summer Reading Program and Most Urgent Need
- This month, the Foundation was proud to provide funding for the following programs:
  - Summer Reading Program, funded by various donors
  - Science Odyssey Summer Workshops, funded by the R.B. Annis Educational Foundation and The Kroger Co.
  - Ready to Read, funded by various donors
  - World Language Book Giveaways, funded by Fifth Third Bank

- Nora Branch Library 40<sup>th</sup> Anniversary Celebration, funded by the Foundation's Humanities Endowment
- Hispanic Heritage Programs, funded by the Foundation's Humanities Endowment
- Shelby Branch Library Project, funded by the Allen Whitehall Clowes Charitable Foundation, Inc.

- **Eugene & Marilyn Glick Indiana Authors Award**

The winners and finalists of the 2011 Indiana Authors Award will be announced by July 15. Authors will be recognized at the October 29<sup>th</sup> Award Dinner at Central Library. Tickets and table sponsorships are still available.

The Foundation is excited to announce a collaboration with Indiana Humanities that brings past Indiana Authors Award winners and finalists to schools and public libraries throughout the state. Indiana Humanities has selected ten public libraries and schools to host a speaker from among the winners and finalists in the Eugene & Marilyn Glick Indiana Authors Award program of the Foundation. Libraries, schools and other organizations were invited to apply for an honorarium to create engaging public programs with Indiana Authors Award winners and finalists, thanks to a grant from The Glick Fund, a fund of the Central Indiana Community Foundation.

- **Support the Library Foundation**

To become a Friend of the Library or join the Library Foundation on Facebook, please visit the Foundation's website at [www.indyplfoundation.org](http://www.indyplfoundation.org).

## 11. Report Of The Chief Executive Officer

### a. CEO Monthly Statistical Report – May 2011

Ms. Bramble reviewed the CEO Monthly Statistical Report – May 2011 that was submitted to the Board. She advised that the statistics are going down. Ms. Bramble believes that this corresponds to the reduction in hours. A staff team has been studying the impact of the reduced hours and this will help in planning for next year.

Ms. Bramble also mentioned several Library programs, including the 40<sup>th</sup> anniversary celebration for the Nora Branch Library which will take place on July 2, 2011. She also reminded everyone that the East Washington Branch Library will celebrate its 100<sup>th</sup> anniversary in November.

Ms. Turner-Wright noted that the monthly statistics are falling yet the Board is receiving information that there are a lot of activities at Central Library and the branches. Ms. Turner-Wright wanted to know if there have been any compilations as to how many programs there were in the past year and is the Library able to compare them with the activities we have now. Shouldn't those activities be producing some new borrowers or an increase in circulation that might help to level off or balance what is being lost by the reduction in hours?

Ms. Bramble advised that she thinks we are attracting new borrowers but some of our borrowers are not using the Library as much. Also, we are not doing as much programming as the Library

has done in the past. The Library has also changed focus and we are doing smaller programs. Instead of doing the big programs that would attract big crowds, the Library is doing a lot of classes for smaller groups of people. She stated that the Library did approximately the same number of programs but they were smaller programs. Instead of aiming for 40 to 50 people at some programs we were doing them for five to ten people.

Ms. Turner-Wright stated that she wished to clarify her inquiry. For instance, what kind of count does the Library have for the children's programs? Is there any indication that fewer children are attending the programs? If the parents are coming into the Library with their children, are they not spending time in the Library browsing and checking out books? She noted that in her previous experience as a programmer, the programs were designed to introduce books and stories so that children would want one book or another. Have any statistics been tracked to show that even though the Library is closed at certain times the programs are continuing? What are the results of those programs? Are people coming into the Library and browsing but not staying? Are the individuals coming in for programs being signed up for Library cards if they don't already have one?

Ms. Bramble responded that the Library is determining how to measure the effectiveness of the programs. One of the things necessary to evaluate programs is to track the program participants to see if you are attracting new people. To do that, Ms. Bramble said, you must take names. IMCPL has not gotten into that. She indicated that might be the next step for the Library.

Ms. Turner-Wright wanted to know if reservations are taken for programs so that a count could go into the statistics for the branch and then into the Library system as a whole.

Ms. Bramble advised that a cumulative count for the programs is included in the monthly report. For the annual report, the program type is broken down by type of program -- juvenile or adult.

With regard to the May 2011 program figures, Ms. Turner-Wright inquired how they ranked against the May 2010 program figures.

Ms. Bramble noted that she would have to look up that information and get back to Ms. Turner-Wright.

**b. Report on the Job Center at IMCPL Program**

Melissa Pederson, Program Specialist, gave a report on the Job Center at IMCPL Program. Ms. Pederson explained that the Library will provide laptops and other related accessories, as well as staff time, to those people who are unemployed or underemployed or those individuals who are wishing to enhance their skills so that they can prepare resumes, conduct job searches, etc. Six computer lab assistants have been hired to help with this Program. On June 1, 2011, the Job Centers opened at six IMCPL locations including Central Library, College Avenue, Eagle, East 38<sup>th</sup> Street, Southport and Warren. This Program will continue through early 2012 in collaboration with WorkOne and EmployIndy.

**c. Confirming Resolutions:**

Upon review of the Personnel section of Resolution 35 – 2011, Mr. Bacon commented that it was his understanding that the Library had previously laid off 37 people but now it appears there is a net gain back of 21 people based on information contained in the resolution. He

pointed out that there were eight “New Hires” and 13 “Reactivated” staff listed.

Ms. Bramble advised that the 37 individuals mentioned were benefits-eligible staff and the staff Mr. Bacon references are part of the Summer Reading Program and are paid from a separate account.

Mr. Bacon commented that the resolution, as presented, is misleading and needs to be re-labeled.

Mr. Shevlot suggested that perhaps the funding source for each position be listed on the document.

1) **Resolution Regarding Finances, Personnel and Travel (35 – 2011)**

After full discussion and careful consideration of Resolution 35 – 2011, the resolution was adopted on the motion of Mr. Bacon, seconded by Mr. Lingenfelter, and the “yes” votes of Mr. Bacon, Mr. Bonner, 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. Mr. Lingenfelter stated that he wished to inquire about the status of branding for the Library. He noted that both old and new brands are currently being used and he requested that the appropriate Board Committee discuss how this new branding will roll out and how it affects the Library legally.

Ms. Turner-Wright commented that with the regard to the new proposed branding logo for “The Indianapolis Public Library.” She pointed out that the “T” seems to be off center from where it should be and not balanced.

Mr. Shevlot requested that Ms. Bramble provide him with an update and statistics (i.e. how many people attended, etc.) on the IMCPL Job Center.

Additionally, another item for review is the question of whether the Diversity, Policy and Human Resources Committee or the Finance Committee should review the questions raised at tonight’s meeting concerning how the employee information with regard to job classifications/funding sources is listed on the Finances, Personnel and Travel Resolution.

**AGENDA BUILDING**

**14. Future Agenda Items** - This time was made available for discussion of items not on the Agenda,

which were of interest to Library Board members and the opportunity was given to suggest items that should be included on future Library Board Meeting Agendas.

Items suggested for upcoming Board Agendas are as follows:

**July, 2011** - No items were suggested.

**INFORMATION**

**15. Materials**

There were no materials available for distribution to the Board.

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

- a. **Board Meetings for 2011** – *Current calendar will be updated each month, as necessary, and additional information highlighted.*
- b. Library Programs/Free Upcoming Events updated through July 20, 2011 and July PSAs were distributed to the Board.

**17. Notice of Special Meetings**

None.

**18. Notice of Next Regular Meeting**

Thursday, July 21, 2011, at the West Indianapolis Branch Library, 1216 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 7:40 p.m.

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

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Marie Turner-Wright, Secretary to the Board

