

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY  
MINUTES OF THE REGULAR BOARD MEETING  
DECEMBER 15, 2005**

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The Indianapolis-Marion County Public Library Board met at the Lawrence Branch Library, 7898 North Hague Road, Indianapolis, Indiana, on Thursday, December 15, 2005 at 6:30 p.m., pursuant to notice given in accordance with the rules of the Board.

**1. Call To Order**

President Mahern presided as Chairman. Secretary Rothe was present.

**2. Roll Call**

Members present: Mr. Jordan, Mr. Lynch, Mr. Mahern, Mr. Meyer, Mr. Pizarro, Ms. Rothe and Ms. Taylor.

Member's absent: None.

**3. Branch Manager's Report**

Betsy Crawford, Area Resource Manager and Manager, Lawrence Branch Library, welcomed everyone and then discussed the report that had been distributed to the Board. Ms. Crawford also mentioned that the branch had gone to self-check on February 1, 2005. Currently, 77% of all checked-out materials are going through the machines. Circulation at the branch is up 7.5% from last year at this time. She also noted that the branch began Sunday hours on September 11, 2005 and door count for Sundays averages 400. Additionally, the 2005 overall door count is up 7% compared to 2004. Ms Crawford concluded by noting that the branch continues to be "booming and busy."

**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.

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

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

**a. Executive Session, November 17, 2005**

The minutes from the Executive Session held November 17, 2005 were distributed to the Board.

The minutes were approved as written upon the motion of Mr. Meyer, seconded by Mr. Jordan, and the “yes” votes of Mr. Jordan, Mr. Lynch, Mr. Mahern, Mr. Meyer, Mr. Pizarro, Ms. Rothe and Ms. Taylor.

**b. Regular Meeting, November 17, 2005**

The minutes from the Regular Meeting held November 17, 2005 were distributed to the Board.

The minutes were approved as written upon the motion of Mr. Jordan, seconded by Mr. Meyer, and the “yes” votes of Mr. Jordan, Mr. Lynch, Mr. Mahern, Mr. Meyer, Mr. Pizarro, Ms. Rothe and Ms. Taylor.

**c. Annual Meeting, November 17, 2005**

The minutes from the Annual Meeting held November 17, 2005 were distributed to the Board.

The minutes were approved as written upon the motion of Mr. Meyer, seconded by Mr. Jordan, and the “yes” votes of Mr. Jordan, Mr. Lynch, Mr. Mahern, Mr. Meyer, Mr. Pizarro, Ms. Rothe and Ms. Taylor.

**COMMITTEE REPORTS**

**6. Finance Committee (Mary Lou Rothe, Chair; Gregory Jordan, Jesse Lynch)**

**a. Report of the Treasurer – November 2005**

Becky Dixon, Chief Financial Officer, discussed the Report of the Treasurer that had been distributed to the Board. She noted that for the month of November, expenditures were \$341,564 less than projected. Total revenue was \$101,653 more than projected. Also, November, 2005 expenditures were 45% higher than the same period last year due to the purchase of materials for the collection. Ms. Dixon advised that the Library received their second tax advance on the December settlement in the amount of \$1,682,261.

At this time, Ms. Rothe noted that she wished to commend everyone for their efforts to reduce expenditures this year.

Mr. Meyer said he wished to echo Ms. Rothe’s comments and thanked everyone for doing such a good job in reducing expenses.

Ms. Rothe made the motion to accept the Report of the Treasurer and that it be filed for audit.

Motion carried.

The report is attached to, and made a part of, these minutes.

b. **Resolution 135 – 2005** (Approval of Transfer Between Classifications and Accounts)

After full discussion and careful consideration of Resolution 135 – 2005, the resolution was adopted upon the motion of Ms. Rothe, and the “yes” votes of Mr. Jordan, Mr. Lynch, Mr. Mahern, Mr. Meyer, Mr. Pizarro, Ms. Rothe and Ms. Taylor.

Motion carried.

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

c. **Resolution 136 – 2005** (Approval of Write Off of Bad Debts and Uncollectible Accounts)

Ms. Dixon advised that this resolution authorized Unique Management, the Library’s collection agency, to write off certain monies owed to the Library due to various circumstances, such as: 1) Relocation, bankruptcy or death of a patron; and 2) Debt older than three (3) years. She mentioned that, going forward, the Library will be updating its records every three years to ensure a more accurate patron database.

After full discussion and careful consideration of Resolution 136 – 2005, the resolution was adopted upon the motion of Ms. Rothe, and the “yes” votes of Mr. Jordan, Mr. Lynch, Mr. Mahern, Mr. Meyer, Mr. Pizarro, Ms. Rothe and Ms. Taylor.

Motion carried.

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

d. **Resolution 137 – 2005** (Approval of Authorization for a Public Hearing)

Ms. Rothe advised that this resolution authorizes a Public Hearing to be held on January 26, 2006 at 6:30 p.m. at the Glendale Mall Community Room for the purpose of hearing the public’s comments on the possibility of issuing bonds for the completion of the Central Library Project.

Mr. Meyer stated the bonds mentioned are to be used for the continuation and completion of the Project. He stated it is still the Library’s intent to vigorously pursue all parties responsible for the problems and obtain reimbursement.

After full discussion and careful consideration of Resolution 137 – 2005, the resolution was adopted upon the motion of Ms. Rothe, and the “yes” votes of Mr. Jordan, Mr. Lynch, Mr. Mahern, Mr. Meyer, Mr. Pizarro, Ms. Rothe and Ms. Taylor.

Motion carried.

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

e. **Finance Committee Notes – November 9, 2005** were distributed to the Board for their general information.

f. **Resolution 145 – 2005** (Approval for Establishing Fees for DVDs and Headsets)

After full discussion and careful consideration of Resolution 145 – 2005, the resolution was adopted upon the motion of Ms. Rothe, seconded by Mr. Lynch, and the “yes” votes of Mr. Jordan, Mr. Lynch, Mr. Mahern, Mr. Meyer, Mr. Pizarro, Ms. Rothe and Ms. Taylor.

Motion carried.

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

**7. Diversity, Policy and Human Resources Committee (Jesse Lynch, Chair; Gregory Jordan, Mary Lou Rothe)**

There was no report.

**8. Governmental Affairs Committee (Peter Pizarro, Chair; Gregory Jordan, Sarah Taylor)**

There was no report.

**9. Building Committee (Gary Meyer, Chair; Peter Pizarro, Mary Lou Rothe)**

a. **Central Project Construction Team Update Report** – Larry Summers, Owner’s Representative, discussed the Central Library Project.

b. **Resolution 123 – 2005** (Approval to Extend Builder’s Risk Contract)

After full discussion and careful consideration of Resolution 123 – 2005, the resolution was adopted upon the motion of Mr. Meyer, seconded by Ms. Rothe, and the “yes” votes of Mr. Jordan, Mr. Lynch, Mr. Mahern, Mr. Meyer, Mr. Pizarro, Ms. Rothe and Ms. Taylor.

Motion carried.

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

- c. **Resolution 138 – 2005** (Approval for Additional Services for Review of Curtain Wall System for the Central Library)

After full discussion and careful consideration of Resolution 138 – 2005, the resolution was adopted upon the motion of Mr. Meyer, and the “yes” votes of Mr. Jordan, Mr. Lynch, Mr. Mahern, Mr. Meyer, Mr. Pizarro, Ms. Rothe and Ms. Taylor.

Motion carried.

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

- d. **Resolution 139 – 2005** (Approval to Modify Project Labor Agreement)

After full discussion and careful consideration of Resolution 139 – 2005, the resolution was adopted upon the motion of Mr. Meyer, and the “yes” votes of Mr. Jordan, Mr. Lynch, Mr. Mahern, Mr. Meyer, Mr. Pizarro, Ms. Rothe and Ms. Taylor.

Motion carried.

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

- e. **Confirming Resolution:**

- 1) **Resolution on Central Library Project Change Order Report – Fund 40 (140 - 2005)**

After full discussion and careful consideration of Resolution 140 – 2005, the resolution was adopted, upon the motion of Mr. Meyer, and the “yes” votes of Mr. Jordan, Mr. Lynch, Mr. Mahern, Mr. Meyer, Mr. Pizarro, Ms. Rothe and Ms. Taylor.

Motion carried.

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

- 2) **Resolution on Central Library Project Change Order Report for Garage Related Items – Fund 41 (141 - 2005)**

After full discussion and careful consideration of Resolution 141 – 2005, the resolution was adopted upon the motion of Mr. Meyer, and the “yes” votes of Mr. Jordan, Mr. Lynch, Mr. Mahern, Mr. Meyer, Mr. Pizarro, Ms. Rothe and Ms. Taylor.

Motion carried.

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

- f. **Branch Status Report – November 30, 2005** was distributed to the Board for their review and information. A copy of the Report is attached to these minutes.

- g. **Building Committee Notes – December 1, 2005** were distributed to the Board for their general information.

#### 10. **Library Foundation Update (Peter Pizarro, Library Board Representative)**

- a. **December 2005 Library Foundation Update** was distributed to the Board for their general information. Mr. Pizarro discussed some of the highlights of the Update, including the following:

The Foundation continues to solicit gifts for the Library's various programs and the branch "wish list" items. They also plan to submit a grant proposal for funds for the Summer Reading Program. In November, 2005, the Foundation secured first time gifts and renewals from such corporations as Citimark Management Company and Wal-Mart Supercenter Store #1459. For the *Learning for a Lifetime* campaign, print, television, and radio ads began on October 23, 2005 and will run through the end of December.

A copy of the Update is attached to these minutes for reference.

#### 11. **Report Of The Chief Executive Officer**

- a. **Statistics – November, 2005** were distributed to the Board and are attached to these minutes. Linda Mielke, Chief Executive Officer, mentioned that there are double digit increases in both the circulation and door count figures. She noted there are a few branches that do need assistance to increase their counts and meetings will be held with the appropriate staff to discuss this matter.

Mr. Meyer reminded everyone that more and more people continue to come to the Library. He pointed out that the Library will serve its 5 millionth customer this month.

- b. **Transition Plan Update** – Cheryl Wright, Organizational Development Director, discussed some of the items contained in the Update. She mentioned that the Information Training Team is developing formal training sessions for prospective mentors. These mentors will assist newly hired Public Service Associates. Also, the Floating Team is finalizing plans for sharing the print collection beginning on February 1, 2006.

A copy of the Update is attached to these minutes.

- c. **Demonstration of Live Homework Help from Tutor.com** – Chris Cairo, Director, Project Development Services Area, and Nancy Taylor, a representative from Tutor.com, gave the presentation. Ms. Taylor outlined the highlights of the program that began in 1998. She advised that tutors are available for on-line consultation from 2:00 p.m. to 10:00 p.m., seven (7) days a week for fourth grade through college age students. The students must hold a valid library card to access and use the program. Ms. Taylor stated that the student sessions last for approximately 20 minutes each and that Tutor.com provides over 15,000 sessions each week with tutors located throughout the United States and Canada. Over 800 libraries currently offer Tutor.com

to their patrons. Ms. Cairo mentioned that this program is scheduled to go live at I-MCPL on January 1, 2006. The Library will track all statistics regarding the number of students using the program, as well as the number of sessions used.

d. **Resolution 142 – 2005** (Approval of Grant for 2006 Summer Reading Program)

Ms. Mielke advised that this grant proposal would be presented to the Summer Youth Program Fund, which is a consortium of local grant makers, including The Indianapolis Foundation and Lilly Endowment. If approved, the monies received would help fund the Library's 2006 Summer Reading Program.

After full discussion and careful consideration of Resolution 142 – 2005, the resolution was adopted upon the motion of Ms. Rothe, seconded by Mr. Lynch, and the "yes" votes of Mr. Jordan, Mr. Lynch, Mr. Mahern, Mr. Meyer, Mr. Pizarro, Ms. Rothe and Ms. Taylor.

Motion carried.

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

e. **Confirming Resolutions:**

1) **Resolution Regarding Finances, Personnel and Travel (143 – 2005)**

After full discussion and careful consideration of Resolution 143 – 2005, the resolution was adopted, with the amendments, upon the motion of Ms. Rothe, seconded by Mr. Pizarro, and the "yes" votes of Mr. Jordan, Mr. Lynch, Mr. Mahern, Mr. Meyer, Mr. Pizarro, Ms. Rothe and Ms. Taylor.

Motion carried.

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

2) **Appointment List (144 – 2005)**

After full discussion and careful consideration of Resolution 144 – 2005, the resolution was adopted, with the amendments, upon the motion of Mr. Lynch, seconded by Ms. Rothe, and the "yes" votes of Mr. Jordan, Mr. Lynch, Mr. Mahern, Mr. Meyer, Mr. Pizarro, Ms. Rothe and Ms. Taylor.

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.

Suggestions for future Board Agenda items were as follows:

**January, 2006** - To Be Determined

**INFORMATION**

15. **Materials**

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

- a. *ULC Exchange* (December 2005)
- b. *Public Libraries* (September/October 2005)

16. **Board Meeting Schedule 2006(Notice of Date and Place of Meeting) and Upcoming Events**

- a. **Proposed Board Meetings for 2006** schedule was distributed to the Board.
- b. Library Programs and/or Free Upcoming Events through January 18, 2006 were distributed to the Board.

17. **Notice of Special Meetings**

None.

18. **Notice of Next Regular Meeting**

Thursday, January 19, 2006, at the Southport Branch Library, 2630 East Stop 11 Road, 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 declared the meeting adjourned at 7:25 p.m.

An audio recording and video tape/DVD of this meeting are on file in the Library's administration office.

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Mary Lou Rothe, Secretary to the Board

