

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
FEBRUARY 16, 2006**

The Indianapolis-Marion County Public Library Board met at the Warren Branch Library, 9701 East 21st Street, Indianapolis, Indiana, on Thursday, February 16, 2006 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. Mahern, Mr. Meyer, Mr. Pizarro and Ms. Rothe.

Member's absent: Mr. Lynch and Ms. Taylor.

3. Branch Manager's Report

Ruth Hans, Manager, Warren Branch, discussed the report that been distributed to the Board. Ms. Hans indicated that the branch is partnering with the nearby high school to offer library cards to all incoming freshman and to other students and parents during orientation. She mentioned that total circulation is up by 14%. The top areas are adult non-fiction, adult fiction, children's fiction and DVDs. Also, the branch has undergone some modifications to quadruple the new book area, improve traffic flow through the lobby, enclose the drop box area and create an alcove to display publicity and free materials. She advised that self-check was implemented at the branch in December. Ms. Hans concluded by noting the staff at Warren was appreciative for the investment of resources at the branch.

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. Regular Meeting, January 19, 2006

The minutes from the Regular Meeting held January 19, 2006 were distributed to the Board.

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

b. Special Meeting/Public Hearing, January 26, 2006

The minutes from the Special Meeting/Public Hearing held January 26, 2006 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. Mahern, Mr. Meyer, Mr. Pizarro and Ms. Rothe.

COMMITTEE REPORTS

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

a. Report of the Treasurer – January, 2006

Becky Dixon, Chief Financial Officer, briefly discussed the Report of the Treasurer. She noted that for the month of January, actual expenditures were \$470,797 less than projected. Total revenue for January was \$107,808 more than projected. Ms. Dixon also advised that the January 2006 expenditures were 14% less than January 2005. The decrease is due to a 2004 receipt that was not posted until January 2005. Netting out that receipt results in an increase of \$109,727 over January, 2005.

Ms. Rothe made the motion, seconded by Mr. Jordan, that the Report of the Treasurer be filed for audit.

Motion carried.

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

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

a. Resolution 13 – 2006 (Approval of Telecommunications Policy #244)

After full discussion and careful consideration of Resolution 13 – 2006, the resolution was adopted upon the motion of Mr. Jordan and the “yes” votes of Mr. Jordan, Mr. Mahern, Mr. Meyer, Mr. Pizarro and Ms. Rothe.

Motion carried.

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

b. **Resolution 14 – 2006** (Approval of Acceptable Use Policy)

After full discussion and careful consideration of Resolution 14 – 2006, the resolution was adopted upon the motion of Mr. Jordan and the “yes” votes of Mr. Jordan, Mr. Mahern, Mr. Meyer, Mr. Pizarro and Ms. Taylor.

Motion carried.

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

c. **P233.1.C.2 Staff Attendance at Conferences Briefing Report** – Linda Mielke, Chief Executive Officer, advised that the changes proposed to the policy would address the submission of a Professional Activities Form, the amount of credited time issued and information specific to employee travel expenses and reimbursement. This item will be presented to the Board for final approval at the March Board Meeting.

A copy of the Report is attached to these minutes.

d. **P210.2.D.3 Minimum Work Period for Substitutes Briefing Report** – Ms. Mielke noted that the proposed policy states that substitutes would be paid for the actual hours worked if they are unable to complete a full four (4) hours of work. This item will also be presented at the March Board Meeting for final approval.

A copy of the Report is attached to these minutes.

e. **Diversity, Policy and Human Resources Committee Notes – February 7, 2006** were distributed to the Board for their general information.

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 15 – 2006** (Approval of Addendum to Consulting Agreement for Central Library Architectural Services for Elevator Lobby Art Installation)

After full discussion and careful consideration of Resolution 15 – 2006, the resolution was adopted upon the motion of Mr. Meyer, and the “yes” votes of Mr. Jordan, Mr. Mahern, Mr. Meyer, Mr. Pizarro and Ms. Rothe.

Motion carried.

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

c. **Confirming Resolution:**

1) **Resolution on Central Library Project Change Order Report for Garage Related Items – Fund 41 (16 – 2006)**

After full discussion and careful consideration of Resolution 16 – 2006, the resolution was adopted upon the motion of Mr. Meyer, and the “yes” votes of Mr. Jordan, Mr. Mahern, Mr. Meyer, Mr. Pizarro and Ms. Rothe.

Motion carried.

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

d. **Resolution 17 – 2006** (Approval to Award Contract for Direct Mail Services and Postage)

After full discussion and careful consideration of Resolution 17 – 2006, the resolution was adopted upon the motion of Mr. Meyer, and the “yes” votes of Mr. Jordan, Mr. Mahern, Mr. Meyer, Mr. Pizarro and Ms. Rothe.

Mr. Mahern reminded everyone that the Library would save more money if patrons would allow the Library to send their notices (holds, overdue, etc.) via e-mail rather than by U. S. Mail. He mentioned that the Library would make an effort in the coming months to have the patrons use the e-mail notification option more often.

Motion carried.

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

e. **Branch Status Report – January 31, 2006** was distributed to the Board for their review and information. A copy of the Report is attached to these minutes.

f. **Building Committee Notes – February 2, 2006** were distributed to the Board for their general information.

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

a. **February 2006 Library Foundation Update** - Mr. Pizarro presented a summary of the Foundation’s activities for the month of February as follows:

- The Foundation continues to solicit gifts for the Library’s programming. An \$11,500 grant proposal was submitted to the Arts Council of Indianapolis and Indiana Arts Commission for the Library’s arts-related programs.

- First-time gifts and renewals have been secured from various individuals and the Hulman & Company Foundation.

A copy of the Update is attached to these minutes.

11. Report Of The Chief Executive Officer

- a. **Statistics – January, 2006** were distributed to the Board for their information and are attached to these minutes. Ms. Mielke noted that this report illustrates the continuing trend of increased circulation and use of the Library. Total circulation is up 22%.
- b. **Year 2005 Statistics** – Ms. Mielke discussed the statistics report for 2005. She pointed out that we have significantly reduced the cost of circulating an item. Overall circulation for the year of 2005 is up 4.3%.
- c. **Transition Plan Update** – Ms. Wright discussed the information contained in the Update. She mentioned that everyone remains busy. Topics are being established for future Staff Development Meetings. The first meeting of 2006 was held recently and one of the topics addressed teaching the staff to assist patrons with Internet job searches. Also, mentor training is being done for the new Public Service Associates. Finally, a self-check machine and a new reference desk have been installed at Nora.

A copy of the Update is attached to these minutes.

- d. **Report on “One Book One City” Program** – Chris Cairo, Director, Program Development Services Area, gave the Report. She stated that One Book One City campaigns are taking place throughout the country. They are partnering with city officials, bookstores, universities and other entities to inspire their cities to read. The program here in Indianapolis has just completed its fourth successful year. We measure the success with the numbers of books that are checked out, books that are sold to patrons and the attendance at book discussion groups at the branches. Actually, she noted, the richest measure of success is in the form of patron comments. In fact, she continued, a concept in a book or the actions mentioned can cause us to feel emotional and to form strong opinions. Books like these are the most important to the program, One Book One City, where we invite the City to reflect and debate the merits of a selected book for a chosen time period. The book chosen this year evokes strong emotions and debate. Book discussion groups across the City of Indianapolis ran overtime as attendees sometimes shared heated debates over the merits or demerits of this year’s book, “Catch Me If You Can”, by Frank Abagnale. For example, one patron thought that Mr. Abagnale was a genius, while another said he was completely amoral. This type of debate is invigorating for the City and, to its credit, demonstrates the intellectual vitality of its citizens. The Library knows that Indianapolis is a city that can be inspired by reading. She thanked the discussion groups, the programming partners and the Library staff for their support of this year’s One Book One City project. Ms. Cairo also announced that she would be making a presentation to the upcoming Indiana Library Federation conference about One Book One City clubs.

e. **Confirming Resolutions:**

1) **Resolution Regarding Finances, Personnel and Travel (18 – 2006)**

After full discussion and careful consideration of Resolution 18 – 2006, the resolution was adopted upon the motion of Mr. Jordan, seconded by Ms. Rothe, and the “yes” votes of Mr. Jordan, Mr. Mahern, Mr. Meyer, Mr. Pizarro and Ms. Rothe.

Motion carried.

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

OLD BUSINESS

12. None.

NEW BUSINESS

13. Ms. Rothe complimented Library staff member, Sharon Smith, on her article in the recent issue of *Public Libraries* which discussed urban library service.

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:

March, 2006 - To Be Determined

INFORMATION

15. **Materials**

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

- a. *Public Libraries* (November/December 2005)
- b. *ULC Exchange* (February 2006)

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 March 15, 2006 were distributed to the Board.

17. Notice of Special Meetings

None.

18. Notice of Next Regular Meeting

Thursday, March 16, 2006, at the Wayne Branch Library, 198 South Girls School 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 7:10 p.m.

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

Mary Lou Rothe, Secretary to the Board

