

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR BOARD MEETING
JANUARY 19, 2006**

The Indianapolis-Marion County Public Library Board met at the Southport Branch Library, 2630 East Stop 11 Road, Indianapolis, Indiana, on Thursday, January 19, 2006 at 6:45 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, Ms. Rothe and Ms. Taylor.

Member's absent: Mr. Lynch.

3. Branch Manager's Report

Cathy Cage, Assistant Manager, Southport Branch, gave a report on the branch's service to the community. The branch staff consists of seven (7) librarians, ten (10) clerks and several pages. She noted that Southport serves a neighborhood population of approximately 80,000. Of that number, 45% are registered borrowers. Ms. Gage mentioned that in the past, Southport had lead the system in circulation, but that those numbers and the number of patrons had declined due to the year-long road construction project in front of the branch; however, both the numbers for circulation and patrons are slowly increasing. Self-check went live at the branch in September 2005 and currently 23% of all material is being checked out at the machines.

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. Special Joint Meeting, July 6, 2005

The minutes from the Special Joint Meeting held July 6, 2005 were distributed to the Board.

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

b. Special Meeting, October 3, 2005

The minutes from the Special Meeting held October 3, 2005 were distributed to the Board.

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

c. Executive Session, December 7, 2005

The minutes from the Executive Session held December 7, 2005 were distributed to the Board.

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

d. Special Meeting, December 7, 2005

The minutes from the Special Meeting held December 7, 2005 were distributed to the Board.

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

e. Executive Session, December 15, 2005

The minutes from the Special Meeting held October 3, 2005 were distributed to the Board.

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

f. Regular Meeting, December 15, 2005

The minutes from the Regular Meeting held December 15, 2005 were distributed to the Board.

The minutes were approved as written upon the motion of Mr. Pizarro, seconded by Mr. Jordan, and the “yes” votes of Mr. Jordan, 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. Convene as Board of Finance for 2006

At this time, Mr. Mahern recessed the Regular Meeting and convened the Board of Finance for 2006.

IC 5-13-7-6 requires each local Board of Finance to meet annually after the first Monday and on or before the last day in January. At the annual meeting the Board of Finance shall elect from the Board's membership a President and Secretary. The officers hold office until the officer's successors are elected and qualified and are usually the same as the Library Board Officers.

At this time the gavel was turned over to Mr. Pizarro, the Vice President of the Board, for nominations.

In the absence of the Chief Executive Officer, the Chief Operating Officer recommended Louis Mahern serve as President of the Board of Finance.

After full discussion and careful consideration, Ms. Rothe made the motion, seconded by Mr. Jordan, that Mr. Mahern serve as President of the Board of Finance.

Motion carried.

The gavel was returned to Mr. Mahern for continuation of the nomination process.

Mr. Jordan made the motion, seconded by Mr. Mahern, that Mary Lou Rothe serve as Secretary of the Board of Finance.

Motion carried.

In the absence of the Chief Executive Officer, the Chief Operating Officer recommended the Board designate the County Board of Finance to act on the Library's behalf in supervising public depositories for Library funds.

Ms. Rothe made the motion, seconded by Mr. Meyer, that the County Board of Finance is designated to act on the Library's behalf in supervising public depositories for Library funds.

Motion carried.

In the absence of the Chief Executive Officer, the Chief Operating Officer recommended that the *Indianapolis Star* and the *Indianapolis Recorder* be designated for the publication of official notices.

Ms. Rothe made the motion, seconded by Mr. Meyer, that the *Indianapolis Star* and the *Indianapolis Recorder* be designated for the publication of official notices.

Motion carried.

The Board of Finance received and reviewed the written report of investments during the previous year, a copy of which is attached to these minutes.

President Mahern adjourned the Board of Finance and reconvened the Regular Meeting.

b. Report of the Treasurer – December 2005

Becky Dixon, Chief Financial Officer, discussed the Report that had been presented to the Board. She advised that for the month of December, actual expenditures were \$1,026,027 less than projected. Total revenue for December was \$155,294 more than projected. Also, December, 2005 expenditures were 43% less than December, 2004. December, 2005 receipts were \$3,138,496 less compared to December, 2004. The decrease is due to receiving tax advances in October and November compared to all taxes being received in December of 2004. Netting out taxes results in an increase of \$44,163 compared to 2004.

Mr. Meyer, on behalf of the Board, commended the Library staff for their continued effort to reduce expenses whenever possible. He noted they have done “one heck of a job.”

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

Motion carried.

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

c. Resolution 1 – 2006 (Appropriation of Grant Proceeds)

After full discussion and careful consideration of Resolution 1 – 2006, the resolution was adopted upon the motion of Ms. Rothe, seconded by Ms. Taylor, and the “yes” votes of Mr. Jordan, 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.

Ms. Taylor noted that, for the record, the Library is very grateful for the ongoing support of the Central Indiana Community Foundation.

d. Finance Committee Notes – January 10, 2006 were distributed to the Board for their information.

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

a. REVISED Salary Resolution (122 – 2005)

Janet Gartin-Moore, Director, Human Resources, discussed the resolution and advised that this item was being presented as informational only and that no vote by the Board was required.

A copy is attached to these minutes for reference.

- b. Telecommuting Agreements Update** – Ms. Gartin-Moore discussed the Update. She mentioned that a total of 47 agreements had been received from staff. Of those, two (2) employees requested telecommuting on a weekly basis, 36 requested to telecommute occasionally and nine (9) staff members were determined to be ineligible because they are non-exempt.

Ms. Rothe asked how this time off would be monitored. Ms. Gartin-Moore advised that each employee’s supervisor would be responsible for keeping track of the hours the employee worked at home. Additionally, supervisors will be responsible for reviewing “results.”

- c. 4th Quarter Minority and Recruitment Staffing Report** – Ms. Gartin-Moore reviewed the highlights of the Report. She advised that the numbers included in the Report have, for the most part, remained constant. Internal candidates are filling most available positions.

A copy of the Report is attached to these minutes.

- d. Resolution 2 – 2005** (Travel Reimbursement Policy 123.6)

Ms. Dixon reviewed the proposed policy with the Board. One of the changes she noted was that, in the past, the Library had been paying only the federally-allowed hotel charges, not the full amount. This new policy would change that practice.

After full discussion and careful consideration of Resolution 2 – 2005, the resolution was adopted, as amended, upon the motion of Mr. Jordan and the “yes” votes of Mr. Jordan, 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. Telecommunications Policy Report** – Debra Champ, Director, Information Technology Services Area, discussed the Report. Ms. Champ mentioned that the Library’s current policy on telecommunications is very brief and the proposed policy is more specific in its verbiage. Some of the items addressed in the new policy are network and security standards; password protection; proper use of e-mail; ownership of e-mail and electronic documents; and clarification of privacy expectations.

Mr. Jordan asked that the Board review the Report and direct any questions or comments to Ms. Champ. This item will be brought forward for action at the February Board Meeting.

A copy of the Report is attached to these minutes.

- f. **Diversity, Policy and Human Resources Committee Notes – January 10, 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 3 – 2006** (Approval of Addendum to Owner’s Representative Services for Central Library Project)

After full discussion and careful consideration of Resolution 3 – 2006, the resolution was adopted upon the motion of Mr. Meyer, and the “yes” votes of Mr. Jordan, 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 4 – 2006** (Approval of Addendum to Consulting Agreement for Central Library Architectural Services for Redesign of Piping Systems Due to Garage Repair Work)

After full discussion and careful consideration of Resolution 4 – 2006, the resolution was adopted upon the motion of Mr. Meyer, and the “yes” votes of Mr. Jordan, 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 5 – 2006** (Approval to Award Contract for Base Line Control and Site Survey Services for Central Library Project)

After full discussion and careful consideration of Resolution 5 – 2006, the resolution was adopted upon the motion of Mr. Meyer, and the “yes” votes of Mr. Jordan, 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 for Garage Related Items – Fund 41 (6 – 2006)**

After full discussion and careful consideration of Resolution 6 – 2006, the resolution was adopted upon the motion of Mr. Meyer, and the “yes” votes of Mr. Jordan, 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 – December 31, 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)

Mr. Pizarro gave an overview of the Foundation’s activities for the month of January as follows:

The Foundation continues to solicit gifts for Library programming, such as children’s reading programs and branch “wish list” items.

In December 2005, first-time gifts and renewals were secured from various individuals and organizations including the Ayres Foundation, Bridgestone/Firestone Trust Fund and the Indiana Pathology Institute.

During 2005, reports were submitted to multiple funders for the Central Library Project.

On January 11, 2006, a special meeting was held for the Planned Giving Advisory Group.

A copy of the Update is attached to these minutes.

11. Report Of The Chief Executive Officer

- a. **Statistics – December, 2005** were distributed to the Board and are attached to these minutes. Laura Bramble, Chief Operating Officer, discussed the statistics and announced that the “book is alive and well.” She pointed out that books comprise 62% of our total circulation.

Mr. Mahern added that a total of 8 million books were borrowed from I-MCPL in 2005.

- b. **Transition Plan Update** – Cheryl Wright, Organizational Development Director, reviewed the Update with the Board.

She stated that a new team, “Working Today in the Library of Tomorrow”, has begun work on identifying best practices and future trends in service. A System Manager’s meeting was held on January 11, 2006 and incorporated a new philosophy of conducting meetings and training. A segment on Cost Benefit analysis was also presented. Lastly, staff continues to work on merchandising their collections for increased customer access. The three areas of focus for all agencies will be in the new book areas and the media and fiction collections.

A copy of the Update is attached to these minutes.

- c. **Collection Management Services Area Update** – Elaine Drew, Director, Collection Management Services, gave an Update to the Board. She mentioned that the recent increase in circulation can be attributed to the implementation of a new collection development plan to make available more copies of in demand materials and to get them into the hands of patrons more quickly. Ms. Drew mentioned that the Library’s circulating print collection will begin “floating” on February 1. The purpose of a shared collection is to make items available sooner by eliminating the time for an item to go back to its home agency, to refresh collections at each agency, and to reduce the workload for delivery and circulation staff. Finally, she mentioned that 70% of the 2006 materials budget will be allocated for books and electronic resources.
- d. **Resolution 7 – 2006** (Approval of Contract for Primary Rate Interface (PRI) Lines and Internet Services)

After full discussion and careful consideration of Resolution 7– 2006, the resolution was adopted upon the motion of Mr. Meyer, seconded by Ms. Rothe, and the “yes” votes of Mr. Jordan, 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. **Resolution 8 – 2006** (Approval to Sign the Contract for High Speed Data Communication Lines)

After full discussion and careful consideration of Resolution 8 – 2006, the resolution was adopted upon the motion of Mr. Meyer, and the “yes” votes of Mr. Jordan, 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. **Resolution 9 – 2006** (Approval to Sign the Contract for Voice Services)

After full discussion and careful consideration of Resolution 9 – 2006, the resolution was adopted upon the motion of Mr. Meyer, seconded by Ms. Rothe, and the “yes” votes of Mr. Jordan, 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.

g. **Confirming Resolutions:**

1) **Resolution Regarding Finances, Personnel and Travel (10 – 2006)**

After full discussion and careful consideration of Resolution 10 – 2006, the resolution was adopted upon the motion of Mr. Meyer, seconded by Mr. Jordan, and the “yes” votes of Mr. Jordan, 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.

h. **Resolution 11 – 2006** (Commitment to Join Public Library Internet Consortium)

After full discussion and careful consideration of Resolution 11 – 2006, the resolution was adopted upon the motion of Ms. Taylor, seconded by Mr. Jordan, and the “yes” votes of Mr. Jordan, 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. Ms. Taylor asked for an update on the Library’s “One Book One City” program. Ms. Bramble advised that the program was going well and that discussion groups on the selected book, *Catch Me If You Can*, were being held at several branches.

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:

February, 2006 - To Be Determined

INFORMATION

- 15. Materials**

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

- a. *ULC Exchange* (January 2006)
- b. *FOCUS on Indiana Libraries* (December 2005)
- c. *FOCUS on Indiana Libraries* (January 2006)
- d. 2006 Board Committee Assignments

- 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 February 15, 2006 were distributed to the Board.

- 17. Notice of Special Meetings**

Thursday, January 26, 2006, at the Glendale Mall Community Room, 6101 North Keystone Avenue, at 6:30 p.m.

- 18. Notice of Next Regular Meeting**

Thursday, February 16, 2006, at the Warren Branch Library, 970 East 21st 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 declared the meeting adjourned at 7:50 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

