

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY  
MINUTES OF THE REGULAR MEETING  
SEPTEMBER 21, 2006**

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The Indianapolis-Marion County Public Library Board met at the Spades Park Branch Library, 1801 Nowland Avenue, Indianapolis, Indiana, on Thursday, September 21, 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. In the absence of Ms. Rothe, Mr. Meyer acted as Secretary.

**2. Roll Call**

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

Member's absent: Mr. Pizarro and Ms. Rothe.

**3. Branch Manager's Report**

Angie Mulholland, Manager, Spades Park Branch, discussed the Report that had been presented to the Board. She mentioned that Spades is a very active branch and it's been interesting to witness circulation cycles.

Ms. Taylor inquired if the "Researching Your Historic Home" program mentioned in Ms. Mulholland's Report would be shared with other branches. Ms. Mulholland advised that an outside presenter had given this particular program. It was suggested that the Library's Programming Area investigate the possibility of additional presentations.

Ms. Mulholland went on to describe another program that was recently presented. Several students from Tech High School gave a program and debate on the United States Constitution. The students debated parts of the Constitution, several local attorneys participated as a "jury" and audience members were allowed to ask questions.

**4. Public Comment and Communications**

**a. Public Comment**

David Warrick, Executive Director of AFSCME, Council 62, addressed the Board. Mr. Warrick stated that he wished to discuss the resolution that was approved at last month's Board Meeting pertaining to the establishment of policies concerning employee organizations (Resolution 89 – 2006). He noted that the resolution was very vague and contradictory. The

resolution automatically allows the IMCPL Staff Association to be recognized. It also reads that supervisors and managers cannot be part of the union process. The resolution does not address several items including collective bargaining and the rights of employees. It is AFSCME's opinion that the voting process wouldn't be fair. Mr. Warrick stated that he "encouraged" the Board to continue talks with AFSCME.

Mary Jane Lapointe, an attorney engaged by AFSCME to prepare a legal opinion regarding Resolution 89 – 2006 (as noted in the paragraph above), spoke to the Board at this time. She stated that some of the basic problems with the resolution are as follows:

- 1) Doesn't permit collective bargaining (gives the employees very little);
- 2) Doesn't state that "good faith" discussions must be held;
- 3) Conflicts exist regarding the role of the Staff Association;
- 4) The resolution creates a "unit";
- 5) The issue of election; and
- 6) Prohibits employees from doing union activities on work time.

Ms. Lapointe suggested that the Board modify the resolution to address these items.

Following these comments, she distributed to the Board members a copy of the legal opinion she sent to AFSCME.

A copy of that letter is attached to these minutes.

Donna Foster, IMCPL Reference Librarian, spoke. Ms. Foster mentioned a recent article stating that more Indiana citizens are sinking into poverty. She asked what can be done and whose responsibility is it? She stated that "boards like you have the ability to make a difference for working people. You have a moral responsibility". She went on to say that unions help combat poverty and that, for this, and several other reasons, IMCPL needs a union. Ms. Foster stated that the Board "played a little joke on us" when they approved the union resolution at last month's meeting. She asked that the Board replace the August resolution and recognize the AFSCME-affiliated union.

A copy of Ms. Foster's comments are attached to these minutes for reference.

Fran Long, an IMCPL Public Services Associate, addressed the Board. Ms. Long spoke regarding her concern over the discontinuation of IMCPL's delivery service for various non-profit organizations' publicity materials.

A copy of Ms. Long's comment are attached to these minutes.

- 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, August 17, 2006**

The minutes from the Executive Session held August 17, 2006 were distributed to the Board.

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

**b. Regular Meeting, August 17, 2006**

The minutes from the Regular Meeting held August 17, 2006 were distributed to the Board.

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

**COMMITTEE REPORTS**

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

**a. Report of the Treasurer – August, 2006**

Becky Dixon, Chief Financial Officer, discussed the August 2006 Report of the Treasurer. Ms. Dixon stated that for the month of August, actual expenditures were \$27,190 higher than projected.

Actual revenue was up by \$67,250.

August, 2006 expenditures were 11% higher than August, 2005. Also, August, 2006 receipts were \$44,243 higher than August, 2005. Fines revenue is up by 6% compared to August of 2005.

Year-to-date fines revenue for 2006 is \$1,246,830 compared to year-to-date 2005 of \$980,677 (a 27% increase).

Mr. Lynch made the motion that the Report of the Treasurer be filed for audit.

Motion carried.

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

Linda Mielke, Chief Executive Officer, mentioned that she wanted to acknowledge the Board and Ms. Dixon for their assistance throughout the recent Budget process. Also, she wished to thank Councillor Ron Gibson and members of the Municipal Corporations Committee for their approval of the Library’s Budget.

- b. **Finance Committee Notes – September 12, 2006** were distributed to the Board for their general information.

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

- a. **Resolution 90 – 2006** (Authorization to Issue a Request for Proposal for a HRIS/Payroll Vendor)

After full discussion and careful consideration of Resolution 90 – 2006, the resolution was adopted, as amended to address the staff training issue and subject to review of legal counsel, upon the motion of Mr. Lynch, and the “yes” votes of Mr. Jordan, Mr. Lynch, Mr. Mahern, Mr. Meyer and Ms. Taylor.

Motion carried.

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

- b. **Briefing Report on My First Library Card** – Chris Cairo, Director, Project Development Services Area, discussed the Report. Ms. Cairo noted that it is being recommended that the Library institute a new library card which would be “fine free” for children through age five (5). Another stipulation is that the children may borrow only juvenile books/materials on this card. This would help eliminate some of the problems the Library is experiencing with parents using their children’s cards for the circulation of DVDs and other media. A resolution will be presented to the Board in October to approve the issuance of the new card.

A discussion occurred regarding the wording of the Applicant Qualifications policy which references paying real estate property tax within the Library’s district as a requirement to be a card holder. Ms. Mielke advised that this policy would be reviewed.

A copy of Ms. Cairo’s Report is attached.

- c. **Diversity, Policy and Human Resources Committee Notes – September 12, 2006** were distributed to the Board.

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

Ms. Taylor advised that the Committee had met and discussed several items including a recent visit to the Municipal Corporations meeting and how best to “keep an eye on things” as the upcoming legislative season begins.

Notes from the Committee’s meeting will be included in an upcoming Board packet.

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

- a. **Central Project Construction Team Update Report** – Larry Summers, Central Library Project, Owner’s Representative, discussed the Central Library Project.
- b. **Construction Manager Monthly Report** was distributed to the Board for their information.
- c. **Resolution 91 - 2006** (Approval of Addendum to Consultant Agreement with Façade Forensics, Inc. for Professional Services to Monitor Measures Used for Curtain Wall Anchor Clips and Replacement Glass)

After full discussion and careful consideration of Resolution 91 – 2006, the resolution was adopted upon the motion of Mr. Meyer, and the “yes” votes of Mr. Jordan, Mr. Lynch, Mr. Mahern, Mr. Meyer and Ms. Taylor.

Motion carried.

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

d. **Confirming Resolutions:**

- 1) **Resolution on Central Library Project Change Order Report - Fund 40 (Resolution 92 – 2006)**

After full discussion and careful consideration of Resolution 92– 2006, the resolution was adopted upon the motion of Mr. Meyer, and the “yes” votes of Mr. Jordan, Mr. Lynch, Mr. Mahern, Mr. Meyer 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 (Resolution 93 – 2006)**

After full discussion and careful consideration of Resolution 93 – 2006, the resolution was adopted upon the motion of Mr. Meyer, and the “yes” votes of Mr. Jordan, Mr. Lynch, Mr. Mahern, Mr. Meyer and Ms. Taylor.

Motion carried.

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

- 3) **Approval of J. C. Ripberger, Shook LLC and ERMCO, Inc. Construction Change Orders – Fund 41 (Resolution 101 – 2006)** (*This item was presented “at meeting”*)

After full discussion and careful consideration of Resolution 101 – 2006, the resolution was adopted upon the motion of Mr. Meyer, seconded by Mr. Jordan, and the “yes” votes of Mr. Jordan, Mr. Lynch, Mr. Mahern, Mr. Meyer and Ms. Taylor.

Motion carried.

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

- e. **Resolution 94 – 2006** (Approval to Award Contract for Postage Metering Machine Lease)

*This item was tabled until the October Board Meeting.*

- f. **Resolution 95 – 2006** (Declaration of Two Bookmobiles as Surplus Property)

After full discussion and careful consideration of Resolution 95 – 2006, the resolution was adopted upon the motion of Mr. Meyer, and the “yes” votes of Mr. Jordan, Mr. Lynch, Mr. Mahern, Mr. Meyer and Ms. Taylor.

Motion carried.

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

- g. **Resolution 96 – 2006** (Authorization to Issue A Request for Proposal for Security Services for IMCPL)

After full discussion and careful consideration of Resolution 96 – 2006, the resolution was adopted, upon the motion of Mr. Meyer, seconded by Mr. Jordan, and the “yes” votes of Mr. Jordan, Mr. Lynch, Mr. Mahern, Mr. Meyer and Ms. Taylor. Ms. Taylor requested that certain provisions regarding the process, the roles and responsibilities of those serving on the review team be incorporated in the RFP.

Motion carried.

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

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

- i. **Building Committee Notes – September 7, 2006** was distributed to the Board for their general information.

- j. **Resolution 102 – 2006** (Declaration of Emergency for the Garage Masonry Bid Package #4A, and Authorization to Issue Bidding Documents for the Outstanding Portions of the Work) (*This item was presented “at meeting”*)

After full discussion and careful consideration of Resolution 102 – 2006, the resolution was adopted upon the motion of Mr. Meyer, seconded by Mr. Jordan, and the “yes” votes of Mr. Jordan, Mr. Lynch, Mr. Mahern, Mr. Meyer and Ms. Taylor.

Motion carried.

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

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

- a. **September 2006 Library Foundation Update** – Mr. Pizarro reviewed the Foundation's activities for the month of September 2006 which included the following:
- The Foundation received new or renewed corporate gifts from Bridgestone Firestone Trust Fund and STAR Financial Bank. They also received a substantial estate gift.
  - The Foundation will submit grant proposals to the Library Fund of The Indianapolis Foundation for two 2007 Library initiatives. One is the popular Live Homework Help program, which connects students in grades 4-12 with a tutor free of charge via the Library's website. The second project is to expand public computer training at the Haughville and East 38<sup>th</sup> Street branch libraries.

A copy of the Update is attached to these minutes.

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

- a. **Statistics – August, 2006** were distributed to the Board. Ms. Mielke mentioned that IMCPL's circulation continues to be healthy. Patrons are taking advantage of our browsing collection and our New Book sections at the branches. Also, after reviewing the statistics associated with DVD circulation, it's apparent that the methodology approved by the Board regarding renewal policies for DVDs is working well.
- b. **Resolution 97– 2006** (Authorization to Issue A Request for Proposal for Strategic Long Range Plan)

Ms. Mielke noted that the need for Library service and programs continues to grow while our resources are stagnant. This Plan would be written with the proviso that we need to look at what we're providing and what we can continue to provide based on living within our means. This Plan will not address facilities but will focus on services and will be very much community based. The planning process should take approximately six (6) months.

Mr. Lynch asked who would be responsible for selecting the individuals to work on the Community Planning Committee.

Ms. Mielke noted that staff would be charged with making selection recommendations to the Board and that the Board would have final approval. She mentioned that several types of individuals would be needed including: Business people; non-Library users; neighborhood activists, etc.

Ms. Taylor suggested that we should set out the roles and expectations for the individuals selected to serve so that they know what is expected of them with regard to meeting attendance, etc.

Mr. Mahern expressed his hope that we select some persons that have special expertise in the development and future of library services.

After full discussion and careful consideration of Resolution 97 – 2006, the resolution was adopted, upon the motion of Mr. Meyer, seconded by Mr. Jordan, and the “yes” votes of Mr. Jordan, Mr. Lynch, Mr. Mahern, Mr. Meyer and Ms. Taylor.

Motion carried.

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

- c. **Update on Floating the IMCPL Collection** – Elaine Drew, Director, Collection Management Services Area, gave an update to the Board on floating. She reminded the Board that the Library has been floating our print collection for nine (9) months. The Floating Team will be meeting soon to work on the annual evaluation of this floating project. At this time, Ms. Drew distributed floating-related documentation to the Board which included information such as Actual Material Count, Maximum Collection Size, Print Change, Total Number of Items Deleted, etc. Upon review of the numbers, it appears that Lawrence, Pike and Wayne branches are drop-off points for patrons. Their print collections have grown during this period. A Zero Circulation Report (material not circulated in 12 months) is also done every month and this Report is used for weeding. Ms. Drew confirmed that any item can be requested to be pulled back from one branch to another. Managers also reviews reports to determine if they want particular items sent to their branch.

- d. **Resolution 98 – 2006** (Approval of Live Homework Help Grant Proposal)

After full discussion and careful consideration of Resolution 98 – 2006, the resolution was adopted, upon the motion of Mr. Meyer, seconded by Mr. Lynch, and the “yes” votes of Mr. Jordan, Mr. Lynch, Mr. Mahern, Mr. Meyer and Ms. Taylor.

Motion carried.

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

- e. **Resolution 99 – 2006** (Approval of Branch Computer Program Training Grant Proposal)

After full discussion and careful consideration of Resolution 99 – 2006, the resolution was adopted, upon the motion of Mr. Jordan, seconded by Mr. Meyer, and the “yes” votes of Mr. Jordan, Mr. Lynch, Mr. Mahern, Mr. Meyer and Ms. Taylor.

Motion carried.

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

- f. **Report on Performance Measures for IMCPL Staff** – Laura Bramble, Chief Operating Officer, Ms. Drew and Ms. Cairo gave the Report. Ms. Bramble noted that they had been charged with drafting a document that would focus the Library’s resources on specific services for the coming year until we have a Long Range Plan in place. The document, entitled “Indianapolis-Marion County Public Library Service Priorities”, was distributed to the Board for their review. The Areas included in these Priorities include:

Area I:	Creating Community
Area II:	Literacy
Area III:	Popular Materials and Hot Topics
Area IV:	Information and Workforce Literacy
Area V:	Lifelong Learning

In each Area, information is set out concerning what the Library will do, the rationale, and the Library's commitment

A copy of these Service Priorities is attached to these minutes.

g. **Confirming Resolutions:**

1) **Resolution Regarding Finances, Personnel and Travel (100 – 2006)**

After full discussion and careful consideration of Resolution 100 – 2006, the resolution was adopted, upon the motion of Ms. Taylor, seconded by Mr. Meyer, and the “yes” votes of Mr. Jordan, Mr. Lynch, Mr. Mahern, Mr. Meyer 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:

**October, 2006** - Governmental Affairs Committee - Ms. Taylor asked that the Committee make a determination if the IMCPL Service Priorities document would be useful in discussions with government officials.

**INFORMATION**

**15. Materials**

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

- a. *American Libraries* (August 2006)
- b. *American Libraries* (September 2006)
- c. *FOCUS on Indiana Libraries* (August 2006)

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

- a. **Board Meetings for 2006** – *Current calendar will be updated each month, as necessary, and additional information highlighted.*
- b. Library Programs and/or Free Upcoming Events through October 18, 2006 were distributed to the Board.

**17. Notice of Special Meetings**

None.

**18. Notice of Next Regular Meeting**

Thursday, October 19, 2006, at the Shelby Branch Library, 2502 Shelby 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 8:45 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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Gary Meyer, Acting Secretary to the Board

