

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
AUGUST 16, 2007**

The Indianapolis-Marion County Public Library Board met at the Lawrence Branch Library, 7898 North Hague Road, Indianapolis, Indiana, on Thursday, August 16, 2007 at 6:40 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. Mahern, Mr. Meyer, Mr. Pizarro, Ms. Rothe and Ms. Taylor.

Member absent: Mr. Jordan and Mr. Lynch.

3. Branch Manager's Report

Ann Grilliott, Assistant Manager, welcomed everyone to the branch. She inquired if the Board members had any questions about the Report that was previously submitted. Hearing none, she concluded her presentation to the Board.

A copy of Ms. Grilliott's Report is attached to these minutes.

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, July 19, 2007

The minutes from the Executive Session held July 19, 2007 were distributed to the Board.

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

b. Regular Meeting, July 19, 2007

The minutes from the Regular Meeting held July 19, 2007 were distributed to the Board.

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

COMMITTEE REPORTS

6. Finance Committee (Gregory Jordan, Chair; Louis Mahern, Mary Lou Rothe)

a. Report of the Treasurer – July, 2007

Ms. Dixon then discussed the July, 2007 Report of the Treasurer. She advised that for the month of July 2007, actual expenditures, less investments, were \$229,400 less than projected. Due to the delay in property tax receipts, the Library began reducing our outflow in mid-July. Actual revenue was \$19,237 more than projected. This increase is from the fines and fees and interest income coming in higher than projected.

July, 2007 expenditures were 1% less than July, 2006. July, 2007 receipts, less taxes, were \$14,000 more than July, 2006. Fines revenue is down by 2% compared to July of 2006.

Year-to-date fines revenue for 2007 is \$1,004,697 compared to year-to-date 2006 of \$1,107,508 (9% decrease).

Ms. Rothe 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.

b. Briefing Report on Meeting Room Fees

Ms. Rothe noted that the Board had an opportunity to review the Report on the proposed meeting room fees for the new Central Library and the Library Services Center.

Ms. Taylor inquired if the Library had addressed the issue of deposits for space rental.

Ms. Dixon advised that this item was being addressed in the guidelines that were being established.

Ms. Taylor pointed out that in the room rental comparison information provided, at least one facility had rates that varied between weekday versus weekend. She felt that this was an interesting concept, particularly for Central. Will the Library do something similar?

Ms. Dixon mentioned that Maria Blake, Director, Communications and Community Relations, assisted in doing the comparisons on the rates and we feel that our proposed rates are fair. She did note that if additional services are requested, i.e. security, the renter would be required to pay the additional cost.

Mr. Meyer asked how we would be handling the 500 Mile Race weekend given the location of Central, the parade and all the events surrounding the race. He noted that one of the mentioned facilities has separate rates for that weekend.

Ms. Dixon stated that perhaps the Library should look into that if we can make some money on that event.

Ms. Rothe reminded everyone that non-profit community groups would be able to meet in the branch meeting rooms at no cost.

c. **Resolution 124 – 2007** (Pay Bills with Prior Approval)

After full discussion and careful consideration of Resolution 124 – 2007, the resolution was adopted, as amended to revise the name of the software, upon the motion of Ms. Rothe and the “yes” votes of 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 125 – 2007** (Appropriation of Grant Proceeds)

After full discussion and careful consideration of Resolution 125 – 2007, the resolution was adopted upon the motion of Ms. Rothe and the “yes” votes of 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 – August 7, 2007** were distributed to the Board and are attached to these minutes.

f. **Revision to Resolution 119 – 2007** (Mass Storage Devices)

After full discussion and careful consideration of the revision to Resolution 119 – 2007, the revision to the resolution was adopted upon the motion of Ms. Rothe and the “yes” votes of 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, Louis Mahern)

a. Resolution 126 – 2007 (Resolution to Approve Policy 133 – Advertising)

After full discussion and careful consideration of Resolution 126 – 2007, the resolution was adopted, as revised to read “... guidelines as established by IC 36-12-3-16”, upon the motion of Mr. Mahern, and the “yes” votes of 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.

b. Revised Resolution 127 – 2007 (Resolution to Approve Revisions to Sections 200 – 249 – Human Resources)

With regard to the section concerning employees driving on library business, Ms. Rothe and Mr. Meyer both noted their concerns about the possible termination of an employee after three incidents/violations regardless if they were due to the employee’s own negligence.

Mr. Meyer inquired if the possibility existed to move the affected employee to another job in the Library that does not involve driving. Mr. Meyer mentioned that each situation should be looked at on a case by case basis. He stated that he would vote to approve the resolution if the rest of the Board members felt the existing wording was appropriate.

After full discussion and careful consideration of Resolution 127 – 2007, the revised resolution was adopted upon the motion of Mr. Mahern, and the “yes” votes of 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 128 – 2007 (Resolution to Approve Policy Revisions 330 – 334 – Access to Library Materials)

After full discussion and careful consideration of Resolution 128 – 2007, the resolution was adopted upon the motion of Mr. Mahern, and the “yes” votes of 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 129 – 2007 (Resolution for Authorization to Close on Sundays 9/2/07 and 12/23/07)

After full discussion and careful consideration of Resolution 129 – 2007, the resolution was adopted upon the motion of Mr. Mahern, and the “yes” votes of 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. **Addendum to Previously Approved Salary Resolution 113 – 2006 Due to the Change in the Federal Minimum Wage**

After full discussion and careful consideration of the Addendum to Resolution 113 – 2006, the Addendum was adopted, as revised to read “... beginning rate of pay for Pages (for Pay Grade 1) will follow the Federal Minimum Wage Guidelines”, upon the motion of Mr. Mahern, and the “yes” votes of 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. **Briefing Report on the Proposed Changes to the Acceptable Use Policy & Policy Annotation 314.3: The Acceptable Use Standards**

Debra Champ, Director, Information Technology Services Area, noted that three (3) changes to the Policy are being proposed. She reminded the Board that the Acceptable Use Policy is in place to communicate acceptable computer user behavior to patrons, to provide IMCPL a disclaimer for potential misuse of the computer resources and to provide staff a tool to aid with patron behavior modification if it’s needed. The Children’s Internet Protection Act (CIPA) also requires that the Library have an Internet Safety Policy (ISP) and for operational reasons, it is best to insert the ISP within the Acceptable Use Policy.

Ms. Champ then reviewed the proposed changes including the ISP, the cooperative use statement, etc.

A copy of the Report is attached to these minutes.

g. **Diversity, Policy and Human Resources Committee Notes – August 7, 2007** were distributed to the Board.

8. Building Committee (Gary Meyer, Chair; Peter Pizarro, Sarah Taylor)

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

Mr. Summers noted that the monthly invoice for SPS was \$235,514 and Reynolds was \$40,758.

b. **Construction Manager Monthly Report** was distributed to the Board at the meeting for their

information.

- c. **Resolution 130 – 2007** (Approval to Award Contract for Bid Package #1H, Complete General Trades Work for the Central Library Project) *(This item was presented at the meeting)*

After full discussion and careful consideration of Resolution 130 – 2007, the resolution was adopted upon the motion of Mr. Meyer, seconded by Ms. Rothe, and the “yes” votes of 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 131 – 2007** (Approval to Award Contracts for Construction to Complete Items Deducted from Bid Package #1B, Garage General Trades) *(This item was presented at the meeting)*

After full discussion and careful consideration of Resolution 131 – 2007, the resolution was adopted upon the motion of Mr. Meyer, seconded by Ms. Taylor, and the “yes” votes of 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 132 – 2007** (Approval to Award Contract for Structural Steel for Pedestal Art for Cret Building Retrofit) *(This item was presented at the meeting)*

After full discussion and careful consideration of Resolution 132 – 2007, the resolution was adopted upon the motion of Mr. Meyer, seconded by Ms. Taylor, and the “yes” votes of 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 133 – 2007** (Approval of Addendum to Consulting Agreement with CSO Architects for Extension of Construction Administration Services by Circle Design Group, Inc.)

After full discussion and careful consideration of Resolution 133 – 2007, the resolution was adopted upon the motion of Mr. Meyer, seconded by Ms. Taylor, and the “yes” votes of 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 on Central Library Project Change Order Report - Fund 40 (Resolution 134 – 2007)**

After full discussion and careful consideration of Resolution 134 – 2007, the resolution was adopted upon the motion of Mr. Meyer, seconded by Ms. Taylor, and the “yes” votes of 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 (Resolution 135 – 2007)**

After full discussion and careful consideration of Resolution 135 – 2007, the resolution was adopted upon the motion of Mr. Meyer, seconded by Ms. Taylor, and the “yes” votes of 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 136 – 2007 (Approval to Award Shared Services Agreement to Indy Reads)**

After full discussion and careful consideration of Resolution 136 – 2007, the resolution was adopted upon the motion of Mr. Meyer, seconded by Ms. Taylor, and the “yes” votes of 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.

i. **Resolution 137 – 2007 (Approval to Award Contract for Snow Removal Services for the Library)**

After full discussion and careful consideration of Resolution 137 – 2007, the resolution was adopted upon the motion of Mr. Meyer, seconded by Ms. Taylor, and the “yes” votes of 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.

j. **Resolution 138 – 2007 (Approval to Declare One Library Truck as Surplus Property)**

After full discussion and careful consideration of Resolution 138 – 2007, the resolution was adopted upon the motion of Mr. Meyer, seconded by Ms. Taylor, and the “yes” votes of 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.

- k. **Branch Status Report – July 31, 2007** was distributed to the Board for their review and information. A copy of the Report is attached to these minutes.
- l. **Building Committee Notes – August 2, 2007** were distributed to the Board for their general information and are attached to these minutes.
- m. **Resolution 142 – 2007** (Approval to Lease Additional Central Library Staff Parking) (*This item was presented at the meeting*)

After full discussion and careful consideration of Resolution 138 – 2007, the resolution was adopted upon the motion of Mr. Meyer, seconded by Ms. Taylor, and the “yes” votes of 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.

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

August 2007 Library Foundation Update – Mr. Pizarro reviewed the Foundation’s activities for the month of August 2007.

Last month the Library Foundation received many contributions. The top corporate and foundation gifts came from:

Arts Council of Indianapolis	-	Arts Programming
The Comcast Foundation	-	Bunny Book Bags
Arthur Jordan Foundation.	-	General Support

The Library Foundation’s *Learning for Lifetime* campaign will run during September and October as an effort to acquire new donors.

Everyone is invited to the Central Library Gala on Saturday, October 13, 2007. Tickets are \$250 each and proceeds will support Library programs.

A copy of the Update is attached to these minutes.

10. **Report Of The Interim Chief Executive Officer**

- a. **Statistics – July, 2007** were distributed to the Board.

Laura Bramble, Interim Chief Executive Officer, stated that approximately 34% of the total circulation for the month of July is due to the Summer Reading Program. This year we have a total of 53,000 children participating in the Program.

She thanked the staff for the increase in programming being offered in the branches. Last month there were 419 instant story times, 260 children's programs, 30 teen programs, 237 family programs and 41 adult programs with a total attendance of approximately 13,000 people.

b. **Central Library Presentation – Exhibits and Displays**

Melanie Wissel, Project Development, gave the presentation. She mentioned that she was representing the Exhibits Team, a group who has been developing the feasibility study and implementation plan for “Dynamic Exhibits” at Central Library.

She discussed the first major exhibit planned for Central called “Memory” which might include venues such as “Hoop Nightmares” and “Jukebox Memories.”

A copy of Ms. Wissel's presentation is attached to these minutes.

c. **Resolution 139 – 2007** (Approval to Subscribe to NoveList)

After full discussion and careful consideration of Resolution 139 – 2007, the resolution was adopted upon the motion of Ms. Rothe, seconded by Mr. Pizarro, and the “yes” votes of 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 140 – 2007** (Approval to Appoint Elaine Drew as the IMCPL Representative to INCOLSA)

After full discussion and careful consideration of Resolution 140 – 2007, the resolution was adopted upon the motion of Ms. Taylor, seconded by Mr. Meyer, and the “yes” votes of 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 (141 – 2007)**

After full discussion and careful consideration of Resolution 141 – 2007, the resolution was adopted, as revised to change the Lodging amount for the Sheehan entry to “\$-0-“, upon the motion of Mr. Meyer, seconded by Ms. Taylor, and the “yes” votes of 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

11. None.

NEW BUSINESS

12. At this time, Mr. Mahern stated that he wished to make a few comments.

He stated that in the over 40 years that he has been involved in politics and public service, one of the most frustrating things he has encountered has been the undue partisanship on the part of many public bodies. While serving on the Library Board, he has been pleased and has enjoyed working with other people/politicians across the aisle in which partisanship has never entered into trying to do what was best for the public. This has proven to be one of the most enjoyable portions of his time in politics and public service. This feeling, he noted, is due in no small part to the attitude, talent and energy that Board member Sarah Taylor has brought to the Library Board.

He reminded everyone that this is likely Ms. Taylor’s last Board Meeting and he wanted to make these comments to let her and the public know how appreciative the Library is for the service that she has rendered over the last four years.

Ms. Taylor thanked Mr. Mahern for his comments.

AGENDA BUILDING

13. **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.

Items suggested for upcoming Board Agendas are as follows:

September, 2007 - To Be Determined

INFORMATION

14. Materials

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

- a. *FOCUS on Indiana Libraries* (July 2007)

15. Board Meeting Schedule 2007 (Notice of Date and Place of Meeting) and Upcoming Events

- a. **Schedule of Board Meetings – 2007** - *Current calendar will be updated each month, as necessary, and additional information highlighted.*
- b. Library Programs and/or Free Upcoming Events through September 19, 2007 were distributed to the Board.

16. Notice of Special Meetings

None.

17. Notice of Next Regular Meeting

Thursday, September 20, 2007, at the Wayne Branch Library, 198 South Girls School Road, at 6:30 p.m.

18. Other Business

None.

19. 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



