

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
OCTOBER 18, 2007**

The Indianapolis-Marion County Public Library Board met at the Southport Branch Library, 2630 East Stop 11 Road, Indianapolis, Indiana, on Thursday, October 18, 2007 at 6:35 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

At this time, Mr. Mahern introduced Richard Bacon as the Library Board's newest member.

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

Member absent: Mr. Pizarro.

3. Branch Manager's Report

Cathy Gage, Assistant/On-Site Manager, welcomed everyone to the branch. She noted that after experiencing a slump in circulation and door count figures, the Southport staff has worked to reverse that downward trend. To date in 2007, Southport has the highest circulation count with over 605,000 items circulated and the highest door count at 291,847. The branch also has the highest new borrower registrations with 3,572 issued. Ms. Gage advised that the staff is now working on the new service priorities and making contacts with various southside agencies, including schools, businesses and community groups.

Ms. Rothe inquired if the Franklin Road Branch has had any impact on Southport. Ms. Gage advised that they had not noticed any specific changes that could be attributed to the proximity of the Franklin Road Branch and the growing population in that area.

A copy of Ms. Gage'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, September 17, 2007**

The minutes from the Executive Session held September 17, 2007 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. Bacon, Mr. Jordan, Mr. Lynch, Mr. Mahern, Mr. Meyer and Ms. Rothe.

b. **Executive Session, September 20, 2007**

The minutes from the Executive Session held September 20, 2007 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. Bacon, Mr. Jordan, Mr. Lynch, Mr. Mahern, Mr. Meyer and Ms. Rothe.

c. **Regular Meeting, September 20, 2007**

The minutes from the Regular Meeting held September 20, 2007 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. Bacon, Mr. Jordan, Mr. Lynch, Mr. Mahern, Mr. Meyer and Ms. Rothe.

COMMITTEE REPORTS

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

a. **Report of the Treasurer –September, 2007**

Becky Dixon, Chief Financial Officer, briefly discussed the September, 2007 Report of the Treasurer. She stated that for the month of September, 2007, actual expenditures, less investments, were \$608,888 less than projected. Actual revenue was \$543,525 less than projected. This decrease relates to the delay in property tax collections.

September, 2007 expenditures were 5% less than September 2006. September, 2007 receipts, less taxes, were \$39,159 less than September, 2006. Fines revenue is down by 3% compared to September of 2006.

Year-to-date fines revenue for 2007 is \$1,267,208 compared to year-to-date 2006 of \$1,373,895 (8% decrease).

Year-to-date expenditures for 2007 are \$23,107,176 compared to year-to-date for 2006 of \$22,792,679 (1% decrease).

Year-to-date revenues for 2007 are \$16,657,867 compared to year-to-date for 2006 of \$17,518,071 (5% decrease).

Mr. Jordan 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. **Resolution 161– 2007** (Transfer Between Classifications and Accounts and Appropriation of Grant Proceeds)

After full discussion and careful consideration of Resolution 161 – 2007, the resolution was adopted upon the motion of Mr. Jordan, seconded by Ms. Rothe, and the “yes” votes of Mr. Bacon, Mr. Jordan, Mr. Lynch, Mr. Mahern, Mr. Meyer and Ms. Rothe.

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 162 – 2007** (Authorization to Engage Services of Hall Render Killian Heath & Lyman for Collective Bargaining and Related Labor Relations)

Janet Gartin-Moore, Director, Human Resources, advised that the two attorneys from Hall Render Killian Heath & Lyman who would be working with the Library are Steve Lyman and Jon Baumgarner. She noted that it is proposed that Mr. Lyman would be paid 81% of his normal hourly rate and Mr. Baumgarner would receive 86% of his rate for services rendered.

At this time, Mr. Lynch inquired if a conflict of interest existed due to Mr. Lyman’s involvement with another company with whom the Library is doing business, namely, H. R. Essentials.

Robert Scott, counsel for the Library Board, noted that he had researched the situation and confirmed that there was no conflict of interest.

After full discussion and careful consideration of Resolution 162 – 2007, the resolution was adopted upon the motion of Mr. Mahern, and the “yes” votes of Mr. Bacon, Mr. Jordan, Mr. Lynch, Mr. Mahern, Mr. Meyer and Ms. Rothe.

Motion carried.

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

b. **Briefing Report on Meeting Room/Event Guidelines and Policy**

Maria Blake, Director, Communications and Community Relations, pointed out that the Briefing Report presented outlined the proposed policy revisions to Sections 343-344 and also set out the Meeting Room and Event Guidelines. She reminded the Board that the Annotations to the policy will be submitted to them every year for their review.

Ms. Blake requested that the Board look over the information and advise if they had any concerns.

It is anticipated that the revisions and Guidelines would be presented to the Board for final approval at the November Board Meeting.

A copy of the Report is attached to these minutes.

8. **Building Committee (Gary Meyer, Chair; Richard Bacon, Peter Pizarro)**

- a. **Central Project Construction Team Update** – Steve Scott, from Scott, Hilliard, Kosene, the Owner’s Representative, discussed the Central Library Project.

A copy of the Update is attached to these minutes.

Mr. Scott noted that the monthly invoice for SPS was \$291,297 and Reynolds was \$41,812.

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

- c. **Resolution 163 – 2007** (Approval to Award Contract for Banners for the Atrium Side Walls)

After full discussion and careful consideration of Resolution 163 – 2007, the resolution was adopted upon the motion of Mr. Meyer, and the “yes” votes of Mr. Bacon, Mr. Jordan, Mr. Lynch, Mr. Mahern, Mr. Meyer and Ms. Rothe.

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 164 – 2007)**

After full discussion and careful consideration of Resolution 164 – 2007, the resolution was adopted, upon the motion of Mr. Meyer, and the “yes” votes of Mr. Bacon, Mr. Jordan, Mr. Lynch, Mr. Mahern, Mr. Meyer and Ms. Rothe.

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 165 – 2007)**

After full discussion and careful consideration of Resolution 165 – 2007, the resolution was adopted upon the motion of Mr. Meyer, and the “yes” votes of Mr. Bacon, Mr. Jordan, Mr. Lynch, Mr. Mahern, Mr. Meyer and Ms. Rothe.

Motion carried.

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

e. **Resolution 166 – 2007** (Approval to Proceed with Negotiations with Kaleidoscope Youth Center to Dispose of the Former Broadway Branch Library)

After full discussion and careful consideration of Resolution 166 – 2007, the resolution was adopted upon the motion of Mr. Meyer, and the “yes” votes of Mr. Bacon, Mr. Jordan, Mr. Lynch, Mr. Mahern, Mr. Meyer and Ms. Rothe.

Motion carried.

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

f. **Briefing Report on Café and Catering Contract**

Ed Olsen, Director, Facilities Management, distributed the Briefing Report to the Board. He mentioned that the Interim CEO will be authorized to negotiate and enter into a Café and Catering Services contract with Compass Group USA. This company will be the exclusive provider of operational catering services for Central Library.

Mr. Olsen pointed out that by providing these services at Central, revenue will be generated for the Library.

A copy of Mr. Olsen’s Report is attached to these minutes.

g. **Branch Status Report – September 30, 2007** was distributed to the Board for their review and information. A copy of the Report is attached to these minutes.

h. **Building Committee Notes – October 4, 2007** were distributed to the Board for their general information and are attached to these minutes.

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

October 2007 Library Foundation Update – Mr. Mahern reviewed the Foundation’s activities during the month of September 2007.

Last month the Library Foundation received many contributions. The top corporate and foundation

gifts came from the following:

Baker & Daniels	-	Gala
Chase	-	Gala
Clark, Quinn, Moses, Scott & Grahn	-	Gala
Hunt Construction Group	-	Gala
Indiana Farm Bureau Insurance	-	Children's Programming
Indianapolis Power & Light	-	Preview Event Sponsor
Krieg DeVault LLP	-	Gala
The Promotion Company	-	Gala
Nina Mason Pulliam Charitable Trust	-	Gala
Scott Hilliard Kosene	-	Gala
The Sexton Companies	-	Gala
Shaw-Burckhardt-Brenner Foundation	-	Children's Programming

A grant in the amount of \$17,110 was received from the Library Fund, a fund of The Indianapolis Foundation, a CICF affiliate, to fund part of the adaptive technology for the new Central Library.

A copy of the Update is attached to these minutes.

10. Report Of The Interim Chief Executive Officer

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

Laura Bramble, Interim Chief Executive Officer, stated that she believes the system-wide decline in circulation and door count is attributable to the close of the Interim Central Library and the construction taking place around the Glendale Branch. Ms. Bramble mentioned that she would present information on the Strategic Plan at the November Board Meeting.

- b. **Resolution 167 – 2007** (Approval of IMCPL Technology Plan for the Years 2008-2009-2010)

After full discussion and careful consideration of Resolution 167 – 2007, the resolution was adopted upon the motion of Mr. Meyer, seconded by Mr. Jordan, and the “yes” votes of Mr. Bacon, Mr. Jordan, Mr. Lynch, Mr. Mahern, Mr. Meyer and Ms. Rothe.

Motion carried.

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

- c. **Resolution 168 – 2007** (Commitment to Join the Public Library Internet Consortium)

After full discussion and careful consideration of Resolution 168 – 2007, the resolution was adopted, as amended to read “... sign the Commitment to Join with the Indiana State Library”, upon the motion of Mr. Meyer, seconded by Mr. Jordan, and the “yes” votes of Mr. Bacon, Mr. Jordan, Mr. Lynch, Mr. Mahern, Mr. Meyer and Ms. Rothe.

Motion carried.

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

d. **Central Library Presentation: Atrium Functions**

Cheryl Wright, Interim Director, Central Library, gave the presentation. She noted that the Atrium at Central Library serves as a bridge between the old building and new addition and the fiction and non-fiction collections. It will serve as the hub for the entire building and will have room for various displays, 12 catalog stations, two messaging stations, the Information Vortex, the Café and access to the East Garden. For the first time in its history, Central Library will have an open holds area. There will also be four self-check machines in the Atrium for patron use.

e. **Update on Service Priorities**

Laura Johnson, Director, Community Library Services, and Mike Williams, South Area Resource Manager, provided an Update on the Library's service priorities that were established for 2007, and the work being done on revising those priorities for 2008. In 2008, staff will have more flexibility in adjusting the mix of children's programming to best suit their own community areas. They will also be allowed to determine how their new materials should be displayed. Teen programming will be improved.

A copy of the Update is attached to these minutes.

f. **Confirming Resolutions:**

1) **Resolution Regarding Finances, Personnel and Travel (169 – 2007)**

After full discussion and careful consideration of Resolution 169 – 2007, the resolution was adopted upon the motion of Mr. Meyer, seconded by Mr. Jordan, and the "yes" votes of Mr. Bacon, Mr. Jordan, Mr. Lynch, Mr. Mahern, Mr. Meyer and Ms. Rothe.

Motion carried.

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

OLD BUSINESS

11. None.

NEW BUSINESS

12. None.

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:

November, 2007 - To Be Determined

INFORMATION

- 14. Materials**

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

- a. *American Libraries* (October 2007)

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

- a. **Schedule of Board Meetings – 2007** – A revised “Schedule of Board Meetings – 2007” was distributed to the Board for their information.
- b. Library Programs and/or Free Upcoming Events through November 15, 2007 were distributed to the Board.

- 16. Notice of Special Meetings**

None.

- 17. Notice of Next Regular Meeting**

Thursday, November 15, 2007, at the Fountain Square Branch Library, 1066 Virginia Avenue, 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 7:55 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

