

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
JULY 19, 2007**

The Indianapolis-Marion County Public Library Board met at the College Branch Library, 4180 North College Avenue, Indianapolis, Indiana, on Thursday, July 19, 2007 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. Lynch, Mr. Mahern, Mr. Pizarro, Ms. Rothe and Ms. Taylor.

Member absent: Mr. Meyer.

3. Branch Manager's Report

Nicole James, Manager, College Branch, welcomed everyone to the branch for tonight's meeting and inquired if anyone had any questions about the Report she had previously submitted to the Board.

Ms. Taylor noted that Ms. James had pointed out some security issues in her Report concerning the challenge of providing good public service while also dealing with some unruly patrons. Ms. Taylor stated that it seemed there was an issue at one area near the vending machines and asked if the problem was the open space or the attraction of the vending machines.

Ms. James stated that quite often people come into the building to use the vending machines and then leave. There are no stores in the immediate area so the branch is serving as a "candy destination." She confirmed there are security cameras and the guard does monitor that area to help prevent problems and there haven't been any serious incidents to date.

Ms. Taylor mentioned that she had mixed feelings concerning the situation. She is sad that there aren't other options in the neighborhood but the Library is in the business of providing books and other related materials to the community. She suggested that the matter be monitored to determine if any changes need to be made.

Mr. Lynch also expressed his concern. He thought that if the problems continue, perhaps the vending machines should be moved to another location. If the machines weren't there, it wouldn't be a spot where young people congregate.

Ms. Rothe stated that she wished to argue the other side of this matter. If the machines are bringing individuals into the branch, it gives the staff an opportunity to entice them into using the Library.

Mr. Mahern noted that one has to wonder why, that in this time when the federal government is telling cereal and fast food manufacturers that they cannot market to children, we have a library location that is facilitating the purchase of those kinds of items.

Mr. Jordan asked if the removal of the nearby police station had caused a significant change in the activities.

Ms. James responded that the police station had not had a large impact while it was there but that the placement of a security guard in the branch had made a difference.

A copy of Ms. James' 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, June 21, 2007

The minutes from the Executive Session held June 21, 2007 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. Pizarro, Ms. Rothe and Ms. Taylor.

b. Regular Meeting, June 21, 2007

The minutes from the Regular Meeting held June 21, 2007 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. Lynch, Mr. Mahern, Mr. Pizarro, Ms. Rothe and Ms. Taylor.

COMMITTEE REPORTS

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

a. Draft of 2008 Budget

Per notice given, the Public Hearing and discussion on the Library's 2008 Budget was postponed until a later date.

b. Report of the Treasurer – June, 2007

Ms. Dixon then discussed the June, 2007 Report of the Treasurer. She advised that for the month of June 2007, actual expenditures, less investments, were \$519,571 less than projected. Actual revenue was \$31,990 more than projected, less taxes received. This increase is from the fines and fees and interest income coming in higher than projected.

June, 2007 expenditures were 2% less than June, 2006. June, 2007 receipts, less taxes, were \$23,464 less than June, 2006. Fines revenue is down by 7% compared to June of 2006.

Year-to-date fines revenue for 2007 is \$864,882 compared to year-to-date 2006 of \$964,767 (10% 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.

c. Resolution 112 – 2007 (Authorization to Purchase Meeting and Event Software)

After full discussion and careful consideration of Resolution 112 – 2007, the resolution was adopted, as amended to revise the name of the software, upon the motion of Mr. Jordan, and the “yes” votes of Mr. Jordan, Mr. Lynch, Mr. Mahern, Mr. Pizarro, Ms. Rothe and Ms. Taylor.

Motion carried.

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

d. Resolution 113 – 2007 (Appropriation of Grant Funds)

After full discussion and careful consideration of Resolution 113 – 2007, the resolution was adopted upon the motion of Mr. Jordan, and the “yes” votes of Mr. Jordan, Mr. Lynch, Mr. Mahern, Mr. Pizarro, Ms. Rothe and Ms. Taylor.

Motion carried.

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

e. Resolution 114 – 2007 (2007-2008 Insurance Coverage)

After full discussion and careful consideration of Resolution 114 – 2007, the resolution was adopted, as amended to add the dollar amount of \$245,723, upon the motion of Mr. Jordan, and the “yes” votes of Mr. Jordan, Mr. Lynch, Mr. Mahern, Mr. Pizarro, Ms. Rothe and Ms. Taylor.

Motion carried.

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

- f. **Finance Committee Notes – June 10, 2007** were distributed to the Board and are attached to these minutes.

7. Diversity, Policy and Human Resources Committee (Jesse Lynch, Chair; Gregory Jordan, Louis Mahern)

- a. **Briefing Report on Policy Revisions for Section(s) 120 – 129 – Finance**

Ms. Dixon discussed the Report on Sections 120 – 129 – Finance. She advised that most of the changes are technical because the Indiana Code cites the Library used to be under have changed from Indiana Code 20-14 to Indiana Code 36-12. Additionally, all references to fines and fees have been consolidated into this Section. The final version of these revisions will be presented to the Board for approval at the August Board Meeting.

- b. **Briefing Report on Policy Revisions for Section 133 – Advertising**

Laura Bramble, Interim Chief Executive Officer, noted that Section 133 – Advertising was being revised because prior to July 1, 2007, the Library was not allowed to pay for any advertising, including in the Yellow Pages or any directories. This year Senate Bill 157 was passed and permits Library Boards the authority to adopt a resolution allowing funds for advertising and promotion of the Library to be expensed from the Operating Fund. The Briefing Report being presented sets out the proposed policy for advertising. Central Library and many of our other facilities have spaces available for catered events and we would like the ability to be able to advertise these. The expense would be offset from the income from those events. It is also planned that the Library would put information in various directories of educational institutions, etc. The Board will be asked to approve this policy at the August Board Meeting.

- c. **Briefing Report on Policy Revisions for Section(s) 330 – 334 – Circulation**

Laura Johnson, Director, Community Libraries, discussed the revisions to Sections 330 - 334 – Circulation. Ms. Johnson pointed out that the Impact Statement in the Briefing Report outlines the summary of these revisions. These changes to the policy involve the documentation we require for Library card applicants, the handling of fines over a certain limit through debt collection by a third party, etc.

Ms. Taylor asked if the corporate card existed previously. Ms. Johnson confirmed “yes”, it did. She noted that this change will allow use by such entities as day care centers and others. The Library is adding to the list the types of organizations that may use this card.

These policy revisions will be presented for final approval at the August Board Meeting.

d. **Revised Briefing Report on Policy Revisions for Human Resources Policy Section(s) P200 – 249**

Janet Gartin-Moore, Director, Human Resources, reviewed the additional revisions to the Human Resources policies – Sections P200 – 249. She mentioned that the Library’s legal counsel, Robert Scott, has suggested taking a thematic approach to these changes so that all sections related to a certain theme are changed in the policy manual at the same time.

It is anticipated the Board will be requested to approve these changes at the next Board Meeting.

e. **Revised Resolution 123 – 2007** (Resolution Selecting H.R. Essentials, LLC as the Vendor for the Compensation Study (includes internal equity and market pricing) for the Indianapolis-Marion County Public Library)

After full discussion and careful consideration of revised Resolution 123 – 2007, the resolution was adopted upon the motion of Mr. Lynch, and the “yes” votes of Mr. Jordan, Mr. Lynch, Mr. Mahern, Mr. Pizarro, Ms. Rothe and Ms. Taylor.

Ms. Rothe asked when the study would be conducted. Ms. Gartin-Moore advised that it would begin in August and should be completed by the end of the year.

Motion carried.

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

f. **Diversity, Policy and Human Resources Committee Notes – July 10, 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 \$277,416 and Reynolds was \$78,652.

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

c. **Resolution 102 – 2007** (Approval to Award Contractual Agreement for Central Library Construction Cleaning Services)

After full discussion and careful consideration of Resolution 102 - 2007, the resolution was adopted upon the motion of Ms. Taylor, and the “yes” votes of Mr. Jordan, Mr. Lynch, Mr. Mahern, Mr. Pizarro, Ms. Rothe and Ms. Taylor.

Motion carried.

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

- d. **Resolution 115 – 2007** (Approval to Award Agreement for Engineering Consulting Services with ARSEE Engineers to Design the Building Retrofit to Support the Central Library Pedestal Sculpture)

After full discussion and careful consideration of Resolution 115 - 2007, the resolution was adopted upon the motion of Ms. Taylor, and the “yes” votes of Mr. Jordan, Mr. Lynch, Mr. Mahern, 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 on Central Library Project Change Order Report - Fund 40 (Resolution 116 – 2007)**

After full discussion and careful consideration of Resolution 116 – 2007, the resolution was adopted upon the motion of Ms. Taylor, and the “yes” votes of Mr. Jordan, Mr. Lynch, Mr. Mahern, Mr. Pizarro, Ms. Rothe and Ms. Taylor.

Motion carried.

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

- 2) **Revised Resolution on Central Library Project Change Order Report for Garage Related Items – Fund 41 (Resolution 117 – 2007)**

After full discussion and careful consideration of Resolution 117 – 2007, the revised resolution was adopted upon the motion of Ms. Taylor, and the “yes” votes of Mr. Jordan, Mr. Lynch, Mr. Mahern, Mr. Pizarro, Ms. Rothe and Ms. Taylor.

Motion carried.

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

- f. **Resolution 118 – 2007** (Approval to Award the Agreement for Content Development for the Theater in the Learning Curve at Central Library)

After full discussion and careful consideration of Resolution 118 – 2007, the resolution was adopted upon the motion of Ms. Taylor, and the “yes” votes of Mr. Jordan, Mr. Lynch, Mr. Mahern, Mr. Pizarro, Ms. Rothe and Ms. Taylor.

Motion carried.

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

- g. **Resolution 119 – 2007** (Authorization to Purchase Mass Storage Devices for IMCPL Staff and Central Library Learning Curve Participants)

After full discussion and careful consideration of Resolution 119 - 2007, the resolution was adopted upon the motion of Ms. Taylor, and the “yes” votes of Mr. Jordan, Mr. Lynch, Mr. Mahern, Mr. Pizarro, Ms. Rothe and Ms. Taylor.

Motion carried.

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

- h. **Resolution 120 – 2007** (Approval to Recognize Central Library Donors as part of the Capital Campaign)

After full discussion and careful consideration of Resolution 120 - 2007, the resolution was adopted upon the motion of Ms. Taylor, and the “yes” votes of Mr. Jordan, Mr. Lynch, Mr. Mahern, Mr. Pizarro, Ms. Rothe and Ms. Taylor.

Motion carried.

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

- i. **Resolution 121 – 2007** (Resolution for Appraisal and Notice for Sale of North Broadway Street Property)

Resolution 121 – 2007 was tabled until further notice.

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

- k. **Building Committee Notes – July 5, 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)**

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

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

AAA Hoosier Motor Club	-	Children’s Programming
The R. B. Annis Educational Foundation	-	Gala Sponsorship
CSO Architects, Inc.	-	Gala Sponsorship
Emmis Communications Corporation	-	Gala Sponsorship
W. C. Griffith Foundation Trust	-	Summer Reading Program
Ice Miller	-	Gala Sponsorship

Kiwanis Foundation of Indianapolis	-	Summer Reading Program
MacAllister Machinery Co., Inc.	-	Donna Talley Memorial
National City Bank of Indiana	-	Children's Programming and Gala Sponsorship
The Sexton Companies	-	Children's Programming
St. Francis Hospital and Health Centers	-	Gala Sponsorship
Stifel, Nicolaus & Co., Inc.	-	Children's Programming and Gala Sponsorship
WISH/WNDY/WIHH	-	Gala Sponsorship

The Foundation also received a grant from the Library Fund, a fund of the Indianapolis Foundation, a CICF affiliate for the Marion County Internet Library.

A copy of the Update is attached to these minutes.

10. Report Of The Interim Chief Executive Officer

a. Statistics – June, 2007 were distributed to the Board.

Ms. Bramble advised that the 2007 Summer Reading Program is in full swing. June statistics show a slight increase in circulation. Most of the increase came from on-line renewals. In-house circulation is a little lower than it has been.

b. Central Library Presentation – Adult Programming

Ellen Flexman, Central Librarian, gave a presentation on the anticipated Adult Programming that will be held at the Transformed Central Library. She noted that plans also include instant programming and Info Minutes in different areas of the new facility. Important service programs such as "Internet Job Search" will continue to be provided.

A list of proposed Adult Programs is attached to these minutes.

c. Summer Reading Showcase

Tami Edminster, Project Development, gave a presentation on the Library's 2007 Summer Reading Program ("SRP"). It is the 88th year for the SRP and this year's program, entitled "I Read", promotes The Learning Curve at the Transformed Central Library. To date approximately 53,000 children have registered. She explained that the Library has found that the SRP has the power to change lives, strengthen young minds and enhance decision making skills. The schools have also commented that participating in the Program helps children prevent "summer slide". Ms. Edminster pointed out that companies like to be involved in successful programs like the SRP. Among others, some of this year's sponsors include Steak & Shake and Royal Pin Bowling Centers. Lastly, to celebrate the conclusion of this year's SRP, Ms. Edminster reminded everyone that Library Night at Victory Field will take place on Monday, July 30, 2007. All are encouraged to attend.

d. **Outreach Initiatives**

Margaret Wagoner, Outreach Librarian, gave a brief presentation on the current initiatives of the Library's Outreach Services Area. She described the day care, after school and summer camp sites visited by the Library's bookmobiles and the grant-funded "Little Bitty Bookmobiles." In addition to providing books to these sites, the Library provides curriculum guidance, collection and various story programs. Service stops are made to several communities where the children are considered "at risk." With the addition of the new Little Bitty Bookmobiles, the Library's outreach service has increased by 144% and we are serving an additional 91 sites. Also, Outreach has signed up 6,000 children for this year's SRP.

e. **Confirming Resolutions:**

1) **Resolution Regarding Finances, Personnel and Travel (122 – 2007)**

The Board discussed ways to obtain greater accountability from staff members who attend conferences and how these individuals should share the information obtained at conferences with other staff members.

Ms. Gartin-Moore advised that she will research the best way to respond to this request and report back to the Board.

After full discussion and careful consideration of Resolution 122 – 2007, the resolution was adopted upon the motion of Mr. Jordan, seconded by Mr. Pizarro, and the "yes" votes of Mr. Jordan, Mr. Lynch, Mr. Mahern, 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. 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:

August, 2007 - To Be Determined

INFORMATION

14. Materials

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

- a. *Public Libraries* (May/June 2007)
- b. *FOCUS on Indiana Libraries* (June 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 August 15, 2007 were distributed to the Board.

16. Notice of Special Meetings

None.

17. Notice of Next Regular Meeting

Thursday, August 16, 2007, at the Lawrence Branch Library, 7898 North Hague 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 7:45 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

