

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
JUNE 21, 2007**

The Indianapolis-Marion County Public Library Board met at the Eagle Branch Library, 3325 Lowry Road, Indianapolis, Indiana, on Thursday, June 21, 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. Mahern, Mr. Meyer, Mr. Pizarro, Ms. Rothe and Ms. Taylor.

Member absent: Mr. Lynch.

3. Branch Manager's Report

Mary Agnes Hylton, Manager, Eagle Branch, welcomed everyone to the branch. She then introduced some members of her staff, namely, Debbie Overshiner, Adult Librarian and Barb Young, Page. Lastly, Ms. Hylton inquired if there were any questions or comments on her previously submitted Report.

Ms. Rothe asked about the lack of available parking at the branch this evening. Ms. Hylton commented that this was indeed a busy evening but patrons don't normally encounter difficulty finding open parking

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

4. Public Comment and Communications

a. Public Comment

Georgia Cravey, a former IMCPL employee, spoke to the Board on behalf of the IMCPL Union Organizing Committee and the Union Bargaining Unit. She reminded the Board that the union election was held on May 23, 2007, and after a two-year effort by the Organizing Committee, the vote of 146 to 69 showed that a majority of the Library staff desired union representation. She noted that they now look forward to working with the administration and the Board on the negotiation phase of this endeavor. Ms. Cravey strongly encouraged staff to take a role in this process.

- 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, May 17, 2007**

The minutes from the Executive Session held May 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. Jordan, Mr. Mahern, Mr. Meyer, Mr. Pizarro, Ms. Rothe and Ms. Taylor.

b. **Regular Meeting, May 17, 2007**

The minutes from the Regular Meeting held May 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. Jordan, 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 – May, 2007**

Mr. Jordan discussed the May, 2007 Report of the Treasurer. He stated that for the month of May, 2007, actual expenditures were \$87,763 less than projected. Actual revenue was \$735,558 more than projected. This increase is from the property tax advance received in May in the amount of \$500,000 and an increase in our interest income.

May, 2007 expenditures were 15% higher than May, 2006. May, 2007 receipts were \$10,607,360 less than May, 2006. This is due to the reduction of property taxes advanced in 2007 compared with 2006. Fines revenue is down by 6% compared to May of 2006.

Year-to-date fines revenue for 2007 is \$715,289 compared to year-to-date 2006 of \$804,563 (11% 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 92 – 2007 (2008 Budget Advertisement)**

After full discussion and careful consideration of Resolution 92 – 2007, the resolution was adopted 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.

c. **Resolution 93 – 2007** (Garage Parking Rates)

After full discussion and careful consideration of Resolution 93 – 2007, the resolution was adopted 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.

d. **Resolution 94 – 2007** (Appropriation of Grant/Gift Funds)

After full discussion and careful consideration of Resolution 94 – 2007, the resolution was adopted 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. **Resolution 95 – 2007** (Approval for Establishing Fees for USB Flash Drives)

Ms. Taylor asked about what forms of payment the Library takes for this type of purchase/transaction.

Jenny Meredith, Accounting Manager, responded that the Library takes cash, check and credit cards.

Ms. Taylor noted that she wished to learn more about these transactions, such as the clearing of checks, NSF fees, fees associated with credit cards, etc.

Mr. Jordan mentioned that the Treasurer would be asked to address these questions at the next Finance Committee meeting.

After full discussion and careful consideration of Resolution 95 – 2007, the resolution was adopted 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.

f. **Resolution 96 – 2007** (Appropriation of Grant Funds)

After full discussion and careful consideration of Resolution 96 – 2007, the resolution was adopted 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.

g. **Resolution 97 – 2007** (Temporary Interfund Loan)

After full discussion and careful consideration of Resolution 97 – 2007, the resolution was adopted 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.

h. **Finance Committee Notes – June 5, 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. **Resolution 98 – 2007** (Approval of Policy Revisions P320’s – Collection of Library Materials)

Mr. Mahern asked Elaine Drew, Director, Collection Management, if these policies addressed the whole issue of whether or not the Library is, as some people have alleged, “dumbing down the collection.” He inquired if the Library is only purchasing “entertainment” items. He continued by asking if the Library speaks to the need for the collection to be educational and diverse.

Ms. Drew responded that, as noted in the “Collection Objectives”, it states that the Library collects materials to meet the information, education, recreation and entertainment needs of an individual. The policy goes on under the “Storehouse of Ideas and Knowledge”, the idea that the Library is a storehouse of recorded thoughts, knowledge, and deeds is universal. She noted that this statement supports the policy that the collection is not just for entertainment purposes and the collection is much broader than that.

Mr. Mahern reminded everyone that it continues to be the practice of the Library that patrons and staff can make recommendations for acquisitions of materials they feel should be in the collection. He asked Ms. Drew to confirm if those requests are still forthcoming.

Ms. Drew responded that “yes”, these requests are still being received and the materials are being added to the collection.

Mr. Mahern then inquired if IMCPL takes into consideration works that might be in other local

libraries that are available for inter-library loan.

Ms. Drew stated that it depends on what type of work it is, where it's available and if it's in a collection that we don't have access to, then we might want to purchase that item. IMCPL considers everything on a title by title basis.

Lastly, Mr. Mahern asked if a patron suggests an item but is turned down, can the patron appeal that decision to the Board.

Ms. Drew advised that, to her knowledge, this situation has never occurred so she is unsure of the proper procedure.

Ms. Rothe noted that she was at the IUPUI Library recently and was surprised to find out that citizens can obtain a library card to use the academic books. She hoped that when IMCPL receives a request for a textbook or an academic book of some sort, that our staff is referring people to the IUPUI Library where these materials would be available to them free of charge.

After full discussion and careful consideration of Resolution 98 – 2007, the resolution was adopted upon the motion of Mr. Lynch, 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.

b. **Briefing Report on Policy Revisions for P200-P209 – Human Resources, P220-P229 – Hiring & Separation, and P240-P249 – Training & Development**

Janet Gartin Moore, Director, Human Resources, advised that the revisions being made to these policies are taking a thematic approach. She noted the various sections of the policy relate to personnel matters such as termination, warning and notice, the grievance procedure and the appeals procedure.

Mr. Jordan encouraged the Board to review the Briefing Report and forward any comments to Ms. Gartin Moore. It is anticipated that the revisions will be brought back for final approval at the July Board Meeting.

c. **Diversity, Policy and Human Resources Committee Notes – June 5, 2007** were distributed to the Board.

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

a. **Central Project Construction Team Update** – Steve Scott, representing the Owner's Representative, discussed the Central Library Project.

Mr. Scott advised that the recent monthly repair costs billed by SPS were \$403,890 and for Reynolds, the costs were \$84,237.

After hearing Mr. Scott's full report, Ms. Rothe mentioned that she wished to know the names

of the authors being inscribed on the walls at Central Library.

Cheryl Wright, Interim Director, Central Library, advised that a press release containing this information is being prepared and will be sent out shortly.

- b. **Construction Manager Monthly Report** was distributed to the Board at the meeting for their information.
- c. **Resolution 99 – 2007** (Approval to Reject All Bids, Bid Package 1G, Complete the General Trades Work for the Central Library Parking Garage)

After full discussion and careful consideration of Resolution 99 - 2007, 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.

- d. **Resolution 100 – 2007** (Approval to Award Contract for Bid Package 15F, Complete the Mechanical and Plumbing Work for the Central Library Parking Garage)

After full discussion and careful consideration of Resolution 100 - 2007, 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.

- e. **Resolution 101 – 2007** (Approval to Award Contract for Bid Package 16C, Complete the Electrical Work for the Central Library Parking Garage)

After full discussion and careful consideration of Resolution 101 - 2007, 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.

- f. **Resolution 102 – 2007** (Approval to Award Contract for Construction Cleaning Services)

Resolution 102 – 2007 will be presented for approval at the July Board Meeting.

- g. **Resolution 103 – 2007** (Approval to Award Contract for Owner’s Representative Services)

After full discussion and careful consideration of Resolution 103 - 2007, 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.

- h. **Resolution 104 – 2007** (Authorization of Addendum to Consulting Agreement with CSO Architects for Additional Structural Engineering Services)

After full discussion and careful consideration of Resolution 104 - 2007, 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.

- i. **Confirming Resolutions:**

- 1) **Resolution on Central Library Project Change Order Report - Fund 40 (Resolution 105 – 2007)**

After full discussion and careful consideration of Resolution 105 – 2007, 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.

- 2) **Revised Resolution on Central Library Project Change Order Report for Garage Related Items – Fund 41 (Resolution 106 – 2007)**

After full discussion and careful consideration of Resolution 106 – 2007, the revised 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.

- j. **Resolution 107 – 2007** (Approval to Award Contract for Trash Collection Services)

After full discussion and careful consideration of Resolution 107 – 2007, 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.

- k. **Branch Status Report – May 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 – June 7, 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)

June 2007 Library Foundation Update – Mr. Pizarro reviewed the Foundation's activities for the month of June 2007 which included the following:

- The Foundation received contributions from the Indiana Blood Center, Sagamore Health Network, Inc., Tonn and Blank Construction, and John Wiley & Sons, Inc.
- The Library Foundation appreciates the Library's public service staff and Program and Product Development for their work on this year's Summer Reading Program. The Foundation is proud to provide \$173,000 for the Program. Major supporters are the Library Fund, a fund of the Indianapolis Foundation, a CICF affiliate; Carrier Corporation; 92.3 WTTS Indianapolis; Lilly Endowment, Inc.; Hoover Family Foundation; Indiana Blood Center; Citizens Gas & Coke Utility; Pacers Foundation, Inc.; Proliance Energy; Teachers Credit Union; Today's Bedroom One and WIBC.
- The Foundation is pursuing a grant from the Library Fund to fund adaptive equipment/technology and staff training to benefit patrons with disabilities.

A copy of the Update is attached to these minutes.

10. Report Of The Interim Chief Executive Officer

In the absence of the Interim Chief Executive Officer, the Report was given by Cheryl Wright, Interim Director, Central Library.

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

Ms. Rothe asked about the decline in the circulation numbers throughout the system. Ms. Wright advised that Laura Johnson, Director, Community Library Services, and the four Area

Resource Managers are reviewing the situation. They should be able to provide an explanation to the Board in the near future.

- b. **Central Library Presentation – Language Lab**

Jan Swan, Public Services Librarian, gave a Powerpoint presentation on “Tell Me More Online Language Solution”, an e-learning language program being offered in the Language Lab at the transformed Central Library. She noted that this program uses an immersion method which includes speech recognition and 2,000 hours of training. Languages available will be American

English, British English, German, Spanish, French, Dutch and Italian. The program addresses listening, speaking, reading and writing, and both day-to-day and business language. There will be six computers with headsets that will be available for participants. For this program, extensive training will be provided to the staff. Ms. Swan also advised that the Computer Lab will be marketed to high schools, colleges, universities, businesses, and the hospitality industry.

A copy of the presentation is attached to these minutes.

c. **Summer Reading Showcase**

The presentation of this item was postponed until the July Board Meeting.

d. **Resolution 108 – 2007** (Approval for Design Services for Central Library Print Materials and New Library Card)

After full discussion and careful consideration of Resolution 108 - 2007, the resolution was adopted upon the motion of Mr. Meyer, 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.

e. **Resolution 109 – 2007** (Approval of 2007 Digitization Grant Contract with the Indiana State Library)

After full discussion and careful consideration of Resolution 109 - 2007, the resolution was adopted upon the motion of Ms. Rothe, seconded by 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 110 – 2007** (Approval of Accessibility Services Grant Proposal)

After full discussion and careful consideration of Resolution 110 - 2007, the resolution was adopted upon the motion of Ms. Rothe, seconded by Mr. Pizarro, 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 (111 – 2007)**

After full discussion and careful consideration of Resolution 111 – 2007, the resolution was adopted upon the motion of Mr. Jordan, 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.

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:

July, 2007 - To Be Determined

INFORMATION

14. **Materials**

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

- a. *ULC Exchange* (May 2007)
- b. *ULC Exchange* (June 2007)
- c. *American Libraries* (June/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 July 18, 2007 were distributed to the Board.

16. Notice of Special Meetings

None.

17. Notice of Next Regular Meeting

Thursday, July 19, 2007, at the College Branch Library, 4180 North College 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 7:45 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

