

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

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The Indianapolis-Marion County Public Library Board met at the Decatur Branch Library, 5301 Kentucky Avenue, Indianapolis, Indiana, on Thursday, January 18, 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.

*At this time, Mr. Mahern recognized City-County Councillor Bob Cockrum who was in the audience.*

**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**

Larry Whitmore, Manager, Decatur Branch, reviewed the Report that had been distributed to the Board. He then welcomed Jane Baldwin, former Library Board member and a patron of the Decatur branch, who was in the audience. Mr. Whitmore mentioned that the branch has been in its current location since 1990. New developments in the Decatur Township area include Heartland Crossing, the Decatur Intermediate Center and the Ameriplex Industrial Park. Beginning in January, 2007, the Decatur Township Metropolitan School District will start construction on an \$85 million high school renovation project. The branch's annual circulation for 2006 was up by 8.5% and check-ins were up 15%. The Waterford Early Reading Program, has been offered at Decatur for four (4) years. Approximately 1,500 students use their computer program for reading lessons.

A copy of Mr. Whitmore's Report is attached to these minutes.

**4. Public Comment and Communications**

**a. Public Comment**

Jean Trusedell, of the Indianapolis Challenger Learning Center of Decatur Township, addressed the Board. She noted that, as a parent and resident of Decatur Township, she is thrilled with the Decatur Branch and the continued development it has undergone over the

years. Additionally, she praised IMCPL's Summer Reading Program and stated that it had been instrumental in helping children in the area to be successful in school. Ms. Trusedell mentioned that the Township is also fortunate to have the Challenger Learning Center. The Center was developed in 1986 as a living memorial to the Challenger astronauts. Children learn about the space exploration program through hands-on science activities. All fifth and eighth grade students in the Township go on "missions" at the Center and the Center's Adventure Program is open to kindergarten through fourth grade students for the study of science.

**5. Approval Of Minutes: Executive Session, Regular and Special Meetings**

**a. Executive Session, December 14, 2006**

The minutes from the Executive Session held December 14, 2006 were distributed to the Board.

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

**b. Regular Meeting, December 14, 2006**

The minutes from the Regular Meeting held December 14, 2006 were distributed to the Board.

The minutes were approved as written upon the motion of Mr. Meyer, 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 – December, 2006**

At this time, Becky Dixon, Chief Financial Officer, distributed the December 2006 Report of the Treasurer to the Board. She noted that for the month of December, actual expenditures were \$809,667 less than projected.

Actual revenue was \$442,360 less than projected.

December, 2006 expenditures were 2% less than December, 2005. December, 2006 receipts were \$1.1 million less than December, 2005. This decrease is due to the distribution of property tax advances during the last quarter of the year. Fines revenue is down by 12% compared to December of 2005.

Year-to-date fines revenue for 2006 is \$1,751,471 compared to year-to-date 2005 of \$1,527,752 (15% increase).

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. **Resolution 1 - 2007** (Approval of Transfer Between Classifications and Accounts)

After full discussion and careful consideration of Resolution 1 – 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.

c. **Resolution 2 - 2007** (Authorization of Waived Fines and Fees)

After full discussion and careful consideration of Resolution 2 – 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.

d. **Resolution 3 - 2007** (Directors Liability Insurance)

After full discussion and careful consideration of Resolution 3 – 2007, the resolution was adopted, as amended to add the wording “at a cost of \$21,490”, upon the motion of Ms. Rothe, and the “yes” votes of Mr. Mahern, Mr. Meyer, Mr. Pizarro and Ms. Rothe. It was noted that Ms. Taylor voted “no” on this resolution.

Motion carried.

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

e. **Finance Committee Notes – January 9, 2007** were distributed to the Board.

f. **Resolution 15 - 2007** (Confirming Marion County Board of Finance)

*This item was presented at meeting.*

After full discussion and careful consideration of Resolution 15 – 2007, the resolution was adopted, as amended to add the word “Local”, revising it to read “... Local Board of Finance”, 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. Briefing Report on Sick Leave Pool**

Janet Gartin-Moore, Director, Human Resources, discussed the Report. She noted that the Human Resources office has had requests from staff members who want to donate a portion of their sick leave to other staff members that are suffering from either a catastrophic, chronic or terminal illness and have exhausted their own accumulated sick leave. Presently, there is no mechanism in place to allow such a donation. The formation of a sick leave pool will provide for additional sick leave being available to these individuals.

A copy of Ms. Gartin-Moore's Report is attached to these minutes.

**b. Briefing Report on Grievance Procedure Revision**

Ms. Gartin-Moore briefly reviewed the Report that had been distributed to the Board. She stated that a request had been made to make the language clearer in the Policy Manual regarding the process for appealing to the Library Board as it related to IMCPL's grievance procedures and resolution at the CEO level. The proposed language was reviewed.

A copy of the Report is attached to these minutes for reference.

**c. Briefing Report on HRIS/Payroll Contract**

Ms. Gartin-Moore discussed the Report. She stated that it was being recommended that the Library stay with Ceridian based upon the savings that will be realized over the proposed three year contract. She then reviewed the various services included in the Ceridian contract.

Ms. Taylor requested that Ms. Gartin Moore provide a spreadsheet to the Board members illustrating the cost/service comparisons.

A copy of the Report is attached.

**d. Briefing Report on Debt Collection Policy**

Ms. Dixon reviewed the Report that had been presented to the Board. She stated when the Library began using a collection agency, certain policies needed to be revised, namely, policy 331.4 and the annotation, 331.4.4. Ms. Dixon recommended that language be added to 331.4 – "Accounts that exceed a pre-determined amount may be turned over a collection agency" and for the annotation – "Accounts that have fines and fees in the amount of \$25.00 or more may be turned over to the Library's designated collection agency to pursue payment. Restrictions may be imposed upon the user's account until the fines and fees have been paid." Additionally, a policy addressing debt collect for staff needs to be added as follows: "Employees will be subject to debt collect under the same rules as the public."

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

- e. **Resolution 14 - 2007** (Approval of Laura Bramble as Interim Chief Executive Officer for the Indianapolis-Marion County Public Library)

After full discussion and careful consideration of Resolution 14 – 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.

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

- a. **Central Project Construction Team Update Report** – Larry Summers, Owner's Representative, discussed the Central Library Project.
- b. **Construction Manager Monthly Report** was distributed to the Board for their information.
- c. **Resolution 4 - 2007** (Authorization to Bid Various Garage Repairs)

*This item was distributed at meeting.*

After full discussion and careful consideration of Resolution 4 - 2007, the resolution was adopted upon the motion of 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.

- d. **Resolution 5 - 2007** (Authorization to Pursue Options Regarding Landscaping & Site Improvements – Bid Package #2D, including Potential Re-Bid)

After full discussion and careful consideration of Resolution 5 - 2007, the resolution was adopted, as amended, upon the motion of 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. **Resolution 6 - 2007** (Approval to Amendment to Owner's Representative Services Agreement for Central Library Project)

After full discussion and careful consideration of Resolution 6 - 2007, the resolution was adopted upon the motion of 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.

- f. **Briefing Report on Literacy Limestone Selection Process** was distributed to the Board for their information. The Report addressed the literary limestone selection process at Central Library. This process will continue the architectural feature on the Cret building which has 76 famous literary names of men and women inscribed in the stonework above the windows inside and outside the building.

A copy of the Report is attached to these minutes.

- g. **Confirming Resolutions:**

- 1) **Resolution on Central Library Project Change Order Report - Fund 40 (Resolution 7 - 2006)**

After full discussion and careful consideration of Resolution 7 – 2007, the resolution was adopted upon the motion of 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.

- 2) **Resolution on Central Library Project Change Order Report for Garage Related Items – Fund 41 (Resolution 8 - 2007)**

After full discussion and careful consideration of Resolution 8 – 2007, the resolution was adopted upon the motion of 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.

- h. **Resolution 9 - 2007 (Authorization to Issue a Request for Proposal for the Highest and Best Use of the Broadway Branch Property)**

After full discussion and careful consideration of Resolution 9 – 2007, the resolution was adopted upon the motion of Mr. Meyer, and the “yes” votes of Mr. Mahern, Mr. Meyer, Mr. Pizarro and Ms. Taylor. It was noted that Ms. Rothe voted “no.”

Motion carried.

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

i. **Resolution 10 - 2007** (Authorization to Lease Portions of the Library Services Center)

After full discussion and careful consideration of Resolution 10 – 2007, the resolution was adopted upon the motion of 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.

j. **Resolution 11 - 2007** (Authorization to Issue a Request for Proposal for Café and Catering Vending Services)

After full discussion and careful consideration of Resolution 11 – 2007, the resolution was adopted upon the motion of 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.

k. **Resolution 12 - 2007** (Approval to Accept the Amendment to the Lease Agreement for the Glendale Branch Library)

After full discussion and careful consideration of Resolution 12 – 2007, the resolution was adopted, upon the motion of 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.

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

m. **Building Committee Notes – January 4, 2007** was distributed to the Board for their general information.

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

a. **January 2007 Library Foundation Update** – Mr. Pizarro reviewed the Foundation’s activities for the month of January 2007 which included the following:

- Last month, the Foundation received numerous contributions including a \$36,500 grant from the Nina Mason Pulliam Charitable Trust to fund adaptive technology at the Glendale Branch Library. Other pledges and contributions came from Tabbert Hahn Earnest & Weddle, LLP, Krieg DeVault, LLP and the Wal-Mart Neighborhood market.

A copy of the Update is attached to these minutes.

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

- a. **Statistics – December, 2006** were distributed to the Board. Laura Bramble, Interim Chief Executive Officer, discussed the statistics. She mentioned that circulation was up 13% in 2006.
- b. **2006 Statistics Report** was distributed to the Board for their information. A copy is attached to these minutes.
- c. **Report on “Meet the Artists” Program** – Kimberly Brown-Harden, Co-Chair of the Library’s African-American History Committee, presented a report on the 19<sup>th</sup> Annual “Meet the Artists” event, to be held Saturday, February 3, from 5:00-10:00 p.m., at the Indiana State Museum. In addition to viewing the work of the MTA artists, guests can also view the State Museum’s exhibit, “Our Own Artist: William Edward Scott.” There will be a drumming performance, dancing, music, a clown, and the popular fashion show. She reminded everyone that the event is free and open to the public but there is a \$3.00 charge for the parking garage.
- d. **Confirming Resolutions:**
  - 1) **Resolution Regarding Finances, Personnel and Travel (13 – 2007)**

After full discussion and careful consideration of Resolution 13 – 2007, the resolution was adopted upon the motion of Mr. Mahern, 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.

#### **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:

**February, 2007 - To Be Determined**

## **INFORMATION**

### **14. Materials**

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

- a. *Public Libraries* (November/December 2006)
- b. *FOCUS on Indiana Libraries* (December 2006)
- c. *American Libraries* (December 2006)
- d. *American Libraries* (January 2007)
- e. 2007 Board Committee Assignments

### **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 February 14, 2007 were distributed to the Board.

### **16. Notice of Special Meetings**

None.

### **17. Notice of Next Regular Meeting**

Thursday, February 15, 2007, at the East 38<sup>th</sup> Street Branch Library, 5420 East 38<sup>th</sup> Street, 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.

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Mary Lou Rothe, Secretary to the Board

