

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
MARCH 15, 2007**

The Indianapolis-Marion County Public Library Board met at the Haughville Branch Library, 2121 West Michigan Street, Indianapolis, Indiana, on Thursday, March 15, 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. Meyer, Mr. Pizarro, Ms. Rothe and Ms. Taylor.

Member absent: None.

At this time, President Mahern noted that he wished to welcome City-County Councillor Joanne Sanders to the meeting.

3. Branch Manager's Report

Tia Jah Wynne, Manager, Haughville Branch, inquired if the Board had any questions about her Branch Manager's Report that they had received in their packets. Hearing none, she then introduced two of her newest staff members, namely, Jeanine DeLashmit, Circulation Supervisor and Will Smither, Public Service Associate – Children's Specialist.

A copy of Ms. Wynne'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, February 15, 2007**

The minutes from the Executive Session held February 15, 2007 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. Jordan, Mr. Lynch, Mr. Mahern, Mr. Meyer, Mr. Pizarro, Ms. Rothe and Ms. Taylor.

b. **Regular Meeting, February 15, 2007**

The minutes from the Regular Meeting held February 15, 2007 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. Jordan, Mr. Lynch, 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 – February, 2007**

Becky Dixon, Chief Financial Officer, discussed the February 2007 Report of the Treasurer that had been distributed to the Board. She stated that for the month of February, actual expenditures were \$437,799 less than projected.

Actual revenue was \$80,315 less than projected.

February, 2007 expenditures were 0.17% less than February, 2006. February, 2007 receipts were \$174,589 less than February, 2006. Fines revenue is down by 20% compared to February of 2006.

Year-to-date fines revenue for 2007 is \$305,011 compared to year-to-date 2006 of \$372,520 (18% 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 36 - 2007 (Authorize and Execute Renewal Contracts for Online Data and Database Collection Services)**

Ms. Dixon advised that there would be a limit of three (3) annual renewal terms for these contracts and then Board approval would again be required.

After full discussion and careful consideration of Resolution 36 – 2007, the resolution was

adopted upon the motion of Mr. Jordan, and the “yes” votes of Mr. Jordan, Mr. Lynch, 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 37 - 2007** (Approval of Appropriation Resolution)

At this time, President Mahern recessed the Regular Meeting.

President Mahern will Convene a Public Hearing:

1) **Discussion of Appropriation Resolution**

At this time, Ms. Dixon noted that this resolution authorizes the final series of the 2007 bonds and appropriates the proceeds of those bonds. It is anticipated that the Library will issue \$20 million in bonds to finish the Central Library Project with an estimated \$245,000 in interest on the proceeds of the bonds.

She reminded everyone that an initial Public Hearing was held in January 2006 to authorize the approval of up to \$45 million in bonds to finish the Central Library Project. In 2006 the Library issued the first series for \$25 million and the Library is now issuing the final series for \$20 million.

2) **Invite Public Comment from the Audience**

The Chairman inquired if there were any taxpayers who wished to be heard on the appropriation issue.

There were no taxpayers present who wished to speak.

President Mahern Will Consider a Motion to Close the Public Hearing

At this time, Mr. Jordan made a motion to close the Public Hearing.

Motion carried.

The Public Hearing was closed at this time.

President Mahern reconvened the Regular Meeting.

After full discussion and careful consideration of Resolution 37 – 2007, the resolution was adopted upon the motion of Mr. Jordan, and the “yes” votes of Mr. Jordan, Mr. Lynch, 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 38 - 2007** (Authorization of Issuance of Bonds for the Purpose of Providing Funds to be Applied to Pay for Renovation and Construction of the Central Library Facility, Capitalized Interest on the Bonds and Incidental Expenses in Connection Therewith and on Account of the Issuance of the Bonds)

After full discussion and careful consideration of Resolution 38 – 2007, the resolution was adopted upon the motion of Mr. Jordan, and the “yes” votes of Mr. Jordan, Mr. Lynch, 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 39 - 2007** (Resolution of the Indianapolis-Marion County Public Library Authorizing Issuance of Refunding Bonds for the Purpose of Providing Funds to be Applied to Pay for the Advance Refunding of all or any Portion of the Indianapolis-Marion County Public Library General Obligation Bonds, Series 2001, Series 2002A and Series 2003, and Incidental Expenses in Connection Therewith and on Account of the Issuance of the Bonds)

Ms. Dixon stated that this resolution is to authorize a refunding/refinancing of some of the old bond issues that are still outstanding. It is estimated that this refunding will save the taxpayers of Marion County approximately \$1.4 million over the life of the debt. The refunding will be done on only those maturities that have the highest interest rate and provide the Library the most effective savings.

After full discussion and careful consideration of Resolution 39 – 2007, the resolution was adopted upon the motion of Mr. Jordan, and the “yes” votes of Mr. Jordan, Mr. Lynch, 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. **Finance Committee Notes – March 5, 2007** were distributed to the Board.

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

There was no report.

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.

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

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

c. **Resolution 40 - 2007** (Approval to Award Contract for Cret Ceiling Repair)

After full discussion and careful consideration of Resolution 40 - 2007, the resolution was adopted upon the motion of Mr. Meyer, and the “yes” votes of Mr. Jordan, Mr. Lynch, 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 41 - 2007** (Approval to Reject All Bids for Exterior Signage for Central Library)

After full discussion and careful consideration of Resolution 41 - 2007, the resolution was adopted, upon the motion of Mr. Meyer, and the “yes” votes of Mr. Jordan, Mr. Lynch, 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 42 - 2007** (Approval to Award Contract for Parking Garage Foundations, Ramp, Soffits, and Pilaster Repairs)

The resolution was presented to the Board at the meeting.

After full discussion and careful consideration of Resolution 42 - 2007, the resolution was adopted upon the motion of Mr. Meyer, seconded by Mr. Jordan, and the “yes” votes of Mr. Jordan, Mr. Lynch, 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 43 - 2007** (Approval of Addendum to Consultant Agreement with CSO Schenkel Shultz for Additional Design Services)

After full discussion and careful consideration of Resolution 43 - 2007, the resolution was adopted, upon the motion of Mr. Meyer, and the “yes” votes of Mr. Jordan, Mr. Lynch, 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 44 - 2007** (Authorization to Issue Bid Packages #15F and 16C to Complete the Mechanical, Electrical, and Plumbing Work for the Parking Garage)

After full discussion and careful consideration of Resolution 44 - 2007, the resolution was adopted upon the motion of Mr. Meyer, and the “yes” votes of Mr. Jordan, Mr. Lynch, 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 45 - 2007** (Authorization to Issue Request for Proposals for Construction Cleaning Services for Central Library)

After full discussion and careful consideration of Resolution 45 - 2007, the resolution was adopted, upon the motion of Mr. Meyer, and the “yes” votes of Mr. Jordan, Mr. Lynch, 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 46 - 2007)**

After full discussion and careful consideration of Resolution 46 – 2007, the resolution was adopted upon the motion of Mr. Meyer, and the “yes” votes of Mr. Jordan, Mr. Lynch, 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 47 - 2007)**

After full discussion and careful consideration of Resolution 26 – 2007, the resolution was adopted upon the motion of Mr. Meyer, and the “yes” votes of Mr. Jordan, Mr. Lynch, 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 48 - 2007** (Approval to Reject all Proposals Received for the Highest and Best Use in the Disposition of the Ambassador Apartment Building)

Ms. Rothe mentioned that she felt it was unwise to make any unilateral decisions concerning the Ambassador without consultation with the City of Indianapolis and representatives from the surrounding neighborhood.

After full discussion and careful consideration of Resolution 48 – 2007, the resolution was adopted upon the motion of Mr. Meyer, and the “yes” votes of Mr. Jordan, Mr. Lynch, 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 49 - 2007** (Approval to Award Professional Services Agreement for Construction Technician Services)

After full discussion and careful consideration of Resolution 49 – 2007, the resolution was adopted upon the motion of Mr. Meyer and the “yes” votes of Mr. Jordan, Mr. Lynch, 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. **Resolution 50 - 2007** (Approval to Purchase Exhibit FX (EFX) Servers and Workstation for the Learning Curve at Central Library)

Debra Champ, Director, Information Technology Services Area, advised that the map of the Curve Exhibit topography that was mentioned in the Board Action Request was not available. She offered to provide a copy of the map to anyone if they requested it.

After full discussion and careful consideration of Resolution 50 – 2007, the resolution was adopted upon the motion of Mr. Meyer, and the “yes” votes of Mr. Jordan, Mr. Lynch, 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.

- m. **Resolution 51 - 2007** (Approval to Award Contract for Installation and Integration Services for the Learning Curve at Central Library)

After full discussion and careful consideration of Resolution 51 – 2007, the resolution was adopted, upon the motion of Mr. Meyer, and the “yes” votes of Mr. Jordan, Mr. Lynch, 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.

- n. **Branch Status Report – February 28, 2007** was distributed to the Board for their review and

information. A copy of the Report is attached to these minutes.

- o. **Building Committee Notes – March 1, 2007** was distributed to the Board for their general information.
- p. **Resolution 54 - 2007** (Approval to Award Contract for Waterproofing for Central Library)

The resolution was presented to the Board at the meeting.

After full discussion and careful consideration of Resolution 54 – 2007, the resolution was adopted, upon the motion of Mr. Meyer, seconded by Mr. Jordan, and the “yes” votes of Mr. Jordan, Mr. Lynch, 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.

- q. **Resolution 55 - 2007** (Pre-Approval of Construction Change Order – Auditorium Structural Modification to Exterior Masonry Wall System – Fund 40)

The resolution was presented to the Board at the meeting.

After full discussion and careful consideration of Resolution 55 – 2007, the resolution was adopted, upon the motion of Mr. Meyer, seconded by Mr. Jordan, and the “yes” votes of Mr. Jordan, Mr. Lynch, 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)

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

- The Central Library Gala is scheduled for Saturday, October 13, 2007 and the Foundation’s staff continues planning fundraising activities around the opening.
- The Foundation received several new or renewed contributions from the Carrier Corporation, Umbaugh, IKON Office Solutions, and Wal-Mart Neighborhood Market #5406.

A copy of the Update is attached to these minutes.

10. Report Of The Interim Chief Executive Officer

- a. **Statistics – February, 2007** were distributed to the Board. Laura Bramble, Chief Executive Officer, pointed out that there had been an increase in renewals and a drop in the door count for the month of February, 2007.

Mr. Meyer asked Ms. Bramble to comment on the Library's recent press release concerning increased circulation and patron visits. She announced that 2006 was a record year for the Library with 13.9 million items circulated. Mr. Meyer reminded everyone that patrons continue to use the Library in record numbers. He mentioned that he anticipates 2007 will be another record year.

- b. **Central Library Presentation – Special Collections – Foundation, SAVI, Patents**

Kathy Diehl, Reference Librarian at Central Library, made the presentation to the Board at this time.

Ms. Diehl advised that there are particular types of services offered at Central Library, namely: patent and trademark depository, foundation center cooperating collection and SAVI.

She noted that the patent on-line database is available at all branches but certain information is only available at Central. Trademark research is also available. SAVI provides demographic interactive resources for geographic areas, statistics, maps, pie charts, population, economy, education and housing. The foundation center cooperating collection provides information regarding availability of grant monies.

- c. **Floating Evaluation Report**

Elaine Drew, Director, Collection Management, discussed the information contained in the Report that had been distributed to the Board. She explained that in April 2004 a team was formed to evaluate IMCPL's collection practices and how the Library selects, replaces and weeds materials; which collections could be made floating; and to develop guidelines and procedures to manage floating collections and to train staff in those procedures. Ms. Drew noted that the Report sets out an evaluation of one (1) year of floating the entire collection and covers items such as Box Counts, Book Stock, Requests, Circulation Counts and Staff Surveys. She mentioned that the biggest impact was in the Box Room. This area saw a 50% reduction in the number of boxes they were sorting as a result of floating. There were also changes in the Selection area because they no longer have to assign each item to an agency.

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

- d. **Report on LSTA Grant for Digitization Project: World War I Posters**

Ms. Drew mentioned that the Report requests approval for the application of Library Services and Technology Act (LSTA) grant funds to digitize the World War I posters in the Library's special collection. She noted that the Library has approximately 240 of these posters and since they are in relatively good condition, the Library would like to scan and digitize them with the assistance of the IUPUI University Library. The cost of this project is estimated at \$2,900.

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

- e. **Distribution of 2006 Annual Report**

Jon Barnes, Communications and Community Relations Services Area, distributed the Library's 2006 Annual Report to the Board members. He mentioned that 1,500 copies of the Report had been printed. Mr. Barnes stated that the Report is mailed to individuals in the business, political and civic communities. He then reminded everyone that the Report will also be made available to all media contacts and an electronic version will be posted on the Library's website.

f. **Confirming Resolutions:**

1) **Resolution Regarding Finances, Personnel and Travel (52 – 2007)**

After full discussion and careful consideration of Resolution 52 – 2007, the resolution was adopted upon the motion of Ms. Rothe, seconded by Mr. Jordan, and the "yes" votes of Mr. Jordan, Mr. Lynch, 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. a. **Resolution 53 - 2007** (Approval to Proceed with Election Consistent with the Resolution Establishing Policies Concerning Employee Organizations)

The resolution was presented to the Board at the meeting.

After full discussion and careful consideration of Resolution 53 – 2007, the resolution was adopted, upon the motion of Mr. Mahern, seconded by Mr. Lynch, and the "yes" votes of Mr. Jordan, Mr. Lynch, 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. **Notice of Proposed Amendment to Article VI of the By-Laws** was distributed to the Board for their information. Robert Scott, counsel for the Library, advised that the Amendment would be presented to the Board for final approval at the April Board Meeting.

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:

April, 2007 - To Be Determined

INFORMATION

14. Materials

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

- a. *Public Libraries* (January/February 2007)
- b. *FOCUS on Indiana Libraries* (February 2007)
- c. *American Libraries* (February 2007)
- d. *ULC Exchange* (February 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 April 18, 2007 were distributed to the Board.

16. Notice of Special Meetings

None.

17. Notice of Next Regular Meeting

Thursday, April 19, 2007, at the Brightwood Branch Library, 2435 North Sherman 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

