

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
APRIL 17, 2008**

The Indianapolis-Marion County Public Library Board met at the Irvington Branch Library, 5625 East Washington Street, Indianapolis, Indiana, on Thursday, April 17, 2008 at 6:30 p.m., pursuant to notice given in accordance with the rules of the Board.

1. Call To Order

President Jordan presided as Chairman. Secretary Rothe was present.

2. Roll Call

President Jordan welcomed Thomas S. Shevlot as the newest member of the Library Board. Mr. Shevlot was appointed to the Board by the City-County Council.

Members present: Mr. Jordan, Ms. Kramer, Mr. Lynch, Mr. Meyer, Ms. Rothe and Mr. Shevlot.

Member absent: Mr. Bacon.

3. Branch Manager's Report

Sue Kennedy, Manager, Irvington Branch Library, briefly discussed the report that had been distributed to the Board. She pointed out that the branch has served the Irvington community since 1903 when it was the Bona Thompson Library on the original campus of Butler University. The current facility opened in 2001. Ms. Kennedy noted that the branch serves as an educational and cultural center for all ages, but is increasingly also an entertainment center. The branch offers 22 public computers for patron use. Door count is up 12% and circulation is up 4% for the first quarter of 2008 compared to same period last year. Some of the 2008 initiatives for the branch include increased outreach to the Irvington community, teen programming and safety and security issues.

Mr. Meyer commented that he was pleased to see increases in the 2008 year-to-date door count and circulation figures for Irvington. He also stated that the area service map received was beneficial for Board review. He requested that a similar map be included in the Board materials each month.

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, March 20, 2008**

The minutes from the Executive Session held March 20, 2008 were distributed to the Board.

The minutes were approved as written upon the motion of Mr. Meyer, seconded by Mr. Lynch, and the "yes" votes of Mr. Jordan, Ms. Kramer, Mr. Lynch, Mr. Meyer, Ms. Rothe and Mr. Shevlot.

- b. **Regular Meeting, March 20, 2008**

The minutes from the Regular Meeting held March 20, 2008 were distributed to the Board.

The minutes were approved as written upon the motion of Mr. Meyer, seconded by Mr. Lynch, and the "yes" votes of Mr. Jordan, Ms. Kramer, Mr. Lynch, Mr. Meyer, Ms. Rothe and Mr. Shevlot.

COMMITTEE REPORTS

6. Finance Committee (Mary Lou Rothe, Chair; Elsa Kramer, Gary Meyer)

- a. **Report of the Treasurer – March, 2008**

Becky Dixon, Chief Financial Officer, discussed her March, 2008 Report of the Treasurer that had been distributed to the Board. Ms. Dixon noted that for the month of March, 2008, actual expenditures, less investments, were \$272,400 less than projected. Actual revenue was \$494,560 more than projected.

March, 2008 expenditures were 10% less than March, 2007. March, 2008 receipts, less taxes, were 4% more than March, 2007. Fines revenue is down by 2% compared to March of 2007.

Year-to-date fines revenue for 2008 is \$464,947 compared to year-to-date 2007 of \$453,150 (3% increase).

Year-to-date expenses for 2008 are up by 25% compared to 2007 and 2008 year-to-date revenue is up by 14% compared to 2007.

Ms. Rothe made the motion, seconded by Mr. Meyer, that the Report of the Treasurer be filed for audit.

Motion carried.

The Report is attached to, and made a part of, these minutes.

At this time, President Jordan recessed the Regular Meeting.

b. President Jordan will Convene a Public Hearing:

1) Discussion of Capital Projects Fund Plan

Ms. Dixon reminded everyone that on an annual basis, in accordance with IC 36-12 regarding Capital Projects Fund Plans for libraries, we are required to pass a three (3) year Plan on or before May 15th of each year. In that Plan we outline what projects we are hoping to complete in the next budget year. Our Plan is for 2009 through 2011. Once the Library Board has adopted the Plan, it then moves forward to the City-County Council. The Council will review and hold a Public Hearing regarding the Plan sometime in May. Once it has gone through that process, it moves on to the Department of Local Government Finance for further review and an additional Public Hearing. Final approval of the Plan usually takes place in late Summer or early Fall. The Plan becomes part of the Library's overall Budget that we will be doing later this Summer.

For reference, Ms. Rothe noted that the proposed expenditures are contained on Page 8 of the Plan.

Ms. Dixon mentioned that the Library is proposing a total of \$1,804,326 for the Plan. Included in the Plan are facility repair, replacement and remodeling in the amount of \$330,000. Most of these items are routine maintenance and repairs – replacing some HVAC systems, doing some lighting replacement and some parking lot repairs. Replacement of three (3) vehicles is anticipated. Those being replaced include a 2001 box van and two (2) cargo vans.

For technology needs, \$900,000 is proposed. Included in this amount are upgrades and updates of computers. The Library refurbishes computers on a four (4) year basis and that proposed refurbishment is included in the Plan. Also planned is a new server that will be needed once we replace our collection software. Funds will also be needed for special technical projects that our Information Technology Service Area has underway.

Additionally, an emergency allocation has been added in the Plan to cover any unforeseen major repairs.

Ms. Dixon noted that the Capital Projects Fund Plan is restricted on its spending. It can only be spent for capital related purchases and cannot be spent on anything normally covered by Operating Budget monies.

Ms. Rothe pointed out the Plan shows that three (3) buildings are in "Poor Condition" and six (6) are in "Fair Condition." This is a short term Capital Projects Fund for small things but everyone must realize the Library has some long term considerations that we will have to deal with at some point.

Mr. Meyer commented that this Plan is a method whereby the Library would be able to "pay as we go" for necessary capital expenditures. Ultimately, establishing the Capital Project Fund saves money for the taxpayers.

2) Invite Public Comment from the Audience

The Chairman inquired if there were any taxpayers who wished to be heard on the Capital Projects Fund Plan.

There were no taxpayers present who wished to speak.

President Jordan Will Consider a Motion to Close the Public Hearing

Ms. Rothe made a motion to close the Public Hearing. Mr. Meyer seconded the motion.

Motion carried.

The Public Hearing was closed at this time.

President Jordan reconvened the Regular Meeting.

c. **Resolution 34 – 2008** (Library Capital Projects Fund Plan Resolution)

After full discussion and careful consideration of Resolution 34 – 2008, the resolution was adopted upon the motion of Ms. Rothe, and the “yes” votes of Mr. Jordan, Ms. Kramer, Mr. Lynch, Mr. Meyer, Ms. Rothe and Mr. Shevlot.

Motion carried.

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

Ms. Rothe reminded the Board members that Ms. Dixon is setting up a Budget workshop for the Board. A date for the workshop will be announced soon. She encouraged everyone to attend.

d. **Briefing Report on Proposed Additional Fees for Space Rental and Services at Central Library**

Maria Blake, Director, Communications and Community Relations, advised that several additional areas in Central Library have been identified for possible rental to the public. Some of the areas mentioned include the Computer Training Lab and the Learning Curve. She stated that renting these spaces would generate additional income for the Library.

This item will be presented for final Board approval at the May Board Meeting.

e. **Finance Committee Notes – April 7, 2008** were distributed to the Board for their general information and are attached to these minutes.

7. **Diversity, Policy and Human Resources Committee (Jesse Lynch, Chair; Gregory N. Jordan,**

Mary Lou Rothe)

a. **Resolution 35 – 2008** (Policies Related to Internal/External Applicants in Debt Collect)

After full discussion and careful consideration of Resolution 35 – 2008, the resolution was adopted upon the motion of Ms. Rothe, seconded by Mr. Lynch, and the “yes” votes of Mr. Jordan, Ms. Kramer, Mr. Lynch, Mr. Meyer, Ms. Rothe and Mr. Shevlot.

Motion carried.

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

b. **Resolution 36 – 2008** (Investment Policy Revision – Addition to Policy 121.2)

After full discussion and careful consideration of Resolution 36 – 2008, the resolution was adopted, as amended to correct the spelling of “statute” on Page 4 of the Investment Policy, upon the motion of Ms. Rothe, seconded by Mr. Lynch, and the “yes” votes of Mr. Jordan, Ms. Kramer, Mr. Lynch, Mr. Meyer, Ms. Rothe and Mr. Shevlot.

Motion carried.

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

c. **Diversity, Policy and Human Resources Committee Notes – April 7, 2008** were distributed to the Board for their general information and are attached to these minutes.

8. Building Committee (Gary Meyer, Chair; Richard Bacon, Thomas Shevlot)

a. **Central Project Construction Team Update** – Larry Summers, the Owner’s Representative, discussed the Central Library Project.

A copy of the Update is attached to these minutes.

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

Mr. Meyer commented on the minority and women-owned company participation on the Central Library Project. He noted that 24% of the workers were women and minorities and 18% of the dollar value of the Project was done by certified MBE/WBE contractors.

Mr. Lynch asked if Mr. Meyer could provide the actual dollar amounts spent on minority labor for the Project.

Mr. Meyer advised that he was unable to produce that information.

c. **Confirming Resolutions:**

- 1) **Resolution on Central Library Project Change Order Report - Fund 40 (Resolution 37 – 2008)**

Mr. Lynch requested that Mr. Meyer confirm that all the change orders being presented to the Board are old and not anything new.

Mr. Meyer confirmed that all the change orders are old.

After full discussion and careful consideration of Resolution 37 – 2008, the resolution was adopted, upon the motion of Mr. Meyer, and the “yes” votes of Mr. Jordan, Ms. Kramer, Mr. Lynch, Mr. Meyer, Ms. Rothe and Mr. Shevlot.

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 38 – 2008)**

After full discussion and careful consideration of Resolution 38 – 2008, the resolution was adopted upon the motion of Mr. Meyer, and the “yes” votes of Mr. Jordan, Ms. Kramer, Mr. Lynch, Mr. Meyer, Ms. Rothe and Mr. Shevlot.

Motion carried.

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

d. **Resolution 39 – 2008 (Approval of Award Contract for Electrical Services for the Library)**

Mr. Lynch requested that he be provided with all the back-up paperwork showing all bidders on this contract. Ed Olsen, Director, Facilities, advised that he would provide that information. Mr. Lynch also asked that, going forward, this information be presented to the Board with the resolution for approval.

After full discussion and careful consideration of Resolution 39 – 2008, the resolution was adopted upon the motion of Mr. Meyer, seconded by Ms. Rothe, and the “yes” votes of Mr. Jordan, Ms. Kramer, Mr. Lynch, Mr. Meyer, Ms. Rothe and Mr. Shevlot.

Motion carried.

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

e. **Branch Status Report – March 31, 2008** was distributed to the Board for their review and information. A copy of the Report is attached to these minutes.

f. **Building Committee Notes – April 8, 2008** were distributed to the Board at the meeting for their general information and are attached to these minutes.

g. **Resolution 41 – 2008 (Authorization to Reimburse Legal Fees to Woollen Molzan & Partners,**

Inc. for Preparation and Participation in Deposition)

After full discussion and careful consideration of Resolution 41 – 2008, the resolution was adopted upon the motion of Mr. Meyer, seconded by Mr. Shevlot, and the “yes” votes of Mr. Jordan, Ms. Kramer, Mr. Lynch, Mr. Meyer, Ms. Rothe and Mr. Shevlot.

Motion carried.

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

9. **Library Foundation Update (Gregory N. Jordan, Library Board Representative)**

March 2008 Library Foundation Update – Mr. Jordan reviewed the Foundation’s activities as follows:

- Last month, the Library Foundation received many contributions. The top corporate and foundation gifts were from 92.3 WTTS Indianapolis, Carrier Corporation, Ice Miller LLP, and One America Financial Partners and Wal-Mart Store #1580.
- The Foundation notes that they greatly appreciate the updates provided by Library staff on various Foundation-supported initiatives. This month, the Foundation thanks:
 - Program and Project Development Area for their work increasing Live Homework Help usage and launching the new Baby Bunny Bags.
 - Collection Management for continually promoting the Marion County Internet Library.
 - Nora Branch Library for the kick-off to their “Around the World @ Your Library” series.
 - Wayne Branch Library for a successful start to their “Kids Explore” and “Lit Pics” series.
- The Foundation continues to work with the Library Board on strategic planning and they have received a grant from the Library Fund of The Indianapolis Foundation, a CICF affiliate, to underwrite part of this process.

A copy of the Update is attached to these minutes.

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

- a. **Statistics – March, 2008** were distributed to the Board.

Laura Bramble, Chief Executive Officer, wished everyone “Happy National Library Week.” She mentioned that IMCPL had hosted the Indiana Library Federation District IV Conference at Central Library today.

The number of holds requested and filled continues to increase. Also, year-to-date door count for 2008 is 8.6% higher than 2007 and year-to-date circulation is 9% higher than the same period in 2007.

The Library's Strategic Plan has a presence on our website. Public forums to solicit feedback on the Plan will be held at 7:00 p.m. as follows:

May 5, 2008	-	Nora Branch
May 6, 2008	-	Central Library
May 21, 2008	-	Southport Branch

b. Report on McFadden Lecture

Tami Edminster, Program Development Services Area, gave a brief Report on the upcoming McFadden Lecture. This is 31st year for the Lecture which is underwritten by the IMCPL Foundation. She reminded everyone that the lecture will be held on April 25, 2008 at 7:00 p.m. at North Central High School. It is free and open to the public. She advised that the Library is thrilled and honored to have Eric Carle as this year's speaker.

c. Confirming Resolutions:

1) Resolution Regarding Finances, Personnel and Travel (40 – 2008)

After full discussion and careful consideration of Resolution 40 – 2008, the resolution was adopted upon the motion of Ms. Rothe, seconded by Mr. Lynch, and the "yes" votes of Mr. Jordan, Ms. Kramer, Mr. Lynch, Mr. Meyer, Ms. Rothe and Mr. Shevlot.

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:

May, 2008 - To Be Determined

INFORMATION

14. Materials

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

- a. *ULC Exchange* (March 2008)
- b. *FOCUS on Indiana Libraries* (March 2008)
- c. *American Libraries* (April 2008)

15. Board Meeting Schedule 2008 (Notice of Date and Place of Meeting) and Upcoming Events

- a. **Schedule of Board Meetings for 2008** - *Current calendar will be updated each month, as necessary, and additional information highlighted.*
- b. Library Programs and/or Free Upcoming Events through May 14, 2008 were distributed to the Board.

16. Notice of Special Meetings

None.

17. Notice of Next Regular Meeting

Thursday, May 15, 2008, at the Nora Branch Library, 8625 Guilford 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.

A video tape/DVD of this meeting is on file in the Library's administration office.

Mary Lou Rothe, Secretary to the Board

