

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

The Indianapolis-Marion County Public Library Board met at the Glendale Branch Library, 6101 North Keystone Avenue, Indianapolis, Indiana, on Thursday, July 17, 2008 at 6:35 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

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

Member absent: None.

3. Branch Manager's Report

Joyce Karns, Manager, Glendale Branch Library, reviewed the highlights of the Manager's Report that was presented to the Board. She mentioned that the clientele of the branch is an unusual blend of commuters traveling the Keystone Corridor, well-established young and old Broad Ripple residents, as well as near north-side residents. With 93.5% of the over 25 age group having at least a high school diploma, it is primarily a very well-educated and library-using population. With eight Little Tykes computers for the preschool group, 37 public Internet computers, full self-checkout, and a very popular community room with seating for 200, Glendale continues to be a very busy and vital part of the new Glendale Town Center. The branch serves three high schools and nine elementary schools. There are also 39 preschools and daycares in the service area.

A Teen Wish List grant was given to the branch by the Library Foundation to supplement monthly creative writing and book discussion workshops. The branch also instituted "Stories Alive", an American Sign Language storytelling program. It has attracted a wide audience from preschool children who are deaf, to high school and college students who are studying ASL. Total participation for the Spring series was 88. The program will resume in the Fall with Brance Long, who is an award-winning storyteller and a member of the Indianapolis deaf community. A member of the staff is working with Jim Huang from the Mystery Company on a mystery trivia game. That event will be held on August 9, 2008.

Ms. Karns also noted that circulation increased 2.57% in the second quarter of 2008. Summer Reading Program registration is 2.9% over 2007. Three Reading Giants and eight Junior Reading Giants have read to approximately 241 children. Baby story times are very popular at this branch.

Finally, on Saturday, July 26, 2008, there will be a Block Party from 2:00 p.m. to 10:00 p.m. to celebrate the opening of the new Glendale Town Center. It will be a day of events for families with games, entertainment and an evening concert with fireworks. The Grand Opening for the new Target store is Sunday, July 27th.

Ms. Rothe commented on the high use of the meetings rooms at the branch. Mr. Meyer noted the high number of first time circulations. Mr. Shevlot inquired about the frequency of the "Ask A Lawyer" programs.

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.

d. Report on IMCPL Strategic Planning Committee

Co-Chair of the Library's Strategic Planning Committee, Dr. Martin Jischke, presented the final report to the Library Board. The Committee, which was appointed in February, had its final meeting on June 25th, and they have recommended implementing a six-year Strategic Plan for the Library.

Dr. Jischke mentioned that community consensus is that the Library is highly valued in the community, and receives high marks for service levels. Recurring priorities from community interviews and surveys are as follows: Early childhood literacy; the Library as a portal to technology access; and the Library as a physical place that defines community.

The dilemma faced by the Library is to balance the new reality of tax revenue limitations with the public's desire to retain current services and new add new ones.

The priorities recommended by the Committee include:

- Eliminating the budgetary shortfall
- New initiatives in early childhood education
- GED/career learning
- Creating a virtual library
- Enhanced public awareness through advocacy and marketing
- Regular assessment of community needs
- Funds for enhancing a sense of place in the libraries

- Recruiting and retaining excellent staff
- More aggressive resource development

In the next few months, the Library Board will review the proposed plan and formally adopt the Strategic Plan and then the Library leadership, in partnership with the Library Foundation and others, will be charged with developing an implementation plan that will also be approved by the Library Board.

He then provided some comments about the implications of this Plan for the Board and the Library leadership. The Board will have to embrace the underlying ideas of disciplined planning, periodic assessment and accountability which are absolutely essential for the proposed Plan to be achieved.

Mr. Jordan, on behalf of the Library Board, expressed appreciation to Dr. Jischke for his participation and assistance with the Strategic Planning Committee.

A copy of the Final Report of the Strategic Planning Committee is attached to these minutes.

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

a. Special Meeting, May 7, 2008

The minutes from the Special Meeting held May 7, 2008 were distributed to the Board.

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

b. Executive Session, June 19, 2008

The minutes from the Executive Session held June 19, 2008 were distributed to the Board.

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

c. Regular Meeting, June 19, 2008

The minutes from the Regular Meeting held June 19, 2008 were distributed to the Board.

The minutes were approved as written upon the motion of Mr. Meyer, seconded by Ms. Kramer, and the “yes” votes of Mr. Bacon, 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 – June, 2008

Becky Dixon, Chief Financial Officer, reviewed the June, 2008 Report of the Treasurer that had been distributed to the Board. Ms. Dixon noted that for the month of June, 2008, actual expenditures, less investments, were \$130,959 less than projected. Actual revenue was \$80,429 more than projected.

June, 2008 expenditures were 4% less than June, 2007. June, 2008 receipts were 81% less than June, 2007. Fines revenue is up by 5% compared to June of 2007.

Year-to-date fines revenue for 2008 is \$883,801 compared to year-to-date 2007 of \$864,882 (2% increase).

Year-to-date expenses for 2008, less the debt payments, are up 13% compared to 2007 and 2008 year-to-date revenue is down by 55% 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.

b. Draft of 2009 Budget

President Jordan will Convene a Public Hearing:

President Jordan announced that this Public Hearing was being held to consider the Library's 2009 Budget.

- 1) **2009 Library Budget as advertised on July 3, 2008 and July 10, 2008 in *The Indianapolis Star* and July 4, 2008 and July 11, 2008 in the *Indianapolis Recorder*.**

Ms. Dixon discussed the proposed 2009 Library Budget.

She commented that the Budget presented tonight does not include a tax levy increase for 2009. The tax levy requested is the same tax levy approved for 2008, namely, \$38,479,735 which will be reduced by approximately \$1 million due to the caps approved last year and effective beginning with the 2009 budget. Tax rate remains the same based on the current assessed value ("A/V"). The assessed value is projected to increase once the final A/V is known the tax rate will drop based on the percentage increase in A/V. There will be no tax increase for Marion County residents.

To accomplish no increase in taxes, the Library is moving \$3.6 million in debt to the Operating Fund and using the Fund Balance to cover this cost. The payment of the

bonds approved in January of 2006 to finish the Central Library Project will not be passed on to the taxpayers.

Other cost-cutting measures implemented by IMCPL during the past few years have allowed us to cover the increased cost associated with the operation of Central Library.

Listed below are some of the reductions that have made this possible:

Adding self-checks in all branches which would allow patrons to check out materials without the assistance of library personnel. Doing so permits staff to focus on other library functions.

Re-allocating staff to reflect operational changes allowing IMCPL to reduce the percentage of the budget spent on personal services by 4%.

Moving to a floating collection – reduced the cost of moving collection materials among the branches.

Replacing bookmobiles with small hybrid SUV's reduces our fuel cost and insurance cost. It also reduces the cost of providing outreach services because the SUV's do not require the driver to have a special license – only one person is needed to provide this service.

Outsourcing services that can be done more cost effectively.

IMCPL does recognize its responsibility to be good stewards of the taxpayers' money and we continually look for and implement changes that help to reduce our cost of providing services to our patrons.

However, it is not always possible to reduce costs without making some sacrifices, said Ms. Dixon. In this Budget presented tonight, it was necessary to reduce our collection materials budget by 8% - this reflects a reduction of 1% in the amount budgeted and a loss of buying power of 7%. This total loss of 8% means the Library cannot purchase all the print, CDs and DVDs that it has in the past.

The proposed Budget allows for a small increase in staff salaries for 2009.

It should be noted that this Budget reflects increases that IMCPL has no control over, such as health care, utilities, and gasoline

Total decrease in operating costs compared to 2007 is \$2.1 million.

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

President Jordan invited public comment at this time.

There were no comments.

President Jordan Will Consider a Motion to Close the Public Hearing.

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

Motion carried.

The Public Hearing was closed at this time.

- c. **Resolution 60 – 2008** (Revised Fees for the Use of Library Spaces – Branches, Central and LSC)

After full discussion and careful consideration of Resolution 60 – 2008, the resolution was adopted upon the motion of Ms. Rothe, and the “yes” votes of Mr. Bacon, 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 61 – 2008** (Transfer Between Classifications and Accounts and Appropriation of Grant Funds)

After full discussion and careful consideration of Resolution 61 – 2008, the resolution was adopted upon the motion of Ms. Rothe, seconded by Ms. Kramer, and the “yes” votes of Mr. Bacon, 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. **Resolution 62 – 2008** (Insurance Renewal for 2008 – 2009)

After full discussion and careful consideration of Resolution 62 – 2008, the resolution was adopted upon the motion of Ms. Rothe, and the “yes” votes of Mr. Bacon, 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.

- f. **Finance Committee Notes – July 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. **Briefing Report on Policy Revisions for P210-219 (Classification and Salary) and P250-259 (Employee Welfare).**

This item was tabled until further notice.

- b. **Briefing Report on Revision to Policy 331.7 (Circulation Records)**

Debra Champ, Director, Information Technology, discussed the Report. Ms. Champ stated that Policy 331.7 addresses privacy and confidentiality regarding patron use of materials as well as Library use of patron records. The policy provides that, with Board approval, the Library can provide the Library Foundation with an extract of names and addresses of adult library users 18 years of age and older for the purpose of notifying users about activities in support of IMCPL.

As currently worded, the policy does not specifically mention e-mail addresses. The proposed revision would add the words “including e-mail addresses” which would eliminate ambiguity and make clear that excluding the availability of e-mail addresses to the Foundation was not the original intention of the Library Board.

These revisions will be presented to the full Board for approval at the August Board Meeting.

- c. **Briefing Report on Meeting Room and Event Guidelines**

Maria Blake, Director, Communications and Community Relations, advised that, after six months of rental experience at Central Library, the anticipated rental of Library Services Center spaces, and continued use of branch community rooms, it has been determined that adjustments need to be made to the guidelines to reflect current practice, as well as to strengthen language in the documents. Also, changes to the recommended fees are also being suggested.

The proposed revisions will be presented to the full Board for approval at the August Board Meeting.

- d. **Resolution 67 – 2008** (Authorizing CEO to Sign an Agreement with Marnie Maxwell of Maxwell Associates) (*This item was presented at meeting*)

Laura Bramble, Chief Executive Officer, discussed the resolution. It is anticipated that Maxwell Associates would facilitate two Board sessions to consider the Library’s Strategic Plan and to discuss Library governance. She mentioned that the fee for this service is not to exceed \$4,000 and the expenditure would be made from the Library’s unrestricted gift funds.

Mr. Jordan noted that the Library is also pursuing a grant that might cover the cost of this service.

After full discussion and careful consideration of Resolution 67 – 2008, the resolution was adopted upon the motion of Mr. Lynch, and the “yes” votes of Mr. Bacon, 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.

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

- a. **Central Project Construction Team Update** – In the absence of the Owner’s Representative, Mr. Meyer discussed the Central Library Project. He mentioned that this would probably be the last Update given on the Project.

A copy of the Update is attached to these minutes.

- b. **Construction Manager’s Monthly Report** was distributed to the Board at the meeting.

c. **Confirming Resolutions:**

- 1) **Resolution on Central Library Project Change Order Report - Fund 40 (Resolution 64 – 2008)**

After full discussion and careful consideration of Resolution 64 – 2008, the resolution was adopted, upon the motion of Mr. Meyer, and the “yes” votes of Mr. Bacon, 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 65 – 2008)**

After full discussion and careful consideration of Resolution 65 – 2008, the resolution was adopted upon the motion of Mr. Meyer, and the “yes” votes of Mr. Bacon, 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.

- 3) **Resolution on Central Library Project Change Order Report for Garage Related Items – Fund 41 (Resolution 68 – 2008) (This item was presented at meeting)**

After full discussion and careful consideration of Resolution 68 – 2008, the resolution was adopted upon the motion of Mr. Meyer, seconded by Mr. Shevlot, and the “yes” votes of Mr. Bacon, 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. **Branch Status Report – June 30, 2008** was distributed to the Board for their review and information. A copy of the Report is attached to these minutes.
- e. **Building Committee Notes – July 8, 2008** were distributed to the Board for their general information and are attached to these minutes.

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

July 2008 Library Foundation Update – Mr. Jordan reviewed the Foundation’s activities. Some of highlights were as follows:

- Last month, the Library Foundation received many contributions and grants. The top gifts were from the following:
 - Baker & Daniels; Blue & Co., LLC; CSO Architects; WC Griffith Foundation Trust; Kiwanis Foundation of Indianapolis, Inc.; RJE Business Interiors; The Sexton Companies; The Shaw-Burkhardt-Brenner Foundation; and Stiefel Nicolaus & Company, Inc. (children’s programming)
 - Wal-Mart Supercenter Store #1557 (branch wish list)
 - WISH/WNDY/WIHH-TV (general fund)
 - Ermco, Inc. (gala)
 - Eli Lilly and Company Foundation (matching gifts)
- Incorporating elements of the Library’s Strategic Plan, the Foundation will begin working on its own plan in August. Approval anticipated at its November Board Meeting.
- Thanks to the Library staff members for their assistance with the recent Gleaners Food Drive.

A copy of the Update is attached to these minutes.

10. Report Of The Chief Executive Officer

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

Ms. Bramble advised that circulation continues to rise. Door count is down. She speculated that this could be related to high fuel costs.

- b. **Update Regarding Foundation-Supported Branch Programs**

Betsy Crawford and Sharon Smith, Area Resource Managers, gave an update on the various Foundation-supported branch programs in their areas.

It was noted that the grant received by the Eagle Branch was used to fund Library Week programs, which proved to be very popular with the community.

At the Wayne Branch, their grant was used to complete their public art project. The program,

with a literary theme, was geared toward teens, but attracted many families.

The Lawrence Branch celebrated its 25th Anniversary with face painting, a sidewalk chalk quilt, and many other activities. The Lawrence North Honors Art Society painted panels featuring famous cartoon characters using the Library. When completed, the panels will be mounted on the wall in the community room at the branch.

c. **Confirming Resolutions:**

1) **Resolution Regarding Finances, Personnel and Travel (66 – 2008)**

After full discussion and careful consideration of Resolution 66 – 2008, the resolution was adopted upon the motion of Mr. Meyer, seconded by Ms. Kramer, and the “yes” votes of Mr. Bacon, 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. a. **Resolution 57 – 2008** (Resolution to Accept, Reject or Table Bid(s) for the Purchase of the Ambassador Property)

At this time, Ms. Rothe moved for the adoption of Resolution 57 – 2008, the authorization to sell the Library real estate located at 39 East 9th Street (Ambassador Property) and to accept the offer of Buckingham Properties on said property. She also asked for consent to add the following language to the resolution: “That the closing on the purchase of the property or properties shall take place within thirty (30) days from the date of the meeting at which the bidder has been selected.” The Board members agreed to this change.

Mr. Meyer advised that he was pleased that the Library took the additional time to research and review all its options and really assess the potential short and long-term impacts that the Board’s decision would have on the community. He publicly thanked all the bidders, the staff, the civic leaders, the real estate professionals and all other interested parties who gave their input and shared their facts, figures and opinions with him and other Board members. He mentioned that some opinions had been solicited but many others came unsolicited. Mr. Meyer continued by thanking the other Board members for their time, their openness to share their views and their level of dedication. He realizes that there are differences among the Board members with regard to individual philosophies and levels of risk-taking but he knows they share a common goal of wanting to do what’s best for the taxpayers.

The motion was seconded by Mr. Bacon.

Mr. Jordan then read the following for the record: “It is therefore resolved that, based on a review of the bids and the information from and recommendation of the Library staff, the Library Board of Trustees deems it in the best interest of the Library to authorize and does hereby authorize the Chief Executive Officer to proceed with the sale of the Ambassador

Property located at 39 East 9th Street, Indianapolis, Indiana, to Buckingham Properties, consistent with the terms and conditions of the offer and request for bids for the sale of the Ambassador Property.”

He reminded everyone that the Board, by earlier unanimous consent, had also agreed to add language that the closing is to be held within thirty (30) days from the date of the meeting at which the bidder has been selected, namely, this evening.

After full discussion and careful consideration, Resolution 57 – 2008 was adopted, as amended, on the “yes” votes of Mr. Bacon, 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 58 – 2008** (Resolution to Accept, Reject or Table Bid(s) for the Purchase of the 815-817 North Pennsylvania Street Property)

Ms. Rothe moved for the adoption of Resolution 58 – 2008, the authorization to sell Library real estate located at 815-817 North Pennsylvania Street to Buckingham Properties. She again asked for consent to add the following language to this resolution: “That the closing on the purchase of the property or properties shall take place within thirty (30) days from the date of the meeting at which the bidder has been selected.” The Board members agreed to this change.

The motion was seconded by Mr. Shevlot.

Additionally, the following language is added to the resolution: “It is therefore resolved that, based on a review of the bids and the information from and recommendation of the Library staff, the Library Board of Trustees deems it in the best interest of the Library to authorize and does hereby authorize the Chief Executive Officer to proceed with the sale of 815-817 North Pennsylvania Street, Indianapolis, Indiana, to Buckingham Properties, consistent with the terms and conditions of the offer and request for bids for the sale of 815-817 North Pennsylvania Street.”

After full discussion and careful consideration, Resolution 58 – 2008 was adopted, as amended, on the “yes” votes of Mr. Bacon, 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.

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, 2008 - To Be Determined

INFORMATION

14. Materials

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

- a. *Public Libraries* (May/June 2008)
- b. *FOCUS on Indiana Libraries* (June 2008)
- c. *American Libraries* (June/July 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 August 20, 2008 were distributed to the Board.

16. Notice of Special Meetings

None.

17. Notice of Next Regular Meeting

Thursday, August 21, 2008, at the Pike Branch Library, 6525 Zionsville 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 8:25 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

