

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
DECEMBER 11, 2008**

The Indianapolis-Marion County Public Library Board met at the Central Library, 40 East St. Clair Street, Indianapolis, Indiana, on Thursday, December 11, 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, Mr. Lynch, Ms. Kramer, Mr. Meyer, Ms. Rothe and Mr. Shevlot.

Member absent: None.

3. Branch Manager's Report

Cheryl Wright, Director, Central Library, distributed a document entitled "Our First Year: Central Library." The document highlighted general information which included the following:

- 875,606 patron visits
- 707,395 items checked out
- 3,553 programs that attracted 53,961 patrons
- 116 computer classes that served 869 patrons
- 3,085 daily children's activities that reached 47,644 children
- 2,610 patrons toured Central Library
- 837 adult readers participated in the first Adult Summer Reading Program

Ms. Wright noted that a one-year review will be conducted to analyze staffing, processes, etc. at Central Library.

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. **Special Meeting, October 1, 2008**

The minutes from the Special Meeting held October 1, 2008 were distributed to the Board.

The minutes were approved as written upon the motion of Mr. Lynch, 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, November 20, 2008**

The minutes from the Executive Session held November 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. Bacon, Mr. Jordan, Ms. Kramer, Mr. Lynch, Mr. Meyer, Ms. Rothe and Mr. Shevlot.

c. **Regular Meeting, November 20, 2008**

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

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

d. **Annual Meeting, November 20, 2008**

The minutes from the Annual Meeting held November 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. 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 – November, 2008**

Becky Dixon, Chief Financial Officer, discussed the November, 2008 Report of the Treasurer that was distributed to the Board at the meeting. She noted that for the month of November,

actual expenditures, less investments, were \$986,677 less than projected. Actual revenue, less taxes and investments, was \$16,693 less than projected.

November, 2008 expenditures, less investments, were \$328,467 less than November, 2007. November, 2008 receipts, less taxes, were 38% more than November, 2007. This increase is due to the LOIT Funds.

Year-to-date fines revenue for 2008 is \$1,541,343 compared to year-to-date 2007 of \$1,511,827 (2% increase).

Year-to-date expenses for 2008, less the debt payments, are up 9% compared to 2007. The 2008 year-to-date revenue is down by 19% compared to 2007. The decrease in revenue relates to the property tax distribution. We have received \$4,639,795 less in taxes compared to November of 2007.

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.

Ms. Dixon also advised that the Library has received approval of its property tax shortfall appeal from the Tax Control Board. The next step is to gain approval by the Department of Local Government Finance. If approved, the Library will receive \$1.4 million that had been certified in 2005 and 2006.

7. Diversity, Policy and Human Resources Committee (Jesse Lynch, Chair; Gregory N. Jordan, Mary Lou Rothe)

a. **Resolution 111 – 2008** (Appointment List) (*This item was presented at meeting*)

After full discussion and careful consideration of Resolution 111 – 2008, the resolution was adopted upon the motion of Mr. Lynch, seconded by 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.

b. **Resolution 112 – 2008** (Authorization for the Chief Executive Officer to Sign Contract with Community Health Network for the Total Wellness and EAP Programs)

After full discussion and careful consideration of Resolution 112 – 2008, the resolution was adopted upon the motion of Mr. Lynch, seconded by 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.

- c. **Diversity, Policy and Human Resources Committee Notes – November 14, 2008** were distributed to the Board for their general information and are attached to these minutes.
- d. **Diversity, Policy and Human Resources Committee Notes – November 17, 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** – Michael Coghlan, Facilities Management, discussed the Central Library Project.

A copy of the Update is attached to these minutes.

- b. **Confirming Resolutions:**

- 1) **Resolution on Central Library Project Change Order Report - Fund 40 (Resolution 113 – 2008)**

After full discussion and careful consideration of Resolution 113 – 2008, the resolution was adopted, as revised, 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.

Motion carried.

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

- 2) **Resolution on Central Library Project Change Order Report - Fund 41 (Resolution 114 – 2008)** *(This item was presented at meeting)*

After full discussion and careful consideration of Resolution 114 – 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.

- c. **Resolution 115 – 2008** (Approval to Extend the Contract for Lawn Care Services for the Library)

After full discussion and careful consideration of Resolution 115 – 2008, the resolution was adopted 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.

Motion carried.

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

- d. **Branch Status Report – November 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 – December 2, 2008** were distributed to the Board for their general information and are attached to these minutes.

9. **Library Foundation Update (Thomas S. Shevlot, Library Board Representative)**

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

- Last month, the Library Foundation received many gifts. The top corporate and foundation contributors included:
 - Dollar General – Warren Branch
 - EHOB, Inc.; Eugene and Marilyn Glick Family Foundation; and Indianapolis Power & Light Company – Children’s Programs
 - The Library Fund, a fund of The Indianapolis Foundation – Live Homework Help Subscription
 - The Library Fund, a fund of The Indianapolis Foundation – Collections for the Young Hoosier Book Award Program
- The following projects received funding through the branch “Wish List” program:
 - Fountain Square’s Family Day - \$300
 - Franklin Road’s Alpha Readers Book Club - \$2,100
 - InfoZone’s Neighborhood Nights - \$825
 - InfoZone’s Learning Kits - \$15,000
 - Irvington’s Study Room - \$6,500
 - Spades Park’s Summer Reading Fair - \$2,000
 - Wayne’s Kids Explore - \$900
 - West Indy’s Community Day - \$1,850
- The Foundation continues to work on their Strategic Plan.

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

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

Laura Bramble, Chief Executive Officer, advised that year-to-date circulation is up 11.7% over 2007. Door count is up 6.4%.

Ms. Bramble also mentioned that the Executive Committee has been working on the rollout of the IMCPL Strategic Plan. The Plan will be made available to Managers in January 2009 and to the rest of the IMCPL staff in February 2009.

- b. **Resolution 116 – 2008** (Approval of Board Appointment to the Indiana Cooperative Library Services Authority (“INCOLSA”))

After full discussion and careful consideration of Resolution 116 – 2008, the resolution was adopted upon the motion of Mr. Lynch, seconded by 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.

- c. **Confirming Resolutions:**

- 1) **Resolution Regarding Finances, Personnel and Travel (117 – 2008)**

After full discussion and careful consideration of Resolution 117 – 2008, the resolution was adopted upon the motion of Mr. Meyer, seconded by 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.

OLD BUSINESS

- 11. None.

NEW BUSINESS

- 12. **Resolution 118 – 2008** (Approval of Employment Agreement for CEO)

After full discussion and careful consideration of Resolution 118 – 2008, the resolution was adopted upon the motion of Mr. Lynch, seconded by 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.

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:

January, 2009 - To Be Determined

INFORMATION

14. Materials

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

- a. *American Libraries* (November 2008)
- b. *ULC Exchange* (December 2008)

15. Board Meeting Schedule for 2009 (Notice of Date and Place of Meeting) and Upcoming Events

- a. **Board Meeting Schedule for 2009** was distributed to the Board members for their information. A copy of the Schedule is attached to these minutes.
- b. Library Programs and/or Free Upcoming Events through January 14, 2009 were distributed to the Board.

16. Notice of Special Meetings

None.

17. Notice of Next Regular Meeting

Thursday, January 15, 2009, at the Library Services Center, 2450 North Meridian 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.

Mr. Meyer declared the meeting adjourned at 7:20 p.m.

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

Mary Lou Rothe, Secretary to the Board

