

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
NOVEMBER 19, 2009**

The Indianapolis-Marion County Public Library Board met at the Southport Branch Library, 2630 East Stop 11 Road, Indianapolis, Indiana, on Thursday, November 19, 2009 at 6:30 p.m., pursuant to notice given in accordance with the rules of the Board

1. Call To Order

President Lynch presided as Chairman. Secretary Bacon was present.

2. Roll Call

Members present: Mr. Bacon, Mr. Evenbeck, Mr. Lingenfelter, Mr. Lynch, Mr. Meyer, Mr. Shevlot and Ms. Turner-Wright.

Members absent: None.

3. Branch Manager's Report

Mike Williams, Area Resource Manager for the South Region, discussed the Manager's Report that had been distributed to the Board. The branch is an integral part of the south side community and serves a diverse population. Mr. Williams noted that Perry Township has become home to the largest Chin (Burmese) immigrant population in Indiana. The branch currently offers 17 computers for patron use with six additional computers to be installed soon. In addition to the computers, the branch serves as a gathering place with ESL and life skills classes offered to patrons. The branch also collaborates with both Catholic Charities and the Exodus Refugee Group to present special programs such as car seat safety and tax preparation.

The branch opened in 1974 and the building's age is beginning to show. Mr. Williams commented that several service improvements have been made, namely, service pattern changes in the DVD and holds area; new units to house the juvenile CDs; and expansion of storage for adult CDs.

To date in 2009, Southport had the highest circulation count in the system -- 690,000 and their door count is 358,000. He stated that there have been 334 programs held at the branch with 4,500 patrons attending. Also, this year's Summer Reading Program had a record-high 4,987 participants.

Mr. Shevlot asked Mr. Williams to identify the greatest need at the branch. Mr. Williams advised that the branch needed more space for placement of holds.

Mr. Lingenfelter inquired about the peak service hours at Southport. Sundays are the busiest times at the branch noted Mr. Williams.

Ms. Turner-Wright commented on the fact that Perry Township has the highest drop out rate in Marion County and wondered how this fact impacts the branch. Mr. Williams noted that this issue was a difficult one to address. He advised that the branch cooperates with the schools as much as possible. The Juvenile Librarians meet with the Media Specialists from the schools and do various projects together. The branch also keeps numerous GED books in the collection. Ms. Turner-Wright asked if the branch hosts GED classes. Mr. Williams advised that, although there is a need, the branch does not currently offer those classes.

A copy of the 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. Regular Meeting, October 15, 2009

The minutes from the Regular Meeting held October 15, 2009 had been distributed to the Board.

The minutes were approved upon the motion of Mr. Lingenfelter, seconded by Mr. Meyer, and the "yes" votes of Mr. Bacon, Mr. Evenbeck, Mr. Lingenfelter, Mr. Lynch, Mr. Meyer, Mr. Shevlot and Ms. Turner-Wright.

b. Special Meeting, October 26, 2009

The minutes from the Special Meeting held October 26, 2009 had been distributed to the Board.

The minutes were approved upon the motion of Mr. Evenbeck, seconded by Mr. Lingenfelter, and the "yes" votes of Mr. Bacon, Mr. Evenbeck, Mr. Lingenfelter, Mr. Lynch, Mr. Meyer, Mr. Shevlot and Ms. Turner-Wright.

COMMITTEE REPORTS

6. Finance Committee (Thomas S. Shevlot, Chair; Scott Evenbeck, Marie Turner-Wright)

a. Report of the Treasurer – October, 2009

Becky Dixon, Chief Financial Officer, reviewed the October, 2009 Report of the Treasurer that had been provided to the Board. Ms. Dixon stated that for the month of October, actual expenditures, less investments and tax warrant payments, were 4.1% less than projected. This reduction relates to a decrease in spending on collection materials.

Actual revenue was 2.7% less than projected. Fines revenue was less than projected for this month.

October, 2009 expenditures, less investments, were 6% more than October, 2008. This reflects an increase in personal services.

October, 2009 receipts were 31% more than October, 2008, less taxes and investments. This increase relates to the LOIT increase for 2009.

Year-to-date Fines revenue for 2009 is \$1,404,614 compared to \$1,423,645 for year-to-date 2008.

Mr. Bacon made the motion, which was 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. Resolution 52 – 2009 (Authorization for 2010 Temporary Loan)

After full discussion and careful consideration of Resolution 52 – 2009, the resolution was adopted upon the motion of Mr. Evenbeck, and the “yes” votes of Mr. Bacon, Mr. Evenbeck, Mr. Lingenfelter, Mr. Lynch, Mr. Meyer, Mr. Shevlot and Ms. Turner-Wright.

Motion carried.

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

c. Finance Committee Notes – November 9, 2009 were distributed to the Board for their general information and are attached to these minutes.

7. Diversity, Policy and Human Resources Committee (Richard K. Bacon, Chair; Scott Evenbeck, Jesse B. Lynch)

- a. **Resolution 53 – 2009** (Resolution Authorizing the CEO to Sign an Agreement with Anthem Blue Cross-Blue Shield for Health Insurance Services)

Janet Gartin-Moore, Director, Human Resources, noted that the Library had recently obtained quotes from various companies to provide health insurance coverage for the next contract year.

She advised that the best rates were received from Anthem Blue Cross Blue Shield who is the Library's current health care provider. The 2010 quote was 17% more than the Library paid for 2009. Ms. Gartin-Moore reminded the Board that in 2009 the Library offered three different health care plans. After receiving the new insurance quotes and further review, it was determined that the Library could minimize the rate increase for 2010 by eliminating Plan 1, making modifications to Plan 2 and then also continuing to offer Plan 3, the high deductible health savings plan.

Mr. Meyer asked for the current number of employees in each plan.

Ms. Gartin-Moore advised that she was unsure of the exact number for 2009 but thought that 157 employees participated in Plan 1 and Plan 3 had 42 employees participating. She pointed out that Plan 1 was the one with the 90%/10% split and lower deductibles. She stated that the employees that wanted this insurance had been required to buy up to participate in Plan 1.

After full discussion and careful consideration of Resolution 53 – 2009, the resolution was adopted upon the motion of Mr. Shevlot, and the "yes" votes of Mr. Bacon, Mr. Evenbeck, Mr. Lingenfelter, Mr. Lynch, Mr. Meyer, Mr. Shevlot and Ms. Turner-Wright.

Motion carried.

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

- b. **Resolution 54 – 2009** (Resolution Authorizing the CEO to Sign with Health Resources, Inc. (HRI) for Dental Insurance Services)

Ms. Gartin-Moore stated that the Library had asked several insurance companies for quotes for dental insurance coverage. These services had previously been provided by Anthem Blue Cross Blue Shield; however, it was determined that the Library could save approximately 15% by switching coverage from Anthem to Health Resources, Inc. HRI uses a network of dentists and specialists for services. One noted difference between the Anthem plan and the HRI plan is that HRI is network-based.

After full discussion and careful consideration of Resolution 54 – 2009, the resolution was adopted upon the motion of Mr. Lingenfelter, and the "yes" votes of Mr. Bacon, Mr. Evenbeck, Mr. Lingenfelter, Mr. Lynch, Mr. Meyer, Mr. Shevlot and Ms. Turner-Wright.

Motion carried.

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

c. **REVISED Resolution 55 – 2009** (Salary Resolution)

Mr. Lynch requested Ms. Gartin-Moore to review the changes that were made to Resolution 55 – 2009 that was being presented for approval at tonight’s meeting.

Mr. Shevlot commented that the Board needed to know the differences between what was originally presented at the Diversity, Policy and Human Resources Committee meeting and what revisions had been incorporated in the version being presented tonight.

Ms. Gartin-Moore advised that the first paragraph on Page 2 of the Resolution was revised.

The original Resolution presented at the Committee meeting stated:

“...increases in the bi-weekly salary ranges will be granted to library employees in Pay Grades 2 – 16 by the Board, effective December 20, 2009. An increase of up to 2% will be granted to all eligible staff members. This increase will be for staff with satisfactory evaluations.”

The revised Resolution presented at tonight’s Board Meeting states:

“...increases in the bi-weekly salary ranges will be granted to library employees in Pay Grades 2 – 15 by the Board, effective December 20, 2009 and may be granted to library employees in Pay Grade 16 by the Board upon recommendation of the Chief Executive Officer at a later date. An increase of up to 2% will be granted to all eligible staff members with satisfactory evaluations.”

After full discussion and careful consideration of Resolution 55 – 2009, the resolution was adopted, as amended, upon the motion of Mr. Bacon, seconded by Mr. Meyer, and the “yes” votes of Mr. Bacon, Mr. Evenbeck, Mr. Lingenfelter, Mr. Lynch, Mr. Meyer, Mr. Shevlot and Ms. Turner-Wright.

Motion carried.

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

Ms. Turner-Wright commented that the Board just discussed the particular “revised” portion of the resolution pertaining to salary but there were some other points about the resolution that she wished to question. One item was Tuition Assistance. She noted that there is no stipulation as to the employee’s commitment to the Library after receiving any kind of tuition assistance and also the employee can begin receiving the assistance after only six months of employment. Ms. Turner-Wright suggested that the Board should look at this item and think about lengthening the amount of time that the employee is with the Library and also making some recommendations that, if they are working on a degree, whether it is undergraduate or a MLS, they have to continue in employment with the Library for a stipulated length of time.

Ms. Gartin Moore said that they could look at that requirement but the Library had something similar to that some time ago but we were advised against it in 2005 because of our hiring situation.

Ms. Turner-Wright stated that she feels that some stipulations should be put in place on this matter.

Ms. Turner-Wright continued that there were several other items in the resolution that she also wished to discuss. She thought the Board's vote was on the revised item concerning salary and was not approval of the whole resolution.

Robert Scott, the Board's attorney, advised that the vote just taken was on the whole resolution and it had been approved in its entirety.

Mr. Lynch suggested that the Salary Resolution be returned to the Diversity, Policy and Human Resources Committee for further review and discussion and that any additional revisions be presented to the full Board for final approval.

Ms. Turner-Wright stated that she would be relaying her recommendations on the resolution to Mr. Bacon for Committee discussion.

- d. **Diversity, Policy and Human Resources Committee Notes – November 9, 2009** were distributed to the Board for their general information and are attached to these minutes.

8. **Building Committee (Gary Meyer, Chair; Richard K. Bacon, Jim Lingenfelter)**

- a. **Capital Projects Briefing Report** – Ed Olsen, Director, Facilities Management Services Area, reviewed the items covered in the Report (with the exception of the two resolutions). These items included: RFP for Elevator and Escalator Repair and Maintenance Services; Guaranteed Energy Savings for Library Services Center (LSC) Project; Branch PC Expansion Project and Lighting Retrofit Energy Savings Project for Eagle Branch Library.

Mr. Shevlot advised that he was going to be monitoring the costs versus what was projected for 2010 with regard to the Guaranteed Energy Savings Project for LSC. He asked Mr. Olsen if it was possible to produce a report indicating what we projected the energy costs to be and what the actual costs are so that we can get a real time calibration showing if we are on the mark or above or below. Mr. Olsen confirmed that the Library would, in fact, be looking at these figures throughout the completion of the Project. We will be able to track the HVAC, lighting, etc.

A copy of the Report is attached to these minutes.

- b. **Resolution 56 – 2009** (Approval to Extend Contract for Printing Services for the Library)

After full discussion and careful consideration of Resolution 56 – 2009, the resolution was adopted upon the motion of Mr. Meyer, seconded by Mr. Shevlot, and the "yes" votes of Mr. Bacon, Mr. Evenbeck, Mr. Lingenfelter, Mr. Lynch, Mr. Meyer, Mr. Shevlot and Ms. Turner-Wright.

Motion carried.

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

c. **Resolution 57 – 2009** (Approval to Extend Contract for Security Services for the Library)

After full discussion and careful consideration of Resolution 57 – 2009, the resolution was adopted upon the motion of Mr. Meyer, seconded by Mr. Shevlot, and the “yes” votes of Mr. Bacon, Mr. Evenbeck, Mr. Lingenfelter, Mr. Lynch, Mr. Meyer, Mr. Shevlot and Ms. Turner-Wright.

Motion carried.

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

d. **Branch Status Report – October 31, 2009** was distributed to the Board for their review and information. A copy of the Report is attached to these minutes.

e. **Building Committee Notes – November 11, 2009** were distributed to the Board for their general information and are attached to these minutes.

9. Governmental Affairs Committee (Jim Lingenfelter, Chair; Thomas S. Shevlot, Marie Turner-Wright)

a. **Governmental Affairs Committee Notes – November 10, 2009** were distributed to the Board for their general information and are attached to these minutes.

Mr. Lingenfelter discussed the Committee’s November 10, 2009 meeting. He commented that the Committee is preparing to answer questions that might come up pertaining to bills that are in front of the legislature. Also, discussion is taking place regarding the impact of the anticipated \$3 million reduction the Library is facing due to the property tax caps. We want to make certain that we are “on message” with our legislators in terms of what we are providing and what we have to do. It will also be helpful for us and Ms. Bramble to coordinate the reductions that staff is recommending from their report. Mr. Lingenfelter advised that he would be happy to take any comments on the report from the Board members outside of this meeting.

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

November 2009 Library Foundation Update – Mr. Shevlot reviewed the Foundation’s activities. Some of the highlights were as follows:

- Last month, the Foundation received many gifts. The top corporate and foundation contributors included:
 - Baker & Daniels, LLP – Indiana Authors Award
 - Downtown Optimist Foundation; Fifth Third Bank, Indiana; Krieg DeVault, LLP; Thermo King of Indiana, Inc. – Children’s Initiatives
 - The Haddad Foundation – Shelby Branch
 - Dynamark Graphics Group – General Fund

- The Library Foundation recently received word that the 2009 – 2010 kindergarten class at congregation Beth-El Zedeck has chosen the Library Foundation as its charity of the year! Throughout the school year, the class will raise funds for Ready to Read, and at its graduation on May 21, 2009, it will present the proceeds to the Library Foundation. Foundation staff will visit the class to explain to the children how the gift will be used and do a philanthropic-themed story time. The class' generosity was inspired when they read about the Herbert Simon Family Foundation's major gift in support of Ready to Read.
- In early 2010, the Library's Irvington Branch will create a new tutor study room to accommodate frequent visits from tutors and students seeking a positive environment in which to teach and learn. This dedicated tutoring space will provide a quiet, private atmosphere in which learners of all ages can improve their skills. Major funding for this new project was provided by an anonymous donor with additional support from the proceeds of the Eugene & Marilyn Glick Indiana Authors Award.
- The popular One Book One City program has returned to Indianapolis with a mystery novel written by Hoosier native and author of the Nero Wolfe detective series, Rex Stout. Stout's novel, *Some Buried Caesar*, was named Indy's Choice at the Indiana Mystery Writers Celebration at Central Library on October 16, 2009. The 2009 One Book One City program is made possible by proceeds from the Eugene & Marilyn Glick Indiana Authors Award.

11. Report Of The Chief Executive Officer

- a. **Statistics – October 2009** had been distributed to the Board at the meeting.

Laura Bramble, Chief Executive Officer, reviewed the statistics that had been distributed to the Board at the meeting. She mentioned that public service statistics continue to climb in all categories except New Borrowers. The following areas are up over the same period in 2008: Patron visits - 4.4%; Circulation – 7.5%; Computer Use – 10.3%; Web Branch Visits – 6.8%; Requests Placed – 12/2%; and Holds Filled – 15.2%.

- b. **Branding and Marketing Process for IMCPL and Foundation – Hiron & Company**

Ms. Bramble commented that the Library and the IMCPL Foundation have entered into an arrangement with Hiron & Company, the largest Indiana-owned advertising and public relations company in Indiana, for a branding and marketing initiative. The desire of this effort was identified in the Strategic Plan, and is being funded by the Foundation. Included in the proposal are the following:

- Strategic Branding Workshop
- Communications/Brand Audit
- Key Message Development
- Communications Plan
- Development of Brand Values/Promise
- Positioning Statement
- Research
- Development of a Graphic Standards Manual

- Design and Update Logos

- Development of Brand Implementation Plan
- Staff Training

c. **IMCPL Foundation 2010 Program Highlights**

Ms. Bramble mentioned that there are several Library programs that are funded by the IMCPL Foundation via the Foundation's Children's, Lifelong Learning, Cultural and Community, and Special Collections and Technology funds. Some of the programs mentioned in the report include the following:

Children's Fund (Budget - \$371,600)

- Ready to Read
- Learning Curve Programs
- Youth Library Card Campaign
- Summer Reading Program
- November Read Aloud
- Branch Wish List Programs

Lifelong Learning Fund (Budget – \$68,900)

- Workforce Development
- McFadden Lecture
- Adult Reading Program
- Branch Wish List Programs

Cultural and Community Fund (Budget - \$179,525)

- Asian Heritage Series
- Blue Jean Learners
- Indiana Authors Award
- Branch Wish List Programs

Special Collections and Technology Fund (Budget - \$599,600)

- Women Writers of Indianapolis
- Marion County Internet Library Databases
- Young Hoosier Books

A copy of the 2010 Program Highlights is attached to these minutes.

d. **Confirming Resolutions:**

1) **Resolution Regarding Finances, Personnel and Travel (58 – 2009)**

After full discussion and careful consideration of Resolution 58 – 2009, the resolution was adopted on the motion of Mr. Shevlot, seconded by Mr. Meyer, and the “yes” votes of Mr. Bacon, Mr. Evenbeck, Mr. Lingenfelter, Mr. Lynch, Mr. Meyer, Mr. Shevlot and Ms. Turner-Wright.

Motion carried.

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

OLD BUSINESS

12. None.

NEW BUSINESS

13. None.

AGENDA BUILDING

14. **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:

December, 2009 - To Be Determined

INFORMATION

15. **Materials**

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

- a. *Public Libraries* (September/October 2009)
- b. *American Libraries* (November 2009)

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

- a. **Schedule of Board Meetings – 2009** - *Current calendar will be updated each month, as necessary, and additional information highlighted.*
- b. Library Programs and/or Free Upcoming Events through December 16, 2009 were distributed to the Board.

17. **Notice of Special Meetings**

None.

18. Notice of Next Regular Meeting

Thursday, December 17, 2009, at the Wayne Branch Library, 198 South Girls School Road, at 6:30 p.m.

19. Other Business

None.

20. Adjournment

The Secretary announced that there was no further business to come before the Board.

The Chairman then declared the meeting adjourned at 7:30 p.m.

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

Richard K. Bacon, Secretary to the Board

