

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
JANUARY 21, 2010**

The Indianapolis-Marion County Public Library Board met at the Library Services Center, 2450 North Meridian Street, Indianapolis, Indiana, on Thursday, January 21, 2010 at 6:35 p.m., pursuant to notice given in accordance with the rules of the Board

1. Call To Order

President Shevlot presided as Chairman. Secretary Bacon was present.

2. Roll Call

At this time, Mr. Shevlot introduced Jeff Smith. He announced that Mr. Smith was the Board's newest member and had been appointed by the County Commissioners. On behalf of the entire Board, Mr. Shevlot welcomed Mr. Smith.

Mr. Smith responded that he was "Glad to be here."

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

Members absent: Mr. Evenbeck.

3. Standing Committee Report

Steve Young, a member of the IMCPL African American History Committee, distributed a brochure to the Board and gave a report regarding the upcoming "Meet the Artists" event. The Gala Opening Reception will be held on Saturday, February 6, 2010 from 6:00 p.m. to 10:00 p.m. at Central Library. Mr. Young noted that this will be the 22nd year for the event. He commented that approximately 100 people had attended the event in 1988 and in 2009 approximately 1,800 attended. Some of the artists and performers that will be at the event include: Ivory Wilson-Teague, Urban Vibes Drumming, Gigi Jordan, Spellbinder Magic Show, Greg Radford's Miniature Midway and the Nu Soul Theory Band. The Art Exhibit will be available for viewing from January 26, 2010 through February 28, 2010.

Mr. Lynch mentioned that he had attended Meet the Artists several times and noted that this is an event that all people should attend.

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, December 17, 2009**

The minutes from the Regular Meeting held December 17, 2009 had been distributed to the Board.

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

COMMITTEE REPORTS

6. **Finance Committee (Scott Evenbeck, Chair; Thomas S. Shevlot, Jeff Smith)**

a. **Report of the Treasurer – December, 2009**

Becky Dixon, Chief Financial Officer, discussed the December, 2009 Report of the Treasurer that had been distributed to the Board at the meeting.

Ms. Dixon commented that for the month of December, actual expenditures, less investments and tax warrant payments, were 26.2% less than projected. This reduction relates to a decrease in spending in personal services and collection materials.

Actual revenue was 61% more than projected. This increase in revenue relates to the property tax settlement for the first half of 2009.

December, 2009 expenditures, less investments, were 1% less than December, 2008. This reduction was in the charges for services.

December, 2009 receipts were 44% more than December, 2008, less investments. This increase relates to the 2009 property tax settlement.

Year-to-date Fines revenue for 2009 is \$1,629,459 compared to \$1,671,368 for year-to-date 2008.

Comparing 2009 with 2008, revenues are up by 35% due to the property taxes received for 2008 in 2009 and expenses are up by 1%.

Mr. Bacon made the motion, which was seconded by Mr. Lynch, 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 1 – 2010** (Authorization to Upgrade Telephone and Voice Mail Systems)

After full discussion and careful consideration of Resolution 1 – 2010, the resolution was adopted upon the motion of Mr. Bacon, and the “yes” votes of Mr. Bacon, Mr. Lingenfelter, Mr. Lynch, Mr. Shevlot, Mr. Smith and Ms. Turner-Wright.

Motion carried.

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

c. **Resolution 2 – 2010** (Authorization to Upgrade IMCPL’s Internet Services)

After full discussion and careful consideration of Resolution 2 – 2010, the resolution was adopted upon the motion of Mr. Lingenfelter, and the “yes” votes of Mr. Bacon, Mr. Lingenfelter, Mr. Lynch, Mr. Shevlot, Mr. Smith and Ms. Turner-Wright.

Motion carried.

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

Mr. Bacon inquired if any of this could be recouped from the Gates Foundation.

Laura Bramble, Chief Executive Officer, advised that the Gates Foundation is very specific. They do a lot of research on areas and they have given the Library many computers but they were for specific locations in our system. In this latest round, which is possibly the last Gates grant, it was only for the East 38th Street Branch Library.

d. **Resolution 3 – 2010** (Insurance Renewal)

After full discussion and careful consideration of Resolution 3 – 2010, the resolution was adopted upon the motion of Mr. Lynch, and the “yes” votes of Mr. Bacon, Mr. Lingenfelter, Mr. Lynch, Mr. Shevlot, Mr. Smith and Ms. Turner-Wright.

Motion carried.

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

e. **Resolution 4 – 2010** (Confirming Marion County Board of Finance)

After full discussion and careful consideration of Resolution 4 – 2010, the resolution was adopted upon the motion of Mr. Lingenfelter, and the “yes” votes of Mr. Bacon, Mr. Lingenfelter, Mr. Lynch, Mr. Shevlot, Mr. Smith and Ms. Turner-Wright.

Motion carried.

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

f. **Resolution 5 – 2010** (Authorization of Waived Fines and Fees)

Ms. Dixon pointed out that the amount proposed to be waived on patron accounts for 2009 is \$224,560.

Mr. Bacon asked Ms. Dixon to explain the process of waiving fines and how this impacts what is reported to the Library's collection agency.

Ms. Dixon noted that once a patron's fines are waived by the Library, that fact is reported to the collection agency. The Library has established criteria that staff should follow when waiving fines for patrons.

After full discussion and careful consideration of Resolution 5 – 2010, the resolution was adopted upon the motion of Mr. Smith, and the "yes" votes of Mr. Bacon, Mr. Lingenfelter, Mr. Lynch, Mr. Shevlot, Mr. Smith and Ms. Turner-Wright.

Motion carried.

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

g. **Resolution 6 – 2010** (Appropriation of Grant and Gift Proceeds)

After full discussion and careful consideration of Resolution 6 – 2010, the resolution was adopted upon the motion of Mr. Bacon, and the "yes" votes of Mr. Bacon, Mr. Lingenfelter, Mr. Lynch, Mr. Shevlot, Mr. Smith and Ms. Turner-Wright.

Motion carried.

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

h. **Briefing Report – Establishing a Fee for the Proctoring of Exams**

Ms. Dixon advised that the Library is proposing to charge a fee for proctoring exams at all Library locations.

The Library currently proctors approximately 200 exams annually and does not charge a fee for this service. Although the service we offer is limited, it does fill a need for the community. After conducting a survey of various educational institutions and libraries regarding their fees for this service, it was learned that most charge a fee of \$20.00 to \$45.00 for this service. Additionally, the Library currently invests approximately two hours of staff time for each exam we proctor.

After further consideration, it was determined that IMCPL should establish a base fee of \$25.00 for the first two hours and \$10.00 for each additional hour to perform proctoring services.

This matter will be brought before the Board at its February meeting for final approval.

- i. **Finance Committee Notes – January 11, 2010** 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, Marie Turner-Wright)

a. **Briefing Report on Policy Revisions for Section(s) 3390-334 – Circulation**

Laura Johnson, Director, Community Library Services, reviewed the Briefing Report presented to the Board.

Ms. Johnson mentioned that the Circulation Services Team is proposing the following changes:

- 1) Addition of a policy outlining a borrower's financial responsibility in the event that Library materials are stolen while in his/her possession (331.7);
- 2) Clarification regarding borrower's responsibility for materials checked out on lost or stolen Borrower's Cards (331.2); and
- 3) List of waiver codes updated to include those related to recent policy revisions, including failure to pick up hold fees and stolen materials (A331.5).

She encouraged the Board to review the proposed changes and advise if they had any comments or questions.

It is anticipated that these policy changes will be presented at the February Board Meeting for final approval.

- b. **Diversity, Policy and Human Resources Committee Notes – January 11, 2010** were distributed to the Board for their general information and are attached to these minutes.

8. Building Committee (Jim Lingenfelter, Chair; Richard K. Bacon, Jesse B. Lynch)

- a. **Capital Projects Briefing Report** – Ed Olsen, Director, Facilities Management Services Area, discussed the items contained in the Report including: RFP for Elevator and Escalator Repair and Maintenance Services; RFP – HVAC; Guaranteed Energy Savings for Library Services Center (LSC) Project; Branch PC Expansion Project; Lighting Retrofit Energy Savings Project for Eagle Branch Library and Facilities Operating Costs by Branch Location.

A copy of the Report is attached to these minutes.

- b. **Resolution 7 – 2010** (Approval to Award Contract for Elevator and Escalator Repair and Maintenance Services)

After full discussion and careful consideration of Resolution 7 – 2010, the resolution was adopted upon the motion of Mr. Lynch, and the “yes” votes of Mr. Bacon, Mr. Lingenfelter, Mr. Lynch, Mr. Shevlot, Mr. Smith and Ms. Turner-Wright.

Motion carried.

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

- c. **Branch Status Report – December 31, 2009** was distributed to the Board for their review and information. A copy of the Report is attached to these minutes.
- d. **Building Committee Notes – January 12, 2010** 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, Jeff Smith)

- a. **Governmental Affairs Committee Notes – January 12, 2010** were distributed to the Board at the meeting for their general information and are attached to these minutes.

Laura Johnson, Staff Liaison to the Governmental Affairs Committee, noted that their recent meeting focused on discussion of the Sustainable Library Project.

The Committee is also watching SB 212. This bill makes several changes regarding fiscal body review of budgets and bonds. Another item of interest is the clarification and authorization for issuing library cards.

Mr. Lingenfelter commented that the Committee will work with elected officials and the public to let them know that we won't sit back and wait but will take an active stance on re-thinking what the Library may need to be. Our responsibility is to take what we will learn about sustainable libraries and take it to these groups.

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

January 2010 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:
 - Bridgestone Firestone Trust Fund; Blue & Co., LLC, ERMCO, Inc.; Umbaugh; United Hospital Services, LLC – Children's Fund
 - Rotary Foundation of Indianapolis, Inc. – Summer Reading Program
 - Indiana Pathology Institute, P.C; Woodley Farra Manion Portfolio Management, Inc. – General Fund
 - UPS – Meet the Artists
 - Woodard, Emhardt, Moriarty, McNett & Henry, LLP – Patent Research Computers at Central Library
- This month the Foundation is proud to provide funding for the following IMCPL programs:
 - Marian McFadden Lecture

- Live Homework Help
- Growing Shelby Babies
- Job Search Programs
- Meet the Artists
- Journey Through Asia
- Express Yourself
- Grant Writing Workshops
- 20th Anniversary Celebration – Decatur
- Celebrate National Library Week – West Region
- Women Writers of Indianapolis

11. Report Of The Chief Executive Officer

- a. **Statistics – December, 2009** were distributed to the Board at the meeting.

Ms. Bramble stated that the Library saw a slight increase in patron visits and circulation. There was a drop in New Borrower registration. This decrease was due to no special borrowers card registration drive being done in 2009.

She also discussed the Report for 4th Quarter 2009. Some of the items reviewed in the Report included:

Circulation:	
Adult Item Circulation -	3,168,657
Juvenile Item Circulation -	962,607
 Borrower Totals:	 511,974
 Library Programs:	
Total Programs -	2,616
Total Attendance -	50,746

A copy of the Report is attached to these minutes.

Mr. Lingenfelter asked about the number of librarians employed at IMCPL in 2009 compared to 2008.

Ms. Bramble advised that she didn't have that information but it will be available on the annual report submitted to the Indiana State Library. That report should be ready soon.

Mr. Shevlot inquired why the number of suspensions was three times greater in 2009 over 2008.

Ms. Bramble noted that there was an increase in 2009 and also the tracking process for reporting these incidents has improved.

b. Report on Building a Sustainable Library

Ms. Bramble distributed the following items to the Board for their information and review: 1) Report on “Building a Sustainable Library for the 21st Century”; 2) Sustainable Library Team Tentative Charter; and 3) Tentative Schedule for Work. She mentioned that these are new versions of the documents that were previously distributed at some of the Board committee meetings.

The information contained in the Report included the following:

- Why is the Planning Process Necessary?
 - Changing City, Changing Information World
 - Increased Use/Decreased Funds
- How is the Library Funded?
- What Early Cost Cutting Efforts Have Been Implemented to Date?
- What is the Timeline to Develop a New Sustainable Model for Future IMCPL Service?

Ms. Bramble commented that it is the Team’s intention to present proposed models to the Board in April and then to make selections and seek final Board approval in June.

c. 2009 Booksale Report

Nancy Stephenson, Manager, Retail Sales and Support Programs, distributed information to the Board on the Secondhand Prose Booksale.

She explained that the Booksale is a joint venture of both the Library and the IMCPL Foundation. The primary purpose of Secondhand Prose is to provide the Library with a means to divest itself of discarded Library and donated material. Responsible disposal of material is achieved through sales to the public, the Internet, auctions, trade journals, specialty book dealers, or other appropriate outlets. Prices charged will reflect a balance between several goals:

- To make books/items widely and readily available to the public;
- To receive fair value for items purchased with tax dollars or donated by Library supporters; and
- To raise money for Library programs and initiatives.

Total revenue generated from all sources (Internet sales, on-site sales, branch sales and consigned sales) for 2009 was \$275,443. The 83 Booksale volunteers contributed 8,926 hours of service to the Library and they processed 16,112 totes of materials.

d. Confirming Resolutions:

1) Resolution Regarding Finances, Personnel and Travel (8 – 2010)

After full discussion and careful consideration of Resolution 8 – 2010, the resolution

was adopted on the motion of Mr. Lingenfelter, seconded by Ms. Turner-Wright, and the “yes” votes of Mr. Bacon, Mr. Lingenfelter, Mr. Lynch, Mr. Shevlot, Mr. Smith 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:

February, 2010 - To Be Determined

INFORMATION

15. **Materials**

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

- a. *FOCUS on Indiana Libraries* (December 2009)
- b. *American Libraries* (January/February 2009)
- c. 2010 Board Committee Assignments

16. **Board Meeting Schedule for 2010 (Notice of Date and Place of Meeting) and Upcoming Events**

- a. **Schedule of Board Meetings for 2010** – *Current calendar will be updated each month, as necessary, and additional information highlighted.*
- b. Library Programs and/or Free Upcoming Events through February 17, 2010 were distributed to the Board.

17. Notice of Special Meetings

None.

18. Notice of Next Regular Meeting

Thursday, February 18, 2010, at the Irvington Branch Library, 5625 East Washington Street, 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 8:15 p.m.

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

Richard K. Bacon, Secretary to the Board

