

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
JULY 21, 2011**

The Indianapolis-Marion County Public Library Board met at the West Indianapolis Branch Library, 1216 Kappes Street, Indianapolis, Indiana, on Thursday, July 21, 2011 at 6:35 p.m., pursuant to notice given in accordance with the rules of the Board.

1. Call To Order

In the absence of President Shevlot, Vice President Lingenfelter presided as Chairman. Secretary Turner-Wright was present.

2. Roll Call

At this time, Mr. Lingenfelter introduced Jason Dudich and welcomed him as the newest member of the Library Board. He noted that Mr. Dudich had been appointed to the Board by the City-County Council.

Mr. Dudich mentioned that he appreciated the opportunity that the Council has provided to him and he looks forward to working with the Library Board. He hopes to learn as much as he can about the Library's operations and its impact on the community. Mr. Dudich commented that he is excited and happy to serve.

Members present: Mr. Bonner, Ms. Crenshaw, Mr. Dudich, Mr. Lingenfelter, Mr. Smith and Ms. Turner-Wright.

Members absent: Mr. Shevlot.

3. Branch Manager's Report

Kimberly Andersen, Manager, West Indianapolis Branch Library, distributed her Report to the Board at the meeting. She advised that both the Door Count and Circulation numbers are down and are on par with the rest of the Library system. Circulation at the branch is down 13% for the second quarter which is better than when Circulation was down 29% for the first quarter of this year. She is hoping that this is an indication that the branch is starting to see some rebound in their circulation statistics. The branch had a very successful Community Day/Summer Reading Kick-Off on the first Saturday in June. Over 600 patrons visited the branch that day. She commented that the children seem to be enjoying the science theme for this year's Summer Reading Program.

Ms. Andersen also displayed a backpack of information provided by the schools, businesses, etc. located in the West Indianapolis community. These backpacks are distributed to all new residents of the neighborhood. She mentioned that backpacks are being made available to all Board members at tonight's meeting.

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 for the Board's general information.

c. Correspondence was circulated for the Board's general information.

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

a. Regular Meeting, June 16, 2011

The minutes from the Regular Meeting held June 16, 2011 were distributed to the Board.

The minutes were approved upon the motion of Ms. Crenshaw, seconded by Mr. Bonner, and the "yes" votes of, Mr. Bonner, Ms. Crenshaw, Mr. Lingenfelter, Mr. Smith and Ms. Turner-Wright. It was noted that Mr. Dudich abstained from the vote.

COMMITTEE REPORTS

6. Finance Committee (Jeff Smith, Chair; Thomas S. Shevlot, Robert J. Bonner)

a. Report of the Treasurer – June 2011

Becky Dixon, Chief Financial Officer, mentioned that she had provided a copy of the Library's 2010 Comprehensive Annual Financial Report ("CAFR") to each Board member before tonight's meeting.

Ms. Dixon then discussed the June 2011 Report of the Treasurer that had been distributed to the Board.

For the month of June, actual expenditures, less investments and debt payments, were 8.5% less than projected. During June the Library spent less in personal services (salaries and benefits), other charges and services and collection materials. This was offset by spending more than projected in other supplies.

Actual revenue was 17.9% less than projected. The decrease was in property taxes.

June, 2011 expenditures, less investments and debt payments, were 5% less than June, 2010. The decrease in 2011 compared to 2010 is due to the reduction in work force.

June, 2011 receipts were 6.03% less than June, 2010. This decrease was in property tax distribution.

Year-to-date Fines and Fees revenue for 2011 is \$665,390 compared to \$825,665 for year-to-date 2010.

Mr. Lingenfelter asked if the Library anticipates the property tax revenue “catching up.”

Ms. Dixon responded that after factoring in the property tax caps, it is anticipated we should be around a 95% total collection rate.

With regard to the Fines and Fees revenue, Ms. Turner-Wright wanted to know if the branches had commented that patrons are returning their books on time or are there fewer requests for holds because of the increased fees.

Ms. Dixon commented that the reason we are seeing a decline in our Fines revenue is that we have had a 9% increase in the number of patrons that have signed up for email notices. Those patrons receive a notice before their materials are due. Due to this factor, there has been a 1% decrease in the number of patrons actually having an overdue charge posted to their account.

Ms. Turner-Wright asked about the fees being collected for Holds.

Ms. Dixon stated that even though the amount charged for Holds had gone up, the Library has not seen any increase in revenue collected for Holds.

Mr. Dudich wanted to know about the \$3.9 million transfer that was done in May 2011.

Ms. Dixon responded that this transfer was made to the Library’s Rainy Day Fund from the Operating Fund. She told Mr. Dudich that these funds will be used to retire future debt.

Mr. Smith made the motion, which was seconded by Ms. Turner-Wright, 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 36 – 2011** (Insurance Resolution)

Ms. Dixon advised that Volunteer Accident coverage is being added to the Library’s insurance coverage.

Mr. Dudich requested clarification on how the insurance situation is currently handled for Library volunteers. Do they assume their own liability? If something happens to them during an event, is it their responsibility?

Ms. Dixon responded that the volunteers are currently covered under the Library’s general liability coverage. The proposed volunteer accident coverage would work more like worker’s comp coverage. Since they are not employees, it is separate coverage. It would provide better coverage for the volunteers than what the Library has now.

Mr. Lingenfelter mentioned that the Library has approximately 600 – 700 volunteers and the

cost of the proposed coverage is \$1,575.00 per year.

After full discussion and careful consideration of Resolution 36 – 2011, the resolution was adopted upon the motion of Mr. Smith, seconded by Mr. Bonner, and the “yes” votes of Mr. Bonner, Ms. Crenshaw, Mr. Dudich, Mr. Lingenfelter, Mr. Smith and Ms. Turner-Wright.

Motion carried.

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

c. **Resolution 37– 2011** (2012 Budget Advertisement)

Ms. Dixon advised that there is a change of date and location for the August Board Meeting from what is on the Budget Advertisement form that she originally provided to the Board. The meeting is being rescheduled to August 16, 2011 and the location has been moved to the Haughville Branch.

Mr. Lingenfelter requested that the Board members make a note of these changes.

After full discussion and careful consideration of Resolution 37 – 2011, the resolution was adopted upon the motion of Mr. Smith, seconded by Mr. Dudich, and the “yes” votes of Mr. Bonner, Ms. Crenshaw, Mr. Dudich, Mr. Lingenfelter, Mr. Smith and Ms. Turner-Wright.

Motion carried.

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

d. **Finance Committee Notes – July 11, 2011** were distributed to the Board for their general information and are attached to these minutes.

Mr. Smith thanked his fellow Board members and Library staff for their attendance at the recent Finance Committee meeting.

7. **Diversity, Policy and Human Resources Committee (Dorothy Crenshaw, Chair; Jason D. Dudich, Marie Turner-Wright)**

a. **Resolution 38 – 2011** (Adoption of Revised Policy 142 – Incidents of Problem Behavior)

Robert Scott, attorney for the Library, advised that a number of changes to Policy 142 have been proposed. The primary driver behind these changes was the new legislation that prohibits the Library from imposing any type of policy that prohibits someone from carrying a firearm into a Library facility. We need to make the Library’s policy consistent with current Indiana law on that issue.

Laura Bramble, Chief Executive Officer, noted that the Library had a Staff Security Team who had also looked at practices and policies at other libraries about behavior issues. The

proposed recommendations to the policy are a combination of items that came from the Staff Security Team and the need to address the revision to the law on weapons and firearms.

Ms. Turner-Wright requested that the word “Team” on the submitted Board Action Request be capitalized throughout the document.

Mr. Lingenfelter commented that he liked the idea that the Library is recommending a more “customer friendly” sign. This reflects the Library’s overall attitude to our patrons that we are welcoming and that we are there to serve them.

Ms. Turner-Wright stated that there is an assumption that the Board will get to see this “customer friendly” sign. Is that correct?

Ms. Bramble responded that the Board will get to see a prototype of the sign.

Mr. Smith recognizes that the Library is complying with the new state law on firearms but how do staff know that the patrons are complying and have a permit for their firearm?

Mr. Scott advised that the Library is developing protocols for how staff should deal with this issue. The Indianapolis Metropolitan Police Department has suggested that Library staff contact them to verify that the individual has a permit for the firearm.

Ms. Turner-Wright wished to know if the Board had ever received a report from the staff members that went to the security training conference.

Ms. Bramble stated that it has been discussed but the Board has not received a report. The Team will come back to the Board with a recommendation based on their experiences. A report will be submitted at the next Diversity, Policy and Human Resources Committee.

Mr. Dudich referenced the 918 patron incidents that occurred in 2010. Does the Library know where those are occurring? Are they across the county or are they at specific locations? Is the Staff Security Team looking at ways to change specific locations that have a higher incident rate than others? Is that information available?

Ms. Bramble advised that there is a database report. The issue for 2010 was that the Library went from a paper system to an automated database so we have two different formats and they had different categories. She offered to bring a copy of the report to the next Diversity, Policy and Human Resources Committee meeting and share it with the full Board.

After full discussion and careful consideration of Resolution 38 – 2011, the resolution was adopted upon the motion of Ms. Crenshaw, and the “yes” votes of Mr. Bonner, Ms. Crenshaw, Mr. Dudich, Mr. Lingenfelter, Mr. Smith and Ms. Turner-Wright.

Motion carried.

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

- b. **Resolution 39 – 2011** (Approval to Adopt Service Mark and Assumed Name)

After full discussion and careful consideration of Resolution 39 – 2011, the resolution was adopted upon the motion of Ms. Crenshaw, and the “yes” votes of Mr. Bonner, Ms. Crenshaw, Mr. Dudich, Mr. Lingenfelter, Mr. Smith and Ms. Turner-Wright.

Motion carried.

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

- c. **Diversity, Policy and Human Resources Committee Notes – July 11, 2011** were distributed to the Board for their general information and are attached to these minutes.

8. Building Committee (Jim Lingenfelter, Chair; Robert J. Bonner, Jason D. Dudich)

- a. **Facilities Briefing Report for July 2011**

Mike Coghlan, Facilities Manager, discussed the Facilities Briefing Report that had been distributed to the Board. Some of the items noted included the following: Shelby Branch Library Renovation Project; Green Library in the Park; and East 38th Street Branch Solar Control.

- b. **Resolution 40 – 2011** (Authorization for the Chief Executive Officer and Chief Financial Officer to Initiate Process to Negotiate and Lease Properties for the Glendale, Brightwood, and Fountain Square Branch Library Facilities Pursuant to IC § 36-1-10 et seq.)

Mr. Scott advised that the Library has existing leases in place at each of the mentioned branches. These leases have all been in place for the duration of the term that is allowed by statute such that the Library is now in a position that it must now go back through the process, which is a public process, to get additional lease agreements in place and/or extensions of those agreements. Each of the leases, once negotiated, will be subject to public review and a public hearing. Mr. Scott noted that this resolution will initiate that process to allow the procedure to commence.

Mr. Dudich asked Mr. Scott if this action tonight simply authorizes and Chief Executive Officer and the Chief Financial Officer to start the process. Does it allow the Board to approve the lease process? Will the leases have to come back to the Board for final approval?

Mr. Scott advised that all the leases will come back to the Board for final approval.

After full discussion and careful consideration of Resolution 40 – 2011, the resolution was adopted on the motion of Mr. Bonner, and the “yes” votes of Mr. Bonner, Ms. Crenshaw, Mr. Dudich, Mr. Lingenfelter, Mr. Smith and Ms. Turner-Wright.

Motion carried.

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

- c. **July 2011 Facilities Energy Savings IndyStats Briefing Report** was distributed to the Board for their review and information. A copy of the Report is attached to these minutes.

Mr. Smith inquired about the energy savings measures that had been taken at the Library Services Center (“LSC”) and commented that the company that had performed the work surely didn’t want to continue paying the difference between the energy savings realized at LSC and what the company had guaranteed. He wanted to know what additional work the company would be doing to achieve the guaranteed savings at LSC.

Mr. Coghlan stated that the company will do some additional modifications at their cost. The first one is to put in carbon dioxide sensors for the return air ducts so that the Library can reduce the amount of outside air that is coming into the building. The other change would be to the ramp up procedures for the boiler as well as the chiller.

With the continued hot weather, Mr. Smith asked if Mr. Coghlan had any concerns about the Library’s HVAC equipment in general.

Mr. Coghlan advised that the Library had four pieces of equipment fail in our branches recently. We were able to get those repaired relatively quickly. Currently there is only one branch that has a problem and it should be repaired by tomorrow morning.

Mr. Dudich wanted to know if the Library would be combining the different branches to do a much more expansive energy savings project for all the branches to potentially save more money or is this just a facility by facility, as the funds are available in the Capital Projects Fund, type of project.

Mr. Coghlan responded that the next branch to be put on line with this will be the Shelby Branch (to be renamed the “Garfield Park Branch”). It will be getting a new boiler and new controls. The Capital Projects Fund does have work forecasted for next year and the following year to continue along this path wherein the Library will replace equipment and controls.

Mr. Dudich noted that the City of Indianapolis had looked at the Indianapolis Fire Department’s facilities and determined they could spend \$800,000 and retrofit all the different locations rather than finding just one large facility. Is it possible to gather all the remaining branches into one and do one major qualifying energy savings project for those branches?

Mr. Coghlan stated that they have not looked at doing it that way. He offered that they can look into bundling them together to make it worthwhile for a vendor to get interested in it.

Mr. Lingenfelter commented that the capital outlay to achieve the savings might begin to tax the Library’s ability to put the money into place but it is something we should look into.

- d. **Capital Projects Branch Status Report – June 30, 2011** 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 12, 2011** 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)**

- a. **Governmental Affairs Committee Notes – July 12, 2011** were distributed to the Board for their general information and are attached to these minutes.

Laura Johnson, Staff Liaison, advised that Ms. Bramble had participated in a program which was presented by the Indianapolis Neighborhood Resource Center as part of a series they're doing on public financing. The program last night was a panel of the Municipal Corporations. Ms. Bramble discussed the Library, its funding and the relationship with the City-County Council.

She advised that the Library will be on the Agenda for the Municipal Corporations Committee meeting on August 9, 2011 at 5:30 p.m. to present an update on the CEO search and some preliminary information about the 2012 Budget.

The Library Board's Public Hearing on our 2012 Budget will be on August 16, 2011 at the Haughville Branch.

The 2012 Budget Hearing with the Municipal Corporations Committee is scheduled for September 20, 2011 at 5:30 p.m.

Ms. Johnson mentioned that the contact information for the Sustainable Library Citizens Coalition had been requested. The website address is myindylibrary.org. The group also has a Facebook page. Ms. Johnson advised that this information is included in the meeting notes.

Ms. Turner-Wright inquired if the make-up of any of these groups include any media personnel from the county schools or from the Indianapolis Public Schools. Has the Library had input from the media specialists to indicate what the reduction in hours has meant to the students?

Ms. Johnson advised that the group that she had reported on is the Sustainable Library Citizens Coalition and its Steering Committee. They came up with the list of potential sponsors/participants in convening the program for next year. She believes they are looking to make that a broad, very inclusive group. She will take Ms. Turner-Wright's suggestion back to them. With regard to the Library's Shared Partners, she has heard comments on the matter from some of the media specialists and representatives of the schools that are a part of the CICF Library Fund.

Ms. Crenshaw commented that this might be a good thing to look at because the CICF group is high school only and you would want to include the elementary and middle school aspects also. They might have a different perspective for the younger students.

Ms. Turner-Wright suggested that the Library invite the media specialists in to discuss what the impact has been.

Mr. Lingenfelter suggested that the Charter Schools also be involved.

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

July 2011 Library Foundation Update - Mr. Lingenfelter reviewed the Foundation's recent activities. Some of the highlights were as follows:

- Last month, the Foundation received many gifts. The top corporate and foundation contributors included:
 - The Kroger Co.; Nicholas H. Noyes, Jr. Memorial Foundation; Carrier Corporation;

- Verizon – Summer Reading Program
 - Buckingham Companies; Cardinal Publishers Group; Sycamore School – Indiana Authors Award
 - Junior League of Indianapolis – Ready to Read
 - Eli Lilly & Company Foundation – Matching Gift
 - Hoover Family Foundation – Microsoft Office Classes at Central Library
 - The National Bank of Indianapolis; Krieg, DeVault LLP – Children’s Fund
 - MacAllister Machinery Co., Inc; Arthur Jordan Foundation. – Most Urgent Need
 - Clark Quinn Moses Scott & Grahn, LLP – Cultural & Community Fund
- This month, the Foundation was proud to provide funding for the following programs:
- Summer Reading Program, funded by various donors
 - Ready to Read, funded by various donors
 - Spanish Computer Classes, Lifelong Learning Endowment
 - Microsoft Office Classes at Central Library, Hoover Family Foundation
 - Hometown Roots Concert Series, Indiana Authors Award Dinner proceeds
 - Classical Concert Series, Cultural & Community (Humanities) Endowment
 - Shelby Branch Library Project, funded by the Allen Whitehall Clowes Charitable Foundation, Inc.

- **Eugene & Marilyn Glick Indiana Authors Award**

The winners and finalists of the 2011 Indiana Authors Award have been named.

National Author Winner:	Margaret McMullan
Regional Author Winner:	Helen Frost
Emerging Author Finalists:	Micah Ling
	Aaron Michael Morales
	Bich Minh Nguyen

Authors will be recognized at the October 29, 2011 Award Dinner at Central Library. Tickets and table sponsorships are still available. More details are available at www.indianaauthorsaward.org

- **Job Center Mobile Lab**

Job Center Mobile Lab began in June of this year and is off to a fantastic start. The program offers greater assistance to chronically unemployed or underemployed individuals through one-on-one personal support at Central Library and the following branch libraries: College Avenue, Eagle, East Thirty-Eighth Street, Southport and Warren.

11. Report Of The Chief Executive Officer

a. CEO Monthly Statistical Report – June 2011

Ms. Bramble discussed the CEO Monthly Statistical Report for June 2011 that was distributed to the Board at the meeting. She advised that the Report doesn’t vary too much from the last several that the Board had seen – everything seems to be going down. The category with the lowest reduction is Requests Placed. Patron Visits, Circulation and New Borrowers numbers all continue to trend down.

The Library will be making an IndyStat presentation on July 29, 2011. She offered to bring a copy of the presentation to the Board for their review at the August meeting.

Ms. Bramble went on to remind everyone that Library Night at Victory Field is on July 25, 2011 at 6:30 p.m. This event is associated with the conclusion of the Summer Reading Program. She also reviewed several other upcoming programs at the branches.

Mr. Lingenfelter commented on the June 2011 Statistical Report. He noted that the Computer Use is down significantly. He suggested that this item be discussed at an upcoming Building Committee meeting to determine what this reduction in use might mean and whether the Library should be responding to this in terms of our long term planning or whether it is a statistical anomaly.

Ms. Bramble stated she feels it is due to the reduction in hours because there are fewer hours available for people to use computers.

Mr. Lingenfelter advised that he wished to track this item because the Library has had a significant emphasis on increasing the number of available computers and he would have thought that the numbers would not have dropped as much just because of the hours. People still need to file unemployment claims, etc.

b. **Confirming Resolutions:**

1) **Resolution Regarding Finances, Personnel and Travel (41– 2011)**

After full discussion and careful consideration of Resolution 41 – 2011, the resolution was adopted on the motion of Ms. Turner-Wright, seconded by Ms. Crenshaw, and the “yes” votes of Mr. Bonner, Ms. Crenshaw, Mr. Dudich, Mr. Lingenfelter, Mr. Smith and Ms. Turner-Wright.

Motion carried.

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

UNFINISHED BUSINESS

12. At this time, Mr. Lingenfelter stated that the Board wished to publicly thank an outgoing Board member who is not at tonight’s meeting. Richard Bacon served one term on the Library Board. The Board would like to thank Mr. Bacon for his service. It was professional and very, very, very helpful. Due to Mr. Bacon’s input, the Library has created some great statistical information to use and a lot of people appreciate what Mr. Bacon was able to bring to the Board. Mr. Lingenfelter noted that Mr. Bacon will be missed and that the Board wishes him well on every golf course on which he plays.

Ms. Turner then commented on Mr. Bacon’s recent recommendation regarding the clarification of information on the monthly Resolution Regarding Finances, Personnel and Travel. Those recommendations were implemented on this month’s resolution.

NEW BUSINESS

- 13. Resolution 42 – 2011** (Resolution of the Indianapolis-Marion County Public Library – Approval to Change Board Meeting Date)

After full discussion and careful consideration of Resolution 42 – 2011, the resolution was adopted on the motion of Mr. Smith, seconded by Ms. Crenshaw, and the “yes” votes of Mr. Bonner, Ms. Crenshaw, Mr. Dudich, Mr. Lingenfelter, Mr. Smith and Ms. Turner-Wright.

Motion carried.

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

AGENDA BUILDING

- 14. Future Agenda Items** – This time was made available for discussion of items not on the Agenda, which were of interest to Library Board members and the opportunity was given to suggest items that should be included on future Library Board Meeting Agendas.

Items suggested for upcoming Board Agendas are as follows:

August, 2011 - No items were suggested.

INFORMATION

- 15. Materials**

- a. *Public Libraries* (May/June 2011)
- b. *American Libraries* (May/June 2011)

- 16. Board Meeting Schedule for 2011 and Upcoming Events/Information**

- a. **Board Meetings for 2011** – *Current calendar will be updated each month, as necessary, and additional information highlighted.*
- b. Library Programs/Free Upcoming Events updated through August 17, 2011 and August PSAs were distributed to the Board.

- 17. Notice of Special Meetings**

None.

- 18. Notice of Next Regular Meeting**

Tuesday, August 16, 2011, at the Haughville Branch Library, 2121 West Michigan 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 7:55 p.m.

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

Marie Turner-Wright, Secretary to the Board

