INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
JULY 16, 2009

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The Indianapolis-Marion County Public Library Board met at the Franklin Road Branch Library, 5550 South Franklin Road, Indianapolis, Indiana, on Thursday, July 16, 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. Lingenfelter, Mr. Lynch and Mr. Shevlot.

Member absent: Mr. Evenbeck, Mr. Meyer and Ms. Turner-Wright.

3. Branch Manager's Report

Jill Wetnight, Manager, Franklin Road Branch, introduced her staff and discussed her Report that had been presented to the Board for their review. She noted that use of the branch has increased over the last several years due to the expansion of neighborhoods and businesses that have opened nearby. There has been a 10% increase in the door count. Patrons also use the available computers much more. The collection of approximately 80,000 items includes books, magazines, DVD's, videos and audio books. Ms. Wetnight mentioned that the magazines *Ebony* and *Latina* were added to the branch collection in 2009 to meet the needs of the growing African-American and Latino populations in the area. Additionally, as an additional indication of the diverse population using the branch, the Hindi and Spanish DVD's in the collection are being well used.

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. **Executive Session, June 18, 2009**

The minutes from the Executive Session held June 18, 2009 had been distributed to the Board.

The minutes were approved as written upon the motion of Mr. Shevlot, seconded by Mr. Bacon, and the "yes" votes of Mr. Bacon, Mr. Lingenfelter, Mr. Lynch and Mr. Shevlot.

b. **Regular Meeting, June 18, 2009**

The minutes from the Regular Meeting held June 18, 2009 had been distributed to the Board.

The minutes were approved as written upon the motion of Mr. Shevlot, seconded by Mr. Bacon, and the "yes" votes of Mr. Bacon, Mr. Lingenfelter, Mr. Lynch and Mr. Shevlot.

COMMITTEE REPORTS

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

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

Becky Dixon, Chief Financial Officer, reviewed the June, 2009 Report of the Treasurer that had been distributed to the Board. She stated that for the month of June, actual expenditures, less investments and debt payments, were 7.8% higher than projected. June and July health care premiums were paid in June. Actual revenue, less tax warrants was 19.1% less than projected. This reduction relates to the 2008 property tax advance – estimated at $2 million but only received $1 million.

June, 2009 expenditures, less investments and debt, were 6% more than June, 2008. This relates to an increase in Collection Materials and the two health care premiums paid in June.

June, 2009 receipts, less taxes, were 106% more than June, 2008. The increase relates to the InfoZone grant – received May, 2008 compared to June, 2009 and the increase in LOIT for 2009.

Year-to-date Fines revenue for 2009 is $891,187 compared to $883,801 for year-to-date 2008.

Mr. Bacon made the motion, which was seconded by Mr. Lingenfelter, 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 the 2010 Budget**

President Lynch recessed the Regular Meeting at this time.

President Lynch will Convene a Public Hearing

Mr. Lynch announced that this Public Hearing was being held to review the draft of the 2010 Budget.

1) **2010 Library Budget as advertised on July 3 and July 10, 2009 in *The Indianapolis Star* and July 3 and July 10, 2009 in the *Indianapolis Recorder.***

Ms. Dixon reviewed the proposed 2010 Budget. She pointed out that this Budget is slightly less than the 2009 Budget prior to our property tax shortfall appeal. Last year the Library received a shortfall appeal to make up for the loss of taxes that we did not receive for 2005 and 2006. That resulted in the Library receiving $1.4 million extra this year. The assessed value is estimated at 25% less than the certified 2008 assessed value. At this time, we are unsure of what the Library's assessed value will be for 2009. The total 2010 Operating Budget is $40,016,287, the Debt Service is $8,126,805 and the Capital Project Fund is $1,368,500 for a total of $49,511,592. The property tax caps are going to have an impact on the revenue the Library will receive next year. The estimated loss is between $2.7 million and $3 million for 2010 and $3.2 million for 2011. Reductions have been made to the 2010 Budget in various areas. Increases to the Budget were necessary in certain areas including utility and health care costs. Legal settlement proceeds were used to reduce the Library's debt by $941,120.

Mr. Lingenfelter asked about the proposed 8% reduction in materials purchasing. How will that be broken down?

Ms. Dixon advised that Collection Management will make the decision as to what they can cut back on. She stated that she will rely on that department to make the determination on how they divide that reduction as they make their purchases for next year.

Mr. Lingenfelter also commented that one of the Library's previous goals had been to reduce the wait time on best sellers. Best sellers have a fairly short shelf life. He noted that perhaps during these times, when we don't have the money to spend, we shouldn't be loading up the shelves with best sellers that are going to end up in the Secondhand Prose Book Sale soon and sold at a fairly low return. He feels we should work on the core collection at the expense of short-term investment. He would like to see more "quality of life" rather than "quantity of life."

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

President Lynch invited public comment at this time. There were no comments from the public.

President Lynch Will Consider a Motion to Close the Public Hearing

Mr. Lingenfelter made the motion to close the Public Hearing. Mr. Shevlot seconded the motion.

Motion carried.

The Public Hearing was closed at this time.

President Lynch reconvened the Regular Meeting.

c. **Resolution 30 – 2009** (Insurance Resolution for 2009 – 2010)

After full discussion and careful consideration of Resolution 30 – 2009, the resolution was adopted upon the motion of Mr. Shevlot, and the "yes" votes of Mr. Bacon, Mr. Lingenfelter, Mr. Lynch and Mr. Shevlot.

Motion carried.

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

d. **Finance Committee Notes – July 6, 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 31 – 2009** (Resolution Approving Salary Increase for Staff Represented by the Staff Association's Compensation Committee (Management, Supervisory, Confidential, Hourly Employees)

Mr. Bacon urged the Board members to vote in favor of the proposed resolution.

Mr. Lingenfelter suggested that the Library's salary structure needs to be looked at and public service should be our number one priority. We need to assess how the position changes that occurred in the last few years at the branches and Central Library are working and look at those salary ranges.

Mr. Lynch confirmed that the Board has discussed this matter and they also realize that the Library has Budget problems which could necessitate some potentially unpopular decisions in order to keep things in line.

After full discussion and careful consideration of Resolution 31 – 2009, the resolution was adopted upon the motion of Mr. Bacon, seconded by Mr. Shevlot, and the "yes" votes of Mr. Bacon, Mr. Lingenfelter, Mr. Lynch and Mr. Shevlot.

Motion carried.

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

On another matter, Mr. Bacon asked about the metrics report being prepared by the Facilities

Management Area. He asked when that would be ready.

Laura Bramble, Chief Executive Officer, advised that Ed Olsen and several others have been working on that. She offered that the report should be ready to present at the next committee meeting.

b. **Briefing Report on Policy Revisions for Section(s) 330 – 334 – Circulation**

Laura Johnson, Director, Community Library Services, discussed the Report. Ms. Johnson pointed out that these revisions represented an update to our circulation policies. Most of the changes were primarily housekeeping but there were two major changes. The first provides for the option for patrons who might have lost or damaged material to allow replacement with an approved item and a restocking fee. The second change concerns loan limits on the number of items a patron can check out. The amount of items a patron can check out at any one time is being reduced from 125 items to 75 items. Upon investigation of this matter, there were 380 patrons that currently had 75 to 125 items checked out on their card.

It was announced that the Board will vote on the policy revisions at the August Board Meeting.

c. **Diversity, Policy and Human Resources Committee Notes – July 6, 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. **Facilities Services Briefing Report** – Ms. Bramble advised that the Library is pursuing energy savings for the Library Services Center and we're also looking at more efficient lighting in our branches as well.

Items included in the Report were:

1) InfoZone Relocation Project;
2) Guaranteed Energy Savings for Library Services Center (LSC) Project;
3) Branch Energy Efficiency Lighting Project;
4) Branch PC Expansion Project; and
5) Branch Facility Reporting Project.

A copy of the Report is attached to these minutes.

b. **Branch Status Report – June 30, 2009** was distributed to the Board for their review and information. A copy of the Report is attached to these minutes.

c. **Building Committee Notes – July 7, 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 – July 7, 2009** were distributed to the Board at the meeting for their general information and are attached to these minutes.

Mr. Lingenfelter advised that the Committee is gathering information from Library staff and they will be scheduling meetings with members of the City-County Council and other officials to discuss the Library.

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

July 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:

  - The R. B. Annis Educational Foundation; Community Covenant Foundation; The Sexton Companies – Summer Reading Program
  - Blue & Co., LLC; Carrier Corporation; Kiwanis Foundation of Indianapolis, Inc.; Stephen H. Simon Foundation, Inc. – Children's Initiatives
  - Scott-Hilliard-Kosene, Inc. – Cultural and Community Programming

- James Alexander Thom has been named winner of the National Author category of the Eugene and Marilyn Glick Indiana Authors Award. Thom will be recognized at an Award Dinner at Central Library on September 26, 2009 along with the finalists in the National, Regional, and Emerging Author categories. The winners of the Regional and Emerging Author categories will be announced at this event as well. Tickets for the Award Dinner are still available from the Library Foundation. The finalists for all three categories are:

  National Finalists: Scott Russell Sanders, Margaret McMullan
  Regional Finalists: Jared Carter, James Madison, Susan Neville
  Emerging Finalists: Kathleen Hughes, Christine Montross, Greg Schwipps

- Using funds from the Foundation, the Nora Branch partnered with the Indianapolis Art Center to present a "Sculpture Spectacular", featuring the art of Indiana sculptor George Rickey. The program was a great success.

11. Report Of The Chief Executive Officer

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

Ms. Bramble reviewed some of the information contained in the report. She noted that patron visits were up by 11.2%, circulation was up by 8.2%, computer use was up by 20.9% and holds filled were up by 15.9% for the month of June 2009 compared to June 2008. Ms. Bramble commented that information on meeting room use and patron accident reports will be provided to the Board on a quarterly basis.

She reminded everyone that Library Night at Victory Field will be on Monday, July 20, 2009.

Ms. Bramble also advised the Library has chartered a Budget Reduction Team. Staff members are currently being selected for the Team. Additionally, Mr. Shevlot will participate as a member of this Team.

b. **Wish List Grant Program Highlights**

Melissa Wooton, Manager, Shelby Branch Library, discussed this year's successful Summer Reading Program (SRP) at Shelby. Both registrations and door count are up.

Also, she advised that the Fountain Square Branch is also having a good SRP. Registration is up by 5% and their door count is up. One of their Wish List programs, "Something for Everyone Day", was held recently at the branch. She reminded the Board that this program was funded by the IMCPL Foundation.

Ms. Johnson gave an update on the West Indianapolis Branch Community Day. She also discussed the remodeled/relocated InfoZone Branch at The Children's Museum. The number of computers has increased at this location. There is now also a small programming room located in the branch. Library card applications have increased at this location.

c. **Confirming Resolutions:**

1) **Resolution Regarding Finances, Personnel and Travel (32 – 2009)**

After full discussion and careful consideration of Resolution 32 – 2009, the resolution was adopted on the motion of Mr. Shevlot, seconded by Mr. Bacon, and the "yes" votes of Mr. Bacon, Mr. Lingenfelter, Mr. Lynch and Mr. Shevlot.

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:

August, 2009 - To Be Determined

INFORMATION

15. Materials

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

a. *FOCUS on Indiana Libraries* (July 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 August 19, 2009 were distributed to the Board.

17. Notice of Special Meetings

None.

18. Notice of Next Regular Meeting

Thursday, August 20, 2009, at the Fountain Square Branch Library, 1066 Virginia Avenue, 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 7:40 p.m.

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

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Richard K. Bacon, Secretary to the Board

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