

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE SPECIAL MEETING
MARCH 10, 2009**

The Indianapolis-Marion County Public Library Board met at the Library Services Center, 2450 North Meridian Street, Indianapolis, IN on Tuesday, March 10, 2009 at 5:10 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, Ms. Rothe, Mr. Shevlot and Ms. Turner-Wright.

Members absent: Mr. Meyer.

The Chairman announced that a quorum was present and that the meeting was duly constituted.

3. Discussion of 2009 Goals Related to the Strategic Plan

Laura Bramble, the Library's Chief Executive Officer, distributed and then reviewed the "IMCPL Goals for 2009 – DRAFT", a copy of which is attached to the minutes. She reminded the Board that these Goals relate to the Library's Strategic Plan.

Initially, Ms. Bramble advised that the Library's Executive Committee, with input from staff and system managers, will be instrumental in the creation of an implementation plan for the new Strategic Plan. Performance measures and analysis of Library activities will be conducted and the results reported to the Board on a regular basis. Library programs and activities will also focus on the goals of the Strategic Plan and/or meet a critical need identified in the United Way's 2008 Community Assessment. Ms. Bramble advised that she will provide information from the referenced Assessment to the Board for their review.

The Board then discussed the specific goals and the potential timelines associated with the identified goals. The first was Goal 1: Responsiveness. An example of some of the items in this category included: 1) A general public survey that will be conducted via e-mail, over the web and in-house in English and Spanish to gauge customer satisfaction with Library services; 2) Children's services staff will conduct an assessment of current Library story hours to determine best practices and improve the story time experienced for children, parents and day care providers; and 3) Facilities will establish a training schedule for staff and contract security to deal with safety issues by location.

Board members suggested that perhaps the Library should investigate additional sources of funding for programs, etc. Ms. Turner-Wright noted that one source of funds would be the American Libraries Association.

The Board discussion continued on Goal 2: Relevance. Some items contained under this Goal were: 1) Community Relations and a staff team will analyze the effectiveness of current communications methods for programs and services; 2) Each Executive Committee member, Area Resource Manager, Central and Branch Manager will make at least one presentation on Library services to a group in the

community; and 3) Program Development and Community Relations will create an inventory of all community events which includes an evaluation of benefit.

A brief discussion was held by the Board on the relationship between the Library, the State Legislature, the City-County Council and the Library Foundation. It was determined that some meetings between the Library and these entities would be beneficial and should be encouraged.

And then, Goal 3: Resources, was reviewed. A few of the items mentioned in this category included the following: 1) Executive Committee will work with the Library Foundation to identify sources to fund new programs and services; 2) Collection Management will analyze cost of ordering direct from publishers; and 3) Accounting will move from paying bills via check to ACH.

At this time, Ms. Bramble distributed a document entitled “CEO Goals – 2009 – DRAFT” for the Board’s review. A copy of this document is attached to these minutes. The six major areas included on the CEO Goals are the following:

- Administration and Management
- Financial Management and Resource Development
- Advocacy
- Partnerships
- Board Relations
- Professional Development

The Board discussed the best method to conduct the evaluation of the CEO each year. One important item that the Board would look at is the working relationship the CEO has with the staff. To accomplish this, it was suggested that the Board conduct interviews with various staff members throughout the system. Also, public service, i.e., programming, etc. standards should be reviewed. Additional criteria was also reviewed and discussed.

At this time, Mr. Bacon made the motion to accept the CEO Goals – 2009 as presented. Ms. Turner-Wright seconded the motion.

Motion carried.

4. **Other Business**

None.

5. **Adjournment**

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

The Chairman declared the Special Meeting adjourned at 7:00 p.m.

Richard K. Bacon, Secretary of the Board

