

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
JUNE 10, 2010**

The Indianapolis-Marion County Public Library Board met at Central Library, 40 East St. Clair Street, Indianapolis, Indiana, on Thursday, June 10, 2010 at 6:30 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 Dorothy R. Crenshaw. He announced that Ms. Crenshaw was the Board's newest member and had been appointed by the Indianapolis Board of School Commissioners. On behalf of the entire Board, Mr. Shevlot welcomed Ms. Crenshaw.

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

Members absent: None.

The Agenda items were rearranged at the request of Mr. Shevlot.

4. Public Comment and Communications

d. Presentation by the High Performance Government Team

At this time, David P. Lewis, Co-Chair of Mayor Ballard's High Performance Government Team ("HPGT"), introduced himself and other members of the Team present at tonight's meeting, namely, Councillor Jackie Nytes and John Countryman.

Mr. Lewis mentioned that the High Performance Government Team had been created by ordinance of the City-County Council in 2007. The Team consists of 13 members, who are citizen volunteers, as well as an Advisory Council. There are two Co-Chairs, himself and the other is Holbrook Hankinson. He advised that a Sub-Team was tasked with bringing knowledge and resources in the area of process improvement to this situation with the Library.

Mr. Lewis then discussed the "High Performance Government Team Library Status Update" that had been distributed to the Board. The report is broken down into four parts: 1) That the

Sub-Team commends the Library staff for the work they have completed and the actions they have taken to date; 2) Recommendation on days and hours of operation that has been developed using data supplied by the Library and applying some Six Sigma principles to suggest an alternative approach to hours and days of operation. It is believed that these recommendations could result in significant savings for the Library; 3) Areas of current inquiry where the Sub-Team is still working with Library staff are in the areas of purchasing and procurement activities; review of the human resources area including benefit packages and the organizational structure; leases and leasing activity in connection with the operations of the Library; and review of long term operations which would result in a sustainable, high quality library system.

He noted that alternative scheduling is identified in the report. This illustrates the methodology by which the Library could achieve savings while operating on a reduced schedule. If the proposed schedule is implemented, it is anticipated that the savings in 2011 would be \$2 million to \$2.4 million.

Mr. Shevlot inquired if the HPGT had received all the information they needed from Library staff when looking at the operating hours of the Library.

Mr. Lewis confirmed that they had received all the information they felt necessary to arrive at their recommendations.

Ms. Turner-Wright inquired about the human resources and organizational structure review component proposed by the HPGT.

Mr. Lewis stated that the HPGT is in the process of preparing to conduct the review of the organizational structure of the Library. Following the review, the HPGT will make recommendations to the Library Board and administration.

Mr. Lingenfelter mentioned that the Report seems to address a lot of the concerns heard by the Board during the meetings on May 10 and May 12, 2010. He pointed out that even though the HPGT is proposing to save the Library \$2.4 million right now by reducing the hours at the branches, the Library will still be faced with a shortfall of between \$5 million and \$7 million at the end of that 2012 – 2013 period. Will the HPGT offer something as we move forward that gives us a bigger picture out to 2014?

Mr. Lewis responded that the HPGT would not have all the answers for the Library. The Library will ultimately have to develop their own answers. The HPGT will look at the data and bring their expertise to identify options. The one option was the assessment of the operating days and hours and the HPGT felt that was substantial in terms of its savings potential. Another option is looking at opportunities for synergies with other departments of local government, i.e., sharing copier services, sanitation services, etc. With regard to the human resources review, there are a number of things that the HPGT will look at with regard to the costs associated with employing people. Finally, looking at the leases at Glendale, Fountain Square, Brightwood and Flanner House to insure that we can continue to achieve long term objectives but also manage those costs. Our hope would be that when you bring all these recommendations together, it will put the Library on a path towards a sustainable 21st century system. But, we may not have all the answers. We hope that the HPGT will make great strides and be helpful to the Library.

Mr. Shevlot thanked the HPGT for their time and effort. They have provided a fresh perspective and expertise to the process which was critically needed. The Library is very grateful and he knows that the public is also grateful. He thanked Mayor Ballard and members of the City-County Council for their support in this process.

On behalf of the Board, Mr. Shevlot also thanked the Library staff who has worked so hard on this effort. He thanked Mr. Bacon for spending a great deal of time with the staff working on this project. The Library staff has identified additional ways to save and we are going to take that information into consideration, along with the input of the HPGT. The staff will use all the suggestions received to prepare a 2011 Budget recommendation for the Board Finance Committee that will be approved by the full Library Board in August.

As you may know, the Board has decided to postpone the decision on the proposed changes until its July 15, 2010 Board Meeting. By that time, the Board will have had the opportunity to discuss the findings and the great ideas that have surfaced during this entire process.

One of things that the Board continues to see is the outpouring of love and support for the Library system. At this time, Mr. Shevlot read some comments received from the public. On behalf of the Board, he thanked everyone for their support and suggestions. The Library knows that this commitment to a shared purpose will be necessary if we are to find a workable long term solution.

As a reminder, the Library has a great Foundation that gives the Library more than \$1.5 million every year and supports our Summer Reading Program and approximately 75% of our annual programming, author visits and special events. They are also responsible for our receiving the \$1 million grant from the Herb Simon Family Foundation for Early Childhood Literacy.

The Board is committed to providing sustainable library service in Marion County. So, in the next month we will determine what needs to be done in 2011 so we can move towards that goal.

Mr. Shevlot advised that the Report of the HPGT would be posted to the Library's website under the "Sustainable Library Project."

A copy of the Report is also attached to the minutes.

3. Branch Program Highlights

Chris Cairo, Director, Program and Project Development Services Area, provided information on the Service Plans being developed by the IMCPL branch managers and Central Library. She explained that the Plans, which identify community needs and target audiences, are due by June 15, 2010 and will be reviewed by the Executive Committee. The goal of these Service Plans is to create programs that can be better marketed, be better measured and be better evaluated. Our belief is that a well-evaluated program can be looked at strategically and can be either modified and improved or, if necessary, eliminated if it's not doing its job. This will be an ongoing process and we will continue with these Service Plans every year. It is hoped that we will create some strong programs that will be better able to be funded outside of the organization.

4. Public Comment and Communications

a. Public Comment

Jim Mulholland, representing approximately 105 people who use and support the Fountain Square Branch, addressed the Board. Mr. Mulholland made two requests. They were as follows: 1) That the High Performance Government Team report being presented at tonight's meeting be posted to the Library's website; and 2) That the July Board Meeting be moved to the Auditorium at Central Library. He noted that since this is a larger venue it would allow more patrons to attend the meeting.

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. Executive Session, May 20, 2010

The minutes from the Executive Session held May 20, 2010 were distributed to the Board.

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

b. Regular Meeting, May 20, 2010

The minutes from the Regular Meeting held May 20 2010 were distributed to the Board.

The minutes were approved upon the motion of Ms. Turner-Wright, seconded by Mr. Lingenfelter, and the "yes" votes of Mr. Bacon, Ms. Crenshaw, Mr. Evenbeck, Mr. Lingenfelter, 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 – May, 2010

Becky Dixon, Chief Financial Officer, discussed the May, 2010 Report of the Treasurer that was distributed to the Board at the meeting.

She mentioned that for the month of May, actual expenditures, less investments and debt payments, were 17.1% less than projected. The Library spent less in collection materials, personal services and other charges.

Actual revenue, less a temporary loan, was 1.7% less than projected. This decrease in revenue relates to Fines revenue.

May, 2010 expenditures, less investments, were 28% less than May, 2009. There were two pay periods in May, 2010 compared with three pay periods in May, 2009.

May, 2010 receipts were 35% more than May, 2009, less investments and taxes. This increase relates to our LOIT distribution for 2010.

Year-to-date Fines revenue for 2010 is \$681,292 compared to \$725,363 for year-to-date 2009.

Mr. Evenbeck made the motion, which was seconded by Mr. Bacon, 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 25 – 2010** (Advertise 2011 Budget)

Mr. Evenbeck announced that Resolution 25 – 2010 was being withdrawn from consideration at this time.

c. **Resolution 26 – 2010** (Appropriation of Grant and Gift Proceeds)

After full discussion and careful consideration of Resolution 26 – 2010, the resolution was adopted on the motion of Mr. Evenbeck, seconded by Ms. Turner-Wright, and the “yes” votes of Mr. Bacon, Ms. Crenshaw, Mr. Evenbeck, Mr. Lingenfelter, Mr. Shevlot, Mr. Smith and Ms. Turner-Wright.

Motion carried.

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

d. **Resolution 27 – 2010** (Repeal of Appropriation in the Capital Projects Fund)

After full discussion and careful consideration of Resolution 27 – 2010, the resolution was adopted, as amended, on the motion of Mr. Evenbeck, seconded by Mr. Lingenfelter, and the “yes” votes of Mr. Bacon, Ms. Crenshaw, Mr. Evenbeck, Mr. Lingenfelter, Mr. Shevlot, Mr. Smith and Ms. Turner-Wright.

Motion carried.

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

e. **Briefing Report on Establishing User Fees for the Use of the Study Rooms and Not-For-Profits Use of the Meeting Rooms at Branch Locations and Changes in Other User Fees – Section 125 – Fees (A125) User Fees and Service Charges**

Ms. Dixon explained that the Library was considering establishing fees for the study rooms and not-for-profit use of meeting rooms at branch locations. Some of the fees which have been recommended by the Sustainable Library Team which would generate new revenue for the Library are:

Study Rooms – Recommendation is \$10.00 for two (2) hours and \$5.00 per hour thereafter.

Not-For-Profit Use of Meeting Rooms at Branch Locations - \$25.00 for four (4) hours and \$50.00 for over four (4) hours.

She advised that these fees, as well as the other proposed fees outlined in the Report, will be submitted for full Board approval at the July Board Meeting.

- f. **Finance Committee Notes – June 1, 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)

There were no items presented from the Committee this month.

8. Building Committee (Jim Lingenfelter, Chair; Richard K. Bacon, Dorothy R. Crenshaw)

a. **Capital Projects Briefing Report for June 2010**

Ed Olsen, Director, Facilities Management Services Area, discussed the items contained in the Report including: Central Library Bike Rack Project; Branch Repair Projects; Library Services Center Energy Savings Project; Central Library Energy Savings Project; Glendale/Brightwood Leases; and IMCPL On-Site Health Clinic Project.

Ms. Turner-Wright asked how the proposed on-site clinic would be staffed.

Ms. Bramble advised that there are organizations that operate the clinics for you. They hire the personnel and run the clinics. The Library would only be providing the space. She mentioned that Mr. Lingenfelter had a lot of questions and staff is in the process of gathering data so when we bring the information back to the Board we will have a better idea of what's involved. The idea is that it will ultimately lower our health care costs.

A copy of the Capital Projects Briefing Report is attached to these minutes.

On another matter, Mr. Lingenfelter asked that the Board give consideration to Mr. Mulholland's earlier request to move the July Board Meeting to the Auditorium at Central Library. He did remind everyone that due to the fact that only a certain number of people are allowed in the Auditorium, the public is encouraged to organize themselves and bring only necessary representation to the meeting.

- b. **Branch Status Report – May 31, 2010** was distributed to the Board for their review and information. A copy of the Report is attached to these minutes.

- c. **Building Committee Notes – June 8, 2010** were distributed to the Board for their general information and are attached to these minutes.
- d. **Resolution 29 – 2010** (Authorization for the Chief Executive Officer to Negotiate Lease Extension for Glendale Branch) (*This item was presented at the meeting.*)

After full discussion and careful consideration of Resolution 29 – 2010, the resolution was adopted, as amended, on the motion of Mr. Lingenfelter, seconded by Mr. Evenbeck, and the “yes” votes of Mr. Bacon, Ms. Crenshaw, Mr. Evenbeck, Mr. Lingenfelter, Mr. Shevlot, Mr. Smith and Ms. Turner-Wright.

Motion carried.

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

9. **Governmental Affairs Committee (Jim Lingenfelter, Chair; Thomas S. Shevlot, Jeff Smith)**

Laura Johnson, Staff Liaison to the Committee, mentioned that the Committee had met on June 8, 2010. At the meeting they discussed the recent developments pertaining to the work of the High Performance Government Team. One item that is being reviewed is the reduction of hours for the Library system. Also, in response to patron requests, the Committee has discussed the formulation of a schedule of regular communications via the Library’s website. Lastly, the update from the Indiana Library Federation’s Legislative Committee was reviewed regarding the allocation and distribution of both COIT and CAGIT revenues.

Ms. Turner-Wright commented that the Board needs further discussion on Representative John Day’s recent letter.

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

July 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:
 - 92.3 WTTS Indianapolis; CSO Architects, Inc. – Children’s Fund
 - Alerding & Co., LLC; Barnes & Thornburg, LLP; Buckingham Companies; Central Indiana Community Foundation; Issues & Advocates; Krieg, DeVault, LLP; Patria Press, Inc.; Sycamore School; John Wiley & Sons, Inc. – Indiana Authors Award
 - The R. B. Annis Educational Foundation; Chase; Carrier Corporation; The Library Fund, a fund of The Indianapolis Foundation; Lilly Endowment, Inc.; United Water – Summer Reading Program
 - WTHR – Channel 13 – General Fund
 - The Library Fund, a fund of The Indianapolis Foundation – Marion County Internet Library
- This month the Foundation is proud to provide funding for the following IMCPL

programs:

- Ready to Read, funded by the Herbert Simon Family Foundation; Lilly Endowment, Inc.; Junior League of Indianapolis and Target
- Summer Reading Program, funded by Comcast Foundation; The Kroger Co.; Toysmith; 92.3 WTTS Indianapolis; Ruth Lilly Philanthropic Foundation; The R. B. Annis Educational Foundation; Citizens Energy Group; W.C. Griffith Foundation Trust; The Library Fund, a Fund of The Indianapolis Foundation; Lilly Endowment, Inc.; Chase; United Water; Carrier Corporation; Indiana Blood Center
- Grant Writing Workshops at Central Library, funded by the General Fund
- 20th Anniversary Celebration at the Decatur Branch, funded by Wal-Mart
- May Breakfast, funded by the General Fund

Indiana Authors Award – The eight-member statewide Award Panel is currently in the process of reviewing nominated authors in each of the three categories. The National Author winner and finalists in the Regional and Emerging Author categories will be announced by July 7, 2010.

For complete sponsor information, please direct inquiries to <http://www.indianaauthorsaward.org/the-award/the-sponsors> or contact Emily Berger (eberger@imepl.org or 275-4872) for an information packet.

11. Report Of The Chief Executive Officer

- a. **Statistics – May, 2010** were distributed to the Board at the meeting.

Laura Bramble, Chief Executive Officer, discussed the statistics for May, 2010. She mentioned that Patron Visits and Circulation are both down compared to May, 2009. It is believed that the numbers for Patron Visits are down due to the installation of new door counters at Library locations and Circulation could be down because the Library is purchasing fewer new materials. The Computer Use and Web Branch Visits are up compared to this time last year.

Mr. Shevlot asked if we have a way to determine how many people have accessed the “Sustainable Library Project” link on the Library’s website.

Ms. Bramble advised that she would research this matter and provide that information to the Board.

Ms. Bramble reviewed several activities that staff is working on at this time. Some of those items are:

- o Preliminary numbers have been submitted for the 2011 Budget;
- o Negotiations with the landlords from Glendale and Brightwood are ongoing with regard to possible lease extensions;
- o Wayne Township Trustee discussion;
- o Possible revisions to various user fees;
- o Elimination of paper overdue notices which would save the Library approximately \$145,000;

- August issue of *Reading in Indianapolis* will be the last print issue of the newsletter;
- Reorganization of Library staff, beginning with management; and
- Data gathering on how the public uses the Library.

Ms. Bramble also mentioned that sign-ups for the Summer Reading Program began this week at Central, the branches and the bookmobiles.

She advised that everyone is invited to attend the Philippines Independence Day Celebration activities at Central Library on Saturday, June 12, 2010.

Ms. Bramble then noted that she wished to take items out of order. She then presented the following resolution for review and possible approval:

- c. **Resolution 30 – 2010** (Authorizing CEO to Sign an Agreement with Site Strategics) (*This item was presented at the meeting.*)

Mr. Lingenfelter and Ms. Turner-Wright expressed their concern about the possible discontinuance of sending paper notices to patrons.

It was pointed out that approximately 40% of Library patrons do not have internet access to allow them to receive the email notices currently sent out by the Library.

Ms. Bramble stated that the Library wants to encourage patrons who have email to sign up for email notification. Many of them don't even though they have email at home.

Mr. Shevlot suggested that since approximately 100% of the population now has cell phones, perhaps the Library could send text messages to patrons in place of the paper notices.

After full discussion and careful consideration of Resolution 30 – 2010, the resolution was adopted on the motion of Mr. Evenbeck, seconded by Mr. Lingenfelter, and the “yes” votes of Mr. Bacon, Ms. Crenshaw, Mr. Evenbeck, Mr. Lingenfelter, Mr. Shevlot, Mr. Smith and Ms. Turner-Wright.

Motion carried.

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

- b. **Confirming Resolutions:**

- 1) **Resolution Regarding Finances, Personnel and Travel (28 – 2010)**

After full discussion and careful consideration of Resolution 28 – 2010, the resolution was adopted on the motion of Mr. Evenbeck, seconded by Ms. Turner-Wright, and the “yes” votes of Mr. Bacon, Ms. Crenshaw, Mr. Evenbeck, Mr. Lingenfelter, Mr. Shevlot, Mr. Smith and Ms. Turner-Wright.

Motion carried.

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

Mr. Shevlot then requested that an additional item be added to the Agenda.

4. Public Comment and Communications - Cont.d

At this time, Mr. Shevlot advised that a person had come into the Board Meeting after the Public Comment section of the Meeting had been concluded. He advised that he would re-open that section for the individual who wished to speak.

a. Public Comment – Cont.d

Patricia Ladd, President of the Greater Citizens Coalition of Martindale-Brightwood, spoke to the Board. She advised that she wished to read the following Memo which was addressed to the Board and Ms. Bramble:

Enclosed are 2,695 signatures in support of keeping the Brightwood Branch Library open. We appreciate the opportunity to express our support and concerns while at the same time exploring possibilities and workable solutions across the board for all branches.

She then handed a packet of the referenced materials to Ms. Bramble.

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:

July, 2010 - To Be Determined

INFORMATION

15. Materials

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

- a. **Board Committee Assignments as of May 24, 2010** were distributed to the Board for their information.

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

- a. **Revised Schedule of Board Meetings for 2010** was distributed to the Board members.
- b. **Library Programs and/or Free Upcoming Events through July 10, 2010** were distributed to the Board.

17. Notice of Special Meetings

None.

18. Notice of Next Regular Meeting

Thursday, July 15, 2010, at Central Library, Riley Room, 40 East St. Clair 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 7:50 p.m.

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

Richard K. Bacon, Secretary to the Board

