

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY  
MINUTES OF THE REGULAR MEETING  
MARCH 18, 2010**

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The Indianapolis-Marion County Public Library Board met at the Glendale Branch Library, 6101 North Keystone Avenue, Indianapolis, Indiana, on Thursday, March 18, 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**

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

Members absent: None.

**3. Branch Manager's Report**

Joyce Karns, Manager, Glendale Branch Library, welcomed everyone to the branch and then briefly discussed her Report to the Board. The Glendale branch has approximately 29,000 square feet, making it the largest branch library in the system. Both circulation and patron visits were up in 2009 compared to 2008. Additionally, for her Report she had used one of the IMCPL databases, namely, Demographics Now. Ms. Karns mentioned that she took all the census tracks from Glendale's area and provided the summary of this area for her Report. Some of the areas referenced include: Population, income, housing and employment.

Ms. Karns stated that she had recently received a phone call from a Board member from a library located in Indiana, Pennsylvania who wanted to know about mall libraries. She referred the person to Laura Johnson, Director, Community Libraries Services Area, and Chris Cairo, Director, Program Development Services Area, to discuss the branch and provide information about the products being offered to young people in the Learning Curve.

She stated that the major focus at Glendale is Outreach. Some of the entities the branch works with include the Broad Ripple Village Association, the Greater Allisonville/Keystone Business Association and the Indiana Business Network. The branch regularly receives the North Police District minutes which are made available to patrons. A Glendale staff person is on the Mayor's Advisory Council on Disability Affairs and also on the Indiana Business Leadership Network. Staff attends the Mayor's Night Out at Broad Ripple High School. The branch also participates in the Safe

Place Halloween event at the Indiana State Fairgrounds where the branch provides prizes and promotes Library programs. Representatives from the U.S. Census Office have held meetings at the branch to sign up potential workers and conduct testing.

Baby Story Time has become very popular at the branch, with 14 to 28 babies, plus parents, attending each program. One of the biggest programs is Paws to Read. Ms. Karns noted that she had included some pictures from this program in the Board's Report. This program is where reluctant readers practice their skills by reading to specially trained dogs.

Internet Job Search and Resume classes are held once a month at the branch. Computer basic programs are held on two Tuesdays and two Thursdays each month. There have been waiting lists for these classes as the staff is developing additional programs to address this need.

A copy of the Report is attached to these minutes.

#### **4. Public Comment and Communications**

##### **a. Public Comment**

Mr. Shevlot introduced Sarah Poindexter, from the "Lunch Bunch" and Mr. Steve Talley. Mr. Shevlot announced that they were here this evening to make a presentation in memory of the late Donna Talley for the Story Theatre at IMCPL's East Thirty-Eighth Street Branch.

Ms. Poindexter addressed the Board. She began by providing some background information about the "Lunch Bunch." She explained that there were five individuals who became friends when they began working together in January 1965. Their friendship continued on and off throughout the years. After one of the members experienced a death in the family, the group got together again and at that time decided they needed to spend more time with each other. The group then began going out to lunch on a regular basis. So, for lack of a better name, they began calling themselves the "Lunch Bunch." Ms. Poindexter commented that Donna Talley had been dear to all the members of the group. Last year they decided that, in her memory, they would donate to her room at the East Thirty-Eighth Street Branch.

Ms. Poindexter announced that she wished to present a check to the IMCPL Foundation in the amount of \$420 for the room.

*A round of applause occurred at this time.*

Ms. Poindexter, Mr. Talley, Mr. Talley's son, Steve, Mr. Shevlot and Laura Bramble, IMCPL Chief Executive Officer, then participated in the check presentation.

*There was a second round of applause at this time.*

At this time, Mary Lou Rothe, former IMCPL Board member, spoke to the Board. Ms. Rothe commented that she would like to thank each of them for their work on the Board. She knows the challenges the Board faces in the next year. Ms. Rothe went on to say that the Board had both her admiration and her sympathy.

She explained that when she was on the Board, she had to be careful about favoritism among

branches. Now that she is just a patron, she can come and say how outstanding the Glendale branch is. She noted that she is at the branch at least once a week. The usage is outstanding, the librarians are outstanding, and the layout of the branch is very user friendly. Ms. Rothe stated that, in her opinion, the Glendale branch is one of the premier parts of IMCPL and she appreciates that it is here.

Mr. Shevlot announced that Ms. Rothe had served 16 years on the Library Board and her heart and her passion is for the Library. He thanked her for coming to tonight's meeting and for her comments.

*A round of applause occurred at this time.*

- 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, February 18, 2010**

The minutes from the Executive Session held February 18, 2010 were distributed to the Board.

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

### **b. Regular Meeting, February 18, 2010**

The minutes from the Regular Meeting held February 18, 2010 were distributed to the Board.

The minutes were approved upon the motion of Mr. Lingenfelter, seconded by Mr. Bacon, and the "yes" votes of Mr. Bacon, Mr. Evenbeck, 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 – February, 2010**

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

Ms. Dixon advised that for the month of February, actual expenditures, less investments and debt payments, were 5% less than projected. This decrease was in Personal Services and Benefits.

Actual revenue, less a temporary loan, was 7% less than projected. This increase in revenue relates to Fees revenue.

February, 2010 expenditures, less investments, were 3% less than February, 2009.

February, 2010 receipts were 30% more than February, 2009, less investments. This increase relates to the Local Option Income Tax.

Year-to-date Fines revenue for 2010 is \$278,868 compared to \$306,668 for year-to-date 2009.

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 15 – 2010** (Transfer Between Classifications and Accounts)

After full discussion and careful consideration of Resolution 15 – 2010, the resolution was adopted upon the motion of Mr. Evenbeck, and the “yes” votes of Mr. Bacon, Mr. Evenbeck, 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. **Briefing Report on Establishing a Fund Balance Policy for the General Fund (Operating Fund)**

Ms. Dixon explained that the Library has always tried to maintain a fund balance to cover emergencies or changes in revenue but we have never had a formal policy to address the fund balance. She mentioned that we need to establish a minimum of 10% of our anticipated revenues as our fund balance. The Report defines the purpose of the fund balance, the five categories and how we would handle minimum reserves, replenishment of funds or excess funds. In researching this matter, it was learned that in 2008 the fund balance for the Columbus Public Library was 12%, Fort Wayne-Allen County Public Library was 21%, the City of Indianapolis was 19% and IndyGo was 4%. At the end of 2008, the Library had a fund balance of 7%.

The proposed Fund Balance Policy will be presented to the Board in April for final approval.

d. **Finance Committee Retreat Notes on Sustainable Library Project – February 3, 2010** were distributed to the Board and are attached to these minutes.

e. **Finance Committee Notes – March 5, 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. **Resolution 16 – 2010** (Closing of Library for 2010 Staff Day)

After full discussion and careful consideration of Resolution 16 – 2010, the resolution was adopted upon the motion of Mr. Bacon, seconded by Mr. Lynch, and the “yes” votes of Mr. Bacon, Mr. Evenbeck, 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.

**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: Guaranteed Energy Savings for Library Services Center (LSC) Project; Branch PC Expansion Project; Library Services Center Roof Repair Project; Central Library HVAC Potential Savings Analysis Project; and 2009 Facilities Operating Costs by Branch Location Report.

Mr. Lingenfelter asked Mr. Olsen to explain the Guaranteed Energy Savings for the Library Services Center item in the Report.

Mr. Olsen began by pointing out that the Library Services Center was opened in 1992 and the HVAC system at that time was state of the art. Also, the cost of utilities was a lot less then. A short time ago the Library sent our proposals for an evaluation to be performed on the building to produce a guaranteed cost savings to the Library over the next five (5) years. A proposal was selected and the necessary work on the building was completed. Beginning on April 1, 2010, the clock begins on the five (5) years of savings. It is expected that the Library will realize an \$145,000 savings per year as part of the Guaranteed Energy Savings plan.

A copy of the Report is attached to these minutes.

b. **Branch Status Report – February 28, 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 – March 9, 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 – March 9, 2010** were distributed to the Board at the meeting for their general information and are attached to these minutes.

Mr. Lingenfelter advised that the Committee continues to meet to get the message formulated to take to the public and elected officials on the Sustainable Library Project.

He stated that the legislative session closed last week and there was nothing of any significance that affected the Library.

Mr. Shevlot mentioned that it was important to note that the Municipal Corporations Committee of the City-County Council will be holding their April meeting at the College Avenue Branch on April 20, 2010.

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

**March 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:
  - Baker & Daniels, LLP, Blue & Co., LLC – Children’s Fund
  - Indiana Farm Bureau Insurance; Stifel Nicolas & Company, Inc. – General Fund
  - Indianapolis Power & Light Company; The Rotary Foundation of Indianapolis – Summer Reading Program
  - CD-ROM Systems Midwest, Inc. – Pike Aquarium
- This month the Foundation is proud to provide funding for the following IMCPL programs:
  - Ready to Read, funded by the Herbert Simon Family Foundation
  - Grant Writing Workshops at Central Library, funded by our General Fund
  - 20<sup>th</sup> Anniversary Celebration at the Decatur Branch, funded by our General Fund
  - Cesar Chavez Celebration at Haughville, funded by our Humanities Endowment
  - Women Writers of Indianapolis, funded by our Humanities Endowment
- The Foundation and the Library have moved to the next step in the branding process with Hiron & Company. On March 5<sup>th</sup>, Hiron’s representatives presented some of their research findings and provided some branding recommendations to the branding committee. Additionally, they shared some visual representations of the proposed brand. The next step is to conduct focus groups which will occur from late into early April. These focus groups are intended to test some of the images, photographs, purpose phrases, value sets, brand, positioning statements and key messages with external audiences.
- Key Bank announced a \$6,000 gift to the Library Foundation on Tuesday, March 2<sup>nd</sup> at the grand opening celebration of their 9<sup>th</sup> and Meridian Street location. This gift will be used to support expanded Spanish language computer classes at the Haughville Branch, Eagle Branch and Central Library.
- The Foundation continues to accept public nominations for the 2010 Eugene & Marilyn

Click Indiana Authors Award through March 26<sup>th</sup>. The program culminates in a day of free public programs and a ticketed Awards Dinner on October 9, 2010 at Central Library. Ticket and sponsorship information is available at [www.indianaauthorsaward.com](http://www.indianaauthorsaward.com).

- Please join us in welcoming two new Board members to the Library Foundation's Board of Directors: Florrie Binford Kichler and Diane Herndon Borgmann.

## 11. Report Of The Chief Executive Officer

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

Laura Bramble, Chief Executive Officer, briefly reviewed the statistics. She mentioned that Patron Visits for February 2010 compared to February 2009 are down. She explained that the reason for this could be the new door counting system. This technology makes it possible to automate this function rather than have to do it manually. Circulation is down less than 1%. Computer use continues to go up. Web Branch Visits are down. The Library continues to receive more requests and fill more holds than we have in previous years.

Ms. Bramble also advised that the Sustainable Library Project Team is working very hard and will be completing work on the proposed options this week or early next week. The Team is working with some Lean Six Sigma staff from Eli Lilly that will assist with data analysis. The Team will hold presentations to obtain staff feedback late in March and early April. The Team will be making a report to the Board Finance Committee in early April and then to the full Board at the April Board Meeting.

Mr. Shevlot thanked Mr. Bacon and the Team for all their work to date.

- b. **2009 Annual Report**

Maria Blake, Director, Communications and Community Relations, gave a presentation on the IMCPL 2009 Annual Report. This year, the Library will have a print version of the Report that will be available for pick up at all of our Library locations and an on-line version that will be available on the Library's website. Ms. Blake thanked her staff members, Jon Barnes and Randy Starks, as well as Daniel Nguyen from the IT staff, for their assistance in producing the Report on time and within budget. She pointed out that the printed version of the Report also contains a copy of the IMCPL Foundation's Annual Report. She noted that the Foundation paid for their portion of the design and the printing costs.

Mr. Shevlot asked what level of financial detail was being provided in the Report.

Ms. Blake advised that, as in past years, only a financial statement was included.

- c. **Confirming Resolutions:**

- 1) **Resolution Regarding Finances, Personnel and Travel (17 – 2010)**

After full discussion and careful consideration of Resolution 17 – 2010, the resolution was adopted on the motion of Ms. Turner-Wright, seconded by Mr. Evenbeck, and the

“yes” votes of Mr. Bacon, Mr. Evenbeck, 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. Mr. Lingenfelter advised that he had two items to present, namely:

- 1) He wished to remind everyone that even though the Board seemingly goes through the items on the Board Agenda each month rather quickly, these items are reviewed and discussed at the Board Committee meetings. If someone has questions about items presented at the Board meetings, they are encouraged to sign up and address the Board with their questions or concerns; and
- 2) Review of the Library’s policy with regard to disruptive patrons/incidents at Central Library. Mr. Lingenfelter requested that the Board’s Diversity, Policy and Human Resources Committee look into this matter.

Ms. Turner-Wright suggested that the Committee look at the entire Library system on the matter of disruptive patrons/incidents. The librarians need help and guidelines to address these situations.

## **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:

**April, 2010** - To Be Determined

## **INFORMATION**

15. **Materials**

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

- a. *Public Libraries* (January/February 2010)
- b. *American Libraries* (March 2010)

**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 April 14, 2010 were distributed to the Board.

**17. Notice of Special Meetings**

None.

**18. Notice of Next Regular Meeting**

Thursday, April 15, 2010, at the Library Services Center, 2450 North Meridian Street, at 3:00 p.m.

This is a change from the regular start time for the April Board Meeting. The new time is posted on the Library's website.

**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 7:30 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

