

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
MAY 20, 2010**

The Indianapolis-Marion County Public Library Board met at Central Library, 40 East St. Clair Street, Indianapolis, Indiana, on Thursday, May 20, 2010 at 6:35 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.

At this time, Mr. Shevlot commented that he wished to take a few minutes to recognize somebody that he has grown to know and appreciate over the last couple of years. He then continued with the following statement:

On May 23, 1994, Jesse Lynch began his first term on the IMCPL Board of Trustees. He had no way of knowing the adventure and challenges that awaited him, nor the length of time he would spend in service to the Library. Perhaps Jesse thought that this would be a steady, no stress, interesting way to carry out his civic responsibility.

However, I'm certain Jesse realized early on this would be no walk in the park. There have been highs and lows, serene pools and choppy seas, victories and challenges.

Over the past 16 years, Jesse has served as Board President three times. Additionally, he has served as Vice President and Secretary of the Board. He has chaired four committees – Personnel; Diversity; Human Resources; and Diversity, Policy and Human Resources – in addition to serving on every Board committee. Jesse has also served two terms as the Library Board's representative on the IMCPL Foundation Board.

Through uproars over videos, administrative changes, Library growth and challenges, and learning more about concrete and steel beams than he ever thought possible, Jesse Lynch has lived out his commitment to the common good and his belief in what is best for the Library. He has been an ardent supporter of the Library's staff, and a frequent attendee at Library events. Jesse Lynch is a man of unwavering integrity, and it has been a privilege to serve with him on this Board.

Since my appointment to the Board, I immediately sought out Jesse as someone who would provide counsel and direction on the role of a Trustee. I cannot remember one time that Jesse did not make time for me. He listened first to my questions before responding. He models the principle of seeking first to understand before being understood. As a Trustee, he has cast a foundation of integrity, unyielding ethics and a model of professional behavior every Trustee should aspire to.

I thank you for your invaluable gifts of time, talent and treasure to this great institution. I wish you well, my friend, and trust that with a few more hours of free time added to your life, your golf game will greatly improve.

Two gifts were then presented to Mr. Lynch. He received an engraved clock which read "Jesse B. Lynch – 1994 – 2010 – In recognition of 16 years of service to the citizens of Marion County as a member of the Indianapolis-Marion County Public Library Board of Trustees." He also received a gavel.

Mr. Lynch stated that he wished to thank the Board members, namely, Tom (Shevlot), Jim (Lingenfelter), Richard (Bacon), Marie (Turner-Wright), Scott (Evenbeck) and Jeff (Smith). He noted that most of the members were new to the Library Board and would do a fine job after he leaves. He commented that he was leaving everything in good hands. Mr. Lynch continued that he also wished to thank everyone that attends the Board meetings each month. He stated that he has enjoyed being on the Board and hoped that he was able to give to the Library in some way. He thanked everyone for their kind words noting that they would stay with him for the rest of his life.

A round of applause occurred at this time.

3. Branch Manager's Report

Cheryl Wright, Director, Central Library, briefly discussed the Report that was distributed to the Board at the meeting entitled "Central Library Computer Training Lab Update."

Ms. Wright explained that the Computer Training Lab continues to see lots of use every day. On Sundays the Lab offers unemployment filing. Monday through Saturday classes are held on items such as Introduction to Computers to Intermediate Excel, HTML and SAVI.

In 2009, the Lab hosted 226 classes with 1,937 attendees. In the first quarter of 2010 there have been 60 classes with 503 attendees.

Mr. Shevlot asked how the classes are advertised.

Ms. Wright responded that advertisement for the classes is done in the building at Central and on the Library's website. If more advertising were done, the Library staff that currently performs the training would be overwhelmed with too many participants. She mentioned that if additional funding could be identified for outside trainers, more advertising could be done.

Mr. Lingenfelter noted that with the public looking at the idea of fees for services rather than closing libraries, is this an area that the Library should look at?

Ms. Wright stated that it might be something that could be offered for a nominal fee.

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 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, April 15, 2010

The minutes from the Regular Meeting held April 15, 2010 were distributed to the Board.

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

b. Executive Session, May 10, 2010

The minutes from the Executive Session held May 10, 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 – April, 2010

Becky Dixon, Chief Financial Officer, briefly reviewed the April, 2010 Report of the Treasurer that was distributed to the Board.

She mentioned that for the month of April, actual expenditures, less investments and debt payments, were 5.5% less than projected. Less was spent in collection materials and other charges.

Actual revenue, less a temporary loan, was 5.2% more than projected. This increase in revenue relates to reimbursements for services.

April, 2010 expenditures, less investments, were 22% higher than April, 2009. There were three pay periods in April, 2010 compared with two pay periods in April, 2009.

April 2010 receipts were 29% more than April, 2009, less investments. This increase relates to our LOIT distribution and reimbursement for services.

Year-to-date Fines revenue for 2010 is \$568,715 compared to \$608,893 for year-to-date 2009.

Mr. Evenbeck 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. **Finance Committee Notes – May 10, 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 21 – 2010** (Policy Revisions for Sections 233.1.D Weather Leave and 231.B Premium Pay Calculation)

Mr. Shevlot and Robert Scott, the Board's legal counsel, pointed out that Resolution 21 – 2010 needed to be amended to change the wording of the third paragraph. The paragraph should read as follows:

WHEREAS, the staff of the Library has reviewed sections 233.1.D Weather Leave and 231.B Premium Pay Calculation and updated these policies; and

After full discussion and careful consideration of Resolution 21 – 2010, the resolution was adopted, as amended, on the motion of Mr. Lynch, seconded by Mr. Lingenfelter, 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.

- b. **Resolution 22 – 2010** (Policy Revision for Section 141.1 Smoke Free Facilities)

After full discussion and careful consideration of Resolution 22 – 2010, the resolution was adopted on the motion of Mr. Bacon, seconded by Ms. Turner-Wright, 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. **Diversity, Policy and Human Resources Committee Notes – May 10, 2010** were distributed to the Board for their general information and are attached to these minutes.

8. Building Committee (Jim Lingenfelter, Chair; Richard K. Bacon, Jesse B. Lynch)

Mr. Lingenfelter mentioned that he wished to thank Mr. Lynch for his guidance and leadership with the Building Committee over the last year.

- a. **Capital Projects Briefing Report for May 2010**

Ed Olsen, Director, Facilities Management Services Area, discussed the items contained in the Report including: Library Services Center Roof Repair Project; Branch Repair Projects; Energy Savings Projects; and Contract Services Renewals.

Mr. Lingenfelter requested that a change be made under the “Contract Services Renewals” portion of the Briefing Report. He noted that the sentence referring to snow removal should be revised as follows: “Mainscape has extended their contract for an additional two (2) years; contract covers snow removal at all branches except Southport and Glendale which have separate contracts.”

A copy of the Report is attached to these minutes.

- b. **Branch Status Report – April 30, 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 – May 11, 2010** were distributed to the Board for their general information and are attached to these minutes.
- d. **Resolution 24 – 2010** (Approval of Settlement with Hagerman Construction Corporation; Authorization to Pay Funds to Hagerman Construction Corporation in Connection with Said Settlement; and Authorization for Chief Executive Officer to Finalize and Execute Settlement and Release Documents Relating to Said Settlement) (*This item was presented at the meeting*)

Mr. Smith asked where the money to pay the \$400,000 settlement would come from.

Mr. Lingenfelter advised that the monies would come from reserved money out of the Library’s Construction Account. He noted that none of the funds used to pay this Settlement would come from the Library’s Operating Fund.

After full discussion and careful consideration of Resolution 24 – 2010, the resolution was adopted on the motion of Mr. Lingenfelter, 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.

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

Mr. Lingenfelter advised that the Library had recently held two Public Forums on May 10, 2010 and May 12, 2010 at the Library Services Center. Both Forums were well attended by Library supporters. Also in attendance at the Forums were representatives from the Mayor's office, the City-County Council, and the State House, namely, Kristen Tusing, Barbara Malone, Christine Scales, Jackie Nytes and John Day.

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

May 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:
 - Clark, Quinn, Moses, Scott & Grahn, LLP – Children's Fund, General Fund
 - Fifth Third Bank, Indiana – Spanish Children's Books
 - Junior League of Indianapolis – Ready to Read
 - Lilly Endowment, Inc. – Summer Reading Program and Ready to Read
 - Stifel Nicolaus & Company, Inc. – Indiana Authors Award
 - Carrier Corporation – Summer Reading Program
 - The Library Fund, a fund of The Indianapolis Foundation – Summer Reading Program
 - Chase – Summer Reading Program
 - Dow AgroSciences – Indiana Authors Award
 - National City, now a part of PNC – Indiana Authors Award
 - RJE Business Interiors – Indiana Authors Award
- 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 2010 Eugene & Marilyn Click Indiana Authors Award Dinner and public programs will take place at Central Library on Saturday, October 9, 2010. For complete sponsor information, please direct people to

<http://www.indianaauthorsaward.org/the-award/the-sponsors> or contact Emily Berger (eberger@imcpl.org or 275-4872) for an information packet. The Library Foundation is proud to note that because of the generosity of The Glick Fund, a fund of the Central Indiana Community Foundation, 100% of the proceeds from ticket sales, and sponsorships for this event will directly benefit programs and services of the Library and the Library Foundation.

The Library Foundation is also currently mapping out an exciting line-up of free public programs that day, which will take place at Central Library. Attendees will have the opportunity to meet a host of Indiana authors (including the 2010 Indiana Authors Award National Author Winner and Regional and Emerging Author Finalists), purchase books and get them signed, listen to author talks, and attend workshops for writers and booklovers of all ages.

11. Report Of The Chief Executive Officer

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

Laura Bramble, Chief Executive Officer, briefly reviewed the statistics for April 2010. Ms. Bramble pointed out that Patron Visits are down by 13.7% compared to April 2009. Circulation is also down by 2.1%. She advised that we will continue to monitor these categories to determine a reason for the decreases. Computer Use and Web Branch Visits are up compared to this time last year.

Ms. Bramble gave an update on the Sustainable Library Project. She stated that over eight petitions, containing approximately 4,000 signatures, have been received by the Library to date. Suggestions received from the public have been tallied and a report is being prepared. Negotiations are underway with the landlords of the Library's leased facilities. A database of email addresses given by the attendees at the Public Forums has been created and will be used as the base of an IMCPL Advocates List. A topic timeline is also being prepared for regular communications with the Advocates. Members of the Mayor's High Performance Government Team have been working with Library staff, and it is anticipated that a report will be received from the Team during the first week of June.

Mr. Lingenfelter commented that IMCPL is seeking how to create a sustainable library for the 21st century so that we can continue to deliver services with the finite dollars we have. He noted that it is excellent that the public is coming back with some comments and the Mayor has talked about stepping forward with some money in the short term. The Library didn't ask for this report to get a list of libraries that we could close. The comments from the public will go a long way towards that but if we don't find a good way to balance the Budget, the outcome is going to be much harder to deal with in the future. It could result in closings and significantly reducing hours. The Library is trying to provide the best service to the patrons with the money that we have. It is clear the Library has to come up with more money from a sustainable source. He thanked both the public and the Library staff for their work on this matter.

b. **IMCPL Summer Reading Program, Etc.**

Melanie Wissel, Program Development Services Area, announced there are a number of free opportunities for all ages to participate in reading and learning during the Summer at the

Library.

- Summer Reading Program (“SRP”). This Program encourages reading among preschoolers, school-age, teens and parents. Children’s Services staff is very busy right now making school visits to all the schools in their geographic service areas delivering Summer Reading flyers and showing a humorous preview video.

At this time, Ms. Wissel showed the SRP video, which featured a talking watermelon and corn dog, to the Board and audience at the meeting.

She noted that the Program kicks off on June 7th and continues through July 31st. Youth and parents can sign up at all IMCPL locations.

The Program is completely funded by the IMCPL Foundation, including the printed materials, through gifts from individuals and corporate donors and grants. Comcast Foundation is the presenting sponsor. In-kind donations of coupons for food and community activities also support the Program.

The theme this year, “Read to Feed” is inspired by an opportunity to support Gleaners Food Bank. Kids and teens are able to donate food items to earn points or they can choose to donate points which our grocery partner, Kroger, will match.

- Reading Giants. Middle and high school students who volunteer time to read aloud to younger children in the Library and write an essay about their experience earn a reward made possible by Kroger.
- Summer Showtime for Families. Free film programs feature a variety of the latest box office hits. These programs are also a vital service for daycares and summer camps who bring their groups to the Library to sign up for the SRP and to have an educational experience.

Ms. Wissel then distributed brochures to the Board on the various programs she had discussed.

c. Confirming Resolutions:

1) Resolution Regarding Finances, Personnel and Travel (23– 2010)

After full discussion and careful consideration of Resolution 23– 2010, the resolution was adopted on the motion of Mr. Evenbeck, seconded by Mr. Bacon, 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. 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:

- June, 2010** - 1) Security Issues at Branches/Central Library
2) Review of Policy 141.4 on Disposal of Lost and Found Items

INFORMATION

15. **Materials**

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

- a. *FOCUS on Indiana Libraries* (April 2010)
b. *American Libraries* (May 2010)

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

- a. **Board Meetings for 2010** – *Current calendar will be updated each month, as necessary, and additional information highlighted.*
- b. Library Programs and/or Free Upcoming Events through June 9, 2010 were distributed to the Board.

17. **Notice of Special Meetings**

None.

18. **Notice of Next Regular Meeting**

Thursday, June 10, 2010, at Central Library, 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 7:30 p.m.

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

Richard K. Bacon, Secretary to the Board

