

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
SEPTEMBER 15, 2011**

The Indianapolis-Marion County Public Library Board met at the Library Services Center, 2450 North Meridian Street, Indianapolis, Indiana, on Thursday, September 15, 2011 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 Turner-Wright was present.

2. Roll Call

Members present: Mr. Bonner, Ms. Crenshaw, Mr. Dudich, Mr. Lingenfelter, Mr. Shevlot, Mr. Smith and Ms. Turner-Wright.

Members absent: None.

3. Presentation on Library Programming and the Strategic Plan

Chris Cairo, Director, Project Development, distributed a packet of information to the Board. She then discussed how the Library develops Service Plans and shapes programming each year. Ms. Cairo noted that it all begins with the Strategic Plan which was completed in 2008. The purpose of the Strategic Plan was to guide and direct the Library and it is a six-year course of action. The Strategic Plan was made up of three components: Responsiveness, Relevance and Resources. The component of the Plan that is programmatic is "Responsiveness" and it is divided into eight categories. To fulfill this intent, we first had to organize our efforts. An Implementation Plan was created and it consists of goals and strategic initiatives to accomplish those goals. The purpose was to clarify for the staff the intention of the Strategic Plan by offering examples of our goals and strategies. The next step was Program Design. If our efforts were going to meet these goals, then they needed to be targeted and outcome based. Ms. Cairo then reviewed the sample Service Plan distributed to the Board. She noted that the Service Plans include a funding request to the Library Foundation. We identify the target audience, we identify the evaluation process and staff is asked to consider the direct/indirect costs of the program. All this assists staff in meeting the goals of the Strategic Plan. The Service Plans help to create comprehensive data for the Library which is used to strengthen our efforts so that we can be more responsive to the community. Ms. Cairo also mentioned that approximately 88.4% of branch and system-wide programs are funded through the Library Foundation.

Mr. Shevlot asked if there was any formula behind what percent is Operating Budget and what percent is Foundation. Looking at "Live Homework Help", \$3,000 is under Operating Budget but the majority, \$600,000, is covered by the Foundation.

Ms. Cairo responded that it's an art more than it is a science. We work very closely with the Library Foundation because some issues and initiatives are more fundable than others. So, it's a match between those that want to fund things and the types of programs that are of interest to them. Sometimes the funding potential drives the programs the Library develops and sometimes it works the other way.

Mr. Shevlot also requested an explanation of the "Foundation Percent" item. For example, on the "Increase Public Visibility", the Foundation's contribution is \$98,000 and the total is \$115,000 but the form states that the Foundation's portion is only 5%. Is it 5% of the total?

Ms. Cairo advised that it is 5% of the total.

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, August 16, 2011

The minutes from the Regular Meeting held August 16, 2011 were distributed to the Board.

Mr. Lingenfelter noted that there was a small typo on Page 7 of the minutes. It should read "Mr." instead of "Ms."

The minutes were approved, as amended, on the motion of Mr. Smith, seconded by Ms. Turner-Wright, and the "yes" votes of Mr. Bonner, Ms. Crenshaw, Mr. Dudich, Mr. Lingenfelter, Mr. Shevlot, Mr. Smith and Ms. Turner-Wright.

b. Executive Session, August 29, 2011

The minutes from the Executive Session held August 29, 2011 were distributed to the Board.

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

COMMITTEE REPORTS

6. Finance Committee (Jeff Smith, Chair; Robert J. Bonner, Thomas S. Shevlot)

a. Report of the Treasurer – August 2011

Becky Dixon, Chief Financial Officer, distributed copies of the Library's 2012 Budget book to the Board members.

She then discussed the August 2011 Report of the Treasurer that had been distributed to the Board at the meeting.

For the month of August, actual expenditures, less investments and debt payments, were 4.3% less than projected. During August the Library spent less in personal services (salaries and benefits).

Actual revenue was 11.2% less than projected. The decrease was in fines and fees and reimbursement for services.

August, 2011 expenditures, less investments and debt payments, were 7% more than August, 2010. The increase in 2011 compared to 2010 is in collection materials and supplies.

August, 2011 receipts were 11.5% less than August, 2010. This decrease was in fines, printing fees and interest income.

Year-to-date Fines and Fees revenue for 2011 is \$864,788 compared to \$1,087,975 for year-to-date 2010.

Mr. Smith 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. Briefing Report on Intent to Issue RFP Documents for Managed Internet and PRI Services

Ms. Dixon noted that the Library, in accordance with Universal Services guidelines, and to be eligible for eRate funding for Plan Year 15 (July 1, 2012 through June 30, 2013), plans to issue RFP documents in September for internet and PRI services.

She reminded the Board that this is just a Briefing Report that gives some background information on the Library's managed internet services and our voice trunk lines and no action by the Board is necessary at this time.

A copy of the Report is attached to these minutes.

- c. **Resolution 50 – 2011** (Approval to Award Contract for Copier Equipment and Maintenance Services)

Mr. Dudich asked if there will be any reduction of services that are provided, potentially by IKON, that we were previously getting or is it about the same level of service on the State of Indiana's QPA.

Ms. Dixon responded that the Library should receive about the same level of service. The copy machines will basically be the same as what we have right now.

After full discussion and careful consideration of Resolution 50 – 2011, the resolution was adopted upon the motion of Mr. Smith, seconded by Mr. Bonner, and the "yes" votes of Mr. Bonner, Ms. Crenshaw, Mr. Dudich, 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 51 – 2011** (Authorization to Close Central Library on Sunday, February 5, 2012)

Mr. Lingenfelter wanted to know that if it is determined that the Library would need to have other branches open that Sunday, would the Board still have the option to review that and adopt this change at a later date.

Ms. Dixon confirmed that was correct. She noted that several branch locations are already scheduled to be open that Sunday. Traditionally, attendance at the branches on Super Bowl Sunday isn't very high.

Mr. Lingenfelter responded that there wouldn't be any branches scheduled to be open in the old city core, i.e. Spades Park, Fountain Square, on that day and because of limited bus service, we may want to make sure that patrons have an opportunity for library service. He suggested that we poll the public between now and then to see if the Library would need to open one of the inner city branches.

Ms. Dixon responded that Library staff would conduct a poll on this matter.

Ms. Turner-Wright asked Ms. Dixon if the Library will be doing any publicity about IMCPL for those people who may want to visit the Library prior to that Sunday.

Ms. Dixon advised that the Library has been working with the Super Bowl Committee and there are several programs planned that are Super Bowl related.

After full discussion and careful consideration of Resolution 51 – 2011, the resolution was adopted upon the motion of Mr. Smith, seconded by Mr. Dudich, and the "yes" votes of Mr. Bonner, Ms. Crenshaw, Mr. Dudich, 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. **Resolution 52 – 2011** (Changes in User Fees – Section A125 – Fines, Fees, and Service Charges)

Mr. Dudich noted that he wished to confirm that even though the new fees would take effect on October 1, 2011, all events booked prior to that date would be grandfathered in and the fees for those events would not change.

Ms. Dixon acknowledged that was correct.

After full discussion and careful consideration of Resolution 52 – 2011, the resolution was adopted upon the motion of Mr. Smith, seconded by Mr. Bonner, and the “yes” votes of Mr. Bonner, Ms. Crenshaw, Mr. Dudich, Mr. Lingenfelter, Mr. Shevlot, Mr. Smith and Ms. Turner-Wright.

Motion carried. Motion carried.

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

- f. **Finance Committee Notes – September 6, 2011** were distributed to the Board at the meeting for their general information and are attached to these minutes.

It was necessary for Mr. Smith to leave at approximately 7:10 p.m.

7. Diversity, Policy and Human Resources Committee (Dorothy Crenshaw, Chair; Jason D. Dudich, Marie Turner-Wright)

- a. **Resolution 53 – 2011** (Revisions to Policy 342.2 Meeting Rooms – Terms of Use and Policy 344 Event Guidelines)

Mr. Lingenfelter wanted to know about the item on Page 7, under “Security” where it states that “At no time will weapons be carried by security officers.” Is that statement in conflict with the laws of the State of Indiana?

Robert Scott, legal counsel for the Library, responded “No”, it is not in conflict. It is more of a Securitas issue. They don’t have a program for their security officers to carry weapons/firearms. Their personnel are not trained for that and it is not part of their service.

After full discussion and careful consideration of Resolution 53 – 2011, the resolution was adopted upon the motion of Ms. Crenshaw, and the “yes” votes of Mr. Bonner, Ms. Crenshaw, Mr. Dudich, Mr. Lingenfelter, Mr. Shevlot and Ms. Turner-Wright.

Motion carried.

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

- b. **Diversity, Policy and Human Resources Committee Notes – August 8, 2011** were distributed to the Board at the meeting for their general information and are attached to these minutes.
- c. **Diversity, Policy and Human Resources Committee Notes – September 6, 2011** were distributed to the Board at the meeting for their general information and are attached to these minutes

8. Building Committee (Jim Lingenfelter, Chair; Robert J. Bonner, Jason D. Dudich)

a. **President Shevlot will Convene a Public Hearing**

President Shevlot recessed the Regular Meeting at this time.

Mr. Shevlot announced that this Public Hearing was being held to consider the proposed Lease Amendment for the Brightwood Branch Library.

- 1) **To consider a proposed Lease Amendment between the Brightwood Plaza Investors, LLC and the Indianapolis-Marion County Public Library as advertised on September 2, 2011 in *The Indianapolis Star* and September 2, 2011 in *The Indianapolis Recorder*.**

Ms. Dixon advised that the Library wishes to extend the contract for the Brightwood Branch Library. The extension would be for a three-year term with an option to renew for an additional two years. The landlord offered the Library a 10% reduction on the rental fees for the first year of the lease, then there would be nominal increases for the next two years of the lease.

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

There was no public comment from the audience.

President Shevlot will Consider a Motion to Close the Public Hearing

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

Motion carried.

The Public Hearing was closed at this time.

President Shevlot reconvened the Regular Meeting.

- b. **Resolution 54 – 2011** (Authorization for the Chief Executive Officer to Execute Lease Extension for the Brightwood Branch Library)

After full discussion and careful consideration of Resolution 54 – 2011, the resolution was adopted on the motion of Mr. Lingenfelter, and the “yes” votes of Mr. Bonner, Ms. Crenshaw,

Mr. Dudich, Mr. Lingenfelter, Mr. Shevlot and Ms. Turner-Wright.

Motion carried.

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

c. **President Shevlot will Convene a Public Hearing**

President Shevlot recessed the Regular Meeting at this time.

Mr. Shevlot announced that this Public Hearing was being held to consider the proposed Lease Amendment for the Glendale Branch Library.

- 1) **To consider a proposed Lease Amendment between the Glendale Centre, LLC and the Indianapolis-Marion County Public Library as advertised on September 2, 2011 in *The Indianapolis Star* and September 2, 2011 in *The Indianapolis Recorder*.**

Ms. Dixon advised that the Library wishes to extend the contract for the Glendale Branch Library. The extension would be for a five-year term with two extension options for renewal. The first option for extension would begin in November of 2016 through October 2019 and a second option for extension would be for another three years beginning in November 2019 through October 2022. Beginning in January of 2012, there will be incremental increases of \$.25 per square foot for each year of the lease after that.

Mr. Shevlot noted that he wished to confirm that the Landlord at Glendale is paying for the renovation of the restrooms at that location.

Ms. Dixon advised that this is correct.

Mr. Dudich noted that even though the referenced extensions could take us out to 2022, the Library will re-evaluate extending the lease toward the end of the first term.

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

There was no public comment from the audience.

President Shevlot will Consider a Motion to Close the Public Hearing

Mr. Lingenfelter made the motion to close the Public Hearing. Ms. Crenshaw seconded the motion.

Motion carried.

The Public Hearing was closed at this time.

President Shevlot reconvened the Regular Meeting.

- d. **Resolution 55 – 2011** (Authorization for the Chief Executive Officer to Execute Lease Extension for the Glendale Branch Library)

After full discussion and careful consideration of Resolution 55 – 2011, the resolution was adopted on the motion of Mr. Lingenfelter, and the “yes” votes of Mr. Bonner, Ms. Crenshaw, Mr. Dudich, Mr. Lingenfelter, Mr. Shevlot and Ms. Turner-Wright.

Motion carried.

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

- e. **Facilities Briefing Report for September 2011**

Mike Coghlan, Facilities Manager, reviewed the Report that had been presented to the Board. Some of the items discussed included the following: The Green Library in the Park; Resolution Authorizing the Chief Executive Officer to Execute License Agreement for the Installation, Maintenance, and Operation of Electric Vehicle Charging Equipment at the Shelby/Garfield Park Branch Library; The Shelby/Garfield Park Branch Library Renovation Project; and the Resolution Approving the Award of a Contract for the Shelby Branch Library Renovation Project – Signage Replacement.

A copy of the Report is attached to these minutes.

- f. **Resolution 56 – 2011** (Authorization for the Chief Executive Officer to Execute License Agreement for the Installation, Maintenance, and Operation of Electric Vehicle Charging Equipment at the Shelby/Garfield Park Branch Library)

Mr. Lingenfelter asked if a dedication/grand opening date had been selected for the Garfield Park Branch Library.

Mr. Coghlan noted that the date will be in the first part of November. The actual date should be determined by next week.

After full discussion and careful consideration of Resolution 56 – 2011, the resolution was adopted on the motion of Mr. Lingenfelter, seconded by Ms. Turner-Wright, and the “yes” votes of Mr. Bonner, Ms. Crenshaw, Mr. Dudich, Mr. Lingenfelter, Mr. Shevlot and Ms. Turner-Wright.

Motion carried.

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

- g. **Resolution 57 – 2011** (Approval to Award a Contract for the Shelby Branch Library Renovation Project – Signage Replacement)

As a matter of discussion, Mr. Dudich advised that he had looked at the Capital Projects Branch Status Report for the budget for the Shelby/Garfield Park Branch Renovation Project and it appeared that the Total Project Budget is \$545,210 for the renovation of the Shelby Branch.

Mr. Coghlan confirmed that this was correct.

Mr. Dudich pointed out that it looks like there are Committed and Budgeted Expenses of \$531,386 plus Potential Change Orders of \$31,116. This makes him think that there is \$562,000 of expenses for a budget of \$545,000. Before he votes on Resolution 57 – 2011, he asked Mr. Coghlan to explain where this fits in and if he is reading the numbers correctly.

Mr. Coghlan responded that they had started the project with a grant and then using other funds, there were additions that came up to the \$545,000 Total Budget. We have committed funds to the Stenz Corporation for the construction. Plus, we have some hard and soft costs that have been both committed and budgeted.

Mr. Coghlan continued that there is a \$14,000 difference between the budgeted amount and the Committed and Budgeted Expenses because there are some other committed expenses that were not included in the Report. The goal is \$545,000 as the Total Project Budget. He commented that his spreadsheet shows remaining contingency and unallocated expenses of \$31,000. Going back to the reports that Ms. Dixon's staff provided earlier this week, he did confirm that \$31,000 figure. Mr. Coghlan noted that it appears there is an error on the Report he presented to the Board and that he was missing some facts.

Mr. Shevlot pointed out that the figure would be \$543,208 if the figures were added together, not \$531,386.

Mr. Dudich then wanted to know that if the \$14,000 that Mr. Coghlan had not accounted for was part of the new total – the \$543,208 – or is the \$14,000 on top of that?

Mr. Coghlan stated “No”, he is still under his Total Project Budget of \$545,000. He noted that there are some transcription errors and line items that are missing from the Report.

Mr. Dudich mentioned that he wished to confirm what Mr. Coghlan had said. Originally, Mr. Coghlan had said there was \$14,000 that was not accounted for in the \$531,386. Of the new total of all items, is that \$14,000 accounted for?

Mr. Coghlan replied that it would be within that \$545,000 Total Project Budget. He stated that his error is in the Committed and Budgeted Expenses item.

Mr. Shevlot stated that the difference is \$11,822 and it is confusing when you add up the columns on the Report and they don't come to \$531,386. They come to \$543,208. The figures are off by \$11,822 if you were to take \$543,208 and subtract \$531,386.

Mr. Coghlan went on to say that he knows what his grant total is and he knows what all the other funds that have been added to create the Total Project Budget of the \$545,000. He advised that he will work to come up with a cleaner and better Report format for next month.

Laura Bramble, Chief Executive Officer, wanted to know, under the Potential Change Orders, is Mr. Coghlan subtracting the \$22,690 amount?

Mr. Dudich stated that originally the Contingency was \$57,373 and then from that we have taken out \$22,690 and \$2,683. So, those last two numbers should really be negatives which would result in the \$31,116 that is left for contingency purposes.

Mr. Lingenfelter asked if the sign cost was coming out of the \$31,116 Contingency figure.

Mr. Coghlan replied that the sign cost would be considered an Owner Hard Cost. He included the \$15,200 for signage in that particular line item.

Mr. Coghlan concluded that he would endeavor to have a more detailed Report at the October Building Committee meeting.

After full discussion and careful consideration of Resolution 57 – 2011, the resolution was adopted on the motion of Mr. Lingenfelter, seconded by Mr. Dudich, and the “yes” votes of Mr. Bonner, Ms. Crenshaw, Mr. Dudich, Mr. Lingenfelter, Mr. Shevlot and Ms. Turner-Wright.

Motion carried.

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

- h. **Capital Projects Branch Status Report – August 31, 2011** was distributed to the Board for their review and information. A copy of the Report is attached to these minutes.
- i. **Building Committee Notes – September 7, 2011** were distributed to the Board at the meeting for their general information and are attached to these minutes.

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

- a. **Governmental Affairs Committee Notes – September 7, 2011** were distributed to the Board at the meeting for their general information and are attached to these minutes.

Laura Johnson, Staff Liaison to the Governmental Affairs Committee, mentioned that the Library will be making their 2012 Budget presentation to the Municipal Corporations Committee on September 20, 2011. Much of the recent meeting discussion concerned an overview of that presentation and the highlights they wanted to emphasize. They also discussed the Citizens Coalition request made during the recent Budget hearing concerning the matter of equitable access that mirrors the equitable cuts the Library made this year. The Library will formulate a reply based on our final approved Budget.

Mr. Lingenfelter reminded everyone that at last month’s meeting, the Coalition had made a presentation and we would like to keep that in the forefront of our discussions. No action needs to be taken at this time.

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

September 2011 Library Foundation Update

Mr. Shevlot stated that he was pleased to announce that Dorothy Crenshaw has been selected to serve as the Library Board’s Representative on the Indianapolis Public Library Foundation’s Board of Directors.

Ms. Crenshaw is retired from the Indianapolis Public Schools system where she served as the Chief Information Officer in the Information Technology Division. Previously, she held various positions in education, including elementary school principal, media specialist, school librarian and elementary teacher. Ms. Crenshaw received a B.S. in Elementary Education from Tennessee State University, an M.S. in Special Education and an M.S. in Administration and Supervision from Butler University and pursued advanced graduate studies in Library Science, Automation and Collection Development at IUPUI and Ball State University. She is a member of the American Library Association, the American Society of Information Science, Delta Kappa Gamma Society International and the National Alliance of Black School Educators. Ms. Crenshaw has received the Excellence in Education Award from the Center for Leadership Development, the Key to the City of Indianapolis and the 2010 Tech Point Foundation Bridge Builder MIRA Award.

He asked that everyone join him in congratulating Dorothy on this new appointment.

Mr. Shevlot then reviewed the Foundation's recent activities. Some of the highlights were as follows:

- Last month, the Foundation received many gifts. The top corporate and foundation contributors included:
 - Central Indiana Community Foundation; Katz, Sapper & Miller; Alerding & Co., LLC; Wallington Asset Management, LLC – Indiana Authors Award Dinner Sponsorship
 - Mainscape, Inc. – Most Urgent Need
- This month, the Foundation was proud to provide funding for the following programs:
 - Ready to Read, funded by various donors
 - Alpha Readers (Franklin Road Branch), funded by the Library Foundation's general fund
 - Hometown Roots Concert Series (Central Library), funded by proceeds from the Eugene & Marilyn Glick Indiana Authors Award Dinner
 - Shelby Branch Library Project, funded by the Allen Whitehall Clowes Charitable Foundation, Inc.

11. Report Of The Chief Executive Officer

a. CEO Monthly Statistical Report – August 2011

Ms. Bramble briefly reviewed the Report that was distributed to the Board at the meeting. She stated that there aren't really any major changes. Everything is lower than last year due to the change in hours. The only item on the Report that had an increase was in Requests Placed.

A copy of the Report is attached to these minutes.

Ms. Bramble noted that the Library Foundation had held a Board Development Session in which they discussed the Library's programming. They used the same consultant the Library had used in the past, Dr. Elie Wood. She was very helpful and gave them some good insight. Working on the programs has been a partnership with the Foundation. It has helped to bring the Library in better alignment with our Strategic Plan.

She also distributed information to the Board members on various programs taking place at the Library.

b. Confirming Resolutions:

1) Resolution Regarding Finances, Personnel and Travel (58 – 2011)

After full discussion and careful consideration of Resolution 58 – 2011, the resolution was adopted on the motion of Mr. Lingenfelter, seconded by Ms. Turner-Wright, and the “yes” votes of Mr. Bonner, Ms. Crenshaw, Mr. Dudich, Mr. Lingenfelter, Mr. Shevlot and Ms. Turner-Wright.

Motion carried.

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

UNFINISHED BUSINESS

12. None.

NEW BUSINESS

13. None.

AGENDA BUILDING

14. Future Agenda Items – This time was made available for discussion of items not on the Agenda, which were of interest to Library Board members and the opportunity was given to suggest items that should be included on future Library Board Meeting Agendas.

Items suggested for upcoming Board Agendas are as follows:

October, 2011 - No items were suggested.

INFORMATION

15. Materials

a. *Public Libraries* (July/August 2011)

16. Board Meeting Schedule for 2011 and Upcoming Events/Information

a. **Board Meetings for 2011** – *Current calendar will be updated each month, as necessary, and additional information highlighted.*

- b. Library Programs/Free Upcoming Events updated through October 19, 2011 and October PSAs were distributed to the Board.

17. Notice of Special Meetings

Thursday, September 22, 2011, at the Library Services Center, 2450 North Meridian Street, at 6:30 p.m.

Mr. Shevlot advised that the purpose of this meeting would be to vote on and name the new Chief Executive Officer for the Library.

18. Notice of Next Regular Meeting

Thursday, October 20, 2011, at the Decatur Branch Library, 5301 Kentucky 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 8:05 p.m.

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

Marie Turner-Wright, Secretary to the Board

