

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
MARCH 17, 2011**

The Indianapolis-Marion County Public Library Board met at the Library Services Center, 2450 North Meridian Street, Indianapolis, Indiana, on Thursday, March 17, 2011 at 6:50 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. Bacon, Ms. Crenshaw, Mr. Lingenfelter, Mr. Shevlot, Mr. Smith and Ms. Turner-Wright.

Members absent: Mr. Bonner.

3. Branch Manager's Report

Jon Barnes, Communications Specialist, discussed the Library's 2010 Annual Report that was distributed to the Board at the meeting. The theme of the Report is "For Every Individual, a Public Library." There is also a separate IMCPL Foundation piece that is inserted in the book flap of the Report. This piece has the Foundation's highlights for the 2010 and their donor listings.

He noted that there were 750 copies of the Annual Report printed with the cost shared by the Foundation. The Foundation received 300 of those copies for their use and the Library received the remaining 450 copies to be used for marketing activities throughout the year. Aside from the printed piece, there is also a detailed, comprehensive on-line Annual Report which patrons can access from the Library's homepage at www.imcpl.org. One of the main features is a six minute video that includes patron testimonials about why they like to use IMCPL. An email will be sent to approximately 300 individuals in the political, education and civic communities that will have a link to the on-line Report so they can access it from their computer. He also mentioned that the referenced video will be shown to any interested parties following tonight's meeting.

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. **Executive Session, February 17, 2011**

The minutes from the Executive Session held February 17, 2011 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, Ms. Crenshaw, Mr. Lingenfelter, Mr. Shevlot, Mr. Smith and Ms. Turner-Wright.

b. **Regular Meeting, February 17, 2011**

The minutes from the Regular Meeting held February 17, 2011 were distributed to the Board.

Mr. Lingenfelter requested that the fourth paragraph under Item 9a. be moved to become the third paragraph and that the words "COIT distribution" be inserted in the first sentence of that paragraph before the word "bill."

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

COMMITTEE REPORTS

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

a. **Report of the Treasurer – February 2011**

Becky Dixon, Chief Financial Officer, reviewed the February 2011 Report of the Treasurer that had been distributed to the Board.

For the month of February, actual expenditures, less investments and debt payments, were 9.2% less than projected. The Library spent less in personal services and supplies.

Actual revenue, less tax receipts, was 6.1% less than projected. Fines revenue and charges for services were less than projected, but refunds were higher than projected.

February, 2011 expenditures, less investments and debt payments, were 9.77% less than February, 2010. The decrease in 2011 compared to 2010 is due to the following: Decrease in personal services, supplies, and collection materials.

February, 2011 receipts were 7.69% less than February, 2010, less investments and taxes. This decrease was in fines, charges for services, interest income, and reimbursements.

Year-to-date Fines and Fees revenue for 2011 is \$230,377 compared to \$278,868 for year-to-date 2010.

Mr. Smith 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. 2012 – 2014 Capital Projects Plan Fund Schedule

Ms. Dixon noted that the dates highlighted on the Schedule are those that Board members should add to their calendars.

A copy of the Schedule is attached to these minutes.

c. Calendar and Approval Process for the 2012 Budget

Ms. Dixon pointed out that the Calendar being presented was based on information she had at this time from the Municipal Corporations Committee and the City-County Council related to the approval process for the 2012 Budget. She noted that, starting with those dates, she “backed into” the dates the Library needs to have everything approved. The meeting dates that are highlighted on the Calendar are those when Board members should be present.

A copy of the Calendar is attached to these minutes.

d. Finance Committee Notes – March 7, 2011 were distributed to the Board for their general information and are attached to these minutes.

At this time, Mr. Shevlot requested that Ms. Dixon prepare and provide to the Board some information on the Library’s café and catering fund/receipts/revenue at the next Finance Committee meeting. He feels it would be appropriate to have the Finance Committee briefed on some things related to this matter.

Ms. Dixon agreed that she would prepare the requested information.

7. Diversity, Policy and Human Resources Committee (Dorothy Crenshaw, Chair; Richard K. Bacon, Marie Turner-Wright)

a. Briefing Report – Amendments to By-Laws Concerning Conflicts of Interest and Nepotism

Robert Scott, counsel for the Library Board, discussed the Report. He mentioned that the proposed changes to the Library’s By-Laws impact provisions regarding nepotism and conflicts of interest. The (Indiana) State Library and Historical Board have passed regulations that require libraries throughout the State to include within their By-Laws specific provisions related to both conflicts of interest and nepotism. So, there is a need to add these provisions to the Library’s By-Laws. He noted that the Library Board does have an existing Code of Ethics

policy in place that includes detailed provisions on conflicts of interest. In the draft proposed By-Laws that are being presented, the provisions that are highlighted there track what the State Library has shown as an example but it also references the Library Board's existing Code of Ethics and generally incorporates that Code of Ethics. Mr. Scott advised that the nepotism item is a pretty straight forward provision. This provision, because it is in the By-Laws, is applicable to the Board of Trustees and essentially would prohibit a member of the Board of Trustees to be employed by the Library or for a relative of a member of the Board of Trustees to be employed by the Library.

He anticipates that this item will be presented to the Board at their April meeting for final approval.

A copy of the Report is attached to these minutes.

b. Briefing Report – CEO Search

Mr. Lingenfelter mentioned that he thought that everyone was aware that the Library is in the process of looking for a new CEO. Laura Bramble, the current CEO, has decided that she is going to enjoy life more than fighting budgets. He said that he didn't blame her based on the way that the institution has been treated by some members in the political system and that this would make him want to run and hide too if he had to deal with them. He said that she has done a wonderful job for the Library. She has taken us through some very trying times and we will be sorry to see her go. We have to move forward. So, to that regard, we have now finished with a Criteria Search Committee and there were four Recommendations that came out of those meetings. Those Recommendations are as follows:

- 1) Create a search task force;
- 2) Strongly consider the actual criteria as proposed by the task force;
- 3) Continue to seek public input during the process; and
- 4) IMCPL Board should consider hiring a professional search firm to aid in the hiring of the next CEO.

Mr. Lingenfelter announced that they would begin the CEO Search Task Committee formation and next month they will have a timeline for the process.

A copy of the Report that was distributed at the meeting is attached to these minutes.

- c. Diversity, Policy and Human Resources Committee Notes – March 7, 2011** were distributed to the Board for their general information and are attached to these minutes.

8. Building Committee (Jim Lingenfelter, Chair; Richard K. Bacon, Robert J. Bonner)

a. Facilities Briefing Report for March 2011

Mike Coghlan, Facilities Manager, reviewed the Report that had been presented to the Board. Some of the items noted included the following: Resolutions on Contracts for Grounds Maintenance Services, General Electrical Services and General Maintenance Services; Shelby Branch Library Renovation Project; Green Library in the Park; Lighting Retrofit Energy Savings Projects for Decatur, Lawrence, Nora, Southport, Warren and Wayne Branches; and

HVAC Controls Replacement Projects for Energy Savings Projects for Lawrence and Wayne Branch Libraries.

A copy of the Report is attached to these minutes.

b. **Resolution 16 – 2011** (Approval to Award the Contract for Grounds Maintenance Services)

After full discussion and careful consideration of Resolution 16 – 2011, the resolution was adopted on the motion of Mr. Lingenfelter, and the “yes” votes of Mr. Bacon, Ms. Crenshaw, Mr. Lingenfelter, Mr. Shevlot, Mr. Smith and Ms. Turner-Wright.

Motion carried.

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

c. **Resolution 17 – 2011** (Approval to Renew the Contract for General Electrical Services)

After full discussion and careful consideration of Resolution 17 – 2011, the resolution was adopted on the motion of Mr. Lingenfelter, and the “yes” votes of Mr. Bacon, Ms. Crenshaw, 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 18 – 2011** (Approval to Renew the Contract for General Maintenance Services)

After full discussion and careful consideration of Resolution 18 – 2011, the resolution was adopted on the motion of Mr. Lingenfelter, and the “yes” votes of Mr. Bacon, Ms. Crenshaw, 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. **Capital Projects Branch Status Report – February 28, 2011** was distributed to the Board for their review and information. A copy of the Report is attached to these minutes.

f. **Building Committee Notes – March 8, 2011** 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)**

Mr. Lingenfelter advised that the Committee did not meet this month. He noted that “there would seem to be a lot to report except that it’s all split up between here and Champaign/Urbana so we’ll withhold our report until there is something actionable to report upon.”

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

March 2011 Library Foundation Update - Mr. Shevlot 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:
 - Blue & Co. LLC; CSO Architects – Children's Fund
 - Franciscan St. Francis Health – Summer Reading Program
 - Reis-Nichols Jewelers – Nora and Haughville Branches
 - WTHR – Channel 13 – General Fund
- This month, the Foundation was proud to provide funding for the following programs:
 - Ready to Read, funded by various donors
 - Summer Reading Program, funded by various donors
 - Nora Branch Library 40th Anniversary Celebration, funded by the cultural and community program endowment
 - Grant Seminars at Central Library, funded by the Library Foundation's General Fund
 - Shelby Branch Library Project, funded by the Allen Whitehall Clowes Charitable Foundation, Inc.
- **2011 Eugene & Marilyn Glick Indiana Authors Award**
 The public nomination process for the 2011 Eugene & Marilyn Glick Indiana Authors Award is now open. Author nominations can be submitted online at www.indianaauthorsaward.org through March 25, 2011. Trustees are invited and encouraged to participate in the Award Dinner on Saturday, October 29, 2011 by purchasing individual tickets or sponsoring a table. Because of the generosity of The Glick Fund, a fund of the Central Indiana Community Foundation, 100% of the Award Dinner proceeds will once again benefit the Library and the Library Foundation.

For more information about tickets or sponsorship opportunities, contact Emily Berger at 275-4872 or eberger@imcpl.org.

Ms. Turner-Wright commented on the recent Marian McFadden Lecture that she attended. She noted that it was a wonderful lecture. The turn-out at the Lecture was excellent and obviously all the people there enjoyed it.

Mr. Lingenfelter stated that he had heard one comment about the McFadden Lecture. He mentioned that he loves the McFadden Lecture and they have brought in some tremendous authors. Mr. Lingenfelter stated that you might want to suggest to the selection committee that they look at a little more diversity in their author selection. He reminded everyone that James Baldwin was an early presenter but it has been awhile and that might be a recommendation that we should pass on. He went on to say that it's not that the authors they have brought in are not important but maybe we need more authors.

11. Report Of The Chief Executive Officer

a. CEO Monthly Statistical Report – February 2011

Ms. Bramble discussed the CEO Monthly Statistical Report – February 2011 that had been distributed to the Board at the meeting. She pointed out that everything continues to go down. This is our first look at the effect of reducing our branch hours, especially with door count. She also stated that they had looked at the differences in door count between the branches for last year and will be following up and studying that more. Ms. Bramble advised that the Library is at a record pace with the number of borrowers we have.

At this time, several items were distributed to the Board. They included:

1) IndyStat presentation to the City of Indianapolis

Mr. Lingenfelter suggested that we might need an asterisk in the record book next to the February statistics because of the ice and snow storms that caused the Library to be closed for two days.

2) 2010 Performance and 2009 Peer Comparisons

3) IMCPL 2010 Performance

4) Selected 2009 Metrics for Comparison

5) IMCPL 2009 Operational Performance and Comparison to Peer Libraries

Ms. Bramble advised that the Board members should contact her if they have any questions about the items presented.

Mr. Shevlot commented on the “Computer Use” item on the February 2011 monthly statistical report. He noted that the figure on the report, namely -33.9%, was a little alarming and it seems that we have plateaued to around 80,000 (hours) or so as shown on the report for November, December (2010) and January, February (2011). He inquired if that was the new norm.

Ms. Bramble stated that she felt that computer use would go down because the buildings are closed on certain days based on the new operating schedule. She advised that we would watch these figures.

Mr. Lingenfelter inquired about the staff certification rate.

Ms. Bramble noted that the Indiana State Library is responsible for the certification of MLS librarians and some other library staff. They set goals and it is a five-year term that ends in 2012. Then, everyone has to apply for re-certification. IMCPL has asked the staff to track how close they are getting. It went from 40% last year to about 80% this year. Hopefully, by 2012, everyone will be ready to re-new their certification. She stated that there are different certification levels for directors, managers and public service associates.

Ms. Bramble then mentioned two of the Library’s upcoming programs including: Indianapolis

– Choose Your Own Adventure and Ask-A-Lawyer.

Mr. Bacon told Ms. Bramble that he would like to be invited to the staff meetings when they do their analytical comparison work.

Mr. Bacon also inquired about the Library's birthday coming up next month.

Ms. Bramble noted that the IMCPL Foundation is having a luncheon to celebrate the birthday and current/former Library administrative staff and current/former Board members will attend the luncheon. She advised that the Board members should have received their invitations.

She also mentioned that a new book on the Library's history is being printed and will be out in April. The IMCPL Foundation is having a private reception for donors to introduce the book. There will also be a public reception. Ms. Bramble advised that information on the upcoming event will be sent to the Board members.

b. Confirming Resolutions:

1) Resolution Regarding Finances, Personnel and Travel (19 – 2011)

After full discussion and careful consideration of Resolution 19 – 2011, the resolution was adopted on the motion of Mr. Lingenfelter, seconded by Ms. Turner-Wright, and the “yes” votes of Mr. Bacon, Ms. Crenshaw, Mr. Lingenfelter, Mr. Shevlot, Mr. Smith 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:

April, 2011 - No items were suggested.

INFORMATION

15. Materials

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

- a. *Public Libraries* (January/February 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 April 20, 2011 and April PSAs were distributed to the Board.

17. Notice of Special Meetings

None.

18. Notice of Next Regular Meeting

Thursday, April 21, 2011, at the Shelby Library, 2502 Shelby Street, at 6:30 p.m.

Mr. Lingenfelter requested that a sign be posted at the Shelby Library advertising the April Board Meeting and that it is open to the public.

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 7:55 p.m.

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

Marie Turner-Wright, Secretary to the Board

