

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
JANUARY 20, 2011**

The Indianapolis-Marion County Public Library Board met at the Library Services Center, 2450 North Meridian Street, Indianapolis, Indiana, on Thursday, January 20, 2011 at 6:45 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: None.

3. Report from Collection Management Services Area

Elaine Drew, Director, Collection Management, discussed various initiatives in their area. She mentioned that there is a growing interest among patrons using the Library's e-book collection. The Library offers two different formats of downloadables – audiobooks and e-books. The e-book collection was started in the Summer of 2009. She then distributed a report showing the number of titles/copies available for each of these collections. There was an upsurge in the e-book circulation at the end of this year and it is expected to continue to grow. The Library also added approximately 15,000 Gutenberg titles in November 2010. These are available in the public domain and are free to the Library. Patrons may download these titles and keep them. She then discussed the circulation figures on her report. She noted that the amount of 2010 first time check-outs for the Web Catalog versus the "brick and mortar" locations was 87,932. She also discussed the different ways patrons are accessing and using the downloadables.

At this time, Ms. Drew distributed reports prepared by two librarians at Central Library for the Board's review. They were:

Collection Development 2010 Annual Report – Dewey Range: 650 – 659 – Prepared by Betty Tomeo

Collection Development 2010 Annual Report – Dewey Range: 500 – 599 – Prepared by Matt Hannigan

She advised that Library staff can also access and read these reports online.

Mr. Shevlot asked if there was much of a price difference between e-books and printed materials.

Ms. Drew responded that there wasn't much of a difference. She advised that they had discovered that when an e-book first comes out they have a price that's comparable to a hard back and then once the paperback edition comes out, they will have another price that's comparable to the paperback edition. She has read that libraries are charged more than an individual would pay for an e-book. She doesn't know why publishers are doing that.

Mr. Lingenfelter asked how many copies of an e-book can be in circulation at a time.

Ms. Drew noted that it is just like a printed book, one book – one reader. The Library does have a very small collection (50 titles) that we subscribe to for \$5,000 per year and they are always available. There can be simultaneous users for these.

A discussion was held about making guidelines available for staff use when weeding restricted collections.

Ms. Turner-Wright stated that the reports received tonight from the librarians are outstanding. She also asked Ms. Drew to modify her report to identify it as a report from the Collection Management Services Area. Additionally, she mentioned that there was a good article on e-books and e-book readers in the recent issue of *Public Libraries*. She suggested that the article be brought to the attention of the librarians.

4. Public Comment and Communications

a. Public Comment

Michael Torres, President, AFSCME Local 3395, Council 62, addressed the Board concerning the ratification of their contract. Mr. Torres advised that it had passed by a very slim margin. There is the issue of Sunday hours that people are still not happy about.

He reviewed a history of the 2010 negotiations. Mr. Torres said negotiations began in April. They had come to the table with requests and the tone was clearly set by the administration in the beginning. There was a 37.5 hour work week request which would have amounted to a 6% pay cut for staff. There was the issue of staff having to pay their own PERF which would have been additional 3% pay cut. There was an article that gave the Library the ability to reduce salaries up to 5%. There was going to be no pay raise. There was also an article stating that the percentage paid by the staff on their insurance could change. And there was the issue of Sunday hours. The Union feels that they have taken hit after hit after hit. The last two months were spent in negotiation trying to get a solid number that the Library administration needed in order to continue with Sunday hours. The Union felt that the Library is not using all its staffing resources. All branches are closed one day during the week forcing some public service staff to work the weekend while other staff are not "sharing the pain." Mr. Torres mentioned that there is a problem when a contract is almost voted down due to one issue. The Union requests that the Board review the contract and revisit the Sunday issue.

David Baird, former Wayne Township Trustee, spoke to the Board at this time. He noted that, due to the weather, the Chairman and the Vice-Chairman of the Wayne Township Board could not be at the meeting this evening. There is a major concern about an article that was published

about the new Wayne Township Trustee and his feelings about the appropriation that was made and passed by Wayne Township to assist the Library. Mr. Baird stated that there were items stated in the article that were not true. The money was appropriated and new contracts had been sent to the Library but everything is now in limbo. He said that they would appreciate it if the Library “would be in touch to clear the air.”

- 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, December 16, 2010**

The minutes from the Executive Session held December 16, 2010 were distributed to the Board.

The minutes were approved upon the motion of Mr. Smith, 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, December 16, 2010**

The minutes from the Regular Meeting held December 16, 2010 were distributed to the Board.

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

Mr. Lingenfelter noted that, with regard to Item 6a – Report of the Treasurer, he wished to reinforce his concern about the funds used for the café/catering operation at Central Library. He still has not seen any additional reporting on that. There was a loan made for the café/catering business from the Library’s Operating Fund and we need to make certain that this money is returned to the Operating Fund. Mr. Lingenfelter advised that he wished to see an expanded overall accounting of the café/catering operation.

COMMITTEE REPORTS

6. **Finance Committee (Jeff Smith, Chair; Thomas S. Shevlot)**

a. **Report of the Treasurer – December 2010**

Carolyn Adams, Accounting Manager, reviewed the December 2010 Report of the Treasurer.

For the month of December, actual expenditures, less investments and debt payments, were 11.8% less than projected. The Library spent less in personal services and benefits and less in other services and charges and in collection materials due to the reduction of 20% in the Collection budget.

Actual revenue, less a temporary loan, was 7.6% less than projected. Fines revenue was less than projected but facility rentals were higher than projected.

December, 2010 expenditures, less investments, were 9% less than December, 2009. The decrease in 2010 compared to 2009 is due to the following: Decrease in supplies and collection materials.

December, 2010 receipts were 14% more than December, 2009, less investments and taxes. This increase relates to LOIT for 2010 compared with 2009 and an increase in interest income for 2010.

Year-to-date Fines revenue for 2010 is \$1,503,154 compared to \$1,629,459 for year-to-date 2009.

Mr. Shevlot asked Ms. Adams what had been budgeted for Fines revenue for 2010.

Ms. Adams advised that they had projected that the Library would receive \$1.6 million in Fines revenue for 2010 but we are down from that figure as noted in the Report.

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. **Resolution 1 – 2011** (Appropriation of Grant Proceeds and Transfer Between Classifications and Accounts)

After full discussion and careful consideration of Resolution 1 – 2011, the resolution was adopted on the motion of Mr. Smith, 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 2 – 2011** (Insurance Resolution)

After full discussion and careful consideration of Resolution 2 – 2011, the resolution was adopted on the motion of Mr. Smith, 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 3 – 2011** (Confirming Marion County Board of Finance)

After full discussion and careful consideration of Resolution 3 – 2011, the resolution was

adopted on the motion of Mr. Smith, 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. **Resolution 4 – 2011** (Authorization of Waived Fines and Fees)

After full discussion and careful consideration of Resolution 4 – 2011, the resolution was adopted on the motion of Mr. Smith, 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.

f. **Resolution 5 – 2011** (Outstanding Purchase Orders 2010)

After full discussion and careful consideration of Resolution 5 – 2011, the resolution was adopted on the motion of Mr. Smith, 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.

g. **2011 Finance Committee Meeting Schedule** was distributed to the Board for their general information and is attached to these minutes.

h. **Finance Committee Notes – January 10, 2011** were distributed to the Board for their general information and are attached to these minutes.

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

a. **Diversity, Policy and Human Resources Committee Notes – January 10, 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)**

a. **Facilities Briefing Report for January 2011**

Mr. Lingenfelter welcomed Mike Coghlan as the new Facilities Manager for the Library.

Mr. Coghlan reviewed the items contained in the Report. Those items included the following: Request for Proposal – Landscape Maintenance Services; Lighting Retrofit Energy Savings Projects at Pike, Warren and Wayne; Lighting Retrofit Energy Savings Projects at Decatur,

Lawrence, Nora, and Southport Branches; Installation of Security Camera Systems in Library Branch Facilities; Shelby Branch Renovation and the Green Library in the Park.

A copy of the Report is attached to these minutes.

- b. **Resolution 6 – 2011** (Authorization to Issue a Request for Proposal for Landscape Maintenance Services)

After full discussion and careful consideration of Resolution 6 – 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.

- c. **Capital Projects Branch Status Report – December 31, 2010** was distributed to the Board at the meeting for their review and information. A copy of the Report is attached to these minutes.
- d. **Building Committee Notes – January 11, 2011** were distributed to the Board at the meeting for their general information and are attached to these minutes.
- e. **Resolution 8 – 2011** (Authorization to Issue a Request for Qualifications for Architecture Design Services for the Shelby Branch Library Renovation Project) (*Resolution 8 – 2011 was presented at the meeting.*)

Mr. Lingenfelter stated that this is a great opportunity for the Library to work with the neighborhood and reach out to the community. The Library is looking for firms that are local to that area and have experience in “green” building.

Mr. Coghlan mentioned that the renovated building would be treated as an educational tool for energy and resource management practices for organizations and families. This aspect could be reinforced through programs and the collection.

Mr. Bacon inquired if the branch would be shut down during the renovation process.

Mr. Coghlan advised that because all the restrooms are being totally renovated it is prudent that we find another location nearby to provide the necessary library services during the time of construction.

After full discussion and careful consideration of Resolution 8 – 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.

On another matter, Mr. Shevlot asked if he could get an update on the cost analysis of the energy savings to date at the Library Services Center. Are we meeting expectations? Are

we above or below?

Mr. Coghlan advised that it was a guaranteed savings contract. The first year anniversary of the project will be April 1, 2011. So far, the Library has identified savings on natural gas purchases. Mr. Coghlan mentioned that he would bring a report to the Board on this matter for their review.

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

- a. **Governmental Affairs Committee Notes** – January 11, 2011 were distributed to the Board at the meeting for their general information and are attached to these minutes.

Laura Johnson, liaison to the Committee, advised that the Sustainable Library Citizens Coalition members continue to work on finding ways to address the Library's funding issues, etc. There is a "Read In" scheduled for January 24, 2011 at the City-County Building prior to the Council meeting. It is anticipated that a resolution will be presented encouraging the General Assembly to support the Library's request to receive a portion of the County Option Income Tax. The ILF Legislative Day is scheduled for February 8, 2011. People from all over the State of Indiana that are library advocates are invited to come to Indianapolis and meet with their legislators to address the legislative issues that affect libraries. The Coalition has planned activities on that day as well.

At this time, Ms. Johnson distributed a copy of House Bill 1333 to the Board members for their review. This Bill, which is Representative (John) Day's proposal, provides for public libraries in Marion County to hold a referendum to increase the tax levy

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

January 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:
 - The R. B. Annis Educational Foundation – Summer Science Workshops
 - Ayres Foundation, Inc.; Rudd Equipment Company; Umbaugh, Woodley Farra Manion Portfolio Management – General Fund
 - The Library Fund, a fund of The Indianapolis Foundation – Mobile Job Labs, Young Hoosier Book Award, Tutor.com
 - Allen Whitehall Clowes Charitable Foundation, Inc. – Shelby Branch Library Project
 - The Rotary Foundation of Indianapolis – Ready to Read
- This month, the Foundation was proud to provide funding for the following programs:
 - Media Lab at the Learning Curve, funded by Best Buy
 - Alpha Readers at Franklin Road Branch, funded by the General Fund
 - Mobile Job Center, funded by The Library Fund, a fund of The Indianapolis Foundation and The Glick Fund, a fund of Central Indiana Community Foundation

- Microsoft Office Classes at Central, funded by the General Fund
 - Computer Classes at East Thirty-Eighth Street Branch, funded by the Haddad Foundation
 - Marian McFadden Memorial Lecture, funded by estate gifts and Indiana Authors Award proceeds
 - Classical Concerts at Central, funded by the General Fund
 - Shelby Branch Library Project, funded by the Allen Whitehall Clowes Charitable Foundation, Inc.
 - Tutor.com, funded by The Library Fund, a fund of The Indianapolis Foundation
- **2011 Eugene & Marilyn Glick Indiana Authors Award**
Please mark your calendars for Saturday, October 29, 2011 for the 3rd Annual Eugene & Marilyn Glick Indiana Authors Award Dinner at Central Library. Trustees are invited and encouraged to attend this event by purchasing individual tickets or sponsoring a table. Because of the generosity of The Glick Fund, a fund of Central Indiana Community Foundation, 100% of the Award Dinner proceeds will once again benefit the Library and the Library Foundation. Funds from the 2010 Indiana Authors Award Dinner are supporting 2011 Library programs, including the annual Marian McFadden Memorial Lecture, the Women Writers of Indianapolis exhibit and program series and the Hometown Roots Concert series at Central Library.

For more information about the tickets or sponsorship opportunities, contact Emily Berger at 275-4782 or eberger@imcpl.org.

The public nomination process for 2011 will open on February 1, 2011 and author nominations can be submitted online at www.indianaauthorsaward.org.

- **Gifts in Honor of Ed Olsen's Retirement**
The Foundation would like to thank the following Library vendors for their generous contributions to the Foundation in honor of Ed Olsen's recent retirement.
- K. C. Thomas Construction
IKON Office Solutions
Lawn Care Services, Inc.
Mainscape, Inc.
MacAllister Machinery Co.
Securitas Security

11. Report Of The Chief Executive Officer

a. Statistics – December, 2010 and Quarterly Report for 4th Quarter 2010

Laura Bramble, Chief Executive Officer, advised that most of the monthly categories are down except for Requests Placed. She noted that there were a lot of changes in 2010 in such items as the loan limits, service hours and door count equipment. The Library held 648 programs which had 11,497 participants.

On the quarterly side, the Report shows the amount done by self-check, the amount done through renewals and at the Circulation Desk. She feels that the self-check figures are pretty

high. Under Circulation by Format, the figures break down as follows: Book - 65%; DVDs - 21% and CDs - 8.6%.

Mr. Shevlot asked if the e-pub figures are included in Report.

Ms. Bramble stated “no” but that the Library needs to find a way to measure and report that information.

She then discussed some of the upcoming programs at the Library. A few of those mentioned included: Meet the Artists; McFadden Lecture; ABC’s of Diabetes; and the Classical Music Series.

At this time, Ms. Turner-Wright requested that, going forward, the CEO make certain that a heading be put on the statistical report and that it be identified as a report from the CEO. Right now it just says “Public Services” but it is actually part of the CEO’s report to the Board.

Ms. Bramble advised that she would make that change to the report.

b. Confirming Resolutions:

1) Resolution Regarding Finances, Personnel and Travel (7 – 2011)

Mr. Smith and Mr. Bacon inquired why this item is not part of the Finance Committee’s report.

Robert Scott, counsel for the Library Board, noted that, by statute, this is the procedure that is required.

After full discussion and careful consideration of Resolution 7 – 2011, the resolution was adopted on the motion of Mr. Smith, seconded by Mr. Bacon, 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. Resolution 9 – 2011 (Approving Joint Written Recommendations of IMCPL Management and AFSCME Local 3395, Council 62) (*Resolution 9 - 2011 was presented at the meeting.*)

Mr. Lingenfelter noted that if conditions improve for the Library in the future the Board would try to

review everything and perhaps address certain policies and procedures that are of concern to the Union.

After full discussion and careful consideration of Resolution 9 – 2011, the resolution was adopted on the motion of Ms. Crenshaw, seconded by Mr. Bacon, 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.

Resolution 10 – 2011 (Approval of Amendment to Employment Agreement for CEO) (*Resolution 10 – 2011 was presented at the meeting.*)

After full discussion and careful consideration of Resolution 10 – 2011, the resolution was adopted on the motion of Ms. Crenshaw, 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.

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:

February, 2011 - No items were suggested.

INFORMATION

15. Materials

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

- a. *Public Libraries* (November/December 2010)

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

- a. **Board Meetings for 2011** (enclosed)
- b. Library Programs/Free Upcoming Events updated through February 16, 2011 and February PSA’s were distributed to the Board.

17. Notice of Special Meetings

None.

18. Notice of Next Regular Meeting

Thursday, February 17, 2011, at the Library Services Center, 2450 North Meridian 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 8:15 p.m.

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

Marie Turner-Wright, Secretary to the Board

