

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
APRIL 21, 2011**

The Indianapolis-Marion County Public Library Board met at the Shelby Branch Library, 2502 Shelby Street, Indianapolis, Indiana, on Thursday, April 21, 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, Mr. Bonner, Ms. Crenshaw, Mr. Lingenfelter, Mr. Shevlot, Mr. Smith and Ms. Turner-Wright.

Members absent: None.

3. Branch Manager's Report

Melissa Wooton, Manager, Shelby Library, briefly discussed the Report that had been presented to the Board. She noted that she was glad that the Board was there in April because she mentioned that it was "starting to be their busy season again." With the inclement weather and the reduced hours, their door count and circulation had decreased from the first quarter of last year. The branch is busier on Thursdays when Central Library is closed.

Ms. Wooton advised that the Library has been serving the Garfield Park area since 1918 in one form or another. The branch currently serves approximately 39,000 patrons.

She reminded everyone that the Board last met at this branch in June 2008 and at that time, she presented a report from the community that proposed a computer lab at the branch. In about seven months from the now the room where tonight's Board Meeting is being held will become that computer lab. The branch itself will also be renovated and "green" components will be added. Ms. Wooton announced that the branch will be inaccessible for four months for the renovation project. The project will begin on July 8, 2011 and should be concluded sometime in November 2011. In the meantime, there will be a "mini-trailer library" in front of the branch. The services that will be provided include returns, holds pick-up and the Summer Reading Program. All of the computers currently at the branch will be moved to the Fountain Square Branch during the renovation.

Ms. Wooton ended by noting that the Shelby staff is excited about the renovation project and that the branch patrons have been very supportive. Upon completion of the project, the branch will be more exciting and more environmentally friendly.

Mr. Shevlot asked Ms. Wooton what type of communication was being done to alert the patrons of the impending remodel.

Ms. Wooton advised that branch staff has been telling patrons when they come into the branch. She has also been trying to visit as many community meetings to relay the information. They will provide information at the branch and also on the branch computers.

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. **Executive Session, March 17, 2011**

The minutes from the Executive Session held March 17, 2011 were distributed to the Board.

The minutes were approved upon 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. Mr. Bonner abstained from the vote.

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

The minutes from the Regular Meeting held March 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. Mr. Bonner abstained from vote.

c. **Special Meeting, April 11, 2011**

The minutes from the Special Meeting held April 11, 2011 were distributed to the Board.

The minutes were approved upon the motion of Mr. Lingenfelter, seconded by Mr. Smith, and the "yes" votes of Mr. Bacon, Mr. Bonner, 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 – March 2011

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

For the month of March, actual expenditures, less investments and debt payments, were 10.6% more than projected. The Library spent more in health insurance – the April expense was charged in March.

Actual revenue, less tax receipts, was 174% more than projected. This increase relates to a one time reimbursement.

March, 2011 expenditures, less investments and debt payments, were 11.4% more than March, 2010. The increase in 2011 compared to 2010 is due to the health insurance for April paid in March.

March, 2011 receipts were 158% more than March, 2010, less investments and taxes. This increase was the one time reimbursement.

Year-to-date Fines and Fees revenue for 2011 is \$352,453 compared to \$440,312 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.

At this time, President Shevlot recessed the Regular Meeting.

b. President Shevlot will Convene a Public Hearing

Mr. Shevlot announced that this Public Hearing was being held to consider the establishment of a Capital Projects Fund and a Proposed Plan under IC 36-12-12.

1) Proposal to Establish a Library Capital Projects Fund and a Proposed Plan under IC 36-12-12 as Advertised on April 8, 2011 in the *Indianapolis Star* and April 8, 2011 in the *Indianapolis Recorder*.

Ms. Dixon stated that each year the Library is required to put together a three- year Capital Projects Fund (CPF) Plan that must be approved by the Library Board. The total for the Plan for 2012 is \$1,506,600. She noted that there are limited uses for the Capital Projects monies. The Library can do repairs, maintenance and upgrades to our facilities. The Library can also use monies for computer replacement and services. The monies

cannot be used for the Library's normal operating costs, such as salaries and benefits for staff.

For 2012, the following items are planned: HVAC repairs and upgrades; parking lot repairs; and concrete and landscape repairs. Additionally, refurbishment of staff and branch personal computers are planned. Ms. Dixon noted that the Library has a refurbishment plan and those personal computers are replaced every few years. That expense is also included in the Plan. There is also an emergency allocation amount in the Plan which would allow the Library to use those funds to cover the cost of repairs/maintenance for a fire, flood, etc. at Library facilities.

Once the Board has approved the Plan, it then goes to the City-County Council for their approval and then it goes to the Department of Local Government Finance for their final approval.

Ms. Dixon stated that we would have to establish the final tax rate for the Plan during the 2012 Budget process, which will start in August of this year. So, the tax rate is an estimated rate at this time.

Mr. Lingenfelter advised that Mike Coghlan, Facilities Manager, has been working on a Deferred Maintenance Program so that the Library doesn't get too far behind in repairs because it is important to protect and maintain our facilities.

Mr. Lingenfelter went on to say that a lot of the staff computers just went through a software upgrade and the software is now much faster than the computers and there are some problems and these funds will help with that.

1) Invite Public Comment from the Audience

The Chairman inquired if there were any taxpayers who wished to be heard on the Capital Projects Fund Plan.

There were no taxpayers present who wished to speak.

President Shevlot Will Consider a Motion to Close the Public Hearing

Mr. Lingenfelter made a motion to close the Public Hearing. Ms. Turner-Wright seconded the motion.

Motion carried.

The Public Hearing was closed at this time.

President Shevlot reconvened the Regular Meeting.

c. Resolution 21 – 2011 (Library Capital Projects Fund Plan for 2012 – 2014)

After full discussion and careful consideration of Resolution 21 – 2011, the resolution was adopted upon the motion of Mr. Smith, seconded by Ms. Turner-Wright, and the "yes" votes of

Mr. Bacon, Mr. Bonner, 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 22 – 2011** (Appropriation of Grant and Gift Proceeds and Transfer Between Classifications and Accounts)

After full discussion and careful consideration of Resolution 22 – 2011, the resolution was adopted on the motion of Ms. Turner-Wright, and the “yes” votes of Mr. Bacon, Mr. Bonner, 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 23 – 2011** (Transfer from Operating Fund to Rainy Day Fund)

Ms. Dixon advised that the Library can transfer funds from the Operating Fund into the Rainy Day Fund. This resolution approves such a transfer. The Library is currently using the Rainy Day Fund to help pay off some of the Library’s debt. There is a bond that will be callable in 2013 and this money will be set aside to pay off that bond.

After full discussion and careful consideration of Resolution 23 – 2011, the resolution was adopted on the motion of Ms. Crenshaw, and the “yes” votes of Mr. Bacon, Mr. Bonner, 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 24 – 2011** (Authorization for the Chief Executive Officer to Negotiate a Contract for Insurance Agent of Record/Brokerage Services)

After full discussion and careful consideration of Resolution 24 – 2011, the resolution was adopted on the motion of Ms. Turner-Wright, and the “yes” votes of Mr. Bacon, Mr. Bonner, 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. **Resolution 25 – 2011** (Authorization for the Chief Executive Officer to Negotiate a Contract for Delivery Services)

Ms. Dixon noted that the sorting, mailing and delivery process that the Library has in place to get the materials from one location to another has been reviewed by her and Mr. Coghlan. She

stated that the Library has an opportunity to have assistance from the City of Indianapolis in having some Library employees go to Lean Six Sigma training. There would be a person who would be a Project Manager in charge of this and would become a Green Belt. There would be other employees involved at a lower level of the process. She wants to take this sorting, mailing and delivery process through this training session and look at how we do this. Are there ways the Library could be more efficient and more cost effective in providing this service? In the meantime, while we are doing this, we need assistance in meeting the demands that we have. Ms. Dixon stated they are looking at having an outside delivery service do the delivery on the night shift. There are routes at night and this delivery service would handle those and would free up an employee to go to the day shift. This is a temporary delivery service while we are going through this process of examining how we do this and is there a better way. Once that's been resolved and we have a decision, then the Library can determine what we really need in staffing levels and how to move forward. This resolution allows for the negotiation of a contract for that delivery service during a temporary time period.

Ms. Turner-Wright advised that she had researched information on Green Belt/Six Sigma. She also spoke with Laura Bramble, the Library's Chief Executive Officer, and Ms. Bramble had told her that the way it is set up right now with the City the training will come sometime in August, 2011. Ms. Turner-Wright stated that she had learned that Purdue University teaches these certification courses and that if an employee from the Library were sent to one of these training courses, one of which starts in May, one in June and another in August, the course would last for approximately six days and then the person becomes certified. That person can then come back to the Library and work with the other employees. Would this be a better option for the staff than to go through the City's course? Does the City pay for part of the fee for the course?

Ms. Dixon responded that the Library would not be charged a fee for the training the City of Indianapolis is going to offer.

Ms. Turner-Wright asked for confirmation that the employee(s) participating would miss work to attend the training and if so, how many days.

Ms. Dixon confirmed that the employee(s) would miss work.

Ms. Bramble mentioned that the employee(s) would miss five days of work. Kim Andersen from the Library's staff has volunteered to attend the City's training. While she is attending the training, she would be leading the project. Ms. Bramble noted that there may be other staff members who have to attend at least one of these sessions. Ms. Andersen would be eligible to receive a Yellow or Green Belt upon completion of her training.

Given the fact that Library staff realized in November 2010 that there was going to be a shortfall of 32 hours, Ms. Turner-Wright wanted to know why staff couldn't have put things together sooner for this training rather than having it scheduled almost a year later. The Library staff has already negotiated a contract with a very small company and set things up so IMCPL will be paying that company \$4,500 per month. She advised that she questioned the forethought that went into this and just how much planning was really done.

Ms. Dixon noted that Mr. Coghlan had done a review and analysis in 2010.

Ms. Turner-Wright stated that she was aware of that review from an earlier meeting but that the

Library had also let an employee go from that area and then they came up 32 hours short. As a Board member, Ms. Turner-Wright noted that she had a lot of questions as to how well thought out this was in making this decision and bringing in this independent contractor and the outsourcing that's being done when the Library could have held onto an employee back in November 2010 when staff was being cut.

Mr. Smith commented that Ms. Turner-Wright had asked some "great" questions. He reminded everyone that the Library had tested this program earlier.

Ms. Turner-Wright asked when the program was tested.

Ms. Dixon stated that a pilot program having the Library's delivery service done by an outside company (rather than being done in-house) was conducted in June, July and August of 2010 to see how it would work.

Ms. Turner-Wright inquired if Ms. Dixon had just decided on the courier mentioned in tonight's resolution independently or did she look at more than one courier for the delivery services.

Mr. Coghlan responded for Ms. Dixon and stated that the courier was a vendor the Library had been working with for other services and it worked out that they were available to try this. In their fee they include the cost of the truck, insurance and fuel.

Ms. Dixon stated that they realized they had a problem around the holidays in 2010 and they thought it was holiday related. With people being off and the Library being closed Thanksgiving and Christmas Eve and Christmas Day, they originally thought that the backlog that had accumulated occurred because of that holiday time. A staff member took some vacation time during this period and another staff member was ill for a time during this period. She stated that they thought the backlog was related to that. After the first of the year, they still found that there was some backlog, so Ms. Dixon requested that Mr. Coghlan determine if it was the result of staff being out or if it was a continuing issue. It was determined that there was still a backlog. Ms. Dixon and Mr. Coghlan then looked at what it would cost to do it by an outside contractor versus having it done by an employee. They determined that it was more cost-effective at that time to do it with an outside contractor.

Mr. Shevlot wanted to know if the Library had posted a job opening notification for a position in this area.

Ms. Dixon advised she had posted internally for two positions at 19 hours per week. One staff member applied. In the meantime, the City offered the mentioned Green Belt training. Ms. Dixon stated that she had discussed it with Mr. Coghlan and Ms. Bramble and they all thought it would be an excellent training project.

Ms. Turner-Wright wanted to confirm that Ms. Dixon saw that there was going to be a problem back in July.

Mr. Coghlan noted that they had conducted a pilot program in July 2010. They were looking for ways to effectively increase the delivery service.

Ms. Turner-Wright stated that she had some questions about it since it seems that a Library employee could have done the work but that no one from the Library staff was willing to take on

this responsibility.

It was confirmed that one staff member had applied for the position.

Ms. Dixon noted that having a staff member attend the City's training would allow that individual to share the training with other staff.

Ms. Turner-Wright commented that the Library had cut back on the number of days that the Library is open but yet it is stated that there is still a shortfall.

Ms. Dixon continued that delivery of materials is still being made to keep up with the demand. There are materials that must be moved within the system.

Ms. Turner-Wright expressed her concern regarding the small size of the company that the Library was proposing hiring to do the deliveries. She advised that she was unable to find them listed as a commercial entity. Ms. Turner-Wright noted that she still had questions and didn't feel satisfied with the situation.

Mr. Lingenfelter inquired if the Six Sigma training was dependent on the contract.

Ms. Dixon stated that the training was not dependent on the contract.

Mr. Lingenfelter then wanted to know where the Library stands on the backlog of materials. Are we caught up?

Mr. Coghlan advised that by tomorrow morning everything will be caught up.

Mr. Lingenfelter expressed his concern that the Library was entering into an expenditure of the public money when the public is suffering by not having the Library open on Saturdays. The public has said over and over, "We'll make sacrifices if you make sacrifices." Does the Library need to be spending \$4,500 per month right now or could the Library delay some delivery of services and have a little bit of backlog?

At this time Ms. Dixon noted that Robert Scott, the Library's legal counsel, has worked up a contract for the delivery service that we will negotiate with them that includes the necessary insurance and other provisions.

Ms. Bramble stated that she felt that the Library would have to spend this money one way or another. During the backlog, staff members from different areas helped to sort and that took time away from their jobs and we can't ask people to do that on a permanent basis.

Ms. Smith asked Ms. Turner-Wright about the cost of the training being offered by Purdue.

Ms. Turner-Wright replied that the cost was \$2,000 and the Six Sigma training would be done in Indianapolis at the Purdue University Manufacturing Extension Partnership Center. The classes will be offered beginning this Spring.

Mr. Smith then thanked Ms. Turner-Wright again for asking the "hard" questions and researching this matter but he feels that, after having the situation analyzed by the Accounting staff, that the Library should go forward with the outside contractor.

Ms. Turner-Wright commented that she understands but it is the public's money and she feels that she has the responsibility, as a Board member, to ask questions. She also understood from information that was originally given, that there had been a cutback on staff in this area – the Library laid people off. She wanted to know if those people that had been laid off wanted their jobs back. If the process “fell down” because the Library eliminated employees then what is the answer?

Ms. Dixon responded that the process has been done the same way for a long time. This will give the Library a chance to see if it can be done a better way. She reminded the Board that this is a month-to-month contract for the delivery service.

Ms. Turner-Wright stated again that it was her understanding that staff had been let go whose job it was to perform the courier duties for the Library. So, if you laid them off and then found out that you were coming up 32 hours short and you were getting behind on deliveries, why not go back to that staff person(s) that you laid off and offer the job to them.

Ms. Dixon advised that this could not be discussed at tonight's meeting.

After full discussion and careful consideration of Resolution 25 – 2011, the resolution was adopted on the motion of Mr. Smith, and the “yes” votes of Mr. Bacon, Mr. Bonner, Ms. Crenshaw, Mr. Shevlot and Mr. Smith. It was noted that Mr. Lingenfelter and Ms. Turner-Wright voted “no” on the resolution.

Motion carried.

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

Since he was unable to attend the recent Finance Committee meeting, Mr. Lingenfelter asked Mr. Smith if he could obtain a copy of the café/catering report from that meeting.

Ms. Dixon advised that she would send Mr. Lingenfelter a copy of the report.

Mr. Shevlot suggested that Ms. Dixon provide Mr. Lingenfelter with some of the discussion points concerning the report from the Finance Committee meeting.

- h. **Finance Committee Notes – April 12, 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. **Resolution 26 – 2011** (Approval for Authorization to Award Contract for CEO Search Firm)

Janet Gartin-Moore, Human Resources Director, advised that the Diversity, Policy and Human Resources Committee was recommending that the Library enter into a contract with the CEO search firm of Bradbury Associates/Gossage Sager Associates in an amount not to exceed \$25,000.

After full discussion and careful consideration of Resolution 26 – 2011, the resolution was adopted on the motion of Ms. Crenshaw, and the “yes” votes of Mr. Bacon, Mr. Bonner, 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.

b. **Resolution 27 – 2011** (Approval of Amendments to By-Laws)

After full discussion and careful consideration of Resolution 27 – 2011, the resolution was adopted on the motion of Ms. Crenshaw, and the “yes” votes of Mr. Bacon, Mr. Bonner, Ms. Crenshaw, Mr. Lingenfelter, Mr. Shevlot, Mr. Smith and Ms. Turner-Wright.

Motion carried.

c. **Diversity, Policy and Human Resources Committee Notes – April 11, 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)**

Agenda items were rearranged at the request of Mr. Lingenfelter.

b. **Resolution 28 – 2011** (Authorization to Issue Bidding Documents for the Shelby Branch Library Renovation Project)

Mr. Coghlan noted that the Board had previously authorized Axis Architecture to be the architect for this Project. He announced that Kevin Cooper and Michelle Wise from Axis were here to make a presentation on the Project.

At this time, Mr. Cooper addressed the Board. He mentioned that he is the Lead Partner from Axis working on the project and Ms. Wise is the Project Manager and Lead Designer. He thanked the Board and the Library for allowing Axis to work on the Project.

Mr. Cooper advised that there will be a “limited” renovation of Shelby. Axis is confident that the plans they are showing this evening do improve the efficiency of how staff works, the services that are going to be provided to patrons and that there will be an esthetic impact (“wow factor”) when someone enters the branch.

One of the program features is the new computer lab that will take over the current meeting room space. The storage cabinets in the room will be removed to increase the overall room dimensions. There will be new finishes, new ceiling, and new wiring for technology. The Children’s Area will be remodeled. There will be a new storytelling environment and five new early learner computers will be added in that area. New shelving and extra seating will also be added at the branch. New restroom facilities are planned. The staff Work Area will be remodeled. A new Circulation Desk is proposed. Many “green ideas” will be implemented. There will be improvements to the mechanical, electrical and plumbing systems in the building. Another idea is to introduce more daylight into the space by installing a dormer/light monitor near the entry doors of the branch.

Ms. Wise then displayed and briefly discussed the drawings/renderings for the proposed interior renovations at Shelby.

Mr. Lingenfelter pointed out that the Community Room at Shelby was named the Nackenhorst Community Room. With the elimination of the Community Room due to the upcoming renovation, he inquired how the Nackenhorst name would be carried forward in the new space.

Mr. Coghlan noted that Danny Dean, the President of the IMCPL Foundation, has been working on a solution for this situation.

After full discussion and careful consideration of Resolution 28 – 2011, the resolution was adopted on the motion of Mr. Lingenfelter, and the “yes” votes of Mr. Bacon, Mr. Bonner, 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.

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

Mr. Coghlan discussed the Facilities Briefing Report that had been distributed to the Board. Some of the items noted included the following: Shelby Branch Library Renovation Project; Resolution for the Authorization to Issue Bidding Documents for the Shelby Branch Library Renovation Project; Green Library in the Park; and Lighting Retrofit Energy Savings Projects for Decatur, Lawrence, Nora, Pike, Southport, Warren and Wayne Branches.

A copy of the Report is attached to these minutes.

c. **Capital Projects Branch Status Report – March 31, 2011** was distributed to the Board for their review and information. A copy of the Report is attached to these minutes.

Ms. Crenshaw asked about the possibility of using carpet squares at Franklin for the re-carpeting project.

Mr. Coghlan advised that the Library will be using carpet tiles at that location.

d. **Building Committee Notes – April 12, 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 but they are still following some items. Since those items have not passed totally out of both the House and Senate, the Committee will wait until next month to present a report to the Board.

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

April 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:
 - AAA Hoosier Motor Club; Baker & Daniels, LLP – Children's Fund
 - Barnes & Thornburg, LLP; Comcast Cable, RJE Business Interiors; John Wiley & Sons, Inc. – Eugene & Marilyn Glick Indiana Authors Award
 - Carrier Corporation; Indianapolis Power & Light; The Kroger Co.; Lilly Endowment, Inc. – Summer Reading Program
 - Nina Mason Pulliam Charitable Trust; The Herbert Simon Family Foundation – Ready to Read
- This month, the Foundation was proud to provide funding for the following programs:
 - Summer Reading Program, funded by various donors
 - Ready to Read, funded by various donors
 - Microsoft Office Classes at Central Library, funded by the Library Foundation's general fund
 - Hometown Roots Concert Series, funded by proceeds from the Eugene & Marilyn Glick Indiana Authors Award
 - Classical Concert Series, funded by the Library Foundation's general fund
 - West Indianapolis Community Day, funded by Amica Insurance and 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 complete. Winners and finalists will be announced by July 15, 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.

11. Report Of The Chief Executive Officer

Agenda items were rearranged at the request of Ms. Bramble.

c. Report on Electronic Devices and Staff Training

Prior to his presentation, Ms. Bramble thanked Mike Williams, Area Resource Manager, for his work on IMCPL's Snapshot Day in conjunction with National Library Week.

Mr. Williams then distributed various electronic devices for the Board's inspection and review.

He stated that he has been following the developing eBook field since the mid-1990s. In fact, Mr. Williams noted that he had the pleasure of winning 10 Rocket eBooks that were circulated at the Irvington Branch as a pilot in 1999. He has spoken at a few national conferences, one for authors and one for publishers. At a conference in New York is where the ePub format really evolved. That is the format that allows us to download content and put it on an end user's device.

This holiday season saw an explosion of eReaders in the marketplace and patrons are asking Library staff to assist them in obtaining free content for these devices. To assist these patrons, a four-hour training initiative on eReaders is planned for staff by an internal IMCPL team.

Mr. Williams mentioned that it was recently announced that the Amazon Kindle will now allow for the Library's eBook collection to be downloaded through Overdrive, the Library's downloadable vendor. He noted that the latest statistics obtained from Overdrive show that patrons are increasingly downloading titles from the Library's collection.

Mr. Shevlot commented that the Library should probably expect the need for an accelerated learning curve for staff. He asked Mr. Williams if there was anything that the Board or Library could do to assist with this project.

Mr. Williams replied that they could use extra devices that the training team could take to the branches for presentations/training.

a. **CEO Monthly Statistical Report – March 2011 and CEO Quarterly Statistical Report – 1st Quarter 2011**

Ms. Bramble reviewed the CEO Monthly Statistical Report – March 2011 and the CEO Quarterly Statistical Report – 1st Quarter 2011 that had been distributed to the Board.

She advised that the statistics for most categories, except for Requests Placed, were down. It was mentioned that this could possibly be attributed to the reduction of hours, new loan limits and weather-related instances.

Additionally, a report and summary on the CEO and Circulation Manager average response times to patron inquires for the 1st Quarter 2011 was discussed with the Board. It was noted that the cumulative average response time was one day, 6.25 hours.

b. **Confirming Resolutions:**

1) **Resolution Regarding Finances, Personnel and Travel (29 – 2011)**

After full discussion and careful consideration of Resolution 29 – 2011, the resolution was adopted on the motion of Mr. Lingenfelter, seconded by Ms. Turner-Wright, and the "yes" votes of Mr. Bacon, Mr. Bonner, 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:

May, 2011 - No items were suggested.

INFORMATION

15. **Materials**

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

- a. *Public Libraries* (March/April 2011)
- b. *American Libraries* (March/April 2011)

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

- a. **REVISED Board Meeting Schedule for 2011** was distributed to the Board for their information. A copy of the Schedule is attached to these minutes.
- b. Library Programs/Free Upcoming Events updated through May 18, 2011 and May PSAs were distributed to the Board.

17. **Notice of Special Meetings**

None.

18. **Notice of Next Regular Meeting**

Thursday, May 19, 2011, at the Eagle Library, 3325 Lowry Road, at 6:30 p.m.

19. Other Business

Mr. Lingenfelter reminded the audience that Board protocol allows that individuals can sign up to speak to the Board on specific items included on the Agenda at the appropriate time during the Board Meeting.

20. Adjournment

The Secretary announced that there was no further business to come before the Board.

The Chairman then declared the meeting adjourned at 8:40 p.m.

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

Marie Turner-Wright, Secretary to the Board

