

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

The Indianapolis-Marion County Public Library Board met at the Irvington Branch Library, 5625 East Washington Street, Indianapolis, Indiana, on Thursday, November 17, 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 and Ms. Turner-Wright.

Members absent: Mr. Smith.

3. Branch Manager's Report

Sue Kennedy, Manager, Irvington Branch, advised that the Branch Profile had been distributed to the Board members earlier.

At this time, she announced that the branch had hosted three events in the last month, namely, the Irvington Halloween Festival, the 10th Anniversary Celebration and tonight's Board Meeting.

Ms. Kennedy advised that this year's Halloween Festival drew 2,470 patrons to the branch. The 10th Anniversary Celebration was held to acknowledge the branch's move from the Hilton U. Brown building into the current building. The theme of the day was local history. The anniversary coincided with the launch of the Irvington Oral History digital collection on the Library's website.

Mr. Shevlot asked about the study room created at the branch. Has it been successful?

Ms. Kennedy confirmed that the room is successful and that it is used for approximately 50 tutoring sessions a month.

Mr. Shevlot then inquired about the challenge of unsupervised children in the branch mentioned in Ms. Kennedy's Report.

Ms. Kennedy advised that the new Behavior Guidelines established by the Library will be a help with

this situation and in fact the problem seems to have eased a bit recently. The security guard in the branch has also helped.

Mr. Lingenfelter wanted to know when the branch is open on Saturday do they get patrons from other branches that are closed.

Ms. Kennedy responded that they do get patrons from other branches on Saturday. They also get Central Library patrons when Central is closed on Thursday

Mr. Lingenfelter asked what has the patron response been to the Friday closing at the branch?

Ms. Kennedy responded there is a skeleton staff that works at the branch on Fridays and they have experienced patrons coming to the door only to learn that the branch isn't open. She hopes that hours will be restored at the branch.

A copy of the Report is attached to these minutes.

4. Public Comment and Communications

a. Public Comment

There were no petitions to come before the Board.

b. **Dear CEO Letters and Responses** were circulated for the Board's general information.

c. **Correspondence** was circulated for the Board's general information.

5. Approval Of Minutes: Executive Session, Regular and Special Meetings

a. Regular Meeting, October 20, 2011

The minutes from the Regular Meeting held October 20, 2011 were distributed to the Board.

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

COMMITTEE REPORTS

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

a. Report of the Treasurer – October 2011

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

For the month of October, actual expenditures, less investments and debt payments, were 13.5% less than projected. During October the Library spent less in personal services (salaries and benefits) and library materials.

Actual revenue was 10.8% less than projected. The decrease was in fines and fees.

October 2011 expenditures, less investments and debt payments, were 15.30% less than October 2010. The decrease was in personal services. There was an additional pay period in October 2010 compared to October 2011.

October 2011 receipts were 1.32% lower than October 2010. This decrease was in printer fees.

Year-to-date Fines and Fees revenue for 2011 is \$1,053,855 compared to \$1,299,803 for year-to-date 2010.

Mr. Dudich made the motion, which was seconded by Ms. Crenshaw, 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 63 – 2011** (Approval to Sign Contract for ISDN/PRI Voice Trunk Services)

Mr. Bonner advised that the \$45,000 figure Debra Champ, IT Director, had on the resolution document was incorrect. The figure should be approximately \$51,120.

After full discussion and careful consideration of Resolution 63 – 2011, the resolution was adopted, as amended, upon the motion of Mr. Bonner, 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. **Resolution 64 – 2011** (Approval to Sign Contracts for Managed Internet Services)

After full discussion and careful consideration of Resolution 64 – 2011, the resolution was adopted upon the motion of Mr. Bonner, 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.

d. **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 appropriation of

the 2011 Refunding Bonds.

- 1) **To consider the appropriation of the 2011 Refunding Bonds advertised on November 4, 2011 in *The Indianapolis Star* and November 4, 2011 in the *Indianapolis Recorder*.**

Ms. Dixon reminded everyone that in 2009 the Board approved looking at refunding to reduce the debt payments. This is the last of that series and it involves the 2003 bonds that the Library advertised to do a refunding on. The present value savings will be approximately \$476,000 over the life of the debt. The amount of the appropriation for refinancing is not to exceed \$9.9 million. This will refund the bonds and pay a portion of the cost of selling and issuing the 2011 Refunding Bonds.

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

President Shevlot invited public comment at this time.

There were no comments from the public.

President Shevlot Will Consider a Motion to Close the Public Hearing

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

Motion carried.

The Public Hearing was closed at this time.

President Shevlot reconvened the Regular Meeting.

- e. **Resolution 65 – 2011** (Appropriation of the 2011 Refunding Bonds)

Mr. Shevlot wanted to know what the costs were going to be to refinance the bonds.

Ms. Dixon responded that the costs should be approximately \$70,000.

Mr. Shevlot asked if the next refinancing was scheduled for 2013.

Ms. Dixon replied that this was the last one in the series that was approved. We will look at other debt to see if it would be to our benefit to consider a refinancing at that time.

Mr. Shevlot reminded everyone that there was a previous discussion about coming back in January 2012 to consider other refinancings.

Mr. Dudich commented that the savings related to this refunding will be equal over the number of years left in the debt. It is not front-loaded or back-loaded. There will be equal year savings over the life of the debt.

After full discussion and careful consideration of Resolution 65 – 2011, the resolution was adopted upon the motion of Mr. Bonner, 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.

f. **Resolution 66 – 2011** (Appropriation of Grant and Gift Proceeds))

After full discussion and careful consideration of Resolution 66 – 2011, the resolution was adopted upon the motion of Mr. Bonner, 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. **Finance Committee Notes – November 7, 2011** were distributed to the Board for their general information and are attached to these minutes.

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

a. **Resolution 67 – 2011** (Salary Resolution – Resolution Adopting a Schedule of Pay Grades, Staff Positions and Benefits for Library Employees)

Ms. Turner-Wright requested that the words “from an accredited institution” be added after the words “Masters Degree in Library Science” in the paragraph on Page 7 entitled “Tuition Assistance.”

There was a brief discussion on the request and it was determined that this matter should be discussed in further detail at the December Diversity, Policy and Human Resources Committee meeting. At that time they would also address the possibility of adding the requested language -- “from an accredited institution” to both the Masters Degree in Library Science and the Bachelor’s Degree references in the document.

After full discussion and careful consideration of Resolution 67 – 2011, the resolution was adopted, as written, 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. **Resolution 68 – 2011** (Resolution Authorizing the CEO to Sign an Agreement with Anthem Blue Cross-Blue Shield for Health Insurance Services)

After full discussion and careful consideration of Resolution 68 – 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.

- c. **Resolution 69 – 2011** (Resolution Authorizing the CEO to Sign an Agreement with Health Resources, Inc. (HRI) for Dental Health Insurance Services)

Mr. Shevlot asked Ms. Dixon who were the other three vendors who offered to provide dental insurance to the Library.

Ms. Dixon responded that the other vendors were Delta Dental and Anthem but that she couldn't remember the name of the other company. (Note: Following the meeting, Ms. Dixon advised that the third company was Guardian.)

After full discussion and careful consideration of Resolution 69 – 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.

- d. **Report on Annual Review of IMCPL Acceptable Use Policy**

A copy of the referenced Report is attached to these minutes.

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

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

- a. **Facilities Briefing Report for November 2011**

Mr. Lingenfelter reviewed the Report that had been presented to the Board.

Some of the items discussed included the following: The Garfield Park Branch Library Project; The Green Library in the Park; Shipping and Mail Room Six Sigma Project; East Washington Street Branch Centennial Celebration Preparations; Posting of Library Use Guidelines; and Facilities Management Service Area Goals and Projects Planned for 2012.

Kim Andersen, IMCPL staff member, spoke about the mentioned Shipping and Mail Room Six Sigma Project. She noted that they are almost done collecting the necessary data. Once received, it will be analyzed and then recommendations will be put together.

A copy of the Report is attached to these minutes.

- b. **Capital Projects Branch Status Report – October 31, 2011** was distributed to the Board for their review and information. A copy of the Report is attached to these minutes.
- c. **Building Committee Notes – November 9, 2011** were distributed to the Board for their general information and are attached to these minutes.

Ms. Turner-Wright thanked IMCPL staff member Randy Starks for providing videos of the various openings and ceremonies to the Board members.

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

- a. **Governmental Affairs Committee Notes – November 9, 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, stated that they will be contacting the newly-elected officials after the first of the year to welcome them to the Library and our services. There is no real action in the General Assembly anticipated yet.

Mr. Lingenfelter stated that the Committee will be discussing how library services are delivered to the community. One of the Committee's goals for 2012 is to understand what is needed from our community.

Mr. Dudich questioned the reference in the Committee's Notes about "we identify a return on investment figure related to our local expenditures in salaries plus purchases and services paid to local vendors, utilities, or contractors." He asked Mr. Lingenfelter to expand on that statement so that he could understand the purpose of it.

Mr. Lingenfelter responded that one of the things that we often overlook is what kind of return goes back into the community through salaries, etc. Even though it looks like it's coming to the Library and the Library is just throwing it away in some regard, we actually return it back to the community. We want to understand how it goes back to the community around the individual branches. Mr. Lingenfelter feels that is an important number to help the people that are working on our Budget and the community to understand that it doesn't just disappear.

10. **Library Foundation Update (Dorothy R. Crenshaw, Library Board Representative)**

October 2011 Library Foundation Update

Ms. Crenshaw 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:
 - Indiana Humanities – 2011 Fall Fest
 - The Eugene & Marilyn Glick Family Foundation; Wal-Mart Store #1518 – Summer Reading Program
 - Clark, Quinn, Moses, Scott & Grahn, LLP – Children's Fund
 - IUPUI University Library; Ice Miller, LLP; Riley, Bennett & Egloff, LLP; Patria

Press/Independent Book Publishers Association; 21st Amendment; University of Evansville; Eli Lilly & Company – Indiana Authors Award Dinner Sponsorship

- The Library Fund, a fund of the Indianapolis Foundation – Legal Materials and Learning Curve Media Workshop
- This month, the Foundation was proud to provide funding for the following programs:
 - Shelby Branch Library Project, funded by the Allen Whitehall Clowes Charitable Foundation, Inc.
 - Eugene & Marilyn Glick Indiana Authors Award – This year’s Indy Author Fair drew more than 500 people to Central Library for publishing workshops and opportunities to mix and mingle with over 40 of Indiana’s talented authors.

Over 330 guests enjoyed celebrating the five talented authors, listening to remarks from our winners and experiencing the ambiance of Central Library’s Atrium at the Indiana Authors Award Dinner. The more than \$68,000 that was raised will go to support a variety of programs of the Library and the Library Foundation, including future years of the Eugene & Marilyn Glick Indiana Authors Award. Congratulations to Margaret McMullan, Helen Frost, and Micah Ling on their recognition as winners of the 2011 Eugene & Marilyn Glick Indiana Authors Award.

Mark your calendar for next year’s Eugene & Marilyn Glick Indiana Authors Award Dinner and Indy Author Fair on Saturday, September 29, 2012 at Central Library. Don’t forget to visit www.indianaauthorsaward.org from February 6 – March 23, 2012 for your chance to nominate an author.

11. Report Of The Chief Executive Officer

a. CEO Monthly Statistical Report – October 2011

Laura Bramble, Chief Executive Officer, reviewed the Report that had been distributed to the Board.

She pointed out that Patron Visits are still declining and Computer Usage is still going down. Web Branch Visits and Requests Placed are up. There were approximately 1,000 programs held with 19,000 people attending.

Ms. Bramble reminded everyone about the upcoming African-American History Committee Fall Fest to be held this Saturday from Noon to 4:00 p.m. at Central Library.

A copy of the Report is attached to these minutes.

b. Confirming Resolutions:

1) Resolution Regarding Finances, Personnel and Travel (70 – 2011)

After full discussion and careful consideration of Resolution 70 – 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.

UNFINISHED BUSINESS

12. Mr. Lingenfelter stated that there was unfinished business about the Library's hours. We need to continue the conversation on how we restore hours.

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:

- December, 2011 -** Discussion at the next Diversity, Policy and Human Resources Committee meeting about adding “from an accredited institution” language to the Library’s policy on Tuition Assistance.

INFORMATION

15. **Materials**

There were no materials available to distribute to the Board.

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 December 14, 2011 and December PSAs were distributed to the Board.

17. Notice of Special Meetings

None.

18. Notice of Next Regular Meeting

Thursday, December 15, 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 7:35 p.m.

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

Marie Turner-Wright, Secretary to the Board

