

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
APRIL 27, 2020**

The Indianapolis-Marion County Public Library Board met electronically via ZOOM and/or telephone on Monday, April 27, 2020 at 12:00 p.m., pursuant to notice given in accordance with the rules of the Board.

1. Call To Order

Judge Salinas presided as Chairman. Mr. Biederman acted as Secretary.

2. Roll Call

Members present electronically: Mr. Biederman, Mr. Bigsbee, Dr. Jett, Dr. Murtadha, Ms. Payne, Rev. Robinson and Judge Salinas

Members absent: None

3. Public Comment and Communications

In view of the extreme emergency facing our city, and in keeping with the Executive Order issued by the Governor, the public was not invited to physically attend the meeting but had the ability to view/listen to the Regular Meeting via a live stream YouTube link.

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

a. Regular Meeting, March 23, 2020

The minutes were approved on the motion of Dr. Murtadha, seconded by Ms. Payne, and the following roll call vote:

Mr. Biederman – Aye	Ms. Payne – Aye
Mr. Bigsbee – Aye	Rev. Robinson – Aye
Dr. Jett – Aye	Judge Salinas – Aye
Dr. Murtadha – Aye	

COMMITTEE REPORTS

5. Finance Committee (Patricia A. Payne, Chair; Raymond Biederman, Curtis Bigsbee)

a. **Report of the Treasurer – March 2020**

Jackie Nytes, Chief Executive Officer, discussed the Report of the Treasurer. She advised that property tax receipts will be slow in coming due to the extension of payment due dates. Other revenue such as fines, etc. is down due to the closure. Questions were asked about consulting contracts. Ms. Nytes advised that some of those have been reduced or paused during the closure including, for example, Twyman, Strategic Plan, GARE, etc. Dr. Murtadha asked about what grants the Library is pursuing. Ms. Nytes responded that we are working with the Foundation on this. For instance we won't need the grant funds for this year's Summer Reading Program. There are other grants for which we don't qualify. Close attention is being paid to the full year snapshot and adjustments will be made to reflect projections.

Mr. Biederman made the motion, which was seconded by Mr. Bigsbee, that the Report of the Treasurer be filed for audit.

The Report of the Treasurer was approved for filing for audit on the following roll call vote:

Mr. Biederman – Aye	Ms. Payne – Aye
Mr. Bigsbee – Aye	Rev. Robinson – Aye
Dr. Jett – Aye	Judge Salinas – Aye
Dr. Murtadha – Aye	

b. **Resolution 16 – 2020 (Transfer Between Classifications and Accounts)**

Ms. Nytes noted that due to the Library's ongoing closure due to COVID-19, the demand for electronic resources continues to increase. This is the second transfer of Budget funds from the Printed Materials line item to the Electronic Materials account. This is money well spent to meet the needs of our patrons.

Dr. Murtadha commended the Library for making this shift in the Budget. People will appreciate it.

Dr. Jett mentioned that we need to be diligent about transfers. We must make certain that this won't affect other funding that might be needed for safety and security.

After full discussion and careful consideration, Dr. Murtadha made the motion, which was seconded by Ms. Payne, to approve Resolution 16 – 2020, Transfer Between Classifications and Accounts.

Resolution 16 – 2020 was approved on the following roll call vote:

Mr. Biederman – Aye	Ms. Payne – Aye
Mr. Bigsbee – Aye	Rev. Robinson – Aye
Dr. Jett – Aye	Judge Salinas – Aye
Dr. Murtadha – Aye	

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

c. **2020 Projections as Compared to Budget**

Budget projections for 2020 were reviewed. Ms. Nytes noted that the Library expects a \$3.5 million reduction in revenue. She advised that the Library received an unexpected \$1 million insurance reimbursement. We anticipate a savings of \$1.6 million in salaries because the Library will not fill vacancies, there will be a reduction in Substitute hours and we anticipate some retirements. There will be some savings in Supplies but that will probably be used to purchase safety and protection equipment. There is also savings in Conferences. There are only a few virtual conferences and there is no travel. We are completing some necessary building repairs while the Library is closed. Additional savings will be realized in several areas including Utilities and Programming. The Library will not purchase any new vehicles. It is anticipated that we will have a Budget shortfall of \$86,662 which will be taken from the Library's Fund Balance.

6. **Diversity, Policy and Human Resources Committee (Rev. T. D. Robinson, Chair; Patricia A. Payne, Judge Jose D. Salinas)**

a. **Resolution 17 – 2020 (Confirmation of Continued Emergency Hours, and Plans for Continued Staff Compensation and Changes after Stay at Home Order is Lifted)**

Ms. Nytes reviewed the proposed resolution and noted that the Library is currently scheduled to be closed through May 3, 2020 but the resolution allows for adjustments to extend the closure based on further directives from the City of Indianapolis and the State of Indiana.

At this time, a lengthy discussion took place about the resolution.

Dr. Jett commented that she understands the reference in the resolution about the CEO and Board President consulting but she feels everyone on the Board needs to be consulted before a decision is made. She cited language from *In The Public Trust*. Members need to be part of the conversation and this information should be reflected in the resolution. The full Board needs to be in agreement.

Judge Salinas spoke. He advised that he has had ongoing discussions with all the Board members to keep them updated. He would not move forward without approval of the Board.

Board members mentioned different dates for re-opening. Judge Salina advised that the Courts are closed until May 18, 2020. Ms. Payne mentioned that she felt the date should be June 1, 2020.

Robert Scott, Library Board attorney, spoke. He advised that the Board can grant authority to the CEO to extend the closure beyond May 3, 2020, if necessary. Or, in the alternative, they could wait and see and schedule another Board Meeting over the weekend to approve an action. The authorization to the CEO is temporary in nature.

Dr. Murtadha wanted to make certain that everyone knew it is not an issue of trust.

Further discussion was held on the item concerning pay for non-exempt staff. Ms. Nytes noted that non-exempt staff, if they come into the office, would be paid at one and one-half times their hourly rate, which is consistent with Library policy.

After full discussion and careful consideration, Rev. Robinson made the motion, which was seconded by Judge Salinas, to approve Resolution 17 – 2020, Confirmation of Continued Emergency Hours, and Plans for Continued Staff Compensation and Changes after Stay at Home Order is Lifted.

Resolution 17 – 2020 was approved on the following roll call vote:

Mr. Biederman – Aye	Ms. Payne – Nay
Mr. Bigsbee – Aye	Rev. Robinson – Aye
Dr. Jett – Nay	Judge Salinas – Aye
Dr. Murtadha – Aye	

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

7. Facilities Committee (Dr. Terri Jett, Chair; Curtis Bigsbee, Dr. Khuala Murtadha)

Dr. Jett advised that the Committee did not have any items to report.

8. Library Foundation Update

April 2020 Library Foundation Update

Rev. Robinson provided the Update for April 2020.

Supporting the Library

- The Library is a vital resource for Indy’s learning community during the COVID-19 outbreak. Our Board and staff are in awe of how quickly the Library is adapting services to our new reality.
- The Summer Reading Program is the focus of our fundraising. With children across the city missing so much school, it’s more important than ever to encourage reading and lifelong learning! We are grateful to the Library’s Public Services and Communications teams for finding a way forward!
- Knowing some programs we traditionally fund may not happen this year, we have asked the Library’s staff to keep us informed of new opportunities to serve our learning community. We will look for opportunities to redeploy our endowment funds and try to secure financial contributions to help the Library maximize its impact.

Engaging our Supporters

- Now, it is more important than ever to stay in touch with our donors, sharing the Library’s good work and thanking them for their support.

- We continue to request, and receive, contributions from foundations, individuals and companies.
- We appreciated the Library's invitation to send a special message to Indy Library Store volunteers during National Volunteer Week (April 19-25). Last year the Indy Library Store raised \$205,000 to help the Library Foundation support Library programs.
- The Foundation's Board is meeting virtually.

Attending to our Fiscal Health

- Worked with Blue & Company to complete our annual independent financial audit.
- Secured a forgivable Payroll Protection Program loan from the Small Business Association to assist with our operating costs.
- Began monitoring the pandemic's impact on our three main income sources: contributions, investment returns and Indy Library Store revenue. We have begun to identify ways to reduce the Foundation's own operating /fundraising costs as needed.

The Library Foundation thanks 166 donors who made gifts last month. The following are our top corporate and foundation contributors:

Baker Tilly
 Central Indiana Community Foundation
 Citizens Energy Group
 Indiana Oxygen
 Indianapolis Indians
 krM Architecture
 Lilly Endowment Inc.
 RJE Business Interiors
 Stifel Nicolaus & Company, Inc.
 Woodley Farra Manion Portfolio Management, Inc.

9. Report Of The Chief Executive Officer

Ms. Nytes is scheduling tours of the new Martindale Brightwood branch for Board members. Dr. Jett mentioned that she has already scheduled her tour.

a. Current Plans for the Resumption of Services to Patrons our Buildings

Ms. Nytes discussed the Memo that had been presented to the Board.

The Library is planning to offer Curbside Library Service where the community may request Library materials and pick them up at a designated library location in a manner which does not require any in-person contact with Library staff,

The plan is to pilot this service at Central Library and two-four branches on or around May 11, 2020.

The duration and extent of this level of service will be evaluated and adjusted based on the advice of local officials, the availability of staff and consultation with the Board President.

She went on to discuss the processes involved in the opening of all Library buildings to the public at a later date.

Dr. Jett discussed the curbside pick-up service. Will patrons be allowed to drop off materials?

Ms. Nytes responded that the drop boxes will be opened and all materials received will be quarantined according to set guidelines.

b. Confirming Resolutions:

1) Resolution Regarding Finances, Personnel and Travel (18 – 2020)

After full discussion and careful consideration, Rev. Robinson made the motion, which was seconded by Mr. Biederman, to approve Resolution 18 – 2020, Resolution Regarding Finances, Personnel and Travel.

Resolution 18 – 2020 was approved on the following roll call vote:

Mr. Biederman – Aye	Ms. Payne – Aye
Mr. Bigsbee – Aye	Rev. Robinson – Aye
Dr. Jett – Aye	Judge Salinas – Aye
Dr. Murtadha – Aye	

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

UNFINISHED BUSINESS

10. None.

NEW BUSINESS

11. None.

AGENDA BUILDING

12. 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, 2020 – There were no items suggested.

INFORMATION

13. Materials

- a. **Article from Publishers Weekly** - <https://www.publishersweekly.com/pw/by-topic/industry-news/libraries/article/83093-public-libraries-after-the-pandemic.html>

14. Board Meeting Schedule for 2020 (Notice and Place of Meeting) and Upcoming Events/Information

- a. **Board Meetings for 2020** – *Current calendar will be updated, as necessary, and additional information highlighted.*
- b. **Library Programs/Free Upcoming Events** – All Programs and Events are canceled until further notice.

15. Notice of Special Meetings

None.

16. Notice of Next Regular Meeting

Monday, May 18, 2020, at the Haughville Branch Library, 2121 West Michigan Street, at 6:30 p.m.

It is noted that this meeting might be changed to a ZOOM meeting depending on circumstances at the time.

17. Other Business

None.

18. Adjournment

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

The Chairman then declared the meeting adjourned at 1:20 p.m.

Raymond Biederman, Secretary to the Board

