

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY  
MINUTES OF THE REGULAR MEETING  
AUGUST 22, 2022**

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The Indianapolis-Marion County Public Library Board met in person at the Library Services Center, 2450 North Meridian Street, Indianapolis, Indiana on Monday, August 22, 2022 at 6:35 p.m. pursuant to notice given in accordance with the rules of the Board.

**1. Call To Order**

President Salinas called the meeting to order. Ms. Payne acted as Secretary.

**2. Roll Call**

Members present in person: Mr. Bigsbee, Dr. Murtadha, Ms. Payne, Judge Salinas and Ms. Tribble.

Members absent: Mr. Biederman and Dr. Robinson.

**a. Public Comment**

The Public was invited to the Board Meeting.

Mr. Bigsbee shared that at every Library Board meeting we open with a time for public comment. We welcome feedback from the public about our Indianapolis Libraries, and this is a time when the public may address the Library Board. If there are several of you representing the same group, please select a spokesperson. Please do not repeat the same comments someone else has offered. Please note also that this public comment time is not the appropriate forum for commenting on matters related to alleged employee misconduct. Any such matters should be brought promptly to the attention of the Library's Interim CEO or the Human Resources Department where matters can be properly addressed in compliance with established Library policies and procedures. **A FIVE-MINUTE LIMIT WILL BE ALLOWED FOR EACH SPEAKER. EACH SPEAKER SHOULD GIVE THEIR NAME AND THEIR ADDRESS.**

There were no petitions to come before the Board.

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

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

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

a. **Regular Meeting, July 25, 2022**

The minutes from the Regular Meeting held July 25, 2022 had been distributed to the Board.

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

Mr. Bigsbee – Aye	Judge Salinas – Aye
Dr. Murtadha – Aye	Ms. Tribble – Aye
Ms. Payne – Aye	

**COMMITTEE REPORTS**

**5. Finance Committee (Patricia A. Payne, Chair; Raymond Biederman, Hope C. Tribble)**

a. **Report of the Treasurer – July 2022**

At this time, Carolyn Adams, Interim CFO, introduced the Library's new CFO, Lolita Campbell.

On behalf of the Board, Judge Salinas welcomed Ms. Campbell to the team. He thanked her for agreeing to be with us.

Ms. Campbell then began her review of the Report of the Treasurer that had been distributed to the Board.

She pointed out that with the regard to the month ending July 31, 2022, we have received 55% of our expected revenues. With regard to expenditures, we are at 46% of our Budget. This makes us in a favorable position. It's good to be under Budget for our expenditures.

She then pointed out the Income Statement for the Board's review.

Judge Salinas asked if there was anything out of the ordinary or if there was anything Ms. Campbell wanted to highlight.

Ms. Campbell advised that the Library had received a refund from Citizens Energy. That increased our revenue for the month of July. And, as far as our expenses go, there's nothing she could really highlight from there. We were under Budget, which is favorable for us.

Ms. Adams then noted that the Library's audit with the State of Indiana is going to wrap up next week. She doesn't foresee any issues.

Ms. Payne made the motion, which was seconded by Ms. Tribble, 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. Bigsbee – Aye	Judge Salinas – Aye
Dr. Murtadha – Aye	Ms. Tribble – Aye
Ms. Payne – Aye	

b. **Resolution 44 – 2022** (Resolution for Appropriation and Tax Rates – 2023 Budget)

Ms. Campbell noted that this resolution is for the appropriation and tax rates for the 2023 Budget.

Ms. Adams advised that all the 2023 Budget details were reviewed at the recent August 9, 2022 Special Board Meeting. This document shows the tax rates that were advertised and it is necessary for this resolution to be approved by the Board. Ms. Adams confirmed that the Library is on solid ground taking everything into account.

Dr. Murtadha asked about the \$1 million going to the Rainy Day Fund.

Ms. Adams noted that the Fund was adopted in case there were construction monies needed. We would need that money ahead of time so we built some budget in there so that we can expend those funds in case we don't get them paid back within the calendar year. So, we may or may not spend the \$1 million.

Judge Salinas pointed out that the document in the packet says Resolution 47. It should be Resolution 44. It is correct on the Agenda, It's just not on the documentation that we have before us. It says 47, it should be Resolution 44. He wanted to make it clear for the Board that we are voting on Resolution 44.

After full discussion and careful consideration of Resolution 44 – 2022, the resolution was adopted on the motion of Ms. Payne and seconded by Dr. Murtadha, to approve Resolution 44 – 2022, the Resolution for Appropriation and Tax Rates – 2023 Budget.

Resolution 44 – 2022 was approved on the following roll call vote:

Mr. Bigsbee – Aye	Judge Salinas – Aye
Dr. Murtadha – Aye	Ms. Tribble – Aye
Ms. Payne – Aye	

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

c. **Resolution 45 – 2022** (Resolution to Set Maximum Tax Rate for the Debt Service Fund for 2023 Budget Year)

Ms. Campbell discussed Resolution 45 – 2022. She advised that this resolution is to set maximum tax rates for the Debt Service Fund for the 2023 Budget Year.

Ms. Adams shared that this is something that years ago we agreed with the City-County Council that we would not have our rates over .0318. This is just to formally approve that agreement.

After full discussion and careful consideration of Resolution 45 – 2022, the resolution was adopted on the motion of Ms. Payne and seconded by Ms. Tribble, to approve Resolution 45 – 2022, the Resolution to Set Maximum Tax Rate for the Debt Service Fund for 2023 Budget Year.

Resolution 45 – 2022 was approved on the following roll call vote:

Mr. Bigsbee – Aye	Judge Salinas – Aye
Dr. Murtadha – Aye	Ms. Tribble – Aye
Ms. Payne – Aye	

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

d. **Resolution 46 – 2022** (Final Bond Resolution – Series 2022 Bonds)

Resolution 46 – 2022, the Final Bond Resolution – Series 2022 Bonds, was discussed by Ms. Adams.

She advised that this was approved by the City-County Council last year in September. These are the bonds we are selling and it needs Board approval. This item did come out of the recent meeting.

Robert Scott, the Board’s attorney, noted that a slight modification to the resolution was made to add reference to the Treasurer having authority throughout the resolution to take certain steps to get this to closing.

After full discussion and careful consideration of Resolution 46 – 2022, the resolution was adopted on the motion of Ms. Payne and seconded by Ms. Tribble, to approve Resolution 46 – 2022, the Final Bond Resolution – Series 2022 Bonds.

Resolution 46 – 2022 was approved on the following roll call vote:

Mr. Bigsbee – Aye	Judge Salinas – Aye
Dr. Murtadha – Aye	Ms. Tribble – Aye
Ms. Payne – Aye	

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

e. **Resolution 47 – 2022** (Approval of EBSCO’s Annual Print Subscription Renewal Quote)

Ms. Adams discussed Resolution 47 – 2022. She advised that this resolution is for the approval of the EBSCO annual print subscription renewal. This is something that is done annually. This is for the magazines for all the branches and the cost is over \$50,000 so it’s requiring board approval.

Dr. Murtadha noted that she wanted to keep an eye on what's happening since so many of the journals and publications are going to online. What differences happen and alerting the Board would always be helpful.

Ms. Campbell advised that she would keep the Board updated about this item.

Nichelle Hayes, Interim CEO, noted that Deb Lambert, who is in charge of our Collection Management Services Area (“CMSA”), keeps a really tight reign on that and makes those adjustments and what we're having here is not even going to digital but actual print publications are just dissolving across the board. A lot of them are doing that so as those change and morph, we make adjustments to our subscriptions. So, that's something that CMSA is looking at on a continual basis.

After full discussion and careful consideration of Resolution 47 – 2022, the resolution was adopted on the motion of Ms. Payne and seconded by Dr. Murtadha, to approve Resolution 47 – 2022, the Approval of EBSCO’s Annual Print Subscription Renewal.

Resolution 47 – 2022 was approved on the following roll call vote:

Mr. Bigsbee – Aye	Judge Salinas – Aye
Dr. Murtadha – Aye	Ms. Tribble – Aye
Ms. Payne – Aye	

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

**6. Diversity, Policy and Human Resources Committee (Hope C. Tribble, Chair; Curtis W. Bigsbee, Patricia A. Payne)**

Ms. Tribble provided an update on the CEO search process. No new information from the last time except that we are in the process of executing the extension of the posting of the position. We had circulated the revised posting with the changes that were discussed and were presented at last month's meeting. The position should be posted this week. We'll close the position again on the 18th of September. That is the new timeline. The Diversity, Policy and Human Resources Committee and the Search Committee will review the final applicant pool and select semi-finalists for interviews early in October and then semi-finalists will be interviewed and then finalists interview the week of November 28th. So, we hope and plan and anticipate that the new CEO will in place somewhere near the first quarter of 2023.

**7. Facilities Committee (Curtis W. Bigsbee, Chair; Dr. Khaula Murtadha, Dr. TD Robinson)**

**a. Update – Garfield Park Branch and Other Projects Associated with the Upcoming 2023 Bond**

Adam Parsons, Facilities Director, shared that he has a call into Indy Parks about a land swap or plan for purchase that will drive the decision to see what land is

available and what direction to actually take about the building. Right at the moment, we're still planning on that being in the next round of bonds.

b. **Resolution 48 – 2022** (Approval to Amend the Services Contract for Housekeeping and Janitorial Services)

Mr. Parsons shared that our previous contract had been with Titan Associates doing business as Sunshine Maintenance Services. We had contracted with them in 2014 and we had an amendment with them to extend the contract for one year in 2017. There was an attempt to extend this in 2018. It never materialized and then we went back into negotiations in 2020. COVID 19 then threw a wrench in everything and the contract has been outstanding for a while.

He noted that he's in the process of preparing an RFP for a new housekeeping and janitorial services contract to start in January of next year but we wanted to formalize this contract for the last four months of this year. This is a formalization for four more months with our current janitorial company.

Mr. Bigsbee mentioned that there had been some concern in the past about the salaries for the janitorial staff. He realizes that the Library doesn't have much control over that but that was a topic of discussion at some of our previous meetings. It is hoped that this would be addressed when the RFP goes out again for the business and for other vendors.

Mr. Parsons advised that the solution that we're looking at is that there is a federal government website for foreign labor to compare for bringing in non-U.S. citizens compared to U.S. citizens of average labor by location. It's broken down even more granular than just state information. He has requested information on the average salary of all employees that meet the criteria of housekeeping/janitorial. We hope to get some numbers back and then we score according to a matrix that he came up with. That's one of the topics that we're talking about what comes about with the confidentiality since this is public record for public municipal corporations, confidentiality can't be 100% guaranteed. It's his hope that we can come to some form of resolution for the next contract.

Dr. Murtadha expressed her appreciation that this issue was being discussed because it will be interesting to see what that contract looks like and the approach those entities have to paying their staff members.

Judge Salinas agreed that when we're going to focus on staff, we need to make sure that those who work in the Library have the same benefits.

Ms. Hayes suggested that Library staff member, Gwen Simmons, vet anything we're doing.

Mr. Parsons advised that Ms. Simmons is on the evaluation team. He said that he is speaking with the attorney for the legal side of things and then he will provide the

information to the six-member evaluation team. Dana Imel, our Security and Safety Officer, will be an advisor for the team. He will act as the facilitator.

Mr. Bigsbee did point out that the current company does a good job. He has been to Central and some of the branches and they look nice but you want to be fair to employees that are working for the company as well.

Dr. Murtadha stated that was the reason she had asked when looking at terms of equity because there were significant differences across the wage rates for different companies and in particular how folks who were immigrants to this country were not getting the kind of equity of opportunity that some companies were. How does it play out in equity and salary? How does it play out in terms of contracts that we work with? So, using the guidelines mentioned by Mr. Parsons gives us a tool to use.

After full discussion and careful consideration of Resolution 48 – 2022, the resolution was adopted on the motion of Mr. Bigsbee and seconded by Ms. Payne, to approve Resolution 48 – 2022 for the Approval to Amend the Services Contract for Housekeeping and Janitorial Services.

Resolution 42 – 2022 was approved on the following roll call vote:

Mr. Bigsbee – Aye	Judge Salinas – Aye
Dr. Murtadha – Aye	Ms. Tribble – Aye
Ms. Payne – Aye	

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

*It was noted that Dr. Robinson joined the meeting virtually at this time.*

## **8. Library Foundation Update**

Dr. Robinson reviewed the information contained in the August 2022 Update.

### **News**

We are proud to support the Library's Summer Reading Programs for children and adults. Many thanks to all staff who made them possible. The Summer Reading Program for youth, Camp Read S'more, motivated nearly 20,500 children to read for 14.9 million minutes. We'd call that a huge success!

### **Donors**

The Foundation thanks 86 donors who made gifts last month. The following are our top corporate and Foundation donors:

Arthur Jordan Foundation  
Eli Lilly and Company Foundation, Inc.

### **Program Support**

This month, the Library Foundation is proud to provide more than \$150,000 to the Library. Examples of major initiatives supported include the World Language Computer Classes, Early Childhood Educators' Workshops, Pathways to Literacy and the McFadden Lecture.

## **9. Report of the Interim Chief Executive Officer**

### **a. Confirming Resolutions**

#### **1) Resolution Regarding Finances, Personnel and Travel (49 – 2022)**

At this time, Ms. Hayes recommended that the Board approve Resolution 49 - 2022 Regarding Finances, Personnel and Travel. This is a procedural action. It approves new hires, compensation changes, resignations, travel and financial-related claims and warrants.

Ms. Payne made the motion, which was seconded by Mr. Bigsbee, to approve Resolution 49 – 2022, the Resolution Regarding Finances, Personnel and Travel, as amended.

Resolution 49 – 2022 was approved on the following roll call vote:

Mr. Bigsbee – Aye	Dr. Robinson – Aye
Dr. Murtadha – Aye	Judge Salinas – Aye
Ms. Payne – Aye	Ms. Tribble – Aye

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

### **b. Interim CEO August 2022 Update**

Ms. Hayes shared the following letter with the Board:

August 22, 2022

Good Evening,

The Staff of the Indianapolis Public Library continues to focus on **“our vision to be a center of knowledge, community life, and innovation for everyone in Indianapolis”**.

#### **Safety**

During the past month we have worked on addressing safety in our locations with Active Shooter Training taking place at Central and scheduling the same training at our branches. The Emergency Operations Plan is being updated to include a response to an active shooter scenario. We hope this will never happen at any of our locations, however we must be prepared based on current events in our nation and community.



### **System Wide Communication**

We continue to meet with staff at branch locations as well as hold townhalls via video to communicate current priorities to as many staff as possible and answer their questions.

### **Accounting**

Currently in budget season, the Accounting Department has worked diligently to create a budget that will support us for the next year and prepare for our presentation to the City County Council.

We are excited to have our new CFO on board, Lolita Campbell. Ms. Campbell brings a wealth of knowledge and the addition to the team is quite beneficial.

Here is the press release featuring Ms. Campbell's appointment.

Thank you to Carolyn Adams, former Interim CEO, for her hard work and dedication over the last 9 months. Her work has been critical to our stability as an organization. Ms. Adams has returned to her previous position as Controller and will aid us in onboarding Ms. Campbell.

### **Training**

The Executive Committee (EC) participated in a retreat on August 10, 2022 with Gwen Crider, (consultant) facilitating. In addition, I recently completed the Indiana State Library New Directors Training (9 LEU Library Education Units). The State Library New Directors Training gave a comprehensive overview of the responsibilities of Indiana Directors based on policies from the Indiana State Library as well as providing resources for the library system as a whole.

August 31<sup>st</sup> is the deadline for staff to complete all training competencies. The "Dismantling Institutional Racism" and "How to Respond to Prejudicial Comments From Customers" trainings were both particularly informative.

### **Staff Transitions**

Farewell to Michelle Burke (22 Years) and Sheila Roeder (19 Years), both long term staff members with IndyPL. Their presence will be missed. We are wishing them an amazing next chapter.

### **Patron Outreach**

Recently I answered a reference question for a patron who is unable to access the internet. "I am truly grateful for the material you sent me. It opens a door that I suspected was out there but never knew where to find." This is an example of the work that IndyPL staff do every day. The impact is seen and felt in our community.

Sincerely,  
 Nichelle M. Hayes MPA, MLS  
 Interim CEO Indianapolis Public Library

### c. **Presentation for the Digital Roadmap**

Marianne McKenzie, Supervisor, Digital Inclusion, gave a PowerPoint presentation entitled "Digital Inclusion – August 2022 Update."

She discussed that the digital divide is the issue. Digital equity is the goal. Digital inclusion is the work. She then reviewed and discussion the six themes of the Digital Inclusion Roadmap as follows:

- Theme 1: Help Bridge the Digital Divide
- Theme 2: Inspire Lifelong Learning of Digital Literacy and STEAM
- Theme 3: Improve Tech Accessibility
- Theme 4: Develop Staff Tech Skills
- Theme 5: Support Digital Equity Through Partnerships and Advocacy
- Theme 6: Ignite Curiosity with Programs and Strategic Initiatives Focused on Technology and the Digital World

A discussion was held about the availability of hotspots. Patrons can check those out for two days. The Library also has Chromebooks but they're not so readily available.

Ms. Payne asked about the possibility of partnering with the Indianapolis Public Schools.

Ms. McKenzie advised that hasn't happened yet but we're working on it.

## **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:

**September 2022** - Dr. Murtadha shared that she wants to make certain that we follow up on some work that got started when we hired a social worker, and what does it mean for us to really think about human engagement and partnership services? Right now, we don't have a functional unit. We just have a singular person that tries to go around to all of the different sites, and different branches, and do the work of forming partnerships, and meeting the unmet needs that get to the heart of a lot of our relationships with the larger public. The Library has functional units within it. To meet those needs, we need individuals who can

really work with the social worker, but also do professional development and be a functional unit that deals with human engagement and partnership services.

Judge Salinas commented that we should look into expanding that program. He believes it is innovative. It made national news, but it was focused on a specific issue at Central, and the social worker is going to other branches to figure out if there's a need there. To the degree we can find out how big the need is within our library system he thinks we need that information so we can look at a course of expansion, if that's the logical way to go because it was developed for a specific need at Central, because of all the work that was happening there. But he's sure that need is also being duplicated at our other branches.

## **INFORMATION**

### **13. Materials**

- a. **Notes of July 19, 2022 Finance Committee Meeting**
- b. **Notes of August 9, 2022 Finance Committee Meeting**
- c. **Notes of August 9, 2022 Diversity, Policy and Human Resources Committee Meeting**

### **14. Board Meeting Schedule for 2022 (Notice and Place of Meeting) and Upcoming Events/Information**

- a. **Board Meetings for 2022 Schedule** will be updated throughout the year as necessary.
- b. **Library Programs/Free Upcoming Events** may be found at [attend.indypl.org](http://attend.indypl.org).

### **15. Notice of Special Meetings**

None.

### **16. Notice of Next Regular Meeting**

Monday, September 26, 2022, at the Library Services Center, 2450 North Meridian Street, at 6:30 p.m.

### **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 7:45 p.m.

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Patricia Payne, Acting Secretary to the Board

