

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
AUGUST 24, 2020**

The Indianapolis-Marion County Public Library Board met electronically via Zoom and/or telephone on Monday, August 24, 2020 at 6:30 p.m., pursuant to notice given in accordance with the rules of the Board.

1. Call To Order

Judge Salinas called the meeting to order. 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. Branch Manager's Report

Tia Jah Wynne Ayers, Manager, Pike Branch Library, reviewed the Report that had been distributed to the Board.

She provided some background information about the long history Pike has with teens in the building. Over the years, Library personnel have sought to address the situation. Most recently, off duty police officers were hired to assist with the problem. This proved to be the best remedy. The number of teen incidents in the branch went from 18 to two. Right now, the pandemic is limiting the number of teens who are visiting the branch so there is uncertainty how this year will progress.

Ms. Ayres mentioned that the opening of the new Eagle and Michigan Road branches have impacted door count and circulation at Pike.

Recently, the Library hired Tyrone Chandler, as the new Public Services Specialist at Pike. Mr. Chandler's job is to engage with teens and make Pike a place that they visit for a purpose, not just to hang out. She noted that Mr. Chandler is well suited for this position. He previously held positions as a teacher and a Dean of Students.

Judge Salinas and Dr. Murtadha asked Ms. Ayres to keep stats on this teen initiative. We need to hear the voices of our young people. They also agreed this was a step in the right direction.

4. 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.

At this time, it was noted that Michael Torres, a Library staff member, wished to address the Board via Zoom. Mr. Torres made the following statement:

Good evening Board of Trustees and Patrons of Indianapolis Public Library. My name is Michael Torres. I am a 23-year veteran of the library and president of our union, AFSCME Local 3395 representing Frontline and Support staff of Indy PL. Over 200+ members fall under our responsibility of representation. I am here tonight to share feedback and options from a survey the union sent to its members at Central Library concerning the ongoing weddings.

This morning the Indiana Department of Health reported 618 new Coronavirus cases, almost 86,000 positive cases and 3000 deaths.

Every wedding set up is a reminder of the daily sacrifices staff are making to avoid friends and family. One member has not seen their 80-year-old mother since we reopened because they cannot justify potentially exposing her to the virus. Another is out and without pay because her husband is a high risk. These are just two examples of the daily sacrifices some staff are making. Along with the constant cursing we encounter after asking patrons to pull their masks up, it is not always a pleasant place to be. I imagine this happens at all branches, the weddings take it to another level.

When staff were asked 'what is your stress level when weddings happen'?

8% said they were extremely low

87% said they were high, moderately high and extremely high

When staff were asked to rate the level of concern they felt leadership had on our health and safety.

2% felt it was extremely high

47% felt it was low

When asked if they were fearful coming to work the day after a wedding.

70% said yes

30% said no

When asked if weddings should continue.

91% said no

The final question on the survey is an open ended question offering options for staff scheduling before, during and after a wedding. One option was to close Central library the day of and the day after the wedding. Another would like for the Library to be totally transparent about how much money is being made by hosting these unsafe events. In the event that a confirmed case of COVID is linked to a large event hosted at Central, we can know how for much the Library decided its staff and patrons' health and safety is worth. Lastly, how does having weddings fit into the library's mission, especially during a pandemic.

At last month's board meeting, CEO Nytes said all large events were canceled other than that wedding Saturday night. You can imagine how relieved the staff at Central library were learning the weddings were done. But that is not what is happening. We have had four weddings since the last board meeting, two, possibly three are scheduled for September and five remaining according to the 2020 schedule. Every time CEO Nytes is asked about them, she says Dr. Caine was consulted and approved the weddings, which you all heard that last month.

We can't stay silent when we are making sacrifices or as a member put it "why the good times of a privileged few should take precedence over the health and safety of staff, patrons, and their families".

Now for the ask:

We would like the board to create a policy about hosting events during medical emergencies such as this pandemic.

*Thank you,
Michael Torres, AFSCME Local 3395*

Mr. Biederman thanked Mr. Torres for the information.

Mr. Bigsbee asked Mr. Torres to provide a copy of the survey referenced in his remarks to the Board members.

Dr. Jett requested information on the revenues being generated by these events. She noted that she was at Central Library on Saturday and viewed the pre set-up for the evening's wedding. She was concerned that social distancing was not being practiced. She took pictures and would be happy to share those with the other Board members.

Judge Salinas noted that he understands the concerns expressed and thinks that the Board needs to look at a policy. The Board discussed this matter and advised that they would consider the issue as a future Agenda item.

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

a. Regular Meeting, July 27, 2020

The minutes were approved on the motion of Mr. Bigsbee, seconded by Rev. Robinson, 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

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

a. Report of the Treasurer – July 2020

Ijeoma Dike-Young, Chief Financial Officer, discussed the Report of the Treasurer. She commented that year-to-date revenues and expenditures are as expected, considering the impact of the pandemic. Through July, the Library had collected 52% of its yearly anticipated revenues, compared to 56% at this time in 2019. She projected that this shortfall will be made up in the second half of the year with additional property tax revenues. On the expenditures side, the Library has spent less on utilities, hourly salaries, conferences, and printing, among other items.

Ms. Payne 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 30 – 2020 (Resolution for Appropriation and Tax Rates)

Ms. Dike-Young advised that the Board had received information about the 2021 Budget at the recent Special Meeting. She reminded everyone that the proposed Budget for 2021 totals \$71 million which includes appropriations for the General, Rainy Day, Debt Service and Bond funds. Ms. Dike-Young pointed out that there are no monies in the 2021 Budget for the Library Improvement Reserve Fund. The adopted tax levy is \$64.7 million, and the adopted tax rate is \$0.1450. The Budget includes at 4.2% increase in the growth rate for the tax levy.

After full discussion and careful consideration of Resolution 30 – 2020, the resolution was adopted on the motion of Ms. Payne, seconded by Mr. Bigsbee, to approve Resolution 30 – 2020 for Appropriation and Tax Rates – 2021 Budget.

Resolution 30 – 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. **Resolution 31 – 2020** (Resolution to Set Maximum Tax Rate for Combined Debt Service Funds for 2021 Budget Year)

Ms. Dike-Young advised that approval is being sought for an adjustment to the Library’s debt service fund tax rate so that it will not exceed \$0.0318 per \$100 of assessed valuation payable in 2021. She explained that the rate is in keeping with the Library’s promise to the City-County Council in 2014 to keep the rate steady as it continues with the various capital projects. It was noted that the Library’s budget is not finalized until it is approved by the City-County Council at their October 12, 2020 meeting, and then it goes on to the Department of Local Government Finance for final approval.

After full discussion and careful consideration of Resolution 31 – 2020, the resolution was adopted on the motion of Ms. Payne, seconded by Mr. Bigsbee, to approve Resolution 31 – 2020 to Set Maximum Tax Rate for Combined Debt Service Funds for 2021 Budget Year.

Resolution 31 – 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.

d. **Resolution 32 – 2020** (Resolution to Eliminate Per Day Late Fines)

John Helling, Public Services Director, mentioned that Library management would like to pursue eliminating “per day” late fines and waiving of historical debt associated with such fines. The Library has seen a steady decline in fines revenue. Fines disproportionately affect patrons of color and those who live in low income areas. Going fine free will allow staff to focus more on customer service and allow many patrons to re-engage with the Library. It is anticipated that implementation would begin in January 2021. The assumption that late fines would be eliminated has been accounted for in the 2021 Budget.

Mr. Bigsbee commented that he is hesitant to eliminate fines that bring in \$500,000 in revenue a year to the Library, particularly in light of the fact that staff will not be receiving any big raises,

Mr. Helling replied that he understood Mr. Bigsbee’s sentiments and it is a valid concern. To replace that lost revenue, Library administration has discussed the possibility of raising the fines on lost/damaged items.

After full discussion and careful consideration of Resolution 32 – 2020, the resolution was adopted on the motion of Mr. Bigsbee, seconded by Dr. Jett, to approve Resolution 32 – 2020 to Eliminate Per Day Late Fines.

Resolution 32 – 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.

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

a. Resolution 33 – 2020 (289 Leave Donation Program for Medical Emergencies)

Katherine Lerg, HR Director, discussed the policy. She explained that the proposed policy is intended as an employee leave-sharing arrangement resulting from the COVID-19 outbreak to help qualifying employees who suffer severe hardship requiring them to miss work even though they have exhausted all available time or wage replacement benefit. As per IRS requirements, the leave time donated to an employee is taxed to the receiving employee instead of the donating employee.

After full discussion and careful consideration, Ms. Payne made the motion, which was seconded by Rev. Robinson, to approve Resolution 33 – 2020, the Leave Donation Program for Medical Emergencies.

Resolution 33 – 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.

b. Resolution 34 – 2020 (238 Personal Leave Policy)

Ms. Lerg reviewed the Personal Leave Policy. She noted that tonight's action will amend Policy 238 to allow benefits-eligible, full-time employees unable to come to work because of the need to care for their child whose school is closed or has chosen for their child to receive remote instruction for COVID-19 reasons to apply for and be approved for an unpaid personal leave of absence. If approved, this amendment would be in force until December 31, 2020.

A lengthy discussion took place among the Board members about the policy. Several members commented that the policy should also cover employees who must care for other family members.

After full discussion and careful consideration, Rev. Robinson made the motion, which was seconded by Mr. Bigsbee, to approve Resolution 34 – 2020, the Personal Leave Policy.

Resolution 34 – 2020 was approved on the following roll call vote:

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

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

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

- a. **Resolution 35 – 2020** (Authorization to Issue an Order and Request for Bids for Sale of Real Estate – 3325 Lowry Road, Indianapolis, IN)

Sharon Smith, Facilities Director, discussed the resolution. She mentioned that the Library will solicit competitive, public bids for the sale of the property located at 3325 Lowry Road. The bidding process will remain open for 60 days, and the property will be sold in “as is” condition. A minimum bid of \$400,000 will be established. Bids are to be opened at a later date,

After full discussion and careful consideration, Dr. Murtadha made the motion, which was seconded by Mr. Biederman, to approve Resolution 35 – 2020, the Authorization to Issue an Order and Request for Bids for Sale of Real Estate – 3325 Lowry Road, Indianapolis, IN.

Resolution 35 – 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.

- b. **Resolution 36 – 2020** (Authorization to Purchase Property at 3660 62nd Street for the Glendale Branch Replacement Project)

Ms. Smith reviewed the resolution. She noted that the Facilities Committee is seeking the Board’s approval to purchase the property at 3660 E. 62nd Street for the Glendale Branch Replacement Project. The former John Strange Elementary School is currently on this site. The Library and MSD of Washington Township have agreed on a purchase price of \$900,000 for 5.7 acres of the overall site on which the new branch would be located. Design work for the new branch will begin this Fall. Bids for construction will go out in the Fall of 2021, with a scheduled opening projected by the end of 2022.

After full discussion and careful consideration, Ms. Payne made the motion, which was seconded by Dr. Murtadha, to approve Resolution 36 – 2020, the Authorization to Purchase Property at 3660 62nd Street for the Glendale Branch Replacement Project.

Resolution 36 – 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. **Resolution 37 – 2020** (Approval to Award an Equipment Purchase Order for the Lawrence Branch Marketplace Mobile Shelving Units)

The proposed resolution was discussed. Ms. Smith noted that Board approval is being sought to award a purchase order for the Lawrence Branch Marketplace mobile shelving units to Soudan Metals Co., Inc. for the total cost of \$53,492.

After full discussion and careful consideration, Dr. Murtadha made the motion, which was seconded by Dr. Jett, to approve Resolution 37 – 2020, the Approval to Award an Equipment Purchase Order for the Lawrence Branch Marketplace Mobile Shelving Units.

Resolution 37 – 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.

9. **Strategic Planning Committee (Dr. Terri Jett, Chair; Dr. Khuala Murtadha, Judge Jose D. Salinas)**

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

10. **Library Foundation Update**

August 2020 Library Foundation Update

Rev. Robinson provided the Update for August 2020.

News

We are having a virtual silent auction from August 21 – 31, 2020. We invite you to bid. You can view the site and sign up for an account at <https://circulate.givesmart.com>.

We reviewed program statuses for 2020 CAPS. Since many originally planned programs are unable to proceed because the Library is not holding in-person programming, programming staff and the Foundation created an interim program cycle. This gave Library staff an opportunity to create new programs to address current times. We received 14 new requests totaling \$31,000. We committed to funding all of them. Examples of larger initiatives include: Eiteljorg Cataloging, CBLC Poet Laureate program, Staff Diversity Training and Teen Art Club. We are working with staff on additional requests.

We have begun developing our 2021-2023 Strategic Plan. The participation of T. D. Robinson, Jackie Nytes and Garrett Mason will help ensure our plan aligns with the Library's. The finished plan will be voted on during our February 2021 Board Meeting.

We welcomed new two Directors to our Board: Michael Burley and Chris Mennel. We also adopted a new slate of officers: Drew Soshink, Chair; Jessica Barth, Vice Chair; Angela Mager, Secretary; Jason Dudich, Treasurer and Diane Herndon Borgmann, Immediate Past Chair.

Congratulations to the IndyPL staff on running successful youth and adult Summer Reading Programs during this challenging year. We are proud to support these efforts.

Donors

The Foundation thanks 140 donors who made gifts last month. The following are our top corporate and foundation contributors:

- Arthur Jordan Foundation
- Central Indiana Community Foundation
- Downtown Optimist Foundation
- Lilly Endowment, Inc.
- RJE Business Interiors
- The Eugene and Marilyn Glick Family Foundation

Program Support

This month, we are proud to provide funding for the following Library programs. All programs are system-wide unless otherwise noted.

Children's Programs

- STEAM Preschool Storytime
- Virtual Programming Equipment
- Preschool Packaged Programs
- On the Road to Reading

Cultural

- Art for Families
- IYG Pop Up Library

- Curveside Ride (CEN)
- Virtual Sip and Paint
- Arts and Crafts Take Home Kits
- Big Read/Community Read
- LGBTQ+ History Project

Collections/IT

- Digital Encyclopedia of Indianapolis
- Racial Equity Materials
- Marion County Internet Library

Lifelong Learning

- Simple and Affordable Plant Based Cooking (CEN)
- Macrame Class
- Art of Protest
- World Language Computer Classes

General Library Support

- Staff Diversity Training

11. Report Of The Chief Executive Officer

a. Confirming Resolutions:

1) Resolution Regarding Finances, Personnel and Travel (38 – 2020)

Jackie Nytes, Library CEO, commented on the retirements of several long-term employees. Examples of length of service for these individuals were: 31 years, 28 years, 24 years, 20 years and 17 years.

Dr. Murtadha noted that she thought it was beautiful that these staff members have given an incredible amount of time to the Library. She wanted to know what the Library does to acknowledge these individuals.

Ms. Nytes replied that in a different time there would be more celebratory events but now it is more of a virtual recognition with notes sent from coworkers that are shared with the retiree. She also mentioned that employees are normally recognized at Staff Day with a monetary gift and a certificate for their years of service.

Dr. Murtadha and Ms. Payne felt that the Board and the Library should do more to honor long term retirees. Several options were discussed such as a letter from the Board, a special commendation, a planter, etc.

Judge Salinas mentioned that he was in favor of doing more for those retirees as long as everything is legal and that we stay in compliance with the rules of the Department of Local Government Finance.

At this time, Dr. Murtadha made a motion that the Board recognize Library retirees with many years of service with something more than a mention at a Board Meeting. Ms. Payne seconded the motion.

Judge Salinas asked if there were any objections to the motion. Hearing none, he declared the motion approved by acclimation.

Judge Salinas and Ms. Nytes will meet to discuss the appropriate form of acknowledgement from the Board for future long term retirees.

After full discussion and careful consideration, Mr. Bigsbee made the motion, which was seconded by Mr. Biederman, to approve Resolution 38 – 2020, the Resolution Regarding Finances, Personnel and Travel.

Resolution 38 – 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.

b. COVID-19 Update

Ms. Nytes provided an update on the impact of COVID-19 on Library service. She shared that of the 38 employees who have been tested, only one tested positive. That individual, it was determined through contact tracing, was exposed to the virus at home and not at the Library. Door count is down about one-third from its usual level. Only a handful of branches have reached their occupancy limits. Ms. Nytes then acknowledged all branch managers for their efforts to manage staff and maintain service to patrons during this time.

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:

September, 2020 – There were no items suggested.

At this time, Dr. Jett mentioned that she would appreciate receiving responses to the list of questions that she had sent to Judge Salinas via email on August 3, 2020. Those questions were as follows:

1. *What directives are we following with regard to weddings and large events if not the orders of the Mayor which state that no event over 50 people can take place?*
2. *I'd like an update on the CBLC Phase 2 and considering the grant is running out next year, the plans for moving it into our Operations to stabilize the staff and budget in addition to putting other fundraising mechanisms in place. I'd also like an update on any hiring or additional support for Nichelle that will be a part of the Phase 2.*
3. *I know that we are under a hiring freeze, except for the positions that Jackie determines to be necessary so it would be good for the Board to know what positions are being filled, and also if we have put additional diversity hiring practices in place.*
4. *A couple of years ago the staff responded to a Workplace Engagement Survey. I don't recall receiving an update on how some of the areas mentioned were addressed so that would be good to know.*
5. *What happened to the Dear CEO letters? We haven't heard about any since we became virtual. I would imagine that they can either be forwarded or scanned to us.*

Judge Salinas and Ms. Nytes shared information to address some of Dr. Jett's questions as follows:

- It is anticipated that more details/plans about the CBLC Phase 2 will be available in October.
- Ms. Nytes will provide information to the Board regarding the strategy concerning recent hires.
- A list of items that were contained in the Workplace Engagement Study was discussed. The full results of the study will be shared with the Board.
- Available CEO letters will be scanned and provided to the Board.

It was noted that more comprehensive responses will be prepared to address Dr. Jett's inquiries listed above.

INFORMATION

15. Materials

There were no materials available to distribute to the Board.

16. 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.

17. Notice of Special Meetings

None.

18. Notice of Next Regular Meeting

Monday, September 28, 2020, at the Spades Park Branch Library, 1801 Nowland Avenue Road, at 6:30 p.m.

It is noted that this meeting might be changed to a virtual (Zoom) meeting depending on circumstances at the time and any pertinent orders from the Governor or Mayor.

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.

Raymond Biederman, Secretary to the Board

