

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY  
MINUTES OF THE REGULAR MEETING  
DECEMBER 18, 2023**

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The Indianapolis-Marion County Public Library Board met in person at the Franklin Road Branch Library, 5550 South Franklin Road, Indianapolis, Indiana on Monday, December 18, 2023 at 6:35 p.m. pursuant to notice given in accordance with the rules of the Board.

**1. Call To Order**

President Tribble called the meeting to order. Dr. Payne acted as Secretary.

**2. Roll Call**

Members present: Mr. Biederman, Mr. Lane, Dr. Murtadha, Dr. Palacio, Dr. Payne, Ms. Tribble and Dr. White.

Members absent: None.

The Chair recognized a quorum.

Ms. Tribble discussed the accomplishments of the Board over the last year including the updating of the Library's By-Laws, the appointment of Mr. Gregory Hill as the Library's CEO and the initiation of a Trustee development and training program. They have also streamlined committee meetings and in the past year have moved the Board Meetings to a different branch each month.

Lastly, she is grateful that the Board has the opportunity to renew their dedication to the Library and its vision to be the center of knowledge, community life and innovation for everyone in Indianapolis.

**3. Branch Manager's Report**

a. Franklin Road Branch Report

Ms. Jill Wetnight, Manager, Franklin Road Branch, shared that this branch, which replaced the old Wanamaker Branch, opened on February 6, 2000. The branch serves a base population of 64,888. In 2022, the Door Count was 79,051 and the Circulation was 406,370.

She mentioned that the children’s programming is very popular. Teen programs are gaining popularity. The adult book discussion group has seen a great jump in attendance over the past year. Also, the branch partners with various community groups including: Franklin Township Chamber of Commerce, Franklin Township Civic League, Mayor’s Neighborhood Advocate, Wanamaker Early Learning Center and the Immigrant Welcome Center.

b. Qtr. 3 – Statistical Report on Operations

Ms. Marianne McKenzie, Strategic Planning and Assessment Officer, reviewed her Report to the Board.

She noted that during the pandemic things were trending downward. Then during the recovery phase, numbers were trending upwards and are now starting to plateau as we reach a “new normal.” Ms. McKenzie shared how our programs map back to the Strategic Plan goals. Some information shared also included:

- 16.5% of our total service area were active cardholders in October 2023;
- There have been 6,608 programs offered by October 2023; and
- By October 2023, the total program attendance was 143,196.

**4. Public Comment**

a. **Public Comment** (Name and summary of comments follows)

Ms. Melinda Mullican, Wayne Branch Manager and Ms. Shanika Heyward, IT Director, spoke on behalf of the Library’s Staff Association. They spoke about the scholarship funds available for staff and mentioned that they recently awarded a \$1,000 scholarship to a Library employee.

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

a. **Regular Meeting, November 27, 2023**

The minutes from the Regular Meeting held November 27, 2023 were approved on the motion of Dr. Murtadha, seconded by Dr. White, and the following roll call vote:

Mr. Biederman – Aye	Dr. Payne – Aye
Mr. Lane – Aye	Ms. Tribble – Aye
Dr. Murtadha – Aye	Dr. White – Aye
Dr. Palacio – Aye	

b. **Annual Meeting, November 27, 2023**

The minutes from the Annual Meeting held November 27, 2023 were approved on the motion of Dr. Murtadha, seconded by Dr. Payne, and the following roll call vote:

Mr. Biederman – Aye	Dr. Payne – Aye
Mr. Lane – Aye	Ms. Tribble – Aye
Dr. Murtadha – Aye	Dr. White – Aye
Dr. Palacio – Aye	

## COMMITTEE REPORTS

### 6. Finance Committee (Dr. Patricia A. Payne, Chair; Dr. Luis A. Palacio, Dr. Eugene G. White)

#### a. Report of the Treasurer

Ms. Lolita Campbell, Chief Financial Officer and Ms. Mary Rankin, Treasurer, presented the Report of the Treasurer.

Significant items of note: As of November, 2023, the Library's Year-to-Date Revenue is \$33,991,857 and the Year-To-Date Expenditures are \$44,875,401.

The Report of the Treasurer was approved for filing for audit on the motion of Dr. Payne, seconded by Mr. Biederman, and the following roll call vote:

Mr. Biederman – Aye	Dr. Payne – Aye
Mr. Lane – Aye	Ms. Tribble – Aye
Dr. Murtadha – Aye	Dr. White – Aye
Dr. Palacio – Aye	

### 7. Diversity, Policy and Human Resources Committee (Mr. Raymond J. Biederman, Chair; Dr. Khaula Murtadha, Dr. Luis A. Palacio, Dr. Patricia A. Payne)

#### a. Resolution 89 – 2023 (Approval of Acceptable Use Policy)

Ms. Shanika Heyward, IT Director, advised that the Acceptable Use Policy is in place to communicate acceptable computer user behavior to patrons, to provide IndyPL disclaimers of liability for potential misuse, and to provide the staff tools to aid in patron behavior modification when needed.

After full discussion and careful consideration of Resolution 89 – 2023, it was noted that this resolution received a favorable recommendation from the Diversity, Policy and Human Resources Committee. Dr. Murtadha seconded the recommendation. The resolution was approved on the following roll call vote:

Mr. Biederman – Aye	Dr. Payne – Aye
Mr. Lane – Aye	Ms. Tribble – Aye
Dr. Murtadha – Aye	Dr. White – Aye
Dr. Palacio – Aye	

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

b. **Resolution 90 – 2023** (Approval of Revised Information Technology Policies)

Ms. Heyward noted that the IT Department’s policies are being updated to conform with industry standards.

After full discussion and careful consideration of Resolution 90 – 2023, it was noted that this resolution received a favorable recommendation from the Diversity, Policy and Human Resources Committee. Dr. Murtadha seconded the recommendation. The resolution was approved on the following roll call vote:

Mr. Biederman – Aye	Dr. Payne – Aye
Mr. Lane – Aye	Ms. Tribble – Aye
Dr. Murtadha – Aye	Dr. White – Aye
Dr. Palacio – Aye	

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

c. **Resolution 91 – 2023** (Approval of Cyber Security Policy and Software License Purchase Policies)

Ms. Heyward shared that the Cyber Security Policy outlines the measures and the procedures implemented by the Library to safeguard its information technology assets, data, and services against cyber threats. She also discussed staff training for cyber security.

After full discussion and careful consideration of Resolution 91 – 2023, it was noted that this resolution received a favorable recommendation from the Diversity, Policy and Human Resources Committee. Dr. Murtadha seconded the recommendation. The resolution was approved on the following roll call vote:

Mr. Biederman – Aye	Dr. Payne – Aye
Mr. Lane – Aye	Ms. Tribble – Aye
Dr. Murtadha – Aye	Dr. White – Aye
Dr. Palacio – Aye	

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

d. **Resolution 92 – 2023** (Approval of Appointment List)

Ms. Tisha Galarce, HR Director, explained that this List sets out the full-time and part-time benefits-eligible staff as well as the non-benefits eligible staff with individual job title and authorizes the adjustment of individual bi-weekly salaries and hourly rates.

After full discussion and careful consideration of Resolution 92 – 2023, it was noted that this resolution received a favorable recommendation from the Diversity, Policy and Human Resources Committee. Dr. Payne seconded the recommendation. The resolution was approved on the following roll call vote:

Mr. Biederman – Aye	Dr. Payne – Aye
Mr. Lane – Aye	Ms. Tribble – Aye
Dr. Murtadha – Aye	Dr. White – Aye
Dr. Palacio – Aye	

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

- e. **Resolution 93 – 2023** (Approval of Resolution Adopting a Schedule of Pay Grades, Staff Positions, and Benefits for Library Employees)

Ms. Galarce mentioned that this resolution approves staff positions and benefits for Library employees for the next year. One new benefit is that staff will now have two personal holidays beginning in 2024.

After full discussion and careful consideration of Resolution 91 – 2023, it was noted that this resolution received a favorable recommendation from the Diversity, Policy and Human Resources Committee. Mr. Lane seconded the recommendation. The resolution was approved on the following roll call vote:

Mr. Biederman – Aye	Dr. Payne – Aye
Mr. Lane – Aye	Ms. Tribble – Aye
Dr. Murtadha – Aye	Dr. White – Aye
Dr. Palacio – Aye	

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

- f. **DEIA Plan**

Ms. Kim Ewers, Diversity, Equity and Inclusion Officer, reviewed the Plan for 2024 – 2027. It outlines the Library’s intention to focus on diversity, equity, inclusion and access (DEIA). IndyPL is dedicated to being an organization that reflects the community it serves. The respect for individuals is exemplified through our commitment to intellectual freedom, wellness, opportunity, innovation, safety and belonging.

**8. Facilities Committee (Dr. Eugene G. White, Chair; Mr. Stephen Lane, Dr. Khaula Murtadha)**

- a. **Resolution 94 – 2023** (Approval to Award a Services Contract for Off Duty Officer Services)

Mr. Adam Parsons, Facilities Director, explained that the Facilities Committee recommended that a contract be awarded to offdutycomps.com. The estimated six month cost of this service is \$88,400. The cost of these services will be funded from the Operating Fund. He pointed out that Central Library is the only location with regular off-duty officers.

After full discussion and careful consideration of Resolution 94 – 2023, it was noted that this resolution received a favorable recommendation from the Facilities Committee. Dr. White seconded the recommendation. The resolution was approved on the following roll call vote:

Mr. Biederman – Aye	Dr. Payne – Aye
Mr. Lane – Aye	Ms. Tribble – Aye
Dr. Murtadha – Aye	Dr. White – Aye
Dr. Palacio – Aye	

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

**b. Facilities Overview and Year-In-Review**

Mr. Parsons shared that the Facilities Department has 39 staff members, services 26 locations and has a \$9 million operational budget and an \$11 million XBE spend. He then reviewed a list of projects completed in 2023 as well as upcoming projects for 2024 such as designing and renovating the Learning Curve at Central Library.

**9. Library Foundation Updates**

Mr. Biederman, Library Board Representative to the Foundation, reviewed the highlights which included:

**News**

Tickets for Circulate: Night at the Library, the Foundation’s annual fundraiser, are on sale. Circulate will be on March 16, 2024 at Central Library. Tickets may be purchased on the Foundation website: <https://indyplfoundation.org/circulate>.

**Donors and Program Support**

Major Donors: Griffith Family Foundation, Ritz Charles, Inc. and Schmidt Associates.

Program Support in the amount of \$85,000 was provided to the Library for: Book Club in a Bag, Non-Profit Workshops and the East 38<sup>th</sup> Street Career Center.

**10. Report of the CEO**

**a. Confirming Resolutions**

**1) Resolution Regarding Finances, Personnel and Travel (95 – 2023)**

After full discussion and careful consideration of Resolution 95 – 2023, the resolution was approved on the motion of Dr. Murtadha, which was seconded by Dr. White, and the following roll call vote:

Mr. Biederman – Aye  
 Mr. Lane – Aye  
 Dr. Murtadha – Aye  
 Dr. Palacio – Aye

Dr. Payne – Aye  
 Ms. Tribble – Aye  
 Dr. White – Aye

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

**b. Report of the CEO – December 2023**

Mr. Gregory Hill, the Library’s CEO, shared information on the progress on the Library’s Climate Improvement Process. Some of the items he touched on were: Board Training and that all Board members have access to professional memberships. He then mentioned the career development and mentorships for staff. He noted that the Library’s Executive Committee members participate in the Town Halls for staff which enhances internal communications. There is also training provided to new managers.

**UNFINISHED BUSINESS**

11. None.

**NEW BUSINESS**

12. None.

**DISCUSSION AND AGENDA BUILDING**

13. **Future Agenda Items** – This time is made available for discussion items not on the Agenda which are of interest to Library Board members and the opportunity to suggest items to be included on future Library Board Meeting Agendas.

Items suggested for upcoming Board Agendas are as follows:

**January 2024** – The items suggested were:

- An update from the Library’s Social Worker on the topic of social wellbeing and a report on literacy rates.

**INFORMATION**

**14. Materials**

- a. **Notes of December 5, 2023 Diversity, Policy and Human Resources Committee Meeting.**
- b. **Notes of December 5, 2023 Facilities Committee Meeting.**

c. **Notes of December 5, 2023 Finance Committee Meeting.**

**15. Board Meeting Schedule for 2024 (Notice of Date and Place of Meeting) and Upcoming Events**

- a. **Board Meeting Schedule** for 2024 *will be updated as needed.*
- b. **Library Programs/Free Upcoming Events** may be found at [attend.indypl.org](http://attend.indypl.org).

**16. Notice of Special Meetings**

None.

**17. Notice of Next Regular Meeting**

Monday, January 22, 2024, at the Decatur Branch Library, 5301 Kentucky Avenue, at 6:30 p.m.

**18. Other Business**

**19. Adjournment**

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

The Chairman then declared the meeting adjourned at 8:30 p.m.

The December 18, 2023 Indianapolis Public Library Board Meeting is available to view at:

<https://www.indypl.org/about-the-library/board-meeting-times-committees>

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Khaula Murtadha, Acting Secretary to the Board  
Approved at January 22, 2024 Board Meeting