

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
DECEMBER 14, 2020**

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The Indianapolis-Marion County Public Library Board met electronically via Zoom and/or telephone on Monday, December 14, 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.

3. Manager's Report

Maggie Ward, Manager, Outreach Services, gave a PowerPoint presentation on their services to the community. She mentioned that Outreach has eight full time staff, four part time staff and one hourly staff person. Outreach serves the public through various programs such as: Bookmobile Services, On the Road to Reading, Bunny Bags, Juvenile Collection Delivery Routes and Library Express Homebound Patrons. Outreach currently visits over 200 sites per month.

Ms. Ward then shared how Outreach has adapted their services for the pandemic. She mentioned that they are utilizing contactless delivery. Hold items and requests are checked out in advance, items are dropped off at designated spots and returns are collected. There is no staff/patron contact. Also, there is now modified bookmobile service. Masks are required, one patron at a time, pickup table outside the bookmobile for hold pickup and return. And, we have Homebound Delivery. There is contactless delivery to homebound patrons with Library Express and delivery for patrons temporarily isolated for Covid-related reasons. Additionally, there is contactless delivery of On the Road to Reading Story Time Kits once a month. Staff also provides virtual story times.

Dr. Murtadha commended Ms. Ward for her department's adaptation during the pandemic.

There was a question about the juvenile collection. Ms. Ward noted that they take a new tote of materials to the day care centers each month.

Dr. Murtadha also inquired about the number of volunteers in Outreach.

Ms. Ward responded that they have just a few.

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 and/or submit a question/comment to the Regular Meeting via a live stream YouTube link.

At this time, Mollie Beaumont, the current President of the IndyPL Staff Association, addressed the Board. She introduced Bethany Allison who is the incoming Staff Association President for 2021.

On behalf of the Board, Judge Salinas welcomed Ms. Allison as the new Staff Association President.

Ms. Beaumont noted that this year's pandemic changed the goals for the Staff Association. They did the t-shirts sales and pet calendar sales as fundraisers but social events normally held had to be cancelled.

Judge Salinas thanked them both for attending the meeting this evening.

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

a. Regular Meeting, November 23, 2020

The minutes from the Regular Meeting held November 23, 2020 had been distributed to the Board.

The minutes were approved on the motion of Ms. Payne, seconded by Dr. Jett, 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	

b. Annual Meeting, November 23, 2020

The minutes from the Annual Meeting held November 23, 2020 had been distributed to the Board.

The minutes were approved on the motion of Mr. Bigsbee, 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	

c. **Executive Session, December 1, 2020**

The minutes from the Executive Session held December 1, 2020 had been distributed to the Board.

The minutes were approved on the motion of Dr. Murtadha, 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	

d. **Executive Session, December 7, 2020**

The minutes from the Executive Session held December 7, 2020 had been distributed to the Board.

The minutes were approved on the motion of Mr. Bigsbee, 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

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

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

Ije Dike-Young, Chief Financial Officer, discussed the Report of the Treasurer. She noted that the month of November was typical. The Library has collected 96.5% of property taxes to date. We have spent 73% of the 2020 Budget. The Library has received reimbursement for its COVID-related expenses. Savings have been realized from the shutdown due to the pandemic and Ms. Dike-Young is predicting that we will end the year with a Budget surplus.

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 57 – 2020 (D & O Liability Insurance Renewal)**

Ms. Dike-Young introduced Martin Dezelan, the Library’s insurance broker, who provided background information and discussed the renewal of the Library’s Directors and Officers (D & O) liability policy with the Employment Practices liability (EPLI). It is being proposed that Continental Casualty Company (CNA) provide the mentioned coverage for the Library. He also explained that CNA has offered to extend the current policy, which is set to renew on January 1, 2021, to August 1, 2021 so that the renewal date will coincide with the rest of the Library’s insurance program. The anticipated cost for this insurance coverage is \$9,133, which is a 1% increase from 2020.

After full discussion and careful consideration of Resolution 57 – 2020, the resolution was adopted on the motion of Ms. Payne, seconded by Dr. Murtadha, to approve Resolution 57 – 2020, the D & O Liability Insurance Renewal.

Resolution 57 – 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 58 – 2020 (Transfers Between Classifications and Accounts)**

Ms. Dike-Young explained that the Library needs to transfer funds from the Other Services and Charges account to the Supplies account to cover additional supplies such as personal protective equipment, digital and repair items, as well as social media.

After full discussion and careful consideration of Resolution 58 – 2020, the resolution was adopted on the motion of Ms. Payne, seconded by Dr. Murtadha, to approve Resolution 58 – 2020, the Transfers Between Classifications and Accounts.

Resolution 58 – 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 59 – 2020** (Transfer from Operating Fund to Rainy Day Fund)

Ms. Dike-Young noted that the Library was seeking Board approval to transfer \$1 million from the Operating Fund to the Rainy Day Fund. There will be a \$2 million surplus in the Operating Fund and the Library wants to transfer \$1million of those funds to the Rainy Day Fund.

After full discussion and careful consideration of Resolution 59 – 2020, the resolution was adopted on the motion of Ms. Payne, seconded by Mr. Bigsbee, to approve Resolution 59 – 2020, the Transfer from Operating Fund to Rainy Fund.

Resolution 59 – 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 60 – 2020** (Annual Review of IMCPL Acceptable Use Policy)

Debra Champ, IT Director, discussed the Acceptable Use Policy. She advised that the Board must review and approve the Acceptable Use Policy annually. Ms. Champ noted that there were no major changes to the Policy from last year.

After full discussion and careful consideration of Resolution 60 – 2020, the resolution was adopted on the motion of Rev. Robinson, seconded by Dr. Murtadha, to approve Resolution 60 – 2020, the Annual Review of IMCPL Acceptable Use Policy.

Resolution 60 – 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 61 – 2020** (Annual Appointment List)

Katherine Lerg, HR Director, discussed the Annual Appointment List presented to the Board. She noted that the List contained the new pay rates for staff for 2021.

After further discussion and careful consideration of Resolution 61– 2020, the resolution was adopted on the motion of Mr. Bigsbee, seconded by Ms. Payne, to approve the Annual Appointment List.

Resolution 61 – 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.

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

- a. **Resolution 62 – 2020** (Approval to Award a Construction Manager as Constructor Services Contract for the new Glendale Branch Replacement Project)

Mike Coghlan, Manager, Facilities Projects, mentioned that the Facilities Committee was recommending that the Board approve a contract with Powers and Sons for the construction manager as constructor for the new Glendale Branch Replacement Project.

After full discussion and careful consideration of Resolution 62 – 2020, the resolution was adopted on the motion of Dr. Jett, to approve Resolution 62 – 2020 for the Approval to Award a Construction Manager as Constructor Contract for the new Glendale Branch Replacement Project.

Resolution 62– 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 63 – 2020** (Approval to Award a Construction Manager as Constructor Services Contract for the Fort Benjamin Harrison Branch Project)

Mr. Coghlan advised that the Facilities Committee was recommending that the Board approve a contract with Skillman Corporation, in a Joint Venture with Davis & Associates, for the construction manager as constructor for the Fort Harrison Branch Project.

After full discussion and careful consideration of Resolution 63 – 2020, the resolution was adopted on the motion of Dr. Jett, to approve Resolution 63 – 2020 for the Approval to Award a Construction Manager as Constructor Services Contract for the Fort Benjamin Harrison Branch Project.

Resolution 63 – 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 64 – 2020** (Approval to Award an Equipment Purchase Order for an Automated Material Handling for the West Perry Branch Project)

Mr. Coghlan commented that the Facilities Committee was recommending that the Board award a purchase order to P. V. Supa, Inc. at a total cost of \$168,460 for automated material handling equipment to be installed at the West Perry Branch.

After full discussion and careful consideration of Resolution 64 – 2020, the resolution was adopted on the motion of Dr. Jett, to approve Resolution 64 – 2020 for the Approval to Award an Equipment Purchase Order for Automated Material Handling equipment for the West Perry Branch Project.

Resolution 64 – 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. Khaula Murtadha, Judge Jose D. Salinas)**

Garrett Mason, the Library’s Strategic Planning Officer, provided a presentation on the Library’s new 2021 – 2023 Strategic Plan. He noted that the Plan will establish organizational principles as follows: Intellectual Freedom, Service, Privacy, Information and Literacy. The organizational values will be: Racial Equity, Diversity, Inclusion, Communication and Adaptability. And, the Strategic Priorities will be: Racial Equity, Partnership, Information and Literacy.

Mr. Mason advised that Dr. Jett and Dr. Murtadha had provided input on the Plan and Dr. Jett feels it is a solid document.

The goal is to have the Strategic Plan ready for approval by the Board at their January 2021 meeting.

10. Library Foundation Update

December 2020 Library Foundation Update

News

The Foundation would like to thank all Library Board Trustees for your commitment to the Library and support of the Library Foundation over the past year. We hope you have a happy and healthy holiday season!

The Library Foundation wrapped up the 2020 Staff Campaign – Back to the Future. This year’s campaign raised \$20,834 from 150 donors. Thank you to all staff who participated! We would also like to thank the following Library staff for serving on the staff campaign committee this year: Katie Bulloff, Nicholas Calvert, Mike Coghlan, Emma Williams, Cordia Watkins, Joan Emmert, Staci Terrell, Emilie Lynn and Mike Ehret.

Donors

The Foundation thanks 200 donors who made gifts last month. The following are our top corporate and foundation contributors:

- Buckingham Foundation
- Clark, Quinn, Moses, Scott & Grahn, LLP
- Corteva
- PNC Foundation
- Powers & Sons Construction
- Ritz Charles Inc.
- Salesforce
- Wurster Construction Company, Inc.

Program Support

This month, we are proud to provide funding to restore the Monument Circle Public Collection book sharing station and install it on the West Lawn of Central Library. Supporters include the Herbert Simon Family Foundation and the Buckingham Foundation.

11. Report Of The Chief Executive Officer

a. Confirming Resolutions:

1) Resolution Regarding Finances, Personnel and Travel (65 – 2020)

Jackie Nytes, Chief Executive Officer, mentioned that the document this month was pretty routine and requested the Board’s approval.

Mr. Bigsbee made the motion, which was seconded by Dr. Murtadha, to approve Resolution 65 – 2020, the Resolution Regarding Finances, Personnel and Travel.

Resolution 65 – 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 – December 2020

Ms. Nytes then provided an Update on the Library’s plans for COVID 19 conditions going forward. She explained about the anticipated changes in services at our branch locations. It is being proposed that we implement curbside service and only allow patrons in the buildings to access our computers. We will see how that goes. It is believed it will be a safe environment for patrons and staff. The Library will provide laser pointers to staff when they must provide computer instruction to patrons. The Library will be posting information each week containing our COVID 19 statistics related to building closures, etc.

Judge Salinas noted that the Library will monitor how the pandemic is affecting our patron services, etc. on an ongoing basis.

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:

January 2021 - None were offered at this time but Board members may notify Judge Salinas or Ms. Nytes if they wish to add any items to the Agenda.

INFORMATION

15. Materials

There were no materials available to distribute to the Board

16. Board Meeting Schedule for 2021(Notice and Place of Meeting) and Upcoming Events/Information

a. **Board Meetings for 2021**

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, January 25, 2021, will be a virtual meeting via Zoom at 6:30 p.m. Further details will be provided at a later date.

19. Other Business

20. Adjournment

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

The Chairman then declared the meeting adjourned at 7:45 p.m.

Raymond Biederman, Secretary to the Board

