

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
JANUARY 24, 2022**

The Indianapolis-Marion County Public Library Board met in person at the Library Services Center, 2450 North Meridian Street, Indianapolis, Indiana and via Zoom on Monday on January 24, 2022 at 6:35 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. In the absence of Mr. Biederman, Dr. Murtadha acted as Secretary.

2. Roll Call

Members present in person and electronically: Mr. Bigsbee (Virtual), Dr. Murtadha (Virtual), Rev. Robinson (Virtual), Judge Salinas (In Person) and Ms. Tribble. (Virtual).

Members absent: Mr. Biederman and Ms. Payne.

3. Public Comment and Communications

a. Public Comment

The Public was invited to the Board Meeting.

Judge Salinas 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

Judge Salinas then asked for any comments received from patrons via the Library's website to be read at tonight's meeting.

There were no comments received via the Library's website this month.

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

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

a. Regular Meeting, December 13, 2021

The minutes from the Regular Meeting held December 13, 2021 had been distributed to the Board.

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

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

COMMITTEE REPORTS

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

a. Report of the Treasurer – December 2021

Carolyn Adams, Interim Chief Financial Officer, discussed the Report of the Treasurer that had been distributed to the Board. She noted there were no surprises this month. Ms. Adams shared that as of December 2021, the actual revenues were approximately \$48 million and the Library's year-to-date expenditures were \$43.3 million. Revenues were higher than budgeted due to receipt of overdue property taxes. Expenditures were 16% less than budgeted.

Dr. Murtadha 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. Bigsbee – Aye	Rev. Robinson – Aye
Dr. Murtadha – Aye	Judge Salinas – Aye
	Ms. Tribble – Aye

b. **Resolution 1 – 2022** (Disclosure of Waived Fines and Fees for 2021)

Ms. Adams advised that for the year ended December 31, 2021, uncollectible fines and fees totaled \$68,846. This amount was due to fines and fees being waived at the branches.

The fiscal impact is a reduction in the accounts receivables reported on the Library's financial statements.

Judge Salinas asked if the Library has information about how the waived fines and fees break down across the various zip codes in Marion County.

Ms. Adams responded that she will check on that.

After full discussion and careful consideration of Resolution 1 – 2022, the resolution was adopted on the motion of Dr. Murtadha and seconded by Mr. Bigsbee, to approve Resolution 1 - 2022, the Disclosure of Waived Fines and Fees for 2021.

Resolution 1 – 2022 was approved on the following roll call vote:

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

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

c. **Resolution 2 – 2022** (Outstanding Purchase Orders 2022)

Ms. Adams provided the Board a list of outstanding Purchase Orders. She advised that guidelines require the Board to authorize these Purchase Orders at year-end. Since these Purchase Orders were not paid prior to December 31, 2021, it is necessary to carry them forward into the next fiscal year (2022).

After full discussion and careful consideration of Resolution 2 – 2022, the resolution was adopted on the motion of Dr. Murtadha and seconded by Mr. Bigsbee, to approve Resolution 2 – 2022, the Outstanding Purchase Orders 2022.

Resolution 2 – 2022 was approved on the following roll call vote:

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

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

d. **Resolution 3 – 2022** (Confirming Marion County Board of Finance)

Ms. Adams noted that it had been the practice of the Library to have a meeting each year to designate the Marion County Board of Finance to serve as the

Library's Local Board of Finance. The 2022 Board of Finance meeting has been scheduled as a virtual meeting that will take place on January 28, 2022 at 1:30 p.m.

After full discussion and careful consideration of Resolution 3 – 2022, the resolution was adopted on the motion of Dr. Murtadha and seconded by Ms. Tribble, to approve Resolution 3 – 2022, Confirming Marion County Board of Finance.

Resolution 3 – 2022 was approved on the following roll call vote:

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

Diversity, Policy and Human Resources Committee Chair, Ms. Tribble, provided an update on the Climate Improvement Study which is being conducted for the Library by Ice Miller. She noted that the Ice Miller Racial Equity Solutions Group continues to run the Climate Study process. The process has involved document and process reviews, an all employee survey, focus groups and interviews (which are currently underway). She continues to be encouraged and grateful for the level of engagement from Library employees. The all employee survey participation was nearly 80%. There has also been a large number --- nearly 50 people --- who have requested to participate in focus groups or interviews. These early indicators say that our team cares and is taking advantage of this process as a way of being part of positive change. As we look to the roll-out, once we have a date, the plan is for the Committee to receive the report at a special meeting of the Diversity, Policy and Human Resources Committee. As is the case with all of our Committee meetings, this will be a public meeting. She would like to ask that all Board members plan to attend this meeting. We will make sure to give Board members, as well as the Go Team, which is our cross-functional group of employees who have helped us in this journey, and the entire employee population, enough “heads up” about the exact date to be in attendance. The Ice Miller Racial Equity Solutions Group will present its findings at that Committee meeting and then we'll have some time to process the information that's presented prior to a Board Meeting. Implementation will be the next big and long-term step after the Climate Study Report is received. The Racial Equity Solutions Group has pledged to continue to support us as we digest the information and make those recommendations actionable.

a. Resolution 4 – 2022 (Resolution for the CEO Search)

Tisha Galarce, Interim HR Director, advised that the Diversity, Policy and Human Resources Committee was recommending approval to award the service contract for the executive search service for the Library's new CEO to Bradbury Miller Associates. The total cost will be \$27,000. The Search Committee decided that this was one of the best firms because they focus exclusively on the libraries throughout the country and are cognizant of the diversity component. The firm is

based in Ohio and is a woman-owned business. They have conducted over 200 executive searches for libraries.

After full discussion and careful consideration of Resolution 4 – 2022, the resolution was adopted on the motion of Ms. Tribble and seconded by Dr. Murtadha, to approve Resolution 4 – 2022, the Resolution for the CEO Search.

Resolution 4 – 2022 was approved on the following roll call vote:

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

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

7. Facilities Committee (Curtis W. Bigsbee, Chair; Dr. Khaula Murtadha, Rev. T. D. Robinson)

Mr. Bigsbee advised that the Committee had met on January 11, 2022. Adam Parsons has been selected as the new Facilities Director. He thanked Mike Coghlan who had stepped in as the Interim Facilities Director for the past several months. There will be an item at the February Board Meeting related to the security contract for the remainder of the year. Also, the new Incident Database is being worked on and should be presented in February for the Board’s review.

8. Library Foundation Update

Rev. Robinson reviewed the information contained in the January 2022 Update.

News

The Library Foundation is pleased to report the 2021 Staff Campaign raised \$22,913.70 from 134 donors, which represents a 4.5% increase in dollars and a 34% increase in donors in 2020. Thank you to all staff for your hard work and support.

The Foundation would also like to thank several Library staff members who presented at the Foundation Board of Directors’ January in-service meeting. They each shared presentations highlighting their work and top Foundation-funded programs.

Mike Williams, Manager, Communications and Advocacy
 Beth Van Allen, Managing Editor, Digital Encyclopedia of Indianapolis
 Melissa Wooton, Area Resource Manager, Adult Services
 Shael Weidenbach, Herbert Simon Early Literacy Specialist
 Kirsten Weaver, Teen Programming Specialist
 Claudia Montes Salinas, Immigrant and Refugee Program Specialist
 M. McKenzie, Supervisor, Digital Inclusion
 Elijah Yarde, Technology Learning Specialist

It was a joy to learn more about the impact we're making. One staff member shared how the Library's book club at IPS Impact Academy at the Resource Treatment Center is helping youth grow as readers, build positive relationships and heal emotionally. Thanks to our generous donors, teens get to keep a copy of each book they read. After they're done reading, they often share their copies with others on their unit. One young man sends his books home for his brother to read so they can later discuss them. Participating

in the book club also supports the teens' therapy sessions. It can take a long time for therapists to work up to certain topics. However, they find that teens who participate in the book club are more likely to bring up these topics on their own and sooner than they might otherwise be ready to discuss them. It is heartwarming to hear and share concrete examples of how the Library and Foundation are working together to encourage young people.

Donors

The Foundation thanks 324 donors who made gifts last month. The following are our top corporate and Foundation donors.

Ayres Foundation
 Citizens Energy Group
 Hulman & Company Foundation, Inc.
 Indiana Farm Bureau Insurance
 MacAllister Machinery Co., Inc.
 Pacers Foundation, Inc.
 R. B. Annis Educational Foundation
 Ritz Charles Inc.
 The Swisher Foundation, Inc.

Program Support

This month, the Library Foundation is proud to provide more than \$200,000 to the Library. Examples of major initiatives supported include 2022 Meet the Artist XXXIV #blkLivesMatter, Bilingual Financial Literacy Workshops, Family Author Visits, Nonprofit Workshops, CBLC Women's History Month, Indy Seed Library, Teen Community Book Clubs, Preschool Packaged Programs and Reading Ready Time.

9. Report of the Interim Chief Executive Officer

a. Confirming Resolutions

Mr. Helling shared that Yanna McGraw, the Library's Social Worker, who gave a presentation at the January Board Meeting, has received letters of support for her work from all over the country, including California and Georgia.

He then requested that the Board approve Resolution 5 - 2022 Regarding Finances, Personnel and Travel. He advised that it was a standard report this month.

1) Resolution Regarding Finances, Personnel and Travel (5 – 2022)

Rev. Robinson made the motion, which was seconded by Mr. Bigsbee, to

approve Resolution 5 – 2022, the Resolution Regarding Finances, Personnel and Travel.

Resolution 5 – 2022 was approved on the following roll call vote:

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

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

b. Interim CEO Roadmap – January 2022

Mr. Helling discussed the January 2022 Roadmap that was distributed to the Board. On one item, he commented that staff may not always feel comfortable taking concerns to managers or HR, so the Library is negotiating a contract with a third party vendor that staff can call when they have concerns. An ombudsman position will be established to oversee the administration of this project. The Library is also working on new guidelines for interview panels, a mentorship program and career development support. He also welcomed Kimberly Brown-Harden to the role of Manager of Organizational Learning and Development at the Library.

c. Update on IPS Library Card Distribution

Cordia Watkins, Manager, Circulation, gave the Update. She pointed out that the Library had been working on the IPS library card initiative. This initiative ensures that every IPS student will have a library card. IndyPL has worked with other school districts and this is our first partnership with IPS. Approximately 12,143 IPS students will receive a library card for the first time. Students who already have a library card will receive a reminder regarding their card number. All 18,518 IPS students will receive brochures and information about our programming and resources.

Ms. Watkins advised that the Library will plan a media day in February to share this initiative with the community.

Information on another topic was also shared by Ms. Watkins as follows:

She reminded everyone that IndyPL's annual Meet the Artists program which celebrates prominent African American artists in Indianapolis will return to Central Library from January 26, 2022 through April 2, 2022. It was noted that this year's gallery features the work of Eighteen, the creators of the #BlackLivesMatter mural on Indiana Avenue.

d. COVID Update

1) Vaccine Clinic Update

Melissa Wooton, Adult Services Manager, shared information about the COVID-19 vaccine clinics at our College Avenue and Martindale-Brightwood

locations. She shared that in partnership with the Marion County Health Department, all three vaccines – Pfizer-BioNTech, Moderna and Johnson & Johnson – are available for ages 12 and older at these branches. The vaccines are free and no appointment is necessary. Ms. Wooton mentioned that, because of this partnership, many patrons have been reintroduced to their community library branch.

Additionally, Jena Mattix, the Martindale-Brightwood Branch Manager, shared some of the experiences of the clinic from her perspective. She noted that several people coming in for vaccines were new to IndyPL and have often applied for a library card while they are there.

e. **Update on Proposed Legislation**

Deb Lambert, Director of Collection Management, shared information about the proposed legislation before the Indiana legislature.

She advised that there are House Bills 1040, 1097 and 1134 and Senate Bills 17 and 167 under consideration right now. These bills include language about “harmful materials to minors” with regard to teaching sensitive subjects such as sex, race and gender. They also include limitations for school and public libraries. IndyPL’s main focus is the bill that would allow people to sue libraries for distributing “harmful materials.” Ms. Lambert commented that the definition of “harmful to minors” is vague and that books that include obscenity or pornography could be defined differently by various people. She also noted that the Library is working with the Indiana Library Federation (“ILF”) to help fight against the referenced bills. It was pointed out that Mike Williams, the Library’s Manager of Special Projects, is also the President of the Board at ILF, at this time.

Everyone was encouraged to read the ILF statement that was distributed to the Board entitled “Freedom to Read in Defense of Democracy.”

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:

February 2022 - None

INFORMATION

13. Materials

- a. **Notes of January 11, 2022 Facilities Committee Meeting.**
- b. **Notes of January 11, 2022 Finance 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.

15. Notice of Special Meetings

None.

16. Notice of Next Regular Meeting

Monday, February 28, 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.

Dr. Khaula Murtadha, Acting Secretary to the Board

