

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY  
MINUTES OF THE REGULAR MEETING  
JULY 27, 2020**

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The Indianapolis-Marion County Public Library Board met electronically via Zoom and/or telephone on Monday, July 27, 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**

Nikki Johnson, Manager, Martindale-Brightwood Branch Library, discussed the report that had been distributed to the Board. She mentioned a number of activities that the branch has focused on since its June opening. These include community partnerships with the Martindale-Brightwood Education Zone, One Voice Neighborhood Collaborative, and the Him by Her Collegiate School for the Art. Additionally, the branch is providing Google Hotspots and Chromebooks to patrons and virtual e-learning assistance to families.

Ms. Johnson also noted that Alex Moore, a Public Services Associate at the branch, offered a research and writing workshop to students at Martin University. The information she shared included guidance for using IndyPL resources and databases.

Several Board members made comments at the end of Ms. Johnson's Report including:

Judge Salinas noted that it was an amazing facility.

Dr. Murtadha commented that the leadership at the branch is making a difference.

Ms. Payne mentioned that she looks forward to visiting the branch.

**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, Judge Salinas advised that two letters had been received by the Board to be read into the record at this evening's meeting.

The following letters were read into the record:



*American Federation of  
State, County and Municipal Employees, AFL-CIO*

AFSCME Council 962 representing Local 3395-Indy Library Workers, in conversation with their union leadership are alarmed with the lack of coordination and the handling of recent events occurring; specifically the recent hosting of a 200 guest wedding at Central Library this past Saturday, July 25, 2020 and the announcement of an employee at the Central Library branch testing positive for the Coronavirus.

Our concerns are heightened due to the following statements:

It has been shared that management knew months ago this wedding was going to take place and had plenty of time to inform the library staff and address any concerns.

Additionally, our members feel that whenever a person is told they need to quarantine, the staff members in that work area should be told immediately as well.

The union believes in order for staff to feel secure the Library leadership needs to do the following:

1. Consider cancelling any large events.
2. If any events cannot be canceled, employees in the branch need to be informed, as soon as possible, and given the opportunity to stay home without receiving an occurrence.
3. Management should create a checklist, signed off by Sunshine, that all cleaning has taken place and the area in question is safe to open.
4. When an employee leaves work to begin quarantine, any staff working alongside, are immediately informed.
5. We would like to see a standardized procedure developed in coordination with the union regarding notifications, quarantine requirements and documentation.
6. Those who worked alongside an employee told to self-quarantine should schedule to be tested and have their temperature taken immediately. They are to be given time off to do so.
7. Temperature of staff and patrons will be administered before entering the building.
8. When an employee has tested positive for the Coronavirus, the library should immediately revisit the use of curbside and online reference services only and back to working in Teams for two weeks.

AFSCME Council 962

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*A Statement to the Board of the Indianapolis Public Library and to the General Public,*

*This past Saturday, the library was unable to cancel a contract for a wedding, and failed to move the wedding to another venue. Despite staff not being informed that events of any kind would be part of the library's reopen from quarantine, leadership of the Indianapolis Public Library decided to continue with the wedding with no significant changes to normal business hours or procedures. There was very little effort made to seek input from staff who would potentially be exposed to a number of caterers, the wedding party, and others in the building before Central's closing to the public at 5pm on Saturday. Indeed, to my knowledge, no one on the board was told about this event until a few days before the wedding on this past Saturday. The library had legal standing to host a large event as the Marion County order that prevents wedding parties of this size didn't go into effect until two days later.*

*Many staff at Central stick around the building for 15 minutes to an hour after closing at 5pm to finish their work for the day. I was told by Jackie Nytes that this presented no danger to staff and that I wasn't working the event, so I was being too sensitive, and that perhaps I was unwell emotionally.*

*Perhaps equally as distressing, the library released a statement on our official website stating that while a staff member at Central had been diagnosed with COVID-19, effective measures had been implemented to mitigate risk from exposure. One of the measures listed was a cap on the amount of time individual library patrons could spend in the building in a single day. The number listed in the library's statement was an hour. Staff and the public were told patrons would be limited to an hour when the library began our phased reopening. I believe each of the board members here tonight believed this to be the policy of the Indianapolis Public Library.*

*I can assure you, the policy of limiting patrons to one hour in the building per day is not being followed at Central Library. Patrons are being asked to limit their stay when they enter the building, but there is no effort being made to enforce the rule. It's more of a suggestion. Many aren't following the suggestion.*

*Both of these developments show a cavalier disregard for the reality of working life at Central Library. Staff have lost faith in Jackie Nytes' management of the Library's response to COVID-19. I suggest immediately surveying staff for their feelings about the library's response to COVID-19. I also strongly suggest members of the library's executive council spend time at service desks during busy hours in order to convey to staff the safety of public-facing work during a pandemic.*

*Jordan Hunt  
Public Services Librarian  
Central Library  
Indianapolis Public Library*

There was a lengthy discussion among the Board members regarding the contents of the two letters.

Dr. Jett discussed her concern about the recent wedding held at Central Library. It was her hope that the Library would address the number of guests scheduled to attend any upcoming weddings for the safety of our staff and patrons. Additionally, she noted how the Library might go forward with weddings/events. Dr. Jett also shared that perhaps the Library should re-examine scheduling weddings/events at Central Library and address sensitive issues as they relate to race and equity.

Judge Salinas advised that Jackie Nytes, the Library's Chief Executive Officer, had noted that the necessary protocols were in place for the mentioned wedding. There were two staff members monitoring guests to make certain they were wearing masks as they came into Central. The staff members and caterers working the wedding wore masks. Central was not at max capacity. The Health Department's order was in place which allowed 250 people at a wedding. He commented that he does agree with Dr. Jett about possibly re-evaluating the Library's policy on weddings/events and looking into the disparity issues of race and equity.

With regard to the possibility of the cancellation of future weddings, Ms. Nytes noted that as the situation evolves regarding appropriate gatherings, the Library is continuing conversations to determine the number of allowable guests at weddings or other large events. At this time, the status of upcoming weddings already scheduled is uncertain pending such clarification.

Dr. Jett went on to discuss how her employer, Butler University, handles COVID screenings for their staff.

At Dr. Murtadha's request, there was an explanation of how the Library tracks "occurrences" for staff. Dr. Jett and Dr. Murtadha shared their concern regarding Library staff being charged with occurrences if they are absent from their job during this time.

Ms. Nytes advised that the practice of issuing occurrences to staff for absences was suspended in April.

Dr. Jett reminded everyone that the Board is ultimately responsible for the governance and oversight of the operation of the Library and they take this duty seriously.

Ms. Payne asked Ms. Nytes if Dr. Caine had approved the referenced wedding prior to it going forward. Ms. Nytes responded that the order in effect at the time of the wedding allowed for the 250 guests. The new order, which was announced the Friday before the wedding did not go into effect until July 27, 2020. So the Library was in compliance at the time of the wedding.

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

### **a. Executive Session, June 16, 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  |                     |

b. **Regular Meeting, June 22, 2020**

The minutes were approved on the motion of Mr. Biederman, seconded by Mr. Bigsbee, 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 – June 2020**

Ijeoma Dike-Young, Chief Financial Officer, reviewed the Report of the Treasurer. She pointed out that as of June 20, 2020, mid-year revenues totaled 50 percent of the Library's projected yearly estimate. It is seen as a good indicator that the Library has received 47 % of its projected property tax receipts. Fines and fees are down due to the suspension of services related to COVID-19. On the expenditures side, through June the Library has spent 39 percent of its projected yearly expenditures, compared to 45% at this time in 2019, again due to COVID-19. It's projected that the Library will end the year with a small surplus.

Dr. Murtadha made the motion, which was seconded by Ms. Payne, 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. **Briefing Report – 2021 Proposed Budget**

Ms. Dike-Young advised that the overall budget of \$70.7 million compares to \$67.3 million in 2020. The Library is waiting for information on tax caps and assessed property values, but it's projected that the property tax levy will grow by 4.2%. With revenues not growing as was first anticipated, it's assumed that

salaries will either stay flat or increase by 1% in 2021. The budget includes a 2.7% increase in health insurance, an increase in the budget for wellness programs, and a 2% increase in collection materials. The Library has moved \$1 million from the budget for physical materials to the e-resources budget, due to an increased demand in e-resources. A public hearing on the budget is scheduled for August 11, 2020, to be followed by Board approval on August 24, 2020 and then the approval by the City-County Council in October.

c. **Resolution 26 – 2020 (Liability Insurance for Policy Period 2020-2021)**

Ms. Dike-Young reviewed the information presented to the Board. She noted that the liability insurance coverage runs from August 2020 to August 2021 and covers property, liability, automobile, workers compensation, umbrella, inland marine, boiler and crime. The policy is with Travelers Insurance Group for a maximum cost of \$308,276, which is a slight increase (9.3%) from this year but lower than quotes received from other carriers.

After full discussion and careful consideration of Resolution 26 – 2020, the resolution was adopted on the motion of Ms. Payne, seconded by Dr. Murtadha, to approve Resolution 26 – 2020, the Liability Insurance for Policy Period 2020-2021.

Resolution 26 – 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. **Briefing Report – Eliminating “Per Day” Late Fines and Waiving Historical Fines**

John Helling, Director, Public Services, explained the proposal contained in his report to the Board about the elimination of fines.

He pointed out that over the last five years, the Library has seen a decline in fines revenue from around \$900,000 to around \$477,000. While the Library would be giving up this income, there would be many offsetting benefits, including reduced placements with our debt collection agency, allowing staff to focus more on public service and removing barriers that disproportionately impact patrons of color and those who reside in areas of low income and high poverty. The Library is also proposing waiving around \$2 million in historical fines. The fines are extremely unlikely to be collected. Overall, going “fine free” would allow many patrons to re-engage with the Library. There is no proposal being presented to eliminate fees incurred when materials are damaged or lost.

This item will be brought to the Board in August for final approval.

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

**a. Resolution 27 – 2020 (Approval of Youth Protection Policy)**

Katherine Lerg, HR Director, discussed the policy. She noted that the Library's insurance carrier had recommended implementing this type of policy. It was

mentioned that the Youth Protection Policy, located in the Library's Policy Manual as Section 408, ensures a safe and secure environment for young people who visit the Library. The goal of this policy is to protect youths from incidents of misconduct or inappropriate behavior and to also protect staff from compromised situations.

After full discussion and careful consideration, Ms. Payne made the motion, which was seconded by Rev. Robinson, to approve Resolution 27 – 2020, the Youth Protection Policy.

Resolution 27 – 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 28 – 2020 (Adoption of Annual Minority/Women/Veteran/Disability Owned Business Enterprise (XBE) Utilization Goals)**

Jessica Moore, Diversity, Equity and Inclusion Officer reviewed the resolution. She advised that recently the Library had participated in a City of Indianapolis study that indicated disparities in access to business opportunities for XBE's across city departments and municipal corporations. The Library desires to provide more equitable opportunities for all companies to do business with us. Adoption of the City's Annual XBE Utilization Goals is one step in this process. Annual goals are: Minority-Owned Business Enterprise – 15%, Women-Owned Business Enterprise – 8%, Veteran-Owned Business Enterprise – 3%, and Disability-Owned Business Enterprise – 1%.

After full discussion and careful consideration, Ms. Payne made the motion, which was seconded by Rev. Robinson, to approve Resolution 28 – 2020, the Annual Minority/Women/Veteran/Disability Owned Business Enterprise (XBE) Utilization Goals.

Resolution 28 – 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. **Update on CEO's Evaluation**

Rev. Robinson provided an update on the CEO evaluation process. He pointed out the documents that had been provided to the Board for their review, namely, a timeline and a sample evaluation form. Rev. Robinson reminded everyone that the Board is responsible for conducting a formal, written review of the CEO on an annual basis. It was determined that a more comprehensive review process was needed. In that regard, all Executive Committee members, as well as Library Union and Staff Association representatives, will be given a chance to offer input on the CEO's evaluation. .

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

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

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

a. **Draft of Mission/Vision/Values**

Garrett Mason, Strategic Planning and Assessment Officer, discussed the document he had distributed to the Board. It listed the top aspirational and core values as identified by Library staff that will serve as the basis of the new Strategic Plan for 2021-2023. Revisions in wording to the Library's Mission Statement and Vision Statement were also discussed.

b. **Progress Report on the Public Survey**

Mr. Mason announced that 4,085 public surveys have been received to date. Deadline for receipt of the completed surveys is July 31, 2020.

c. **Next Steps in the Process**

Mr. Mason then noted that the next steps in the Strategic Plan process include using the surveys and other information to identify strategic themes, create a draft plan to share with staff and community partners. Feedback will be incorporated to finalize Strategic Plan content for review and approval by the Library Board.

d. **Statistics**

There was a review and discussion on the "IndyPL Statistics – Mid-July 2020" that had been compiled by Mr. Mason. Some of the statistics included were as follows: Circulation by Location Type and Month; eCirc and Database Use by Month; eCirc Monthly Comparison by Year; Total YTD Physical Circulation by Location; Count of Active Cardholders; Total PC Use Hours by Month; Total Wireless Sessions; Adjusted Door Count Comparison by Year and Month; Total Programs Delivered; and Total Program Attendance.



## 10. Library Foundation Update

### July 2020 Library Foundation Update

Rev. Robinson provided the Update for July 2020.

#### News

This month, the Library Foundation received a grant from Lilly Endowment, Inc. to expand the Library's collection of racial equity materials. It will allow the Library to purchase 4,000 copies of 180 titles in various formats, including material for 100 schools that participate in the Shared System and/or Axis 360. The grant also includes funding to help publicize the expanded collection. We appreciate the Collection Management Team's quick legwork, which enabled us to submit the request in a timely manner. To develop the booklist, Collection Management received valuable feedback and/or resources from Jessica Moore, Nichelle Hayes, Ms. Pat Payne and Dr. Terri Jett. We shared the Library's booklist with Indiana Humanities, which received a separate Lilly Endowment grant to help libraries throughout the state augment or create collections that advance racial equity.

#### Donors

The Foundation thanks 1,845 donors who made gifts last month. The following are our top corporate and foundation contributors:

- Barnes & Thornburg LLP
- First Merchants Bank
- Indiana Education Savings Authority
- Indiana Humanities
- Indiana University Health
- Miller Summer Mission for Children Fund
- Ritz Charles, Inc.
- The Glick Fund

#### 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

- Pocket Park Storywalk (INFO)
- Preschool Packaged Programs
- Read to Me, Please (INFO)
- Teen Advisory Groups (PIK, MIC, WRN)

##### Cultural

- Adult Book Discussions (GLD)
- Art for Families
- Branded Giveaways
- Center for Black Literature and Cultural (includes CBLC Book Fest 2020 and CBLC 3<sup>rd</sup> Anniversary)

- Concert Series
- Youth Art Series (E38)
- ISCR Lecture Series (CEN)
- Preschool Packaged Programs
- Rainbow Reads Book Club
- Snacks and Stories
- Teen Spaces (WRN)
- Trunk or Treat (EWA and SPK)
- Teen Anime Club (WRN)
- YA Author Visits

#### Collections/IT

- Book Club in a Bag

#### Lifelong Learning

- Coding and Tech for Adults

#### Capital/Branch

- Branch Re-Opening Celebration (WAY)

## 11. Report Of The Chief Executive Officer

### a. Confirming Resolutions:

#### 1) Resolution Regarding Finances, Personnel and Travel (29 – 2020)

Ms. Nytes advised that everything in the resolution is routine this month.

After full discussion and careful consideration, Ms. Payne made the motion, which was seconded by Dr. Murtadha, to approve Resolution 29 – 2020, Resolution Regarding Finances, Personnel and Travel.

Resolution 29 – 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. Announcement of “All Staff Read”

Ms. Nytes announced that the entire staff of the Indianapolis Public Library will participate in the One Book/One Library initiative. The book chosen for staff to read is Stamped: racism, antiracism, and you written by Jason Reynolds and Ibram X. Kendi. The goal is to develop a foundation of understanding of racial

equity issues and a common vocabulary for progress. In addition to reading the book, staff will be offered the opportunity to participate in facilitated discussions.

A video about the program featuring Ms. Nytes and Ms. Moore was also shown.

Ms. Nytes suggested that perhaps the Board members might like to participate as well.

b. **Our COVID Experience**

Ms. Nytes provided an overview of how Library service has been impacted by COVID-19. In addition to providing more opportunities for staff leave, the Library has devoted resources for plexiglass dividers, protective equipment, cleaning, signage, etc. to ensure public and staff safety. Services have also changed, such as emphasis on curbside service, online resources, and virtual programming. Following a staff survey of impacted staff, the Library is assessing how to accommodate those employees whose children may need to remain home if schools are not open this Fall.

**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:

**August, 2020** – There were no items suggested.

**INFORMATION**

15. **Materials**

a. **Strategic Planning Committee Notes – July 9, 2020**

b. **Finance Committee Meeting Notes – July 15, 2020**

**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**

Although single committee meetings will continue, a Special Board Meeting will be held at 6:30 p.m. on Tuesday, August 11, 2020, for the purpose of a Public Hearing on the 2021 Budget. It is anticipated that this will be a virtual meeting.

**18. Notice of Next Regular Meeting**

Monday, August 24, 2020, at the Pike Branch Library, 6528 North Zionsville Road, at 6:30 p.m.

It is noted that this meeting might be changed to a 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 8:45 p.m.

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Raymond Biederman, Secretary to the Board

