

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
MAY 23, 2022**

The Indianapolis-Marion County Public Library Board met in person at the Library Services Center, 2450 North Meridian Street, Indianapolis, Indiana on Monday, May 23, 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. Mr. Biederman acted as Secretary.

At this time, Dr. Murtadha and Judge Salinas noted that they wished to recognize and thank the gentleman that videotapes the Board meetings upon his upcoming retirement from the Library, namely, Randy Starks. They thanked him for his 32 years of service to the Library and to the community.

2. Roll Call

Members present in person: Mr. Bigsbee, Dr. Murtadha, Ms. Payne, Dr. Robinson, Judge Salinas and Ms. Tribble.

Judge Salinas advised that Mr. Biederman was on his way to the meeting and should arrive shortly.

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.**

Melinda Mullican, the Manager of the Wayne Branch and the Chairperson of the Library's Staff Association's Program and Scholarship Committee, addressed the Board. Ms. Mullican announced to the Board that the Committee was presenting a check in the amount of \$1,000 to staff member, Katrina Bennet who is currently in Library school at IUPUI to further her education.

Ms. Bennet joined Ms. Mullican for the presentation of the check and then she thanked everyone and commented how grateful she was to have received these monies.

- b. **Dear CEO Letters and Responses** were distributed for the Board's information.
 - c. **Correspondence** for the Board's general information was distributed.
4. **Approval Of Minutes: Executive Session, Regular and Special Meetings**
- a. **Regular Meeting, April 25, 2022**

The minutes from the Regular Meeting held April 25, 2022 had been distributed to the Board.

The minutes were approved on the motion of Ms. Tribble, seconded by Ms. Payne, and the following roll call vote:

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

It was noted that Mr. Biederman arrived at this time.

COMMITTEE REPORTS

- 5. **Finance Committee (Patricia A. Payne, Chair; Raymond Biederman, Hope C. Tribble)**
 - a. **Report of the Treasurer – April 2022**

Carolyn Adams, Interim CFO, discussed the Report of the Treasurer that had been distributed to the Board.

She advised that there were no surprises in April. On the Expenditures side, we have spent a total of 26% of our Budget to date. This is good because Expenditures

normally pick up at the end of the year. She mentioned that overall our Revenues and Expenditures are tracking close to last year.

One thing that she pointed out is that salaries have increased over last year. The Library increased the minimum hourly rate for Pages. It was brought up to \$12.50 per hour. And, Pay Grades Two and Three were consolidated in with Pay Grade Four. That minimum hourly rate was brought up to \$15.17 on January 1st.

Ms. Payne made the motion, which was seconded by Dr. Murtadha, 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	Dr. Robinson – Aye
Dr. Murtadha – Aye	Judge Salinas – Aye
	Ms. Tribble – Aye

b. **Resolution 29 – 2022** (Approval of CDW-G-LLC Symantec Endpoint Security Complete Bundle Annual Scription Quote)

Ms. Adams reviewed the information contained in Resolution 29 – 2022. She mentioned that this quote gives the Library the endpoint detection and response functionality for both staff and public computers. The EDR functionality is to meet requirements necessary for cybersecurity insurance coverage. That insurance is up for renewal August 1, 2022. They are providing us with security items we have to put in place. This item has been budgeted and will be paid for out of IT's operating budget.

After full discussion and careful consideration of Resolution 29 – 2022, the resolution was adopted on the motion of Ms. Payne and seconded by Dr. Murtadha, to approve Resolution 29 – 2022, the Approval of CDW-G-LLC Symantec Endpoint Security Complete Bundle Annual Scription Quote.

Resolution 29 – 2022 was approved on the following roll call vote:

Mr. Biederman – Aye	Ms. Payne – Aye
Mr. Bigsbee – Aye	Dr. 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)**

Ms. Tribble, Chair of the Diversity, Policy and Human Resources Committee, addressed the Board.

She noted that the Library has held two initial meetings of the CEO Search Committee.

As a reminder, the Committee is comprised of the members of the Diversity, Policy and Human Resources Committee as well as nine members of the community. We have stakeholders who were recommended by our Area Resource Managers, as well as the Library's Foundation.

She thanked staff for providing a great overview and orientation to the Committee. The position was posted last Monday and it's a national search. The firm conducting the search, Bradbury Miller, will also be doing focused calls to candidates they know in the industry. In July, the Committee will meet again to review the applications of those who meet the requirements for the position. Initial interviews will be conducted. And then, in August, two or three finalists will be brought to Indianapolis for in-person presentations to the Committee and then interviews by the Board.

At this time, Tisha Galarce, Interim Human Resources Director, provided an update on the search for the new Chief Financial Officer. The Library has conducted interviews with six candidates. The final interview is scheduled for May 31, 2022.

Ms. Galarce then advised that she and Keesha Hughes, the Diversity, Equity and Inclusion Officer, have started to talk about the recommendations from the Ice Miller Climate Report. They have been working together on doing the trainings and also doing the update for the harassment reporting and the policy. The new reporting tool with BKD is being implemented. It should be live for the employees to start using in late June or early July.

We have also updated our interview and hiring processes for public services. We would like to do that for all departments but that will take time.

Ms. Hughes advised that training will be conducted by the Peace Learning Center for the Library Security Assistants. That will empower not just our Security Assistants but also other public facing employees who might interact with patrons who become disruptive. First, they teach de-escalation techniques and also help people to understand their implicit biases and how that affects how people interact with each other.

Dr. Murtadha suggested that the Library's Social Worker be involved in the referenced training going forward.

Mr. Bigsbee mentioned that with the upcoming training we should note that staff will be dealing with more escalated situations and there is a mental illness component they needs to be considered in the training as well.

There was some additional conversation about the CEO search and there was discussion that the Board wanted at least three candidates to interview.

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

- a. **Resolution 30 – 2022** (Approval to Award a Planning, Programming, and Design Services Contract for the Learning Curve at Central Library Renovation Project)

Adam Parsons, Facilities Director, discussed the information contained in Resolution 30 – 2022.

He noted that this renovation of the Learning Curve is long awaited and anticipated. Mr. Parsons advised that Mike Coghlan in the Facilities Department had prepared a Statement of Qualifications and 64 vendors were contacted along with 12 business development organizations. The Library had seven respondents. The team that vetted those respondents included himself, Shanika Heyward, IT and Technology Director, two Area Resource Managers and the Manager of the Learning Curve. After careful consideration, they decided to recommend that the Library award the contract to krM Architecture.

After full discussion and careful consideration of Resolution 30 – 2022, the resolution was adopted on the motion of Ms. Payne, and seconded by Mr. Biederman, to approve Resolution 30 – 2022 for the Approval to Award a Planning, Programming, and Design Services Contract for the Learning Curve at Central Library Renovation Project and award the contract to krM Architecture.

Resolution 30 – 2022 was approved on the following roll call vote:

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

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

b. **Resolution 31 – 2022** (Approval to Award a Maintenance Services Contract for System-Wide Automated Material Handling Equipment)

Mr. Parsons reviewed Resolution 31 – 2022.

The Committee recommends awarding a three-year contract for maintenance services and to extend the warranty for the Library’s six automated material handling systems to Lyngsoe Systems, Inc. of Frederick, Maryland. The funds for the contract will come out of the Library’s Operating Budget. The cost is \$89,175 for year one, \$96,190 for year two and \$97,970 for year three.

After full discussion and careful consideration of Resolution 31 – 2022, the resolution was adopted on the motion of Ms. Payne and seconded by Dr. Murtadha, to approve Resolution 31 – 2022 for the Approval to Award a Maintenance Services Contract for System-Wide Automated Material Handling Equipment.

Resolution 31 – 2022 was approved on the following roll call vote:

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

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

8. **Library Foundation Update**

Dr. Robinson reviewed the information contained in the May 2022 Update.

News

The Foundation's Board of Directors held its annual meeting on May 10, 2022 and approved a new slate of officers for a two-year term.

Angela Mager, Chair
 Christia Hicks, Vice Chair
 Amparo de la Pena, Secretary
 Chris Mendel, Treasurer
 Drew Soshnick, Immediate Past Chair

Thank you to Nichelle M. Hayes, Connie Scott, Amira Malcom, Michael Torres and Jordan Hunt for providing a tour of the CBLC for the Foundation's Board of Directors prior to the Annual Meeting.

Donors

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

Blue & Co.
 College Savings Bank
 Eli Lilly and Company Foundation
 Indiana Education Savings Authority
 Indianapolis Public Transportation Foundation \\
 Peterman Brothers
 Ritz Charles Inc.
 The Skillman Corporation
 Wallington Asset Management, LLC.

Program Support

This month, the Library Foundation is proud to provide more than \$270,000 to the Library. Examples of major initiatives supported include Summer Reading Program, Animal Programs, Concert Series, Volunteer Engagement Staff Training, and Simple and Affordable Plant-Based Cooking

9. **Report of the Interim Chief Executive Officer**

In the absence of the Nichelle M. Hayes, Interim Chief Executive Officer, President Salinas advised that he was going to ask the Board to approve Resolution 32 – 2022.

a. **Confirming Resolutions**

Judge Salinas noted that it is recommended that the Board approve Resolution 32 - 2022 Regarding Finances, Personnel and Travel.

1) **Resolution Regarding Finances, Personnel and Travel (32– 2022)**

Mr. Bigsbee made the motion, which was seconded by Dr. Murtadha, to approve Resolution 32 – 2022, the Resolution Regarding Finances, Personnel and Travel.

Resolution 32 – 2022 was approved on the following roll call vote:

Mr. Biederman – Aye	Ms. Payne – Aye
Mr. Bigsbee – Aye	Dr. 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 May 2022 Update**

Judge Salinas mentioned that Ms. Hayes had submitted the May 2022 Update that was included in their packet and he requested that the Board review it and if needed, forward any questions to Ms. Hayes.

UNFINISHED BUSINESS

10. Judge Salinas announced that there had been a discussion about the Board obtaining training. He noted that the Library’s legal counsel is reaching out to the Indiana State Library and asking them to assist with Board training in the areas covered by the Climate Study. So, it’s hoped that some time can be allotted in late August or early Fall. It’s anticipated that the training would take approximately two to three hours.

Ms. Payne reminded everyone that we should schedule the training so it doesn’t interfere with the CEO interviews.

Dr. Robinson questioned if the training would be conducted in person or virtually.

Judge Salinas noted that the goal is to have the training done in person but we will work on the logistics.

Mr. Bigsbee then mentioned that he appreciates the discussion among Board members that the Board should start meeting again in the branches as they did in the past. Meeting in the branches allows the Board members to see the branches, interact with branch staff and patrons.

Ms. Payne concurred with Mr. Bigsbee. She would like to move the Board meetings back to the branches.

Judge Salinas commented that he is 100% in favor of going into the branches like they did before the pandemic. He acknowledged that there are some logistical/technological

complications that some of the branches may have that have been pointed out by the Library's Communication Department.

A discussion was then held among the Board members. There were comments about the need to equip the Library's branches with the technology necessary for this "virtual hybrid world" not only for Board meetings but also for the public. A question was raised about cost. Judge Salinas noted that there might be federal grants to get this type of thing done. Is there money in the Library's budget that could be used?

Further discussion will take place and the Board members will be updated.

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:

June 2022 - None

INFORMATION

13. **Materials**
- a. **Notes of May 10, 2022 Facilities Committee Meeting**
 - b. **Notes of May 12, 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, June 27, 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 7:30 p.m.

Ray Biederman, Secretary to the Board

