

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY  
MINUTES OF THE REGULAR MEETING  
MAY 18, 2020**

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The Indianapolis-Marion County Public Library Board met electronically via ZOOM and/or telephone on Monday, May 18, 2020 at 12:00 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, Judge Salinas announced that he was traveling and asked for the Board's consent to have Rev. Robinson, the Board's Vice President, run today's meeting.

A roll call vote took place to approve Rev. Robinson running the meeting. The results were as follows:

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

The vote was unanimous. Rev. Robinson was approved to run the remainder of the meeting.

**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. 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.

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

**a. Regular Meeting, April 27, 2020**

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

## COMMITTEE REPORTS

### 5. Finance Committee (Patricia A. Payne, Chair; Raymond Biederman, Curtis Bigsbee)

#### a. Report of the Treasurer – April 2020

Ijeoma Dike-Young, Chief Financial Officer, revised the Report of the Treasurer. She commented that revenues are higher than normal; through April. The tax advances are normal right now. Certain revenues, however, such as Fines, Interest Income, Catering and Printing, are down due to the Library's reduction of services due to the current health emergency. Expenditures are also down in such areas as utilities, repairs and maintenance. It's projected that the Library will see a 10% reduction in property collections this year but that these will rebound in 2021.

Ms. Payne made the motion, which was seconded by Dr. Jett, 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 19 – 2020 (Transfer Between Classifications and Accounts)

Ms. Dike-Young advised that the Library was transferring \$192,000 in salaries for unfilled new staff positions for the West Perry Branch to that branch's construction fund. Additional funds are needed to complete construction for this project. Bond funds are insufficient due to increases in building costs since the bonds were approved in 2014. Ms. Dike-Young assured the Board that this action will not affect the salaries nor the future staffing at the new branch.

After full discussion and careful consideration, Ms. Payne made the motion, which was seconded by Dr. Murtadha, to approve Resolution 19 – 2020, Transfer Between Classifications and Accounts.

Resolution 19 – 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. **Projections 2020 Budget**

Discussion took place on the current 2020 Budget projections.

Ms. Dike-Young mentioned that these numbers were updated since last month. It is anticipated that there will be a 10% reduction in property tax funds. Fines revenue stands at \$110,000 but it might go down to \$-0-. The overall impact to the Budget will be similar to what occurred in 2008. Discussion was then held on the various accounts where we might see some Budget savings.

Following a question from Dr. Jett, Ms. Dike-Young advised that the variance in the Operating Fund is projected at \$472,000.

Ms. Payne thanked Ms. Dike-Young for the information provided.

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

a. **Resolution 20 – 2020 (Continuing Confirmation of Emergency Reduction in Hours and Authorization of Limited Curbside Pickup Service)**

Russell Brown, the Library's attorney, and Jackie Nytes, the Library's Chief Executive Officer, discussed the proposed resolution. It was pointed out that this resolution might look familiar because each month we bring an updated document to the Board for their approval.

Mr. Brown mentioned that the Library is functioning under three different sets of orders related to the pandemic – Governor, Mayor and Public Health.

It was noted that Dr. Caine, Director, Marion County Health Department, had approved the Library's proposal to offer limited curbside service. Ms. Nytes advised that this service began this morning. Also, it is planned that the Library's period of closure ends May 31, 2020 and we open to the public on June 1, 2020. If it is determined that June 1<sup>st</sup> is too early, a discussion will be held with the Board and a determination will be made on how to go forward.

Dr. Jett asked Mr. Brown about possible latitude on the decision to open. Mr. Brown responded that right now it is only for curbside service but is subject to the Board's discretion. We are awaiting more information from Mayor Hogsett and Dr. Caine about the other round of openings anticipated for June 1, 2020.

Ms. Payne wanted to know who are considered “vulnerable patrons.” Ms. Nytes referred Ms. Payne to Attachment A of the resolution

After full discussion and careful consideration, Mr. Bigsbee made the motion, which was seconded by Mr. Biederman, to approve Resolution 20 – 2020, Continuing Confirmation of Emergency Reduction in Hours and Authorization of Limited Curbside Service.

Resolution 20 – 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. **Briefing Report – Supplier Diversity Policy Statement**

Jessica Moore, Diversity, Equity and Inclusion Officer, commented that the Library is committed to supporting and encouraging economic growth and business opportunities by strengthening relationships with small business enterprises (SBE), minority-owned (MBE), women-owned (WBE), disability-owned (DOBE), and veteran-owned (VBE) business enterprises in the procurement of goods and services. She then described the various planned outreach procedures and involvement of staff to meet its objectives.

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

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

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

a. **Current Status of 2020 Strategic Planning Process**

Garrett Mason, Strategic Planning Assessment Officer, reviewed the status of the 2020 strategic planning process. Many activities, including a survey to assess staff views of the Library’s mission and vision, have been completed. But other activities, such as the general patron survey and engagement of community partners and stakeholders, have been delayed due to COVID-19. As a result, it was suggested that a more narrowly-shaped plan showing future priorities could be developed and presented to the community for direction on important services, particularly involving local education.

b. **Assessment of 2015-2020 IndyPL Strategic Plan**

Mr. Mason also presented an assessment of progress on the 2015-2020 Strategic Plan. It identified where the Library had made good progress and what areas still need attention.

9. **Library Foundation Update**

**May 2020 Library Foundation Update**

Rev. Robinson provided the Update for May 2020.

News

The Foundation raised \$246,000 for this year's Summer Reading Program, "Imagine Your Story." The Foundation is proud to support this program each year. With children doing e-learning for the Spring, we believe reading this Summer will be more important than ever to help children keep their academic skills strong. We applaud the staff's ingenuity to ensure the Summer Reading Program can operate no matter what conditions we're living under come June. Our donors are also encouraged. Here are a few messages we have received in the last few weeks:

"Great to hear how the Library is keeping its summer programs and adapting them to our current new normal."

"It just seems to me that the Library is well positioned to be a leader (as usual!) in helping our communities continue to stay connected and engaged."

"We are glad, but not surprised, to hear how the Library is responding to the Coronavirus world in an imaginative way."

Donors

The Library Foundation thanks 54 donors who made gifts last month. The following are our top corporate and foundation contributors:

92.3 WTTS  
Lilly Endowment  
The Library Foundation

Program Sponsors

This month we are proud to provide funding for the following Library programs. All programs are system-wide unless otherwise noted.

Children's Programs

Summer Reading Program  
Summer Workshops – Animals  
1,000 Books by Kindergarten  
Early Literacy Specialist  
On the Road to Reading  
Teen Community Workshops

Cultural

Summer Workshop – Art & Music  
 Adult Book Discussion  
 Adult Summer Reading Program  
 Branded Giveaways  
 Center for Black Literature & Culture  
 Conservation and Preservation of Your Historical Materials  
 Youth Art Series – E38  
 Fall Fest 2020  
 ISCR Lecture Series – CEN  
 IYG Pop Up Library – OUT  
 Lunch and Learn  
 Near West Community Day and Partnerships – HVL  
 Salute to “Black Men in White Coats”  
 World Language Book Giveaways

Collections/IT

Book Club in a Bag  
 Google Lending  
 Digital Encyclopedia of Indianapolis

Lifelong Learning

Adult Summer Reading Program  
 Career Center  
 Coding and Tech for Adults  
 Early Childhood Educator Workshops  
 Nonprofit Workshops – CEN  
 World Language Computer Classes

Capital/Branch

Aquarium Maintenance – PIK, E38, COL  
 Capital Improvements – WRN

**10. Report Of The Chief Executive Officer****a. Confirming Resolutions:****1) Resolution Regarding Finances, Personnel and Travel (21 – 2020)**

After full discussion and careful consideration, Judge Salinas made the motion, which was seconded by Ms. Payne, to approve Resolution 21 – 2020, Resolution Regarding Finances, Personnel and Travel.

Resolution 21 – 2020 was approved on the following roll call vote:

Mr. Biederman – Aye  
 Mr. Bigsbee – Aye  
 Dr. Jett – Aye  
 Dr. Murtadha – Aye

Ms. Payne – Aye  
 Rev. Robinson – Aye  
 Judge Salinas – Aye

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

**b. Plans for Return to Work and Phased Resumption of Onsite Service**

Ms. Nytes presented a report on plans for staff to return to work and for the resumption of on-site services. It described how the Library will provide services and protect patrons and staff while complying with the requirements of state and local authorities. Plans include requiring employees to wear masks at work, providing masks for patrons, altering patron visits by appointment while reserving slots for walk-up visits, limiting seating capacity, providing special hours for vulnerable individuals to visit, and spacing public computers no closer than six feet apart. She also thanked volunteer staff who made masks that will be available for all staff.

**UNFINISHED BUSINESS**

11. None.

**NEW BUSINESS**

12. **Martindale-Brightwood Branch Opening** – The branch, which is located at 2434 North Sherman Avenue, will open on June 19, 2020. There will be several “opening” ceremonies planned throughout the day. Additional details will be provided in the next few weeks. It was also announced that in order to limit the number of people in the building at one time, the Library will require patrons to acquire tickets for specific times to tour the building.

**AGENDA BUILDING**

13. **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, 2020** – There were no items suggested.

**INFORMATION**

14. Any available materials will be distributed to the Board Members at the Meeting.
15. **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.

**16. Notice of Special Meetings**

None.

**17. Notice of Next Regular Meeting**

Monday, June 22, 2020, at the Irvington Branch Library, 5625 East Washington Street, at 6:30 p.m.

It is noted that this meeting might be changed to a ZOOM meeting depending on circumstances at the time.

**18. Other Business**

None.

**19. Adjournment**

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

The Chairman then declared the meeting adjourned at 1:45 p.m.

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Raymond Biederman, Secretary to the Board

