

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
NOVEMBER 25, 2019**

* * * * *

The Indianapolis-Marion County Public Library Board met at the Library Services Center, 2450 North Meridian Street, Indianapolis, Indiana on Monday, November 25, 2019 at 6:30 p.m., pursuant to notice given in accordance with the rules of the Board.

1. Call To Order

Ms. Sanders presided as Chairman. Ms. Carlino acted as Secretary.

2. Roll Call

Members present: Mr. Andrews, Ms. Carlino, Rev. Robinson, Judge Salinas and Ms. Sanders.

Members absent: Dr. Jett, Ms. Payne

3. Branch Manager’s Report

Deb Lambert, Director of CMSA, welcomed everyone and provided information about the Collection Management Services Area giving an overview of the department as a whole and then breaking down the functions of the departments within.

Ms. Lambert explained that CMSA manages all of the items in the library’s collection including electronic versions of all materials. She explained that CMSA works behind the scenes and takes steps to ensure the collection has breadth, depth and is diverse while managing the size of the collection at each branch.

She then outlined several of the special projects CMSA is working on including The Chris Gonzalez Collection, the implementation of Polaris, creating non-floating core collections that include award winning and classic material for each branch, opening day collections for newly constructed branches, a collection diversity audit, and introducing Vox Books as a new book format.

Ms. Lambert ended her presentation by explaining the challenges faced by CMSA. The first of which is ebook purchasing limitations by publishers. When asked by Judge Salinas, she stated that the public is supportive of the library’s efforts to be more efficient at sharing those materials. The next challenge is that we will soon face

downtime while we migrate data from Horizon to Polaris. She explained that there will be an ordering backlog which will be noticed by patrons who see fewer new materials over the next few months in addition to the normal year-end backlog to get materials paid for and processed.

Ms. Lambert's closing remark was that the role of a public library is to defend the right to access information and encouraged everyone to do so by reading a banned book.

Ms. Sanders expressed her appreciation for the work and challenges faced by the CMSA department.

4. Public Comment and Communications

a. Public Comment

Michael Torres spoke as president of the AFSCME Union. His remarks exceeded five minutes and they are attached herein.

President Sanders thanked Mr. Torres and remarked that the board appreciates the work the union has done to address salary compression on behalf of the staff.

b. Dear CEO Letters and Responses – were circulated for the Board's general information.

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

d. A summary of the Nov. 15th board retreat was included in board member packets.

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

a. Regular Meeting, October 28, 2019

The minutes from the Regular Meeting held October 28, 2019 were distributed to the Board.

Reverend Robinson made the motion, which was seconded by Mr. Andrews, that the minutes be approved.

There was no discussion.

Motion carried.

b. Executive Session, November 12, 2019

Ms. Carlino made the motion to approve, which was seconded by Mr. Andrews, that the minutes be approved.

There was no discussion.

Motion carried.

COMMITTEE REPORTS

6. Finance Committee (Patricia A. Payne, Chair; John Andrews, Joanne Sanders)

a. Report of the Treasurer – October 2019

Ijeoma Dike-Young, Chief Financial Officer, explained that The library has received 64 percent of revenues this year compared to 66 percent in October 2018 due to tax advances. This is dependent upon taxpayers. There's no way to tell what our revenue will be until the last disbursement at the end of December. Ms. Dike-Young stated that there has been a little more in circuit breaker loss this year and they are worried about the revenue impact.

On the expenditures side, Ms. Dike-Young states that we are right in line with what we spent last year. 72 percent of the budget has been spent.

She asked members of the board to look at page 5 of the report. It gave an overview of the year and projections for the rest of the year. At the beginning of the year, the library's cash balance was about \$23 million with plans to end the year with a cash balance of \$23.9 million. If we spend all of the budget, we would end the year with approximately \$18 million cash balance but we are not likely to do this.

All funds, receipts, and disbursements are shown on the next page as well as the receipts and disbursement for October including the ending cash balance. For all funds, the ending cash balance for October is \$47.5 million. Next month, we will see an additional fund #481 which will be the bonds that the library just sold on November 19th for a net interest of 1.46 percent. It was a competitive sale with 6 bids. The Library received a AA+ rating from Fitch for this bond issue.

Ms. Dike-Young summarized the library's investments noting that a US Bank Money Market account has been added as a new investment vehicle at 1.95 percent in October.

She explained that the rest of the report contains detailed income statements for the rest of the library's funds except for the agency funds like payroll and sales tax, and insurance premiums. The income statement for the gift and grant fund detailed on page 12 shows the money received from the foundation in the form of gifts and grants. So far, the library has received \$966,000 in contributions from the foundation. In addition to that we have received \$928,000 in grants through the foundation, most of which is spent on programming.

No questions were asked about the report.

Judge Salinas made the motion, which was seconded by Ms. Carlino, that the Report of the Treasurer be filed for audit.

Motion carried.

The Report is attached to, and made a part of, these minutes.

b. Resolution 38 – 2019 (Transfer Between Classifications and Accounts)

In order for the library to transfer funds between major classifications approval is needed. CFO Dike-Young stated that this resolution is for the transfer of funds from unprocessed books to supply to pay for summer reading prizes which were books. Since the books are being given away, they are supply items as opposed to capital.

Ms. Sanders noted that this was reviewed in committee without a quorum of that committee so this will require a motion and a second in order to pass this resolution.

Reverend Robinson made the motion, which was seconded by Judge Salinas, that the resolution for transfer between classifications be approved.

Motion carried.

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

a. Resolution 39- 2019 – (Annual Salary Resolution Adopting a Schedule of Pay Grades, Staff Positions and Benefits for Library Employees)

Katherine Lerg, Director of HR greeted the board and presented the board action request for the annual salary resolution. She explained that this is a routine procedural document that gives an overview of benefits and the salary schedule for the upcoming year. This year's resolution includes an additional personal holiday as well as the 2020 pay schedule which is a result of the compensation study conducted earlier this year. Questions from the board regarding equitable pay are being investigated. So far, a deeper analysis shows no problems. The full report will be completed shortly. There were additional questions about compression. Ms. Lerg stated that all available money was put forth to positively affect the most people.

Judge Salinas made the motion, which was seconded by Mr. Andrews, that the Resolution 39, the salary resolution be adopted.

Motion carried.

8. Facilities Committee (Dr. Terri Jett, Chair; Crista L. Carlino, Rev. T. D. Robinson,)

a. Briefing Report – Brightwood Branch Project Update

Sharon Smith, Facilities Director, referred the Board members to the photos included in the packet and stated that the move to the new branch is on target for April 2020.

b. Resolution 40 – 2019 (Approval to Award a Construction Services Contract for the Central Library KMC Controls Replacement Project)

Ms. Smith advised that the facilities staff recommends board approval to award a construction services contract for the Central Library KMC Controls Replacement Project to Jackson Systems for the total of the \$219,905 to replace controls installed in 2007 during the opening of Central Library. This will improve reliability and reporting of the system. It will allow for better tracking of energy consumption in the building resulting in reduced operating expenses. The installation will use the existing cabling, conduits, and raceways. The bidding documents were prepared by the engineers at CMID working closely with the IndyPL staff. Public notice to prospective bidders was advertised October 3rd and 10th and notice of the project was emailed directly to vendors. The IndyPL Diversity, Equity, and Inclusion Officer reached out to XBE vendors via telephone. Three bids were received by the October 17th deadline. Jackson Systems came in as the lowest bidder. The project will be funded by the library improvement reserve fund.

Ms. Carlino made the motion.

Discussion: Judge Salinas advised that the library follow up with the XBE vendors that find out what the barriers were to bidding on this contract. Ms. Smith stated that it was a pretty specialized contract and that the notice was sent to vendors that specialize in HVAC.

After full discussion and careful consideration of Resolution 40 – 2019, the resolution was adopted with the motion of Ms. Carlino, and the “yes” votes of Mr. Andrews, Ms. Carlino, Judge Salinas, and Reverend Robinson.

Motion carried.

The resolution is part of these minutes.

c. Resolution 41 2019– (Approval to Award Fixtures, Furniture, and Equipment Purchase Orders for the Wayne Branch Project)

Ms. Smith submits a recommendation for board approval to award fixtures, furniture, and equipment purchase orders to Office Works for the Wayne Branch Project for the total cost of \$133,060.98. Six sealed quotes were received on November 6th. Notice was email to 20 vendors known to be capable, those who had expressed an interest in FFE, and those listed on the XBE vendor list. This will be funded by the series 2019 bond fund.

Ms. Sanders stated that this resolution came out of committee with a recommendation.

Ms. Carlino made the motion to approve.

There was no discussion.

Motion carried.

9. Library Foundation Update (Rev. T. D. Robinson, Library Board Representative)

News

The Library Foundation Board of Directors met on November 12th and they approved the Foundation's 2020 budget which includes nearly \$2.8 million for library programs and services. This was the first meeting for the newly elected directors including Rev. Robinson. The Library Foundation just wrapped up the 2019 staff campaign. Totals will be announced later and the Foundation thanks all staff who were able to participate with special thanks to the staff campaign committee members.

Donors

The Library Foundation thanked 194 donors who made gifts last month. The following is our top corporate and foundation contributors:

- Central Indiana Community Foundation
- College Savings Bank
- Comcast
- Ritz Charles

Program Support

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

On the Road to Reading
 Early Literacy Specialists
 Center for Black Literature & Culture
 Marion County Internet Library
 Job Centers
 USB Technology
 Nikon Supplies
 Pike Aquarium

10. Report Of The Chief Executive Officer

a. Public Services Update and Statistics

- 1) **Public Services Update** – October 2019 – Jackie Nytes, CEO, provided the Update as follows:

a) Outreach Services Area

Maggie Ward, manager of Outreach and Ellen Flexman, Public Services Librarian presented information about their department.

They gave a PowerPoint presentation that lead with an overview of the department staff and explained that they serve patrons all over the county who face various barriers and challenges getting to the library. They are

able to accomplish this with the help of two bookmobiles named Frog and Toad and six “itty bitty” bookmobiles.

They have several regular routes that serve schools, preschools, daycares, assisted living facilities, and prisons. They deliver materials to patrons and well as programming. They also serve patrons at fairs, festivals, and community events.

Jackie invited board members to come aboard and explore the bookmobiles.

b. October Media Report

Ms. Nytes noted that the communications staff continues to use every channel available to tell the community about our programming. She expressed gratitude at how often she notices community newspapers that display Library stories on the front page. The Report highlighted coverage of IndyPL in traditional and social media, blogs and print.

c. Confirming Resolutions:

1) Resolution Regarding Finances, Personnel and Travel (42 – 2019)

Ms. Nytes explained that this is a routine resolution that includes bills that have been paid as well as staff training and travel that has been authorized. It also includes a recap for the board of various staffing changes over the last months.

Judge Salinas made the motion, which was seconded by Reverend Robinson.

There was no discussion.

Motion carried.

Ms. Nytes invited Jessica Moore, the Diversity, Equity and Inclusion Officer to present an update to the board.

Ms. Moore greeted the board and explained that she would be giving an overview of the last 120 days since she has taken on this role. She started by explaining that the Library needs to reconcile its cultural narrative. The Library prides itself on being open to the public and welcoming to everyone. However, that has not always been the case historically. There are people who have been excluded from accessing public libraries based on gender race, and socioeconomic status.

Ms. Moore explained that she did not think it responsible to come into her new role making decisions without putting in the time to listening to the perspective of Library staff.

When Ms. Moore asked staff “What is your hope for the future?” many staff members responded by saying that they hope that we will be representative of the community that we serve and that every member of the community that

walks into our spaces feels like there is something here for them and that any barriers that prevent access to our resources have been eliminated.

She has identified six different areas that require the attention of the library.

They include:

- Training and Development
- Attraction, Recruitment, and Retention
- Community engagement and partnership
- Policies and Procedures
- Programs, Collections, and Services
- Messaging and Metrics

Doing business with library, which is part of community engagement, is the first point of focus. The disparity study doesn't have to be complete for the library to be able to take steps toward attracting XBE vendors. Ms. Moore reports that the library is also in conversations with the city of Indianapolis's Women and Minority Business Development office. They are looking at prioritizing education for small businesses in 2020.

Ms. Moore reported that the library will be hosting the City of Indianapolis's Office of Women and Business Development's End of Year Forum on December 11th. Several Outreach events are planned such as an event for the West Perry Location on January 8th at the Library Services Center.

The disparity study will also provide more information about the ways we work with XBE businesses. The results will be shared in January 2020. The Library has also joined the Mid-States Minority Supplier Development Council (MSDC) which will serve as an additional resource when we are looking to connect to XBE businesses.

As for the work to be started on training and development, Ms. Moore reports that the library will be hosting a training session with Government Alliance on Race & Equity (GARE). This event will be facilitated by the city county council. This organization has a lot of experience working with libraries and is able to give case studies for how libraries have executed changes that have worked well.

Human Resources is also working toward the development of an implicit bias training series. It will be more than a one-time training session that will help us identify how bias shows up in our work.

Recruitment and hiring is still a big deal with regard to how the library gets the word out that opportunities are available. We have to help them see us as a

possibility. An upcoming opportunity at Martin University will help the library get the word out about job openings at the new Martindale Brightwood Branch.

Ms. Moore ended her presentation and asked if there were any questions. Ms. Sanders remarked that the amount of work Ms. Moore has done in six months seems like a year's worth.

UNFINISHED BUSINESS

11. None.

NEW BUSINESS

12. None.

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:

December, 2019 – There were no items suggested.

INFORMATION

14. **Materials**

- a. **Joint Meeting of Library Board Committees Notes – November 12, 2019**
(enclosed)

15. **Board Meeting Schedule for 2019 (Notice and Place of Meeting) and Upcoming Events/Information**

- a. **Board Meetings for 2019** – *Current calendar will be updated, as necessary, and additional information highlighted.*
- b. **Library Programs/Free Upcoming Events updated through November 25, 2019.**
- c. **Joint Meeting of Library Board Committees** – Tuesday, December 3, 2019, at the Library Services Center, 2450 North Meridian Street, at 5:00 p.m.

16. Notice of Special Meetings

None.

17. Notice of Next Regular Meeting

Monday, December 16, 2019, at the Library Services Center 2450 North Meridian Street, at 6:30 p.m.

18. Other Business

Ms. Sanders directed member to page 94: The Renewal of the Contract of the CEO. She stated that the board members have reflected on this contract since the end of September and expressed appreciation of feedback at meetings that were listed in the minutes over the last months.

Resolution 43 – 2019 (The Approval of the Employment Agreement for the Chief Executive Officer)

Ms. Sanders covered the key items such as a three year term beginning January 1, 2020 and the only other item changed was the salary increase of 2 percent.

Reverend Robinson made the motion, which was seconded by Judge Salinas.

Discussion: Judge Salinas wanted to make it clear that he asked his appointing body, IPS, about their interaction with our CEO and how they felt he should approach this contract. He stated that their interactions have been positive and they were comfortable going forward with the contract and expressed that they would like for him to vote in the affirmative.

In addition, Ms. Sanders received an email from Dr. Jett who has asked that her remarks be attached to the minutes. She stated that Dr. Jett is in opposition to the process used by the board even though it was similar to past practice and that the contract was vetted by all members of the board. The members present will vote on this resolution which includes a salary adjustment that is in keeping with the policies that have been applied across the board. Ms. Payne sent an email in support of Dr. Jett's comments as well. All members of the Board received Dr. Jett's email.

Motion carried: All members present voted in favor including Ms. Sanders who generally only votes as the presiding officer when there is tie. However, she is choosing to be vocal this evening in support of this resolution.

19. Adjournment

The Acting Secretary announced that there was no further business to come before the Board. The Chairman then declared the meeting adjourned at 8:00 p.m.

A DVD of this meeting is on file in the Library's Communications Office.

Crista Carlino, Acting Secretary to the Board

