

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY  
MINUTES OF THE REGULAR MEETING  
NOVEMBER 23, 2020**

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The Indianapolis-Marion County Public Library Board met electronically via Zoom and/or telephone on Monday, November 23, 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.

**3. Branch Manager's Report**

Jayne Walters, Manager, West Indianapolis Branch Library, began by mentioning an issue they have been dealing with at the branch. She noted that several bikes had been stolen while parked at West Indianapolis. They now have bike locks available for patrons to use while they are at the branch. Staff has received feedback from those patrons about how happy they are about this.

Indy Parks has been providing give away meals to children and adults at the branch. She advised that today they distributed meals to 86 children and 85 adults. Tomorrow Indy Parks is planning to give away two meals to those interested.

Ms. Walters noted that there has been a lot of staff comings and goings at the branch. She provided a brief synopsis of all the personnel changes.

She then gave a shout out to Jessica Moore, the Library's Diversity and Inclusion Officer for her work on racial equity at the Library and the all staff read of the book *Stamped*.

The branch has been distributing Family Enrichment Kits to patrons. There are different ones for various age groups and they have different themes. Since October 1, 2020, they have handed out approximately 116 kits. The kits have been super popular with the patrons.

Dr. Murtadha commented that the branch makes people feel welcome. She thanked Ms. Walters for her work at the branch.

Ms. Payne shared that she knew that Ms. Walters would do well at the branch. She mentioned that she applauded Ms. Walters and her staff.

Judge Salinas stated that he appreciated all that Ms. Walters has done for the community.

**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 and/or submit a question/comment to the Regular Meeting via a live stream YouTube link.

There were no petitions to come before the Board.

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

**a. Regular Meeting, October 26, 2020**

The minutes from the Regular Meeting held October 26, 2020 had been distributed to the Board.

The minutes were approved on the motion of Mr. Bigsbee, seconded by Mr. Biederman, 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. Executive Session, October 27, 2020**

The minutes from the Executive Session held October 27, 2020 had been distributed to the Board.

The minutes were approved on the motion of Mr. Bigsbee, seconded by Ms. Payne, 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 – October 2020**

Ije Dike-Young, Chief Financial Officer, reviewed the Report of the Treasurer. She commented that the Operating Fund is in line with the results from October 2019. The Library has received 64% of our revenues to date. She expressed a slight concern about the property tax collections for this year.

Ms. Dike-Young noted that there are several areas of savings for the Library this year. We are no longer paying rent for the Fountain Square and old Brightwood locations. Based on the relatively mild Winter in early 2020, there are excess funds available in the Snow Removal account. And, the Consulting and Other Contractual Services expenses are also down.

She is projecting that the Library will end 2020 with a Budget surplus.

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	Rev. Robinson – Aye
Dr. Jett – Aye	Judge Salinas – Aye
Dr. Murtadha – Aye	

b. **Resolution 46 – 2020** (Approve the Execution of New Internet Contracts)

Debra Champ, IT Director, explained that the Library determined it would be best to use more than one internet provider. The Library must meet the Universal Services guidelines to be eligible for eRate funding for the period July 1, 2021 through June 30, 2022. The Library is reimbursed for 90% of the expense.

The Library is recommending Board approval for the CEO to execute contracts for internet service as follows:

- 1) Contract with AT&T (a) in an amount not to exceed \$54,252; and
- 2) Contract with CenturyLink (b) in an amount not to exceed \$43,200.

After full discussion and careful consideration of Resolution 46 – 2020 (“a” and “b”), the resolution was adopted on the motion of Mr. Biederman, seconded by Ms. Payne, to approve Resolution 46 – 2020 to Approve the Execution of New Internet Contracts.

Resolution 46 – 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.

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

- a. **Resolution 47 – 2020** (Approving Policy Changes Eliminating “Per Day” Late Fines and Waiving Historical Fines and Policy 238 Personal Leave)

Katherine Lerg, HR Director, advised that she had discussed these proposed policy changes at earlier meetings.

Dr. Jett asked Ms. Lerg how many people were using the Personal Leave. Ms. Lerg responded not many yet but more are anticipated.

After full discussion and careful consideration of Resolution 47 – 2020, the resolution was adopted on the motion of Rev. Robinson, seconded by Ms. Payne, to approve Resolution 47 – 2020 for Approving Policy Changes Eliminating “Per Day” Late Fine and Waiving Historical Fines and Policy 238 Personal Leave.

Resolution 47 – 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 48 – 2020** (Annual Salary Resolution Adopting a Schedule of Pay Grades, Staff Positions and Benefits for Library Employees)

Ms. Lerg explained the components of the resolution. She pointed out that there were three changes to the Salary Schedule. They were:

- 1) CBLC Multimedia Project Manager – PG 9
- 2) Social Worker – PG 9
- 3) Dir., Public Services PG 17 to Chief Public Services Officer PG 18

At this time, Dr. Murtadha asked about the reason for the change to Mr. Helling’s title from Director, Public Services to Chief Public Services Officer.

Ms. Nytes explained that she wished to move the Security Area responsibilities to Mr. Helling from the Facilities Department. This move would be effective January 1, 2021.

Dr. Jett commented that she wants more information before moving forward with this change. She would like to see this change tabled for now.

Ms. Payne shared that the Board members had received information about the training that the Library’s security company, G4S, was to undergo in the coming months. Where does that stand?

Ms. Nytes responded that with the extension of the G4S contract, it will provide Library the time necessary to review training, procedures, etc. and determine what would be the most successful model going forward.

Dr. Murtadha pointed out that if the entire security model for the Library was to be reviewed in the upcoming months, why make this change now?

Ms. Nytes responded that she has decided to have the management of G4S under Public Services beginning at the first of the year. This is not only a building issue but also a people issue and it will be better managed under Public Services.

Dr. Murtadha was still unclear about the necessity to do the title change now.

Ms. Nytes replied that it is appropriate to move the function now.

At this time, a decision was made to do an Amendment to Resolution 48 – 2020 to remove the reference to the change in Mr. Helling’s title. That item will be brought back for discussion at the December Board Meeting.

After full discussion and careful consideration of the proposed Amendment to Resolution 48 – 2020, the Amendment was adopted on the motion of Dr. Murtadha, seconded by Dr. Jett, to approve the Amendment to Resolution 48 – 2020 for the Annual Salary Resolution Adopting a Schedule of Pay Grades, Staff Positions and Benefits for Library Employees.

The Amendment to Resolution 48 – 2020 was approved on the following roll call vote:

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

After further discussion and careful consideration of the now Amended Resolution 48 – 2020, the Amended Resolution 48 – 2020 was adopted on the motion of Mr. Biederman, seconded by Mr. Bigsbee, to approve the Amended Resolution 48 – 2020 for the Annual Salary Resolution Adopting a Schedule of Pay Grades, Staff Positions and Benefits for Library Employees.

The Amended Resolution 48 – 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.

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

- a. **Resolution 49 – 2020** (Approval to Award a Purchase Order for the West Perry Branch Shelving Project)

Sharon Smith, Facilities Director, advised that the Facilities Committee was recommending that the Board approve a contract with KPC Architectural Products for a total cost of \$86,595.83 for the West Perry shelving.

After full discussion and careful consideration of Resolution 49 – 2020, the resolution was adopted on the motion of Dr. Jett, seconded by Ms. Payne, to approve Resolution 49 – 2020 for the Approval to Award a Purchase Order for the West Perry Branch Shelving Project.

Resolution 49 – 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 50 – 2020** (Approval to Award Fixtures, Furniture, and Equipment Purchase Orders for the West Perry Branch Project)

Ms. Smith noted that the Facilities Committee was recommending that the Board approve a purchase order with Office Works for a total cost of \$67,760.62 for fixtures, furniture and equipment for the West Perry Branch.

After full discussion and careful consideration of Resolution 50 – 2020, the resolution was adopted on the motion of Dr. Jett, seconded by Ms. Payne, to approve Resolution 50 – 2020 for the Approval to Award a Fixtures, Furniture, and Equipment Purchase Orders for the West Perry Branch.

Resolution 50 – 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. **Resolution 51 – 2020** (Approval to Award a Services and Equipment Contract for the Central Library Garage Parking Access and Revenue Control Systems)

Ms. Smith noted that the Facilities Committee was recommending that the Board approve a contract with Light & Breuning, Inc. in the amount of \$184,446 for the

services and equipment contract for the Central Library Garage Parking Access and

Revenue Control System.

After full discussion and careful consideration of Resolution 51 – 2020, the resolution was adopted on the motion of Dr. Jett, seconded by Ms. Payne, to approve Resolution 51 – 2020 for the Approval to Award a Services and Equipment Contract for the Central Library Garage Parking Access and Revenue Control Systems.

Resolution 51 – 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. **Resolution 52 – 2020** (Approval to Extend the Services Contract for Security and Alarm Response Services)

Ms. Smith noted that the Facilities Committee was recommending that the Board approve an extension to the contract the Library has with G4S Secure Solutions (USA), Inc. The one-year extension would expire on November 30, 2021.

After full discussion and careful consideration of Resolution 52 – 2020, the resolution was adopted on the motion of Dr. Jett, seconded by Mr. Bigsbee, to approve Resolution 52 – 2020 for the Approval to Extend the Services Contract for Security and Alarm Response Services.

Resolution 52 – 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.

- e. **Resolution 53 – 2020** (Authorization to Purchase Approximately Two and Eighty-Three One-Hundredths (2.83) Acres of Property Located at the Northeast Corner of Melner Road and East 56<sup>th</sup> Street for the Fort Benjamin Harrison Branch Project)

Ms. Smith noted that the Facilities Committee was recommending that the Board approve a contract with the Fort Harrison Reuse Authority for the purchase of 2.83 acres of property located at the northeast corner of Melner Road and East 56<sup>th</sup> Street for the Fort Harrison Branch Project.

Robert Scott, the Library's attorney, advised that the Board is seeing a draft contract tonight. There are still approvals necessary such as zoning, architectural, etc. before things are finalized. The price for the property is \$1.00. The anticipated completion date for the project is December 2022.

After full discussion and careful consideration of Resolution 53 – 2020, the resolution was adopted on the motion of Dr. Jett, seconded by Dr. Murtadha, to approve Resolution 53 – 2020 for the Authorization to Purchase Approximately Two and Eighty-Three One-Hundredths (2.83) Acres of Property Located at the Northeast Corner of Melner Road and East 56<sup>th</sup> Street for the Fort Benjamin Harrison Branch Project.

Resolution 53 – 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.

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

Dr. Jett advised that the Committee did not have a report this month.

**10. Library Foundation Update**

**November 2020 Library Foundation Update**

**News**

The Library Foundation’s Board of Directors met on November 10, 2020 and approved the Foundation’s 2021 Budget, which includes the \$2.96 million for Library programs and services.

On October 29, 2020, the Foundation held a virtual event for Library retirees via Zoom. Retirees heard from Library Trustee and Foundation Board member T. D. Robinson, Library CEO Jackie Nytes and Library Foundation President Roberta Jagers. After their update on the Library and Foundation news, retirees had a chance to ask questions and visit with one another. Many remarked how nice it was to visit with other retirees who have since moved away from Indianapolis. After the event, we emailed a link to the video so retirees unable to make it at that time could review later. We received a lot of great feedback about the format of the event. One retiree wrote to us saying, “Seeing the value you place on and the respect you have for the retirees assures me that when we are able to get out of our safe bubble, the Library will continue to be the welcoming place it has always been.”

**Donors**

The Foundation thanks donors 290 who made gifts last month. The following are our top corporate and foundation contributors:

- Eli Lilly and Company Foundation, Inc.
- The Indianapolis Foundation Library Fund
- The Minde Browning Memorial Fund



**Program Support**

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

## Cultural

- Library Staffing

## Children's

- On The Road To Reading

## Collections/IT

- Digital Encyclopedia of Indianapolis

## Lifelong Learning

- Library Staffing

**11. Report Of The Chief Executive Officer****a. Confirming Resolutions:****1) Resolution Regarding Finances, Personnel and Travel (54– 2020)**

Ms. Nytes pointed out that there were only virtual travel items on the resolution.

Ms. Bigsbee made the motion, which was seconded by Mr. Biederman, to approve Resolution 54 – 2020, the Resolution Regarding Finances, Personnel and Travel.

Resolution 54 – 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 Awards Received by IndyPL:**

Ms. Nytes advised that the next two items had been included in the packet as information on awards won by the Library from the referenced organizations. She encouraged the Board members to review the material at their convenience.

- 1) Wellness Council of Indiana
- 2) American Heart Association

c. **Resolution 55 – 2020** (Continuing Confirmation of COVID 19 Responses and Operating Considerations)

Ms. Nytes commented that it was important to bring the Library’s COVID 19 responses and operating considerations up to date. She advised that the Library will also be publishing a snapshot on our website which will include various statistics regarding testing, etc. There is also a plan to provide the Board with more detailed information concerning short term closures of facilities, etc.

Ms. Nytes shared that our numbers regarding staff COVID related illness are great right now.

Mr. Scott advised that, per the Governor’s order of November 17, 2020, Library locations are operating at 50% capacity. This resolution clarifies both reopening and redirection of service to meet any current issues. He confirmed that the latest order allows for electronic Board and Board Committee meetings. It is anticipated that the Governor will issue another order on December 1, 2020.

There was discussion among the Board members setting out their concern that they want more input in the decision-making process surrounding the operation of the Library while the organization is dealing with current matters. They feel that the CEO and Board President should not be the only ones with the authority to make decisions.

Judge Salinas commented that he had made a pledge to consult with the rest of the Board before any decisions were made and he has done that.

An issue was raised about the continuation of weddings being held at Central Library. Ms. Nytes responded that there are two weddings scheduled in December and they meet the Health Department Guidelines. She advised that no weddings are scheduled through the second quarter of 2021.

After full discussion and careful consideration of Resolution 55 – 2020, the resolution was adopted on the motion of Ms. Payne, seconded by Mr. Biederman, to approve Resolution 55 – 2020 for the Continuing Confirmation of COVID 19 Response and Operating Considerations.

Resolution 55 – 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.

**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:

**December 2020 - None**

**INFORMATION**

15. **Materials**

There were no materials available to distribute to the Board

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**

None.

18. **Notice of Next Regular Meeting**

Monday, December 14, 2020 will be a virtual meeting via Zoom at 6:30 p.m. Further details will be provided at a later date.

**19. Other Business**

**20. Adjournment**

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

The Chairman then declared the meeting adjourned at 8:10 p.m.

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Raymond Biederman, Secretary to the Board

