

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY  
MINUTES OF THE REGULAR MEETING  
OCTOBER 24, 2022

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The Indianapolis-Marion County Public Library Board met in person at the Library Services Center, 2450 North Meridian Street, Indianapolis, Indiana on Monday, October 24, 2022 at 6:30 p.m. pursuant to notice given in accordance with the rules of the Board.

1. **Call To Order**

President Salinas called the meeting to order. Mr. Biederman acted as Secretary.

2. **Roll Call**

Members present: Mr. Biederman, Mr. Bigsbee, Dr. Murtadha, Ms. Payne, Judge Salinas and Ms. Tribble.

Members absent: Dr. Robinson.

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.**

There were no comments to come before the Board.

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, September 26, 2022**

The minutes from the Regular Meeting held September 26, 2022 had been distributed to the Board.

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

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

### COMMITTEE REPORTS

#### 5. **Finance Committee (Patricia A. Payne, Chair; Raymond Biederman, Hope C. Tribble)**

##### a. **Report of the Treasurer – September 2022**

At this time, Lolita Campbell, the Library's Chief Financial Officer, discussed the Report of the Treasurer that had been distributed to the Board.

Ms. Campbell reviewed the Operating Fund balance, the Operating Fund Revenue and the Expenditures for a month ending September 30, 2022. Our Revenue to date is \$20,994,446, which is 55% of the Annual Budget. Our intergovernmental revenue is \$5.4 million. The month-to-date amount is \$362,623. Fines and Fees were \$91,621 which is 70% of the Budget. And charges for services is \$461,182 which is 79% of the Budget. Our Miscellaneous Revenue is \$921,001, which is 31% of our Budget. Total Revenue is \$27,830,634. Overall, it's 58% of our budget, which is the same as last year.

And for our total Expenditures the amount is \$33,206,522 which is 62% of our Budget. This will reflect that our Expenditures are more than our Revenue. However, we are receiving more property taxes shortly. That will help up our revenue.

She pointed out that the remaining information contained in the Report are the Fund Balances for the Gifts and Grants and details for our Gifts Grant.

Dr. Murtadha asked about the grants that the Library might be targeting now.

Nichelle Hayes, the Library's Interim Chief Executive Officer, offered that the Indianapolis Public Library Foundation will be able to provide Dr. Murtadha with that answer about the grants. They are continually looking for grants for us for different things that might fit.

Dr. Murtadha then requested additional information from Ms. Campbell about the Miscellaneous section under Revenue. It's showing 31% over the Budget.

Ms. Campbell advised that Dr. Murtadha should view the detailed information contained on Page 24 of the Report.

Judge Salinas inquired about receipt of property taxes projected for December. If those funds are received, the Library should be doing okay is that correct?

Ms. Campbell assured Judge Salinas that, based on information received to date, the Library is doing okay.

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

b. **Resolution 57 – 2022** (Approval of Investment Policy)

Ms. Campbell reviewed Resolution 57 – 2022. She noted that every four years, the Library must receive the Board's approval of the Investment Policy. (Policies 121.2-121.15).

She explained the background of the resolution. The Library is required to have an approved investment policy that outlines the investment practices of the Library and follows the requirements of Indiana Code 5-13-9. The Library updated and reauthorized its investment policy in 2018. Resolution 56 - 2018 and the policy were made effective for the period of four years from the date of that approval. The investment policies are now due for review and reauthorization. The Library staff recommends that the proposed amendment and reauthorization of the investment policies be approved. One change that was made was that we included the last resolution number, namely, 56-2018 which was approved on December 17, 2018. Also, the other amendment was on Page 46 in the second to the last paragraph, we included a two-year maturity limitation included in Section 121.11.

After full discussion and careful consideration of Resolution 57 – 2022, the resolution was adopted on the motion of Ms. Payne and seconded by Dr. Murtadha, to approve Resolution 57 – 2022, Approval of Investment Policy.

Resolution 57 – 2022 was approved on the following roll call vote:

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

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

c. **Overview of the Investment Policy and the Operating Fund Balance Policy**

Ms. Campbell then shared and reviewed a PowerPoint presentation which highlighted information on the Library’s Investment Objectives, the Operating Fund Balance Policy, the Operating Fund Balance, the Operating Fund Balance – Goal, the Long Range Plan and the Proposed 2023 Budget.

6. **Diversity, Policy and Human Resources Committee (Hope C. Tribble, Chair; Curtis W. Bigsbee, Patricia A. Payne)**

At this time, Ms. Tribble provided a quick update about the CEO Search. She advised that the CEO Search Committee had begun semi-finalists interviews today and that process will be completed tomorrow. The Committee is interviewing six semi-finalists and the Committee will be forwarding the names of three or four finalists to the Board for the interviews that will take place on or about December 1, 2022.

Judge Salinas asked about the timing for those interviews.

Tisha Galarce, the Interim Human Resources Director, advised that she didn’t have the final schedule yet but it will probably last the entire day.

Ms. Tribble commented that we're waiting to find out who the finalists are so we can schedule with them. Then, the other thing is that we're also asking community members and employees to come to presentations on November 30, 2022. The finalists will be giving presentations and the community will have the opportunity to meet and hear from the CEO finalists and to provide feedback to the Board as it makes its decision regarding the selection of the new CEO.

Ms. Tribble also shared that with regard to the Climate Improvement Process, Ms. Galarce and Keesha Hughes, the DEI officer, are continuing to tour branches to talk about the new reporting tool that was recently released for employees to use to make reports or concerns to HR anonymously. Also, Accounting and HR are reviewing the compensation for 2023. Today Ms. Galarce will be presenting revisions for the Board's review of the harassment policy and a new bullying policy for consideration.

a. **Resolution 58 – 2022 (Approval of Resolution 58 – 2022 – Enact Policy 202, Harassment)**

Ms. Galarce noted that this item is part of the recommendation from the Climate Improvement Process. It has the requirement for managers and employees to submit the complaints to HR and this will bring consistency in the process and how we

handle complaints. And also we are adding additional information and a new policy. So, for the harassment policy, the changes that we're making is elaborating the definition of harassment, including offensive jokes, slurs, name calling, physical threats, intimidation, insults, and offensive pictures and comments related to race, color, sex, religion, national origin, age 40 or older, disability, sexual orientation, or gender identity. We also added the communication by any means including the phone, by email, in person, text message, social media, and other electronic means as Ice Miller had recommended in their report.

We also included that managers have to report an issue to the CEO and to HR to keep consistency in the process on how we handle all the incidents. We also added new language about retaliation for the harassment.

Judge Salinas recommended adding the words “directly” or “indirectly” after harassment in the resolution. It is not always direct, it can go through a third party.

Robert Scott, the Library's attorney, advised that the definition of harassment in the policy is not being changed. The only thing that's being changed is providing examples of how harassment may arise through types of examples.

After full discussion and careful consideration of Resolution 58 – 2022, the resolution was adopted on the motion of Dr. Murtadha and seconded by Ms. Payne, to approve Resolution 58 – 2022, Approval of Resolution 58 – 2022 – Enact Policy 202, Harassment.

Resolution 58 – 2022 was approved on the following roll call vote:

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

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

- b. **Resolution 59 – 2022** (Approval of Resolution 59 – 2022 – Enact Policy 206, Bullying)

Ms. Galarce advised that this is a new policy for the Library. It's the bullying policy. We have defined bullying as abusive verbal and nonverbal behavior towards another employee that involves humiliation, denigration or intimidation of an individual and interferes with an employee's ability to perform his, her, or their duties. We have added in the policy the ways that staff can report any incidents with bullying, using the hotline we've established And also they can go directly to their manager, supervisor, and they're required to bring this to the attention of HR and the DEI Officer. While talking to the Union and the Staff Association Compensation Committee, we also added the language that they can be used as an advisor for any employee that believes they are receiving any bullying at the workplace.

It was suggested that the sentence should read “Should be reported...” versus report to the manager or person in charge.

After full discussion and careful consideration of Resolution 59 – 2022, the resolution was adopted on the motion of Mr. Biederman and seconded by Mr. Bigsbee, to approve Resolution 59 – 2022, Approval of Resolution 59 – 2022 – Enact Policy 206, Bullying.

Resolution 59 – 2022 was approved on the following roll call vote:

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

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

At this time, Ms. Galarce distributed brochures about the Library’s upcoming Fall Fest to the Board.

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

Adam Parsons, Facilities Director, advised that Resolution 60 – 2022, Resolution 62 – 2022 and Resolution 63 – 2022 are bring tabled tonight so that the Committee has additional time to review and discuss those items. It is anticipated that they will be presented for consideration and approval at the November Board Meeting.

- a. **Resolution 60 – 2022** (Approval to Award a Construction Services Contract for the Central Library Auditorium Video Upgrade Project)

This item was tabled until the November Board Meeting.

- b. **Resolution 61 – 2022** (Approval to Award Fixtures, Furniture, and Equipment Contracts for the Glendale Branch Replacement Project)

Mr. Parsons noted that the Committee is requesting approval of the Approval to Award Fixtures, Furniture, and Equipment Contracts for the Glendale Branch Replacement Project.

The Committee recommended that the Board approve contracts to the following vendors to acquire the specified fixtures, furniture and equipment:

Business Furniture - \$468,731.51  
 Officeworks Services LLC - \$79,392.02

After full discussion and careful consideration of Resolution 61 – 2022, the resolution was adopted on the motion of Dr. Murtadha and seconded by Ms. Payne, to approve Resolution 61 – 2022 for the Approval to Award Fixtures, Furniture, and Equipment Contracts for the Glendale Branch Replacement Project.

Resolution 61 – 2022 was approved on the following roll call vote:

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

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

- c. **Resolution 62 – 2022** (Approval to Award a Planning, Programming, and Design Services Contract for the Nora Branch Renovation Project)

This item was tabled until the November Board Meeting.

- d. **Resolution 63 – 2022** (Approval to Award A Planning, Programming, and Design Services Contract for the Pike Branch Renovation Project)

This item was tabled until the November Board Meeting.

## 8. **Library Foundation Update**

Roberta Jagers, President, Indianapolis Public Library Foundation, reviewed the information contained in the October 2022 Update.

### News

Many thanks to the Communications Department for preparing the Library and Library Foundation's joint 2021 Annual Report. Here are some details:

- We provided \$2.86 million to the Library, 77% of all spending.
- Total revenue was \$6.97 million, driven by unusually high investment income and more modest growth in contributions and Indy Library Store proceeds.
- We took several steps toward developing a culture that promotes personal growth, effectiveness and fulfillment for Board members, volunteers and staff. This includes our DEI efforts.

We congratulate all staff involved in presenting recent Foundation-funded programs:

- Salute to our Black Medical Heroes Reception and Award Ceremony was presented by Eskenazi Health, with additional support from sponsors Indiana University School of Medicine – Faculty Affairs, Professional Development, Diversity and IUPUI Division of Diversity, Equity and Inclusion, and supporting sponsors Community Health Network, HPC International, Indiana University Health, Marian University College of Osteopathic Medicine and OPYS Physician Services.
- The Marian McFadden Memorial Lecture featuring Kadir Nelson was established with an estate gift from former Library Director Marian McFadden.

**Donors**

The Foundation thanks 214 donors who made gifts last month. The following are our top corporate and Foundation donors: AARP-Indiana, Comcast, Indiana Farm Bureau Insurance, Old National Bank Foundation and Woodley Farrar Manion Portfolio Management.

**Program Support**

This month, the Library Foundation is proud to provide more than \$79,000 to the Library. Examples of major initiatives supported include Teen Community Book Clubs, LGBTQ+ competency trainings and Early Childhood Educators' Workshops.

Ms. Jagers then reviewed the Foundation's DEI Update with the Board. She commented that they are making strides in being more inclusive and they are trying to create a new culture. Their Board is now 17% African American.

**9. Report of the Interim Chief Executive Officer****a. Confirming Resolutions****1) Resolution Regarding Finances, Personnel and Travel (64 – 2022)**

Ms. Hayes made a recommendation to approve Resolution 64 - 2022 Regarding Finances, Personnel and Travel. She reminded everyone that this is a procedural action. It approves new hires, compensation changes, resignations, travel and financial-related claims and warrants.

Ms. Payne made the motion, which was seconded by Mr. Bigsbee, to approve Resolution 64 – 2022, the Resolution Regarding Finances, Personnel and Travel.

Resolution 64 – 2022 was approved on the following roll call vote:

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

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

**b. Interim CEO October 2022 Update**

Ms. Hayes shared the following letter with the Board:

October 18, 2022

Dear Library Board Members,

Staff Day (Training through Programs and Play) was held on October 10, 2022. It was an amazing day to reconnect and learn new things. Work anniversaries were



recognized. There were opportunities to focus on wellness i.e. flu shots & chair massages. It was amazing to gather in person with all of my colleagues for the first time in so many years.

On October 11, 2022 Sen. Todd Young's interns and a staffer were taken on a tour of Central Library including the Center for Black Literature & Culture by CEO Hayes. The group was very impressed by Central and the CBLC. One library card sign up was obtained.

On October 14, 2022 we welcomed the statewide organization NICCL (Northern Indiana Computer Consortium for Libraries) which is an organization composed of member libraries that meet quarterly for training (LEU/TLEUs) and for networking between member libraries about anything technology based. This meeting was convened by our IT Director Shanika Heyward.

Later that evening I attended the AAHC Committee's Salute to Black Medical Heroes. A wonderful event focused on medical professionals who work day in and day out to support the health of our community. Also, that evening Flanner House held an event where they spotlighted the incredible work they are doing in the community. Board Member Pat Payne also serves on the Flanner House Board.

October 17, 2022 a presentation was made to 100 Black Men, a youth mentoring organization, to spotlight programs, exhibits and collections.

October 5, 2022 we appeared before the Municipal Corporations Committee to make the final request for our 2023 Budget. Our Budget passed through committee and went to the full City- County Council and was approved last night by the full City-County Council.

We are still advocating for additional COIT (County Option Income Tax), which is a long-term strategy.

We are currently working on the plan for how to distribute raises (FY 2023). The Staff Association Compensation Committee, Union, HR and Accounting will work together to determine the correct formula. We will be taking into account staff who have more than 20 years with us and other staff who are compressed at the bottom of their pay grade as well as other factors.

- Progress on the Climate Improvement Plan (CIP) (which can be accessed from the recently-updated [webpage](https://www.indypl.org/about-the-library/climate-improvement-process)) plus future plans related to the CIP recommendations

<https://www.indypl.org/about-the-library/climate-improvement-process>

I am pleased with our current progress yet we are working hard to continue needed improvements.

The **Reporting Hotline** Tool is up and running. Reports can be submitted via phone or internet. Keesha Hughes and Tisha Galarce are doing tours around the branches to talk about the tool. During orientation, information will be provided to Staff. There will also be a Townhall (recorded) to assist in the dissemination of information. This information can be accessed in the ADP Homepage, Intranet/ HR and Policy Manual. **indypl.IntegraReport.com 833.414.2475**

- CEO Search update: The committee met last week to review qualified applicants, and they will conduct the first round of interviews with their top seven later in October in closed-to-the-public meetings (to protect candidate privacy). After that, the committee will recommend their top three choices to the full board for final interviews, community presentations, and a visit to Indy - and the board will select from those finalists to make an offer and we would expect a permanent CEO to be in place around New Year. This information is updated on our website. For full transparency I have applied for this position.

- Digital Inclusion Week is Oct 3-7-Thank you to everyone who routinely assists the public with their technology. This is a key way that we can provide "access to information" for patrons, and it takes efforts across departments (public service, CMSA, IT, Comms, Finance, the Foundation, Facilities) to make this happen.

- We finally hosted Kadir Nelson for the McFadden Memorial Lecture, an agreement that dated back to 2020 but was delayed due to Covid-19. The event at the Madam Walker Legacy Center was very well-received by attendees, and Nelson detailed his career path, inspirations, and artwork for the audience. There was an incredibly long line of guests getting books signed afterward. He also visited an IPS school and spoke to students, and additionally had lunch with several staff members in the ISCR. Our next McFadden Lecture will be March 16, featuring Silvia Moreno-Garcia, author of *Mexican Gothic* and other novels.

- Update on Glendale, Fort Ben, and the Curve Remodel. Glendale has steel up. Fort Ben is progressing nicely. Both will be open in 2023. We are also working on a Learning Curve remodel. The architect is conducting interviews to see what is needed from staff and the community.

### **My Vision**

My Vision for IndyPL is for our organization to be an employer of choice. A place where people want to work and enjoy the work they are doing.

For that to become a reality we are going to have to re-evaluate many of our current practices and remove the ones that no longer serve us. We need to look for Best Practices across the nation and move in a positive direction. Working Smarter not Harder is key. All of our departments will need to be reassessed.

Scheduling is one area that we can refine. Placing people in shifts that suit their needs is important. Looking at different shifts, for example weekends, Sundays, morning, evenings, etc. Having a work life balance with the opportunity to spend time with our families and friends for small and large occasions is important.

Many staff members have shared with me that some are working seven days or more straight. I am patron-focused while still realizing that in order to support

patrons we must support staff members. I am still working on what option would be most beneficial for all involved.

I would also like to evaluate the possibility of giving Public Services staff the opportunity for additional PTO in lieu of their inability to work hybrid. We are continually seeking to find ways to improve working conditions for closed and public facing departments throughout our organization.

### **Staff Kudos**

Mike Perkins - For his excellent service. I made a research request on-line and he responded quickly with all the information I had requested and more. As a retired librarian who managed reference services, I am very cognizant of quality service and he provided it. Thanks to him and the library's leadership for providing this service.

Rhonda Oliver - She told me Rhonda helped her and gave her the best customer service she's ever had. She was looking for a list of BBC television shows but didn't have internet or cable. I happen to know she sent the patron a list of BBC television shows by mail. I told the patron I'd let her boss know.

Jared in the Curve gave excellent customer service to a patron looking for Kadir Nelson information, looking several places and bringing the item to the patron.

From a patron. "I just wanted to send a quick note to say that I truly loved and appreciated the Pride month book display that I saw at the Glendale library the last time I visited. Queer books are under attack right now, and it's so important not just to make them available for kids and adults but to showcase and celebrate them. The display had a great sampling of queer books for all ages and genres and was front and center where everyone could see it. I always appreciate the themed displays when I visit, and I think this one is especially important right now and always. Please give my thanks to the librarians for their hard work creating the Pride display and for everything they do to serve our community. It means a lot."

These are just a few of the examples of the amazing customer service that our colleagues give each and every day.

***The state of the Library is steadily improving. We have a bright future ahead as we all work together with a common goal to support Life Long Learning to the City of Indianapolis.***

Sincerely,

Nichelle M. Hayes, MPA, MLS  
Interim CEO Indianapolis Public Library

**UNFINISHED BUSINESS**

10. None.

**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:

November 2022 - None

**INFORMATION**

13. **Materials**

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](http://attend.indypl.org).

15. **Notice of Special Meetings**

None.

16. **Notice of Next Regular Meeting**

Monday, November 28, 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 7:25 p.m.

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Raymond Biederman, Secretary to the Board

