

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY  
MINUTES OF THE REGULAR MEETING  
SEPTEMBER 28, 2020**

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The Indianapolis-Marion County Public Library Board met electronically via Zoom and/or telephone on Monday, September 28, 2020 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.

**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. Branch Manager’s Report**

Deb Ehret, Former Manager, Spades Park Branch Library, noted that it was an honor to participate in tonight’s meeting. She explained her “former” status at Spades Park. Ms. Ehret advised that she had recently transferred to the Pike Branch as the Manager and has been there for four weeks.

Ms. Ehret then provided information on the staff at Spades Park. She commented that they have developed partnerships with the Head Start program and the East Side Quality of Life Plan, an effort in which Ms. Ehret personally sought to include IndyPL as a key player in the area. She went on to explain her love for old buildings. Ms. Ehret described the Spades Park branch as a “gem” and pointed out that it was the second Carnegie library built in Indianapolis and was considered an unusual design for its time.

Dr. Murtadha agreed that Spades Park is a beautiful building. She also commended the Library for being a part of the Quality of Life Plan and gave a “thumbs up” on the Library’s participation in the Head Start program as well.

**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.

It was noted that there were no comments at the meeting.

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

**a. Regular Meeting, August 24, 2020**

The minutes from the Regular Meeting held August 24, 2020 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	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 – August 2020**

Jackie Nytes, Chief Executive Officer, reviewed the Report of the Treasurer. She mentioned that, as expected, there has been an impact on the Library’s Budget due to COVID-19. For instance, she shared that Charges for Services is currently at \$241,000 and it should be over \$400,000. Savings to the Budget this year will be in Personnel, Health Insurance and Travel.

It was mentioned that a major insurance refund will help offset some of the deficits this year but there is also potential for a long term impact.

Dr. Murtadha made the motion, which was seconded by Ms. Payne, 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 39 – 2020** (Transfer Between Classifications and Accounts)

Ms. Nytes advised that the Library wishes to transfer funds from the Operating Fund to cover some additional expenses for the Martindale-Brightwood Branch construction. She explained that since it was just a transfer there will be no impact on the 2020 Budget.

After full discussion and careful consideration of Resolution 39 – 2020, the resolution was adopted on the motion of Ms. Payne, seconded by Mr. Bigsbee, to approve Resolution 39 – 2020 for the Transfer Between Classifications and Accounts.

Resolution 39 – 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 40 – 2020** (Approval of the Final Bond Resolution for the 2020 Bonds Funding for the Multi-Facility Renovation and Equipment Acquisition Project)

It was noted by Ms. Nytes that the Library was seeking approval to authorize the issuance of bonds for the purpose of financing the 2020 multi-facility renovation and equipment acquisition project. The Board had authorized a preliminary resolution in June, in an aggregate principal amount not to exceed \$5.35 million. The City-County Council had adopted an ordinance in this regard on August 10, 2020. This bond issue is incorporated into the Library’s long term debt plan which keeps the tax rate at or below \$0.0318. The bond payment for this debt was included in the Library’s 2021 Budget which was approved by the Board on August 24, 2020.

After full discussion and careful consideration of Resolution 40 – 2020, the resolution was adopted on the motion of Ms. Payne, seconded by Dr. Jett, to approve Resolution 40 – 2020 for the Approval of the Final Bond Resolution for the 2020 Bonds Funding for the Multi-Facility Renovation and Equipment Acquisition Project).

Resolution 40 – 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. **Budgeting for Equity Presentation**

Ms. Nytes and Jessica Moore, Diversity, Equity and Inclusion Officer, gave a PowerPoint presentation on “Budgeting for Equity.” During the presentation, priorities for 2021 were established as well as ways in which the Library will define success related to racial equity in the 2021 Budget, particularly around equitable procurement. They also highlighted various challenges such as collecting demographic data and the general lack of diversity in the publishing and library industries. Finally, they looked at the make-up of our own staff, salaries and recruitment strategies before discussing some current accomplishments, community engagement efforts and next steps. Dr. Murtadha pointed out the need to decrease barriers in recruitment and increase opportunities for professional development – as well as ensure we are tracking these efforts effectively. Additional discussion took place about how the Library is adding diverse books to the collection and how we are promoting positions for diverse hires in all areas of the organization. Another conversation was held about incident reporting and the need to find a better tool for tracking incident reports that can better report data about demographics of what people are impacted related to these incidents. Finally, Ms. Moore described some examples of how IndyPL is looking to identify local community organizations with whom to partner and support with regard to racial equity.

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

Rev. Robinson advised that the Committee did not have any items to report.

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

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

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

a. **Strategic Plan Update**

Garrett Mason, Strategic Planning and Assessment Officer, provided the Update.

He noted that there was an effort underway to diversify the responses for the Strategic Planning survey which had initially underrepresented the African American and Latinx communities. Efforts to connect with community partners to boost participation resulted in a 1% increases for each group, but the numbers are still are below the desired amount. Discussion then took place around creating personal connections with many community organizations, including smaller ones, to see if that could help increase participation in the survey.

## 10. Library Foundation Update

### September 2020 Library Foundation Update

Rev. Robinson provided the Update for September 2020.

#### News

The Library Foundation thanks the Indy Library Store for adapting to the current circumstances and re-imagining the book sale format. Our Friends of the Library members had great interest in the book sale returning and demand for the shopping session was very high – filling all availability in under an hour! Thank you to Mike Ehret, Richard Swan, Adele Hoskins, Nancy Stephenson, Wendy Johnson, Sara Liebhaber and all book sale volunteers for a successful new format!

Next month the Foundation will host several virtual events. The annual State of the Library will be on October 13, 2020 at 11a.m. This event will be live-streamed to the Foundation’s Facebook page. You should have received an email invitation with the information if you are able to tune-in. It will also be posted on Facebook after the stream ends. The Foundation is also hosting a donor appreciation event for Next 50 Fund donors and a special event for Library retirees.

#### Donors

The Foundation thanks 55 donors who made gifts last month. The following are our top corporate and foundation contributors:

- College Savings Bank
- Indiana Farm Bureau Insurance
- Ritz Charles

#### Program Support

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

##### Children’s Programs

- Early Literacy Specialist
- Hogwarts – EAG
- Pocket Park Storywalk – INFO
- Read to Me, Please
- Teen Advisory Groups – MIC and PIK
- Teen Community Book Clubs

##### Cultural

- Adult Book Discussion
- Branded Giveaways
- Center for Black Literature and Culture (Book Fest and 3<sup>rd</sup> Anniversary)
- Concert Series
- Curveside Ride – CEN
- Folkloric Dance Demos
- History of Tea
- Lunch and Learn
- Near West Community Day – HVL

- Snacks and Stories – WRN
- Teen Community Book Clubs
- Teen Spaces – WRN and PIK
- Trunk or Treat – GLD
- World Language Book Giveaways

#### Collections/IT

- General Digitization
- Lilly Digital Encyclopedia of Indianapolis
- Lilly Digitization
- The Public Collection

#### Lifelong Learning

- Career Center
- Nonprofit Workshops – CEN
- Staff Diversity Training
- USB Technology

#### Capital

- Art – MIC
- Warren

#### General Library Support

- One Library, One Book – All staff book read

*It was necessary for Rev. Robinson to leave the meeting at this time.*

## **11. Report Of The Chief Executive Officer**

### **a. Confirming Resolutions:**

#### **1) Resolution Regarding Finances, Personnel and Travel (41 – 2020)**

Ms. Nytes reviewed Resolution 41 – 2020.

Dr. Jett requested the inclusion of demographic information within the hires and promotions section of the resolution.

After full discussion and careful consideration, Mr. Biederman made the motion, which was seconded by Ms. Payne, to approve Resolution 41 – 2020, the Resolution Regarding Finances, Personnel and Travel.

Resolution 41 – 2020 was approved on the following roll call vote:

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

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

b. **Report on Core Collection Work and Opening Day Collections**

Deb Lambert, Collection Management Director, presented her Report. Ms. Lambert explained how the Library's "floating" collection works, how popular titles often "float away" from some branches and the need to have copies of certain items at every branch. She advised that we build a non-floating core collection at each branch to create a hybrid of materials. The difficult process of preparing an opening day collection for a new branch was also explained. She shared that it includes several steps performed by the Collection Management staff and the vendors who participate directly in the process.

**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:

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

**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, October 26, 2020, at the Library Services Center, 2450 North Meridian Street, at 6:30 p.m.

It is noted that this meeting might be changed to a virtual (Zoom) meeting depending on circumstances at the time and any pertinent orders from the Governor or Mayor.

**19. Other Business**

Judge Salinas made a suggestion that perhaps future Board meetings should start earlier in the day. It was also discussed that, given the amount of information provided at meetings, the expectation should be that Board meetings will normally last longer than 90 minutes.

It was also mentioned that Governor Holcomb's emergency declaration has been extended to November 1, 2020 so the Library should make arrangements to hold the October Board Meeting virtually.

**20. Adjournment**

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

The Chairman then declared the meeting adjourned at 8:50 p.m.

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Raymond Biederman, Secretary to the Board

