

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
OCTOBER 26, 2020**

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The Indianapolis-Marion County Public Library Board met electronically via Zoom and/or telephone on Monday, October 26, 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 and Judge Salinas. Judge Salinas advised that Rev. Robinson was expected to arrive shortly.

At this time, M. Jacqueline Nytes, the Library's Chief Executive Officer, requested that she be allowed to address the Board. With the Board's permission, she provided the following COVID-19 Update for the Library:

1. We are open across the city.
2. We have lowered our activity levels significantly by reducing occupancy down to 37% of what our floor space would allow, except at Central where we have taken it even lower than that. People are urged to find what they need and limit stays in the building to no more than an hour. We do occasionally reach the maximum allowable occupancy for various buildings, especially on Sunday, but staff make announcements to remind people to wrap up their work and leave so that others can come in. This approach has worked so far. Our door counts are down to around 60% of past years.
3. We have facilitated various types of leaves for various lengths of time to accommodate staff needs. We currently have over a dozen people on authorized leave using either PTO, FCCRA approved pay plans, FMLA, and even tapping into the new Emergency Leave Bank that the Library Board approved. A thank you to those staff who contributed their leave to that bank for the benefit of others.
4. We have had over 50 employees (as of today) go get tested because they believed they might have had some exposure to the virus. In total two have tested positive and both were exposed at home, not at work.

5. We have implemented some very conservative protocols for when we send people to get tested, as a result of contact tracing, and when we close and deep clean buildings or portions of buildings.
6. Having said all that, this is very difficult for the staff. Everyone has their own personal demands and challenges right now and that makes it hard for folks to handle everything. But focusing on the work side of life for a moment...we have some working at home which reduces the density of staff in our buildings and improves social distancing. However frankly some staff has expressed resentment about that. The reality is that some just cannot work at home—the delivery drivers, the Control Room staff, and the Processing teams have to come in to do their work.
7. And then there is the public service staff whose fear of contacting the virus through patron interaction or staff contact is real. They feel real uncertainty no matter what we put in place. And there is great stress from constantly reinforcing the mask requirements with the public who do not honor this well. The result is often unpleasant.
8. Like so many other public facing employees at DPW, IFD, H&H, these folks signed up to serve the public but they never dreamed it would be like this. And it is hard.
9. I want to commend our staff to you publicly because they deserve recognition for their efforts in this challenging time.
10. I want to acknowledge that there is a lot of uncertainty that we cannot resolve. But we are listening, adjusting, working our plan and improving it as situations evolve.
11. As Board members I want you to know that your staff is strong and cares about the community even as we all work to keep that staff safe so that they can continue to serve in the future.

3. Branch Manager's Report

Melinda Mullican, Manager, Wayne Branch Library, began by thanking Ms. Nytes for her comments. She mentioned their own experience at the branch when one of their staff was exposed to COVID-19. All staff members that had worked with that individual had to get tested. The branch was deep cleaned. Other staff came to fill in. Obviously, the goal is assist patrons at the branch but it is challenging when, for instance, you cannot sit next them when offering help on the computers. Additionally, she reminded everyone staff often have their own struggles at home to deal with in this situation.

With regard to her report to the Board, Ms. Mullican mentioned that the branch had closed in December 2019 for renovations. Most of the Wayne staff went to work at other branches during that time. She herself did some training for the Wayne Township Schools. The branch reopened after approximately six and one-half months of renovation. The floor plan was changed to better serve the patrons. She offered to provide tours of the branch for any Board members that were interested.

Lastly, Ms. Mulligan shared the heartwarming story about two patrons, Norma and Rose, who were the first in line to enter the branch at re-opening.

Dr. Murtadha congratulated IndyPL for the initiative and energy between Dana Lyle, the Media Specialist at Wayne Township Schools and Ms. Mullican.

Dr. Jett asked Ms. Mullican to share how her branch handles regulating the amount of time patrons spend in the branch.

Ms. Mullican explained that the one hour limit is only enforced if they are near capacity. That has only happened three or four times. They have patrons that have come to use the computers and have been allowed to stay for several hours since no one else was waiting.

Dr. Jett asked Ms. Nytes how the capacity issues would be handled going forward. She also wanted to know about the weddings at Central Library.

Ms. Nytes responded that Library administration and branch managers are discussing how to monitor the numbers to allow patrons to stay longer. The weddings do continue at Central. They have been small groups lately.

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.

At this time, Michael Torres, Public Services Associate and President of the Library's Union, AFSCME, addressed the Board. He presented the following statement:

When it came to the attention of AFSCME Local 3395 that CEO, Jackie Nytes was discussing increasing capacity at Central Library and possibly other branches I emailed CEO Nytes about this concern. One case at a branch sparked a domino effect that caused the shutdown of three branches last week, as you learned.

Until recently, capacity at Central library occurs mostly when weddings are happening and on Sundays. One Sunday I worked we reached capacity at 12:30 and we opened at noon. Now, we're making those announcements on weekdays. In speaking with branch members, some reach capacity multiple times a day.

When we reach capacity we make an announcement, politely asking patrons if they've been in the building over an hour, to please finish up so others, who are waiting to enter, can use our services. When we reach capacity we also don't hand out any additional computer tickets until our numbers are lowered. Both these guidelines are on our website.

If we truly want uninterrupted service to all spectrums of patrons while considering the safety of our community and staff then the union leadership is asking the library leadership to consider forming a panel of Executives, Management, Frontline and Support staff to immediately begin a plan on how we can continue serving our community fairly and equitably if we are to continue conversations on increasing capacity or when COVID cases begin to surge.

We can start by figuring out a sensible way to adhere to the guidelines of times allotted to visit or use the computer that are posted on our website or it can review our reopening data which was extensive if we don't want to limit access by only offering curbside. Some of these plans might be determined by our legislators but it should not prevent us from investigating our current guidelines or planning for COVID surges and capacity increases.

Thank you

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

a. Regular Meeting, September 28, 2020

The minutes from the Regular Meeting held September 28, 2020 had been distributed to the Board.

The minutes were approved on the motion of Mr. Biederman, seconded by Dr. Murtadha, and 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	

COMMITTEE REPORTS

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

a. Report of the Treasurer – September 2020

Ms. Nytes then discussed the Report of the Treasurer. She noted that we are 75% through the year. We have received 47% of our anticipated property tax revenue. Ms. Nytes again reminded the Board that we will not meet Budget on the revenues from Fines and Fees and Charges for Services due to the pandemic. The good news is that the Library is receiving a refund from Anthem which will help cover the shortfall. She also mentioned again that expenses for such items as travel, conferences, etc. will account for an approximate \$6 million Budget savings.

Dr. Murtadha made the motion, which was seconded by Mr. Bigsbee, 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 – Absent
Dr. Jett – Aye	Judge Salinas – Aye
Dr. Murtadha – Aye	

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

a. Briefing Report – Revised Fines Policy

Katherine Lerg, HR Director, explained that the Report before the Board this evening was the same as what was presented to them in July regarding the elimination of fines.

John Helling, Public Services Director, reviewed the policy changes as they will appear when the Board makes its final vote on the revisions to the policy in November.

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

a. Resolution 42 – 2020 (Approval to Award a Construction Services Contract for the Library Services Center Boiler #2 Replacement Project)

Sharon Smith, Facilities Director, advised that the Facilities Committee was recommending that the Board approve a contract with Irish Mechanical Services, Inc. in the amount of \$99,500 to remove and replace Boiler #2 at the Library Services Center with a new condensing boiler.

After full discussion and careful consideration of Resolution 42 – 2020, the resolution was adopted on the motion of Dr. Jett, to approve Resolution 42 – 2020 for the Approval to Award a Construction Services Contract for the Library Services Center Boiler #2 Replacement Project.

Resolution 42 – 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.

Dr. Jett thanked Ms. Smith for her follow-up with potential bidders on this contract and encouraged her to maintain documentation for future reference.

- b. **Resolution 43 – 2020** (Approval to Award a Contract for the Solar Photovoltaic System Installation and Maintenance Services at the West Perry Branch Library Project)

Ms. Smith explained that the Facilities Committee was recommending that the Board approve a contract with Telamon Enterprise Ventures in the amount of \$253,379.73 for the installation and maintenance services for the solar photovoltaic system at the West Perry Branch.

After full discussion and careful consideration of Resolution 43 – 2020, the resolution was adopted on the motion of Dr. Jett, to approve Resolution 43 – 2020 for the Approval to Award a Contract for the Solar Photovoltaic System Installation and Maintenance Services at the West Perry Branch Library Project.

Resolution 43 – 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.

- c. **Resolution 44 – 2020** (Approval of a Naming Opportunity at the Library Foundation Boardroom)

Roberta Jagers, President of the Indianapolis-Marion County Public Library Foundation, addressed the Board.

Ms. Jagers explained that the Foundation was seeking Board approval to name the Indianapolis Public Library Foundation Boardroom as “The Michael D. O’Brien Boardroom.”

She noted that Mr. O’Brien’s generosity to the Foundation meets the criteria of Library Policy 101.9 – Naming of Facilities. In 2019, he made the lead gift to the Next 50 Fund. The Fund was raised in celebration of the Foundation’s 50th anniversary. The Next 50 Fund supports forward-thinking Library initiatives on behalf of youth.

After full discussion and careful consideration of Resolution 44 – 2020, the resolution was adopted on the motion of Dr. Jett, seconded by Dr. Murtadha, to approve Resolution 44 – 2020 for the Approval of a Naming Opportunity at the Library Foundation Boardroom.

Resolution 44 – 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.

Dr. Murtadha commented that she was pleased to approve this resolution. She then asked President Salinas about the process for naming because she has some individuals in mind that she would possibly like to put forward for consideration.

Ms. Nytes advised that she will provide Dr. Murtadha with information about the Library's naming policy for her review. Ms. Jagers mentioned that she will also provide related information from the Foundation as well.

d. **Board Briefing Report – Future Agenda Item – Approval to Extend the Services Contract for Security and Alarm Response Services with G4S**

Ms. Smith explained that the contract between the Library and G4S for Security and Alarm Response Services expired on August 31, 2020. Since September 1, 2020 G4S has been performing services on a month-to-month basis. The Library currently utilizes 760 hours/week at eight IndyPL locations plus vacation coverage for the Library Services Center of approximately 338 hours a year. The Library would like to extend the contract for one year. Ms. Smith reminded the Board that G4S staff is receiving additional training on several items such as racial equity, etc. If the Board agrees, a resolution would be brought at the November meeting for approval.

Ms. Smith touched on the subject of incident reports that the Board had requested. She advised that a lot of them are actually for medical reasons. Dr. Jett commented that Ms. Smith should be gathering the requested info for the Board to review.

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

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

10. **Library Foundation Update**

October 2020 Library Foundation Update

Ms. Jagers provided the Update for October 2020.

News

Many thanks to all Library staff members involved in Staff Day 2020. Congratulations to Nichelle Hayes for winning the Helen Norris Award, as well as all Library employees who received Star Awards and/or reached year-of-service milestones. The Library Foundation was pleased to recognize Joan Emmert as the recipient of this year's Beth Tindel Award. This award is given to a Library staff member who, like former Library employee and Foundation supporter Beth Tindel, volunteers at or attends Foundation events, is an advocate for the Foundation, goes above and beyond for the Foundation in their daily work at the Library and provides financial support. Joan has supported the Foundation in many ways – she has served on the Staff Campaign Committee since 2014, attended events in support of the Foundation, and has been a financial donor for the past 18 years. Congratulations, Joan!

The Library Foundation also congratulates all Library staff and volunteers involved in the successful virtual third anniversary for the Center for Black Literature and Culture. This year's celebration included a journey of poetry's local and national impact on Black culture, arts, and social action as well as a workshop led by Adrian Matejka designed to inspire and encourage writers during this challenging time.

The Library Foundation thanks all staff members who planned the "One Book, One Staff" all staff read. The Foundation's staff was grateful for the opportunity to participate. We also held two additional sessions for the Foundation's Board of Directors and Advisory Committee.

Donors

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

- Central Indiana Community Foundation
- Herbert Simon Family Foundation
- MacAllister Machinery Co., Inc.
- 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

- Adult Book Discussions– GLD
- CBLC Book Fest and 3rd Anniversary Celebration
- International Games Day at Your Library
- Lunch and Learn
- World Language Book Giveaways

Collections/IT

- General Digitization
- Digital Encyclopedia of Indianapolis
- Branded Giveaways
- School Library Card Initiative

Lifelong Learning

- Coding and Tech for Adults – CEN

Rev. Robinson joined the meeting via Zoom at this time.

11. Report Of The Chief Executive Officer

a. Confirming Resolutions:

1) Resolution Regarding Finances, Personnel and Travel (45– 2020)

Ms. Nytes reviewed Resolution 45 – 2020. She pointed out the reclassification information contained in the resolution. Ms. Nytes explained

the appeals process conducted by the Library for several employees who thought their positions should be reclassified.

Dr. Jett asked how many staff had applied for reclassification and how many were denied.

Ms. Nytes will research this inquiry and provide a response to Dr. Jett.

After full discussion and careful consideration, Dr. Murtadha made the motion, which was seconded by Dr. Jett, to approve Resolution 45 – 2020, the Resolution Regarding Finances, Personnel and Travel.

Resolution 45 – 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. Update on the Center for Black Literature and Culture

Nichelle Hayes, Special Collections Librarian, presented a PowerPoint update on the Center for Black Literature and Culture (“CBLC”) at Central Library.

Ms. Hayes mentioned that the Center opened on October 21, 2017. The Center was made possible through a generous grant from Lilly Endowment, Inc. She noted that the Library’s own African American History Committee has been active since 1978 and provided input for the Center. Ms. Hayes then reviewed several of the programs that have been promoted by the CBLC including: Book Fest 2020, The Mis-Education of the Negro Revisited Panel Discussion, and African Americans and the Vote in Indianapolis. She noted that the Center had been designed by RLR Associates, Inc. and it included several features such as the Talking Drum, the Wall Mural of Indiana Avenue, and the Wall of Honor. Currently, plans are underway for Phase II for the Center. This Phase will include several interactive components. Some of the potential topics for these components include such topics as Black Lives Matter, Rev. Martin Luther King, Jr., and Indianapolis African Diaspora. Ms. Hayes also discussed the “CBLC 3rd Anniversary & Poetry Workshop.” This virtual event took place on October 24, 2020. The featured guest was Adrian Matejka. She then went on to review the catalog of items contained in the CBLC which includes all sorts of materials. Ms. Hayes also announced that the CBLC is hiring a Project Manager to work in the Center with her.

Ms. Payne commended Ms. Hayes for her work and accomplishments in the Center these last three years.

c. **Briefing Report – Summary of Summer Reading Program 2020**

John Helling, Director of Public Services, pointed out that 2020 marked the Library's 101st Summer Reading Program ("SRP") and that there was nothing normal about this year. The SRP was actually launched before the branches were open due to the pandemic. The Library utilized some online software titled "Beanstack" to run the program this year. Not only did the program track demographic data but it also tracked the minutes read by each participant. There were 9,800 participants in the SRP this year and they read a total of 5.8 million minutes.

Mr. Helling thanked all Library staff who pivoted from business as usual to make the SRP work this year during the pandemic.

UNFINISHED BUSINESS

12. None.

NEW BUSINESS

13. At this time, President Salinas mentioned to the Board members that they should plan on the Board Meetings lasting at least two hours in the future. There is a great deal of information to be shared each month and it's important that the Board be present to hear all presentations. It was noted that he and Ms. Nytes will continue to review the proposed Agendas each month.

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:

- November 2020 -**
- 1) Possible Naming Opportunities and Acknowledgement of Lillian C. Hall, the first Black Librarian in Indianapolis
 - 2) Weddings at Central Library
 - 3) 360 Degree Evaluation of the CEO

At this time, Robert Scott, the Library's attorney, reminded the Board about the Annual Meeting and election of Board Officers that will take place at their November Meeting.

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, November 23, 2020, at Central Library, 40 East St. Clair Street, or at another location to be determined, 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

20. Adjournment

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

The Chairman then declared the meeting adjourned at 8:30 p.m.

Raymond Biederman, Secretary to the Board

