

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
January 27, 2020**

* * * * *

The Indianapolis-Marion County Public Library Board met at the College Avenue Branch, 4180 N. College Avenue, Indianapolis, Indiana on Monday January 27, 2020 at 6:30 p.m., pursuant to notice given in accordance with the rules of the Board.

1. Call To Order

Rev. T. D. Robinson presided as Chairman. Dr. Terri Jett acted as Secretary @ 6:30pm.

2. Roll Call

Members present: Mr. Curtis W. Bigsbee, Mr. Raymond J. Biederman, Dr. Terri Jett, Dr. Khaula Murtadha, Ms. Patricia Payne, Judge Jose D. Salinas, Rev. Robinson, Judge Salinas

Members absent: None

3. Branch Manager’s Report

Area Resource Manager Joan Emmert provided an update on College Avenue Branch services. Although the branch serves a racially and economically diverse clientele, 93% of its service area population report English as their household language. Many patrons visit not only the College Avenue Branch but also the InfoZone, which is also within the service district. Early childhood literacy programs are very popular at the branch. A monthly evening Pajama Storytime was added to reach families unable to attend during the day. Adult programming relies on community groups and individuals to present programs of interest. The Flava Fresh Art Exhibit and Juneteenth Celebration continue to be popular annual events. Circulation Supervisor Michelline Brandon reported on efforts to restart the branch’s Career Center.

4. Public Comment and Communications

a. Public Comment

Staff Association President Mollie Beaumont announced that the May Breakfast will be held on Monday, May 4. The Staff Association’s Fourth of July event will be held again at Central Library.

Deb Ehret of the Staff Association’s Scholarship and Program Committee announced the Association’s scholarship recipients. Marilyn McCanon Scholarships for graduate study were awarded to Sarah Tadsen, Computer Lab Assistant at Lawrence; Sylvia Robertson, Public Services Associate at Michigan Road; and Katie Farmer, Digital Projects Coordinator. The Rose-Mary Gibson Scholarship for undergraduate study was awarded to DJ Andrews, Public Services

Associate at Michigan Road.

Michael Torres, President of AFSCME Local 3395, announced that the Library's union membership will donate \$1,000 to the Library Foundation in honor of the late Fran Long, a 40-year Library employee. The contribution will be dedicated to the Lettie Oliver Memorial Collection.

- b. **Dear CEO Letters and Responses** – were circulated for the Board's general information.
- c. **Correspondence** was circulated for the Board's general information.

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

a. Regular Meeting, December 16, 2019

The minutes from the Regular Meeting held December 16, 2019 were distributed to the Board.

Rev. T. D. Robinson made the motion, which was seconded by Dr. Jett, that the minutes be approved.

There was no discussion.

Motion carried.

COMMITTEE REPORTS

6. Finance Committee (Dr. Patricia Payne, Chair; Rev. T. D. Robinson)

a. Report of the Treasurer – December 2019

In the Report of the Treasurer, it was noted that 2019 revenues exceeded those budgeted for in the Operating Fund due to the receipt of delinquent property taxes, supplemental local and county income tax distributions, higher than projected interest income, and reimbursements in health insurance. The year ended with the Library having a \$600,000 surplus in the Operating Fund, after \$1.5 million in

Outstanding purchase orders from 2019 are carried over into 2020. The Library Board approved the Report.

No questions were asked about the report.

Dr. Patricia Payne made the motion, which was seconded by Judge Jose D. Salinas, 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 01 – 2020 (Waiving of Fines and Fees)

Ije Dike-Young greeted the board and requested the authorization of the waiving of fines and fees in the amount of \$242,417 that the Library has deemed uncollectible. The Library's debt collection procedure was followed on all accounts. Typically, accounts that have been expired for two or more years with less than \$25 in debt are purged. This year, due to the migration to the new ILS, accounts expired for more than 18 months were deleted.

Curtis Bigsbee made the motion, which was seconded by Patricia Payne, that the resolution be approved for waiving of Fines and Fees.

Motion carried.

c. Resolution 02-2020 (Outstanding Purchase Orders 2019)

Ije Dike-Young asked the board for the authorizing of the carryover of outstanding purchase orders not paid prior to December 31, 2019 into the 2020 fiscal year. Appropriations to cover the purchase order, once expensed, will come from the 2019 budget.

Patricia Payne made the motion, which was seconded by Dr. Terri Jett, that the resolution of outstanding purchase orders in 2019 be carried over be approved.

Motion carried.

d. Resolution 03-2020 (Confirming Marion County Board of Finance)

Ije Dike-Young asked the board for the approval of designating the Marion County Board of Finance to serve as the Library's Local Board of Finance. This allows the Library to benefit from investment practices implemented by other government entities. The annual meeting of the Marion County Board of Finance is scheduled for January 28 at 2 p.m. at the City-County Building, Room 260.

Patricia Payne made the motion, which was seconded by Dr. Khaula Murtadha, the resolution to designate Marion County Board of Finance to serve as the Library's local board of finance.

Motion carried.

e. Investment Report 2019

A report on the Library's 2019 investments was presented. Investment interest earnings from all funds totaled \$866,000 for the year, exceeding projections. The report will be sent to the Marion County Board of Finance for its review.

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

Sharon Smith reported that Dr. Jett and Dr. Payne would be joining her for a meeting with the Vice President of G4S to discuss their employee training in regards to diversity in greater detail.

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

Director of Facilities Sharon Smith reported that the grand opening of the new Brightwood Branch will be on Saturday, May 2 (time to be determined).

a. Resolution 04-2020 (Approval to Award Fixtures, Furniture and Equipment Purchase Orders for the Lawrence Branch Project)

Sharon Smith asked the board for approval, authorizing the award of five purchase orders for fixtures, furniture and equipment for the Lawrence Branch project to four different vendors for the total cost of \$207,135. The vendors are Commercial Office Environments of Indianapolis, RJE Business Interiors of Indianapolis, Office 360 of Indianapolis, and OfficeWorks of Fishers.

Dr. Terri Jett made the motion, which was seconded by Curtis Bigsbee, for the resolution of approval five purchase orders.

Motion carried.

b. Resolution 05 – 2020 (Approval to Amend the services Contract for Security and Alarm Response Services)

Sharon Smith asked the board for approval, amending the services contract for security and alarm response systems with G4S Secure Solutions (USA) Inc. of Indianapolis. The amended contract will adjust the billing rate schedule to accommodate an increase in the starting wage for security officers to \$13 per hour. It reflects a recent lower staff turnover and enhanced training for G4S officers while bringing their starting pay more in line with others in Marion and

surrounding counties. The additional cost is within the approved Operating Fund appropriation for 2020.

Dr. Terri Jett made the motion, which was seconded by Dr. Khaula Murtadha, approving the resolution to amend the services contract for Security and Alarm Response Services.

Motion carried.

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

Foundation President Roberta Jagers reported on the 2019 Staff Campaign which ended in November, with 175 staff donors contributing \$21,730. She thanked everyone involved in making the 2019 campaign a success.

The Foundation will debut a new fundraising event, Circulate: Night at the Library. Circulate will take place on Saturday, April 18. Tickets are on sale now at www.indyplfoundation.org/circulate. Discounted tickets are being offered to Library staff.

The Foundation thanks 369 donors who made gifts last month. The following are the top corporate and foundation contributors: Allen Whitehill Clowes Charitable Foundation, Inc.; Ayres Foundation, Inc.; BKD, LLP; Dennison Parking, Inc.; Gracia E. Johnson Foundation; Griffith Family Foundation, Inc.; Hulman & Company Foundation, Inc.; Indiana Education Savings Authority; Indiana Farm Bureau Insurance; Lilly Endowment Inc.; MacAllister Machinery Co., Inc.; PNC Bank; R.B. Annis Educational Foundation; Schmidt Associates; The D.J. Angus/Sciencetech Education Foundation; The Eugene and Marilyn Glick Family Foundation; The Swisher Foundation, Inc.

This month, the Foundation is proud to provide funding for the following Library programs. All programs are systemwide unless otherwise noted. Children's Programs - Teen Advisory Groups; Pocket Park Storywalk; STEAM Preschool Storytime; Read to Me, Please; Curveside Ride; 1,000 Books by Kindergarten. Collections/IT - Coding and Tech for Adults; Board Game and Tech Activity Collection. Lifelong Learning - Simple and Affordable Plant-Based Cooking; Nonprofit Workshops; IndyPL Seed Library; Early Childhood Educator Workshops. Cultural - Warren Teen Anime Club; Snacks and Stories; Art for Families; Program Food; Conservation and Preservation of Your Historical Materials; ISCR Lecture Series; Teen Spaces; Adult Book Discussions; Salute to 'Black Men in White Coats'; Meet the Artists XXXII "4th Friday" Celebration; Concert Series; Reach Out and Read Children's Day; Preschool Packaged Programs; McFadden Lecture; Center for Black Literature & Culture.

10. Report Of The Chief Executive Officer

a. Public Services Update and Statistics

CEO Jackie Nytes reported that the first-ever Professional Services Outreach Meeting will be held this Thursday, January 30, at the Library Services Center. Its purpose is to reach out to professionals and partner firms with an emphasis on businesses certified as MBE, WBE, VBE or DOBE. City representatives will be on hand to help woman-, minority-, veteran- or disability-owned businesses get certified.

The Meet the Artists XXXII Exhibit, highlighting the works of locally-prominent African American artists, will begin on January 29 at Central Library and continue through March. The free Gala Reception will be held at Central Library on Saturday, February 8 from 5:30 – 10 p.m.

John Helling, Public Services Director, reported that this year's McFadden Memorial Lecture will be held on Thursday, April 30 at the Warren Performing Arts Center. It will feature illustrator and author Kadir Nelson, who was just named winner of the Caldecott and Coretta Scott King awards and Newbury Honor award.

John also provided an update on the POLARIS migration, a three-year project to upgrade the Library's Integrated Library System (ILS) for the first time since the late 90s. He said it's been a smooth transition and that the monumental hurdles have been crossed with few patron complaints. Library Board members were unanimous in their praise of all staff members for making this a success.

b. December Media Report

The December Media Report was presented, highlighting activities to promote Library programs and services in traditional and social media, video and blogging.

The CEO's "Love Your Library, Share Your Voice" tour begins this week and continues through early March at all Library locations.

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.

Patricia Payne made the motion, which was seconded by Curtis Bigsbee.

There was no discussion.

Motion carried.

UNFINISHED BUSINESS

11. None.

NEW BUSINESS

12. Election of New Board President

For the voting of the new Board President, Kellie Friley did Role call. Curtis W. Bigsbee, Raymond J. Biederman, Dr. Terri Jett, Dr. Khaula Murtadha, Patricia Payne, Judge Jose D. Salinas and Rev. T. D. Robinson.

Absent Board Members: None

In a vote 4 to 3 Judge Jose D. Salinas one the vote to be the new 2020 Board President

Vice President TD Robinson announced that there were two Board members who had indicated their interest in being elected President of the Board, Dr. Jett and Judge Salinas. Dr. Jett read a prepared statement concerning her candidacy which is appended to these minutes. Judge Salinas also made comments regarding his interest. Vice President Robinson explained that a roll call vote is required and that each Board member should indicate their preference between the two candidates. He then asked Kellie Friley to read the roll call. The vote was 4-3 to select Judge Salinas as President.

Following this vote, Dr. Jett indicated that she had not accepted the Board Position as Secretary which she was voted in for at the Board's Annual meeting in November. As a result, there will be a special election to elect a Board Secretary at the next regular Board meeting on February. He asked that anyone interested in this role to please share that interest with Judge Salinas.

Questions from Dr. Murtadha about the officer selection process were addressed by Vice President Robinson.

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:

February, 2020 – Next Board meeting elect a new Secretary

INFORMATION

14. Materials

- a. Joint Meeting of Library Board Committees Notes – January 14, 2020**
(enclosed)

15. Board Meeting Schedule for 2020 (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 February 22,2020.**
- c. Joint Meeting of Library Board Committees – Monday, February 11th, at the Library Services Center, 2450 North Meridian Street, at 5:30 p.m.**

16. Notice of Special Meetings

None.

17. Notice of Next Regular Meeting

Monday, February 24, 2020, at the Library Services Center 2450 North Meridian Street, at 6:30 p.m.

18. Other Business

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.

Dr. Terri Jett, Acting Secretary to the Board



Dr. Terri Jett
Statement regarding Library Board President position
Dear Fellow Library Board Trustees,

I have been honored to serve on the Indianapolis Public Library Board for three years to date in which I have served as the liaison to the Indianapolis Public Library Board Foundation, Chair of the Library Board Finance Committee and Chair of the Library Board Facilities Committee.

In addition to these positions I have attended Indiana Library Federation Conferences, spoken at the opening of two library branches, the opening of the Center for Black Literature and Culture at Central Library, attended staff development days, and participated in several reading programs at two different library branches. I've enjoyed participating in activities organized by the Staff Association and have attended Creative Mornings events at the Central Library, and purchased art from children at the culminating summer program run by our artist-in-resident Tony Radford. Last year I worked closely with Librarian Shannon Bahler, who was previously here at this College Avenue Branch to commemorate what would've been Reverend Dr. Martin Luther King, Jr.'s 90th Birthday by moderating four community discussions based on several of King's speeches and writings. In other words, I have been a very active and engaged library board trustee to date, worthy of assuming the position of Board President.

Along with these qualifications, my educational training, namely my Ph.D. in Public Policy and Public Administration, has prepared me to understand how public institutions operate including public libraries of which I am an active patron. I have expertise in diversity, equity and inclusion, serve on three other boards, including another public board of which I am a Mayoral appointee, and I support our staff. As someone who comes from a working -class background, I look to ensure fair wages and benefits for all and support personnel policies that are empowering. I know how policies can and should be written that maximize the potential of people who already have a pre-disposition to public service, such as our library employees.

As a trustee for three years I am in a good position to ensure that the work of this Board aligns with the dictates of the In Public Trust handbook that cautions on page 32 against becoming a rubber stamp board that does not thoroughly monitor and evaluate the progress of the library. Further on page 33 the handbook states, "Although the board delegates a great deal of responsibility for management of the library, the board retains ultimate responsibility for everything that happens in the library. Therefore, board members should expect a continuous flow of information from the director to help them in their monitoring and evaluating role. It is the right and responsibility of the board to request from the director all information necessary to fulfill the board's governing responsibility." I ask questions because I want real answers to make informed decisions. Process matters, and that is a key value in the work of ensuring equity across any institution.

If I am chosen by my fellow trustees as Board President, I will conduct my work in a transparent manner as a facilitator of the work of the board. The role of the President does not have any more power than any other Board member, as stated in the In Public Trust handbook and as such, should be a leader who can listen to and consider all Board perspectives.

Therefore, if selected as Board President I can assure you that I will serve as a model leader.