

DETROIT LIBRARY COMMISSION PROCEEDINGS

REGULAR MEETING

OCTOBER 18, 2016

President Adams called the Regular Meeting of the Detroit Library Commission to order at 1:38 p.m.

Present: President Adams, Commissioners De Santis, Inniss-Edwards (joined via telephone), Thomas, Weaver

Administrative Staff: Mondowney, Brown, Bruni, Call, Funchess, Ibegbu, Johnson, Moore, Norfolk, Powell, Williams

Excused: Commissioner Jackson

Present Also: Lamont Bolding, Lurine Carter, Enid Clark, Deborah Dorsey, Carolyn Mosley, Kimberly Simmons, Annette Stocks, Derick Suppon, Yvette Rice, Brian Vance

APPROVAL OF MEETING MINUTES

The minutes of the September 20, 2016 Detroit Library Commission meeting were approved as presented.

PUBLIC COMMENTS

Lamont Bolding – He thanked the Commission for initiating an investigation regarding staff members at the Knapp Branch allegedly bullying and gossiping about a new employee. He said the situation at Knapp appear to be calmer.

President Adams thanked Ms. Trinee Moore, Director for Human Resources, and her staff for giving this matter prompt attention.

Kimberly Simmons, President, Detroit River Project – She invited the Commission and staff to an event on October 29, 2016 honoring the Skillman Branch on being a designated National Park Service National Underground Railroad Network to Freedom site. A certificate of designation will be presented to the Detroit Public Library which will be displayed at the Skillman Branch. She said additional details would be forthcoming.

Minutes were approved at the November 15, 2016 Commission Meeting

REPORT OF THE PRESIDENT

President Adams read the following resolution:

Resolution Honoring the Bill and Melinda Gates Foundation and its Contribution to Building the Capacity of Public Libraries

Whereas, the Bill and Melinda Gates Foundation has established itself as the 21st Century Andrew Carnegie for public libraries and the people and communities they serve; and

Whereas, the Gates Foundation was a pioneer in understanding the risks of the digital divide and the importance of digital inclusion; and

Whereas, the Gates Foundation challenged public libraries to become technology leaders and provided millions of dollars to help libraries become go-to resources and trusted guides in an increasingly digital world; and

Whereas, the Gates Foundation provided a significant investment to develop *Edge*, a national technology benchmarking system created to ensure that public libraries have the right technology to meet today's needs and the promise of tomorrow; and

Whereas, with its commitment to ensuring that all people have access to the opportunities they need to succeed in school and life, the Gates Foundation has had a profound impact in communities across the country; and

Whereas, the work of the Gates Foundation has enhanced the capacity, value, and power of public libraries as vital community assets; and

Whereas, the Detroit Public Library and the residents of the City of Detroit have benefitted since 1997 from the vision, commitment, and generous support of the Bill and Melinda Gates Foundation;

NOW THEREFORE BE IT RESOLVED that on September 30, 2016, the Detroit Library Commission thanks the Bill and Melinda Gates Foundation for its groundbreaking work in support of public libraries

BE IT FURTHER RESOLVED that the Detroit Library Commission recognizes and appreciates the importance of the Detroit Public Library as an essential community resource to support community goals, meet the diverse education needs of our residents from birth through senior years, and ensure equal access to the opportunities of the 21st century.

Jean-Vierre Adams
President

M. Margaret DeSantis
Commissioner

Victoria Inniss-Edwards
Vice President

Judge Edward M. Thomas
Commissioner

Franklin G. Jackson
Secretary

Carol Weaver
Commissioner

Minutes were approved at the November 15, 2016 Commission Meeting

President Adams also reminded the Commissioners about the upcoming Commission/Cabinet retreat on Saturday, November 19, 2016. The retreat will allow the Commission and staff to discuss and formulate a plan for updating the library's strategic plan.

REPORT OF THE EXECUTIVE DIRECTOR

2016 Summer Reading

Mrs. Mondowney reported that the theme for DPL's 2016 Summer Reading Program was "On Your Mark, Get Set, Read." This year 1,455 young people registered for the program that included a variety of programs and activities at branches and Main Library. The 2016 Park and Read program which visits area state parks had 192 student participants and 61 adults. As in previous years, the Children and Teen Services Office coordinated visits to the Detroit Zoo -- 452 children and 181 adults from Main Library and 14 branches participated. She thanked Ms. Lurine Carter, Coordinator for Children/Teen Services, and her staff for their hard work in making this program a success.

Molina Grant – Children's Library

Mrs. Mondowney reported that in June, the Molina Foundation donated an assortment of 1,200 new children's workbooks to Main Library. The workbooks were distributed during the summer and provided an opportunity for students to sharpen their skills for the coming school year.

DPL Friends Foundation

Mrs. Mondowney reported that on September 26, 2016, the Friends Foundation provided a check in the amount of \$1,878.15 to support the Parkman Branch Library's Python computer coding classes for children and teens. Quicken Loans, on behalf of Bedrock Inc., provided a check for \$17,840.00 in support of the Skillman Branch Library's Outdoor Reading Room.

Family History Festival

Mrs. Mondowney reported that the Library's 11th Annual Family History Festival, "Not Far from the Tree," was held at Main Library on Saturday, October 8, 2016. Approximately 250 people attended the day-long event. The audience heard two presentations from well-known genealogists, Mr. Thomas MacEntee and Dr. Deborah Abbott.

Luvvie Ajayi – Author Visit

Mrs. Mondowney reported that New York Times bestselling author Luvvie Ajayi engaged a lively audience of over 250 people at Main Library on October 8, 2016. The popular blogger discussed and signed her latest book entitled “I’m Judging You: The Do-Better Manual.”

Page to Stage Excursions for Book Clubs

Mrs. Mondowney reported that Page to Stage, DPL's newest initiative to connect with Detroit's book clubs, kicked off on October 8, 2016 with an excursion to the Bonstelle Theatre to see *Alice in Wonderland*. Page to Stage encourages book club members to check out and read classic tales from their local library then meet their fellow book lovers at the theatre to watch the story's stage adaptation. The next Page to Stage excursion will be to the Hilberry Theatre to see the October 29th performance of *Dracula*. Special thanks to the DPL Friends Foundation for sponsoring this series.

Online Learning at Parkman

Mrs. Mondowney reported that on October 11, 2016, DPL began hosting learning circles for adults who want to complete an online course together, in person, at the Parkman Branch Library. Sessions in resume writing and entrepreneurship are sponsored by Libraries without Borders and Peer 2 Peer, a product of the Massachusetts Institute of Technology Media Lab. Research shows that when learning circles, small groups that gather for study, meet in community spaces there is increased retention of information and higher complete rates for online courses. There is no cost for the 5-week classes which meet on Monday and Thursday afternoons and run through mid-November.

Crash Discourse

Mrs. Mondowney reported that in collaboration with Submerge Detroit, DPL will present “Crash Discourse,” featuring Underground Resistance, at 6 p.m., on Wednesday, October 19, 2016, at Main Library. This is an opportunity for conversation with these contemporary artists about their Detroit Techno musical style and issues surrounding it. The evening is free and open to the public.

Wayne County

Mrs. Mondowney reported that on September 16, 2016, DPL received a delinquent property tax payment of \$192,232.

State of Michigan

Mrs. Mondowney reported that on September 21, 2016, DPL received a Renaissance Zone payment of \$2,852,481.

COMMITTEE ON ADMINISTRATION

Approval of the Human Resources Report

The Human Resources Department Report provides information regarding personnel actions taken from September 1, 2016 through September 30, 2016. These actions have been approved by Administration.

APPOINTMENTS (0)

RETIREMENTS (0)

SICK LEAVE PAYOUTS (0)

Total Payouts = \$0

POTENTIAL RETIREMENTS (3) Pending COD Approval

Employee Name	Last Day Worked	Retirement Date
Peggy Hart	October 14, 2016	To be calculated by *COD
Joseph Flake	November 4, 2016	To be calculated by *COD
Minnie Calvin	November 30, 2016	To be calculated by *COD

*City of Detroit

SEPARATIONS (2)

Employee Name	Title	Last Day Worked
Lakiesha Pruiett	Customer Service Representative	September 2, 2016
Jamonte Cannon	Customer Service Representative	August 18, 2016

EMPLOYEE HEADCOUNT*

Headcount – September 2016	Headcount – September 2015
Budgeted Positions = 334	Budgeted Positions = 334
Active Employees = 278	Active Employees = 302
Vacant Positions = 56	Vacant Positions = 32

*Headcount Process based on Actual Headcount not Budgeted Numbers as in the past.

Minutes were approved at the November 15, 2016 Commission Meeting

VACANT POSITIONS

Position	# of Budgeted Positions	# of Filled Positions	Vacant Positions
Managers	25	23	2
Librarian III	33	33	0
Librarian II	23	15	8
Librarian I	1	1	0
Pre-Professional Librarian In-Training	3	3	0
Senior Clerk	9	7	2
Technical Training Associate	9	7	2
Clerk	33	31	2
Janitor	13	10	3
Bookmobile Operator	1	0	1
Customer Service Representative*	100	71	29
Facilities	17	14	3
Associate Director	1	0	1
Senior Accountant	2	1	1
Purchasing Manager	1	0	1
Security	15	14	1
Total			56

*Vacant Positions are Part-time 20 hours/week

COMMISSION ACTION

Commissioner Inniss-Edwards moved approval of the Human Resources report. President Adams supported. The motion passed unanimously.

COMMITTEE ON BUILDINGS**Approval to Purchase Furniture for the Duffield Branch**

The Duffield Branch was closed in April to repair a steam leak and related damage to the building's east wall. While closed, the Facilities Department used the opportunity to undertake a range of other repairs, including repainting the main room and replacing the tattered carpet with new rubber flooring. New computer furniture and service desks are now needed to complete this modest update to one of DPL's oldest facilities.

Minutes were approved at the November 15, 2016 Commission Meeting

The Cooperative Purchasing Network (TCPN) is a national nonprofit association of schools and governmental agencies that negotiates contracts on behalf of its members. The TCPN provides the legally required competition for contracts for commonly purchased items thereby saving its members the cost of going through the competitive process. The Detroit Public Library is a member of the TCPN.

The DPL received the following quote from Office Express, an authorized TCPN dealer, for furniture for the Duffield Branch:

Office Express Troy, Michigan \$47,398.81

Approval is requested to purchase furniture for the Duffield Branch from Office Express for a total cost not to exceed \$47,398.81.

COMMISSION ACTION

Commissioner Thomas moved approval to purchase furniture for the Duffield Branch. Commissioner De Santis supported. The motion passed unanimously.

Approval to Replace Two Sump Pumps and Related Controls and Switches at Main Library

On September 20, 2016, DPL learned from TSP Environmental Company that the shed water which flowed into the Clara Stanton Jones-Friends Auditorium and sub-levels "B and C" stacks was due to the failure of two sump pumps. These sump pumps are over 15 years old and they are located in a certified confined space that is 30 feet deep in an 8' x 8' work room.

DPL contracted with TSP Environmental as a single-source certified confined-space specialty company, for the emergency replacement of the pumps and related controls and switches.

Additionally, a remote alarm light was installed above the ground in an effort to avoid any future flooding in the sub-level areas of Main Library.

Approval is requested to pay TSP Environmental an amount not to exceed seventeen thousand, nine hundred and thirty dollars (\$17,930) for this emergency repair.

COMMISSION ACTION

President Adams moved approval to replace two sump pumps and related controls and switches at Main Library. Commissioner Inniss-Edwards supported. The motion carried unanimously.

Edison Branch Library Update

On Monday, October 10, 2016, a water main break under the slab floor caused about five inches of flooding over the entire Edison Branch Library floor and lower shelving. This resulted in considerable damage to the carpet, furnishings and some materials.

The Assistant Director for Facilities and the Chief Financial Officer met with DPL’s insurance company claim adjuster. They are awaiting formal estimates for the repair, clean-up and removal of all materials.

The Edison Branch will be closed for a few months to make the repairs and clean up. It is the next branch slated to be renovated, therefore, this will be a good time to continue with the planned renovations.

The Assistant Director for Facilities will continue to update the Committee on Buildings.

NOTED

This is an information only item.

COMMITTEE ON FINANCE

The following accounts have been examined and found correct by the staff of Business and Financial Operations and ratification of payment is recommended.

<u>Summary of Expenditures</u>	
<u>July, August and September 2016 Expenses</u>	
<u>PUBLIC FUNDS</u>	
<u>PAYMENTS PROCESSED BY THE CITY OF DETROIT</u>	
1 Total Payroll	\$3,139,444.12
2 Total For Vouchers – Processed on DRMS Vouchers 1 – 128	\$1,210,534.64
3 FY 2016 Benefits Plan and FY 17 Benefits for July, Aug. and Sept.	\$3,289,780.01
4 FY 2016 General Retirement System (GRS)	\$2,500,000.00
5 FY 2016 Central Staffing Services	<u>\$1,502,284.00</u>
Total Processed by City of Detroit	<u>\$11,642,042.77</u>

Minutes were approved at the November 15, 2016 Commission Meeting

<u>PAYMENTS PROCESSED BY DPL</u>			
1. Public Funds/Comerica Checking	Checks	1259 – 1264	\$26,579.79
2. Branch & Main Library Deposit Checking Account	Checks	4163 – 4388	\$94,099.65
3. Professional Service Contracts			<u>\$0.00</u>
Total Processed by DPL			<u>\$120,679.44</u>
GRAND TOTAL			<u>\$11,762,722.21</u>
<u>Summary of Expenditures</u>			
<u>RESTRICTED/DESIGNATED FUNDS</u>			
1 Burton Endowment Checking	Checks	8294 – 8295	\$19,715.00
2 O'Brien Checking	Checks	4501 – 4514	\$12,235.61
3 Programs & Gifts	Checks	2184 – 2237	<u>\$284,032.02</u>
GRAND TOTAL			<u>\$315,982.63</u>
<u>CREDIT CARD EXPENDITURES</u>			
Executive Director			\$89.75
Executive Director's Office – used for general office purpose			\$1,104.84
Chief Financial Officer			\$79.90
Human Resources Department			\$1,288.05
Marketing Department			\$371.80
Facilities Department			\$1,399.79
Branch Services			\$2,865.43
Technical Services			<u>\$21,514.53</u>
GRAND TOTAL			<u>\$28,714.09</u>
Note: These are July, August and September 2016 Credit Card Purchases			

COMMISSION ACTION

Commissioner Thomas moved approval of the routine finance report finance as presented. Commissioner Inniss-Edwards supported. The motion passed unanimously.

OLD BUSINESS

Commissioner Thomas thanked the administration for promptly handling the concern that was raised by Mr. Lamont Bolding, library customer.

The meeting was adjourned at 2:09 p.m.

Minutes were approved at the November 15, 2016 Commission Meeting