DETROIT LIBRARY COMMISSION PROCEEDINGS

REGULAR MEETING

APRIL 16, 2013

President Bellant called the Regular Meeting of the Detroit Library Commission to order at 5:32 p.m.

Present: President Bellant, Commissioners Allen, Hicks, Kinloch, Quarterman
Commissioner Jackson joined the meeting at 5:41 p.m.
Commissioner Lemmons joined the meeting at 5:44 p.m.

Administrative Staff: Mondowney, Machie, Moore, Norfolk and Powell

Present Also: J. Randolph Call, Deborah Dorsey, Elena Herrada, Victor Ibegbu, Todd Kelly, Paul Lee, Patrice Merritt, Helen Moore, Carolyn Mosley, David Rambeau, Yvette Rice, Anna Savvides, Alma Simmons, Richard Sowinski, Laurie Stuart, Michael Wells, Jacqueline Williams, Talisha Williams and others.

PUBLIC COMMENTS

David Rambeau – Mr. Rambeau said he was working with Mr. Mel Henry in developing a community based library in Highland Park. He also said he was working to develop a study group and the first book they will be using is the ***Crisis of the Negro Intellectual***. He asked if the library could stock a few extra copies. Mr. Rambeau said there would be a black theatre conference on June 22, 2013 at the International Institute from noon to 6:00 p.m. The last item he suggested was inviting Beth Turner, publisher of Black Mass Magazine to be a guest speaker at DPL.

Anna Savvides – Ms. Savvides urged the Commission not to allow the library to become a battleground regarding the Detroit Emergency Manager. She said the Detroit Public Library is an independent corporation and there is no room for an Emergency Manager.

Laurie Stuart – Ms. Stuart said she was speaking on behalf of the UAW Local 2200 to support the Detroit Public School Board in appointing the Detroit Library Commissioners.

Helen Moore – Ms. Moore expressed her concerns about a library takeover by the Emergency Manager. She said she was tired of officials fighting each other and urged the Commission to work together and not have any more discord.

Elena Herrada – Ms. Herrada said she was an elected member of the Detroit Public School Board and she represented District 2. She said the citizens of Detroit should oppose everything the Emergency Manager supports. He should not be allowed to remove any member of the Commission because they were appointed by the Detroit Public School Board and they have the appointing authority not the Emergency Manager.

APPROVAL OF MEETING MINUTES

The minutes of the Special Meeting of March 25, 2013 were approved with any necessary corrections. Commissioner Kinloch abstained.

The minutes of the Regular Meeting of March 19, 2013 were approved with any necessary corrections. Commissioner Kinloch abstained.

REPORT OF THE PRESIDENT

President Bellant reported that the Detroit Public Library's fiduciary, the City of Detroit, has a new Emergency Manager. The Detroit City Council approved a contract to hire a firm to do the restructuring of the city. He said he does not believe this will have a direct impact on the library.

REPORT OF THE EXECUTIVE DIRECTOR

Maintenance & Grounds Building

Mrs. Mondowney reported that at the March Commission meeting, a contract was awarded to the Royal Roofing Company to replace the roof on the Maintenance and Grounds Building at Main Library. Royal sent a larger than usual crew of 8 people who, in one day replaced the roof with a new, environmentally friendly rubber roof, that has a 15-year warranty.

National Library Week – "Communities matter @ your library" 2013 Theme

Mrs. Mondowney reported that during this week's celebration of National Library Week, she was launching a new employee discussion series entitled, "Things that Matter: A Conversation." She will periodically invite small groups of employees from all staff levels to meet with her to discuss various topics that may provide challenges or opportunities for the library in how DPL will serve the community. The first session is scheduled for April 17, 2013 and the topic is "The Public Library According to e-Books: Evolution or Revolution."

Branch Visits

Mrs. Mondowney reported that she and Margaret Bruni, Assistant Director for Branches Services, visited with the staff of the Conley Branch Library on April 4, 2013. Conley was the last of the twenty-one branches they visited during the past month. Almost without exception, they found the branches to be teeming with people and activities, from school children on spring break to seniors enjoying a computer class. Managers and staff talked about their branch's successes, the issues they face, and the changes they see in their communities. Everyone demonstrated the calm and committed manner that has become the hallmark of the library's public service. She acknowledged, on behalf of the Commission, the importance of staff's work to the future success of this institution and thanked them for their efforts.

Two U.S. Senators Visit

Mrs. Mondowney reported that U.S. Senator Carl Levin brought fellow Senator Tom Carper of Delaware to visit the Ernie Harwell Sports Collection on Tuesday, April 2, 2013. Senator Carper, a longtime admirer of Ernie Harwell, was in Detroit with Senator Levin on matters related to the issue of homeland security. She thanked Mark Bowden, Special Collections Coordinator, for hosting their impromptu visit.

2013 One Book, One Community –*Perfect Peace*

Mrs. Mondowney reported that *Perfect Peace* by Daniel Black is DPL's 2013 One Book, One Community title. Dr. Black is an associate professor in African American Studies at Clark Atlanta University (Atlanta, Georgia). He will discuss his book at Main Library at 2 pm on Saturday, May 4, 2013. *Perfect Peace* is a story of gender identity, self-esteem, personal longing, and family dysfunction. Copies of the book are available for circulation at all DPL locations. Following Dr. Black's presentation, there will be a book signing, with books available for purchase.

2013 Author Day

Mrs. Mondowney reported that Christopher Paul Curtis, one of America's leading authors of children's literature, will be the guest for DPL's 2013 Author Day event at 10 am on both Tuesday, May 14 and Wednesday, May 15. The 2013 Author Day title is *Elijah of Buxton*. Mr. Curtis has written several award winning books including *The Watsons Go to Birmingham – 1963*, which was named a Newbery Honor Book and *Bud, Not Buddy*, the first book to ever receive both the Newbery Medal and the Coretta Scot King Award. DPL is expecting 600 students from area public and charter schools to participate over the two days.

Detroit Public Library Chorus

Mrs. Mondowney reported that DPL's Chorus will present a Spring Concert at 2 pm, on Saturday, April 20, 2013 at Main Library. The Chorus is composed of library staff and is directed by Barbara Martin, former curator of the E. Azalia Hackley Collection of African Americans in the Performing Arts. The Chorus has invited two community groups to participate in the concert—the Detroit Academy of Arts and Sciences and the Detroit Youth Choir (DYC). Robert Miller, a member of the Security team is the coordinator of Chorus. DPL appreciates his efforts to bring his talented musical colleagues together and also his desire to positively promote the library. The concert is free and open to the public.

Spring Used Book Sale

Mrs. Mondowney reported that the DPL Friends Foundation will host their Spring Used Book Sale at 10am – 5 pm, April 26 and April 27 on the "A" Level of Main Library. A member's preview sale will be held on Wednesday, April 24, 2013 beginning at 5 pm. Proceeds from the Book Sale benefit the Library's Summer Reading Program.

Delta Sigma Theta Service Project

Mrs. Mondowney reported that on Saturday, April 6, 2013, in recognition of their 100th anniversary celebration, nineteen members of Delta Sigma Theta Sorority participated in a service project at Main Library. They assisted in a children's program by reading to children and making craft projects. They also assisted with moving and organizing library materials in various departments.

Community Poetry Workshop

Mrs. Mondowney reported that Inside Out and 826Michigan are sponsoring a celebration of Detroit's poetry community on Saturday, April 20, 2013 at Main Library, beginning at 1 pm. The "Feed Your Soul" will include readings and workshops by accomplished poets including a nationally recognized teen poet, Natalie Richardson and Detroit's Poet Laureate Naomi Long Madgett. The event is free and open to the public.

ArtXDetroit

Mrs. Mondowney reported that as part of ArtXDetroit, Main Library is the site of a stunning exhibit (April 10-April 27, 2013) featuring Detroit's Poet Laureate Naomi Long Madgett. ArtXDetroit was held April 10 – 14, as a celebration of creativity and imagination.

Money Smart Week

Mrs. Mondowney reported that in support of Southeast Michigan's Money Smart Week, April 20-27, 2013, a program on "Identity Theft" will be held at 5:30 pm, on Wednesday, April 24, at the Parkman Branch. A program on "Payday Loans" will be held at 2 pm on Saturday, April 27 at Main Library. Both programs are free and open to the public.

State Aid Payments

Mrs. Mondowney reported that DPL received a State Aid payment of **$177,878** on March 26, 2013, and a payment of **$20, 537** for the Library for the Blind and Physically Handicapped on April 3, 2013.

COMMITTEE ON ADMINISTRATION

Authorization to Approve the Human Resources Routine Report

The Human Resources Department Report provides information regarding personnel actions taken from March 1 – March 31, 2013. These actions have been approved by Administration.

APPOINTMENTS (15)

Employees	Appointment Type	Title
Valdora Avery	New Hire	Clerical Assistant
Claudette Bond	New Hire	Clerical Assistant
Kai Boyd	New Hire	Clerical Assistant
Jamonte Cannon	New Hire	Clerical Assistant
Qumisha Goss	New Hire	Clerical Assistant
Kathryn Johnson	*Recall	Librarian II
Sydney Johnson	New Hire	Clerical Assistant
Jason Masopust	New Hire	Clerical Assistant
Michelle Mattox	New Hire	Clerical Assistant
Kala Ortner	New Hire	Clerical Assistant
Sue Page	New Hire	Clerical Assistant
Barbara Jo Parker	*Recall	Librarian II

Valerie Sobczak	New Hire	Clerical Assistant
Jacquelynne Smith	New Hire	Clerical Assistant
Emily Thomson	New Hire	Clerical Assistant
*Employees recalled from the Reduction in Workforce March 2011. ALL HIRES are replacements for fully funded positions through FY 2013/14. All Clerical Assistants work a maximum of 20 hours per week.		

RETIREMENTS (2)

Employee Name	Last Day Worked	Retirement Date
Linda Curvey-Brown	2/9/2013	**3/15/2013**
John Gibson	**3/23/2013**	4/24/2013

SICK LEAVE PAYOUTS (0)

POTENTIAL RETIREMENTS (1)

One retirement letter has been submitted by DPL.

SEPARATIONS (2)

Sherry Smith, Security Guard, March 9, 2013
Nykia Hudson, Clerical Assistant, March 28, 2013

EMPLOYEE HEADCOUNT

Headcount – March 2013	Headcount – March 2012
341 Active Employees[1]	343 Employees

[1] The headcount is calculated based on the changes from March 1, 2013 through March 31, 2013. (March report 329- 2 (separations)- 1(active retirement) +15 (appointments)= **341**)

COMMISSION ACTION

Commissioner Lemmons made a motion to approve the Routine Human Resources Report. Commissioner Hicks supported the motion. The motion carried.

DISCUSSION

Commissioner Hicks asked for an explanation of new hires.

Ms. Trinee Moore, Director for Human Resources, said that all hires and new hires are replacements for people who have resigned and these positions are fully funded through the fiscal year 2013-2014. The new hires were hired after the recall list was exhausted.

Commissioner Kinloch asked if there was a hiring freeze put in place by the Commission?

Ms. Moore replied yes. She was asked at the previous Commission meeting to draft a policy titled "Exception to the Hiring Freeze." The definition of a critical position is "any position that is critical to supporting the core function of the library where a vacancy would result in disruption of daily operations or the elimination of core services, any position related to the protection and well-being of the staff and/or the public, any position that is left unfilled that would cause liability to the library, any position that critical to the advancement of the library's mission and fundraising ability."

Ms. Moore said that this was a draft policy to be reviewed by the Committee on Administration to be forwarded to the Commission for approval.

COMMITTEE ON FINANCE

Authorization to Approve Routine Report on Finance

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

Summary of Expenditures

PUBLIC FUNDS

1.	Total Payroll			$1,477,544.36
2.	Total for Vouchers	645 – 720		$451,923.57
3.	Public Funds/Comerica Checking	Checks	1141 – 1146	$428,728.05
4.	Debt Service Payments – Pension Obligation Certificate			$209,543.71
5.	FY12 Unfunded Actuarial Accrued Liability (UAAL)			$252,287.70
6.	FY 13 Benefits Plan (for one month – March 2013)			$431,704.27
7.	FY 13 General Retirement System – Employer Requirements (one month February 2013)			$303,424.53
GRAND TOTAL				**$3,555,166.19**

Summary of Expenditures

RESTRICTED/DESIGNATED FUNDS

Branch & Main	Checks	2331 – 2375	$127,342.88
Burton Endowment	Checks		$0.00
Knight Foundation	Checks	1420 – 1423	$14,100.89
O'Brien Checking	Checks	4297 – 4302	$1,695.20
Programs & Gifts	Checks	1721 – 1727	$7,125.38
GRAND TOTAL			**$150,264.35**

Summary of Credit Card Expenditures

Executive Director	$410.03
Executive Director's Office-used for general office purpose	$265.61
Deputy Director	$1,162.59
Human Resources Department	$495.00
Marketing Department	$2,634.17
Technical Services	$1,190.59
Facilities Department	$842.53
Credit Card Bank Charges	$0.00
GRAND TOTAL	**$7,000.52**

COMMISSION ACTION

Commissioner Hicks made a motion to approve the routine report on finance. Commissioner Lemmons supported the motion. The motion carried.

COMMENTS

Commissioner Hicks thanked the staff for providing high quality information in a timely manner as it relates to DPL's finances.

Commissioner Hicks asked everyone to take a moment of silence to honor the victims of the Boston Marathon tragedy.

Commissioner Quarterman asked that an annual schedule of meetings be presented to the appropriate committee two weeks prior to the next Commission meeting for adoption. President Bellant said he would solicit the input from other Commissioners.

NEW BUSINESS

Friends Foundation Update

Ms. Patrice Merritt, Executive Director of the Detroit Public Library Friends Foundation, reported that although the Friends had not received direct official notification, a $10,000 grant will be awarded to The Friends of the Redford Branch under initiatives launched by Dr. Conja Wright.

Programing will occur at Redford, Edison and Chase branches as well as the HYPE Teen Center at Main Library.

Ms. Merritt reported that she had visited the Parkman Branch with Forgotten Harvest, a mobile food rescue organization and Brian Gloeniak, President of the Chrysler Foundation. The intent was to review and take pictures of the children enjoying the After School Snack Program with snacks provided by Forgotten Harvest and funded by the Chrysler Program for children utilizing the Detroit Public Library.

The program has tripled since August 2012 and it is expected that the original donation of $24,000 in support of the program will be expanded to $50,000 - $75,000 for the summer 2013 and the 2013 - 2014 school year.

Ms. Merritt reported that the DPL Main Library Tour program is continuing to finalize its labeling and tour guide sheet. Copies of all material will be submitted to the Marketing Department before print and implementation. She and a Friends Board member have been presented an opportunity to meet with Mr. Dan Gilbert, Chairman and Founder of Quicken Loan Inc., to present a proposal for funding to start up the program. It is hoped that Mr. Gilbert's love of Detroit architecture will make for a positive response.

Ms. Merritt reported she will be providing a tour to 15 – 20 Detroit citizens under 30 as part of Leadership Detroit Program on Thursday, April 18, 2013.

Ms. Merritt reported that a member of the Friends for 45 years, Miriam Mondry, provided the organization with an unrestricted bequest in the amount $15,000 and George Bower, another longtime member, gave an unrestricted bequest in the amount of $1,000 to the Friends Foundation.

Public Comment

Mr. Paul Lee gave a tribute of gratitude and appreciation to recently retired librarian John Gibson.

The meeting was adjourned at 6:17 p.m.

Minutes were approved at the May 21. 2013 DLC meeting

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