

DETROIT LIBRARY COMMISSION PROCEEDINGS

REGULAR MEETING

APRIL 17, 2012

President Kinloch called the Regular Meeting of the Detroit Library Commission to order at 2:25 p.m.

Present: President Kinloch, Commissioners Bellant, Hicks, Jackson, Quarterman, Thomas and Ex-Officio Lemmons

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

Present Also: Toni Adams, Dianne Allen, Janet Batchelder, Benita Beckles, Pat Bosch, John Bosch, Joan Brand, Ronald Bryant, J. Randolph Call, Damaal Daniels, Dean Davis, A.J. Funchess, Valerie Glenn, Nrena Hunt, Ronald Kinsey, Annette Lotharp, Mike McElgunn, Patrice Merritt, Roger Morton, Carolyn Mosley, Pat Petrone, Bonnie Ponder, Yvette Rice Joyce Schon, Alma Simmons, Dortha Simpson, President, AFSCME Local 1231, Laurie Stuart, President, UAW Local 2200, Steven Teeri, Wendy Thompson, Ansonia Walls, Karen Washington, Tyler Wood, Tracey Wyatt and others

The minutes of the Regular Meeting of March 20, 2012 were approved with any necessary corrections to be made.

PUBLIC COMMENTS

Valerie Glenn – Expressed her support of reopening Lincoln Branch Library. She suggested using the same model that reopened Monteith Library.

Joyce Schon - Expressed her gratitude regarding the reopening of the Lincoln Branch Library. She urged the Commission to strengthen the library by providing WI-FI and Bookmobile service.

Pat Bosch – Expressed her concerns regarding the reduced hours at the Wilder Branch Library. She said more research and community input should have taken place before making such a drastic decision.

President Kinloch responded by stating that the Commission has been addressing branch closures for over a year and community forums had been held. The Commission responded to the public by reopening two of the four branches slated to be closed.

Karen Washington – Expressed her concerns regarding shrinking communities. She said she is ashamed children can only go to Wilder Library two days a week. She asked the Commission to reconsider reopening the library full time for the children.

Dianne Allen – Expressed her concerns regarding the reduced hours at Wilder Library in order to reopen Lincoln Library. She said the library is a safe haven for children and the Commission should reconsider reopening Wilder Library full time.

Dean Davis – Expressed his concerns about the reduced hours at Wilder Library. He said the neighborhood block clubs hold their monthly meeting at Wilder Library and they worked to remove the blight around the library. He asked the Commission to reconsider reopening Wilder Library full time.

Commissioner Quarterman asked if the block clubs could suggest other ideas regarding resources to enhance the library. She said it is going to take community involvement because the library's financial situation is not getting better.

Damaal Davis – Expressed his concerns of how unfair it was to reduce hours at Wilder Library. He said he has been a customer at the library for 17 years and he would like to see the library reopened full time.

Wendy Thompson – Expressed her concerns that the Commission made a decision to close four branches and Wilder Library was not on the closure list. Four months later they decided to reopen two of the branches and reduce the hours at Wilder Library. She wanted to know the rationale behind the decision.

President Kinloch responded by stating it was never the intent of the Commission to close any of the libraries. The Commission directed staff to explore ways to reopen Monteith and Lincoln. The original plan was to close 18 branches. The staff was directed to continue to explore ways to reduce that number. The plan was to keep as many libraries open in the community as possible.

John Bosch – Expressed his concerns regarding the reduced hours at Wilder Library. He said that Wilder Library is a tourist attraction as it relates to Laura Ingalls Wilder, an author who wrote the "Little House on the Prairie" series. He also said the community works well with the staff and it is a shame the citizens of Detroit have to fight to keep libraries open.

Nrena Hunt – Expressed her concerns regarding the re-opening of Richard Library. She said the library is a social outlet for citizens in the community. Some of the public schools have libraries, however, they are not available to the students after school hours. She said members of the community have been greatly inconvenienced by the closing of Richard Library and are seeking to have it reopened. She submitted a petition to President Kinloch with over 150 signatures from residents in the community seeking to reopen Richard Library.

Laurie Stuart , President UAW Local 2200 – Expressed her concerns regarding the library's 2012/2013 budget. She asked the Commissioners to be realistic with the number of service points the library can support based on the current population of city and the financial and subsequent personnel resources available to the library. She encouraged the Commission to seek outside funding sources to support the library because the current funding cannot support the library. She also encouraged the Commissioners to meet with the union representatives to discuss the needs of the union members because the staff is at a breaking point.

President Kinloch stated the Commission will always consider the stress and issues of staff. The Commission also considered the public who contacted them asking to reconsider closing branches. He encouraged Ms. Stuart to continue working with staff and reaching out to the Commissioners.

Commissioner Bellant asked Ms. Stuart if her organization would be willing to work with members of the Commission to do an analysis of what the problematic consequences are by pairing the branches. Ms. Stuart replied yes.

REPORT OF THE PRESIDENT

President Kinloch stated at the March 20, 2012 Commission Meeting he requested a report on "Checked Out Items Assumed Lost" to be added to the agenda monthly. This report will make the Commission more aware of the amount of funds lost monthly due to items not being returned.

President Kinloch raised a Point of Order. He relinquished chairing the meeting to Vice President Bellant in order to make a motion.

Commission Action

President Kinloch made a motion to amend the Detroit Library Commission Rules and Regulations to provide appropriate staff including new hires, promotions or reassignments shall be assigned to each service unit as approved by the Commission, based upon the recommendation of the Executive Director. The motion was supported.

Discussion

Commissioner Hicks asked if someone could explain the policy amendment. President Kinloch explained the amendment to the policy was developed as a result of an employee being appointed to a position and allegedly receiving a \$20,000 wage increase without the approval of the Commission. At the time, Commission approval was not needed for such an action. President Kinloch requested an amendment be made to the policy which would require Commission approval in the future.

Ms. Trinee Moore, Director of Human Resources, clarified that the raise increase was not \$20,000 as stated. She said the increase was under \$10,000, maybe around \$5,000.

President Kinloch further explained the current policy allows a person to be put in a position with a salary increase without Commission approval. The proposed amendment would require Commission approval for any exempt administrative level positions.

Commissioner Hicks asked if the amended policy would be limited to Executive Staff.

President Kinloch replied it would apply to the Assistant Director and above positions.

Commissioner Jackson asked if the policy amendment meant on the recommendation of the Executive Director, the Commission could accept or reject a promotion or wage increase. President Kinloch said yes.

Commissioner Jackson asked if the policy amendment could be an action item for May 15, 2012 Commission Meeting because he felt truncated in making a decision.

Commissioner Hicks said he moved to send the policy amendment back to the Commission for discussion.

Commissioner Bellant said it would have to be a substitute motion because there was already a motion on the floor that had been supported.

Commission Action Cont'd

Commissioner Bellant asked for the vote with the following results:

2 yes votes
3 no votes
2 abstentions
The motion failed.

President Kinloch resumed chairing the meeting. He said the item will go back to the Committee on Administration.

Discussion Cont'd

Commissioner Hicks stated he made a motion to send the policy amendment back to the Commission for discussion not the Committee on Administration. No vote was taken on the motion.

Commissioner Thomas clarified that all of the committee meetings are open meetings and any Commissioner that wants to attend any committee meeting and input at that committee meeting is entitled to do so.

REPORT OF THE EXECUTIVE DIRECTOR

2011 Report to the Community

Mrs. Mondowney reported that the Library's first online Community Report is now available at DPL's website, www.detroitpubliclibrary.org. The video entitled "It's All About You" features several DPL customers who share their stories about how the library made a difference in their lives. The report was also posted April 12, 2012 on the Huffington Post /Detroit website as part of a National Library Week story about DPL.

Poetry Project and Exhibit

Mrs. Mondowney reported that DPL is one of six public library systems invited by the Poets House in New York City to participate in "Bridging Cultures: Poetic Voices of the Muslim World." The Poets House received funding from the National Endowment for the Humanities for a two-year project that uses scholarly interpretation and performance of oral and written poetry to increase understanding of Islamic cultures. Other participating public library systems include Milwaukee, Jacksonville, Los Angeles, Queens and Washington, D.C. As part of the program, DPL will host an exhibit and programs in 2013.

Comerica Java & Jazz

Mrs. Mondowney reported that the Comerica Java & Jazz series will feature the After 5 Jazz Ensemble on April 17, 2012 at 6 pm in Friends Auditorium. The ensemble mixes the classics of jazz, Latin, be-bop and funk/fusion.

Used Book Sale

Mrs. Mondowney reported that the DPL Friends Foundation will hold its Spring Used Book Sale, Friday, April 20 and Saturday, April 21, 2012 from 10am – 5 pm on the A Level of Main Library. A preview for members of the Friends Foundation will be held Wednesday, April 18, 2012 from 5:30 pm – 7 pm. Proceeds from the sale supports the Library's Summer Reading Program.

Opening for Children's Library & Storytelling Festival

Mrs. Mondowney reported the Annual Storytelling Festival will be held April 24 and 25, 2012 at the Main Library. The festival highlight will be Ivory Williams, a talented local storyteller who will perform in Friends Auditorium from 10am -11:15 am both days. Following the festival on April 24, the 3rd graders will go to Children's Library for a ribbon cutting ceremony for the renovated Children's Library. The band from Spain School has been invited to participate and there will be several activities and games for the children.

Money Smart Week

Mrs. Mondowney reported April 21 – 28, 2012 is the Annual Money Smart Week in Detroit and Southeast Michigan. Several DPL branches including Parkman and Sherwood Forest, will host workshops that support financial education for children, teens and adults.

Literacy Giants Award

Mrs. Mondowney reported that the Detroit Reads program is the recipient of a "Literacy Giants Award," presented by the Rotary Club of Detroit. The award was presented on [March 29, 2012](#) as part of a gala event honoring Literacy Champions in the metro Detroit area. Regina Smith and Susan Taylor from the Parkman library received the award on behalf of the DPL.

COMMITTEE ON ADMINISTRATION

Approval of the Human Resources Office Report

President Kinloch reported that the Human Resources Office Report indicated personnel actions for new hires, separations and retirements. These actions were approved by administration.

RETIREMENTS (0)

Currently there are no retirements pending

POTENTIAL RETIREMENTS (4)

Four (4) employees have requested a retirement letter

SEPARATIONS (0)

Currently there are no separations pending

EMPLOYEE HEADCOUNT

Current Fiscal Year	Comparison W/Previous Fiscal Year
FY 2011/2012 as of April 9, 2012	FY 2011/2012 as of April 9, 2011
343 Active Employees	378 Active Employees

Discussion

Commissioner Hicks asked if the number of active employees represent full-time employees. Mrs. Mondowney replied yes.

Commission Action

Commissioner Quarterman made a motion to approve the Human Resources Office Report. Commissioner Bellant supported the motion. The motion was approved.

Commissioner Bellant raised the issues regarding the reduction of Wilder Library hours. He acknowledged there were no hearing or notice to the Wilder Library community indicating the branch hours would be reduced. The information regarding branch closures was in the public domain for months and Wilder Library was not slated to be closed so they did not receive any information.

Commission Bellant asked the Commission to support restoring the hours at Wilder Library and delay reopening Lincoln Library, which was the recommendation of the staff, until June 30, 2012 when DPL's budget is better defined.

President Kinloch stated the motion was out of order and would be more appropriate under new business. Commissioner Bellant stated he would propose the motion as an amendment to the agenda under new business.

President Kinloch added once the Commission proceeds with the agenda, new items will not be added without the vote of the Commission. Commissioner Hicks stated that the nature of new business is to allow members to add new business. It does not have to be pre-authorized.

COMMIITTEE ON FINANCE

Approval to Enter into an Agreement with Xerox Corporation for Public Use Photocopiers

Commissioner Thomas reported that the current agreement with Xerox Corporation, which provides copiers for public use, expired at the end of February 2012. DPL is on a month to month basis currently.

To avoid the expenses related to the typical RFP/Bid process, the Purchasing Department pursued another method available to all public entities. This method involves securing a lease agreement that has been formally bid out and contracted through a cooperative agreement.

The Library purchasing department contacted the State of Michigan's Department of Procurement and was told that there were two cooperatives that had contracts in place. They are MiDEAL and the Midwestern Higher Education Commission (MHEC). The Library could piggy-back onto these agreements if it chooses to do so. Both entities currently have Xerox as a contracted vendor. The State suggested that the Library contact its local Xerox representative to work out the details for DPL's needs.

The Purchasing Department had a conversation with the staff of Information Systems, Branch Services and Main Library to determine the best way to provide the newest technology and services to our customers – and still be cost effective. It was decided that the public copiers should have the following:

- Black/ white and color capabilities
- The capacity to handle current volumes
- The capability to provide a foreign interface device such as a flash drive
- The capability to provide a multifunctional device - with the possibility of adding a fax feature
- The capability to provide network printing directly from the computer to the machine

This machine must have the capacity and functionality to replace the Library's aging public photocopiers. By doing so, the new machines will eliminate the maintenance costs attached to the outdated units, and, if needed, replace the current fleet of HP printers that the public now uses.

The Purchasing Department contacted its Xerox representative and provided the machine information and contacts for the two cooperative entities. The representative then proceeded to oversee the process, by identifying which copiers were available within the contracts and which copiers would best meet the Library's needs and pricing.

The model that met all of DPL's criteria and was on the current available contract listing was the Xerox model 7120 multi-functional device.

MiDeal Proposal

- 48 Month lease – 35 machines @ \$239.85 = \$8,377.25
\$8,377.25 x 48 Months = \$402,108.00 (48 months length of contract)

Black/White – Color Copies

- Black/White 1,000 per month allowed – any copies over 1,000 will cost \$0.0105 per copy
- Color – 100 per month allowed – any copies over 100 will cost \$0.0896

MHEC Proposal

- 48 month lease - 35 machines @ \$229.28 = \$8,024.80
\$8,024.80 x 48 months = \$385,190.40 (48 months length of contract)

Black/White - Color Copies

- Black/White - 1,000 per month allowed – any copies over 1,000 will cost \$.0099 per copy
- Color Copies – 100 per month allowed – any copies over 100 will cost \$0.0890 per copy

With the Xerox Model 7120 Program

Black/White & Color Copies

- Black/White 66,000 x \$.10 = \$6,600 x 48 months = \$316,800.00
- Color Copies 1,972 x \$1.00 – 1,972 x 48 months = \$94,656.00
- Total net income from copy cost from patrons = \$411,456.00
- Net Profits = \$26,265.00 over the 48 month lease.

*** These figures are based on copy volumes from 1-1-11 to 12-31-11***

Additional Effects on Income Streams:

With the current lease program the Library does not have a copy allowance. DPL paid \$0.0138 per copy for black and white and \$0.1064 per copy for color. Using the prices from the suggested MHEC program the monthly cost savings would be as follows:

- 1,000 black/white copies @ \$0.0099 = \$9.90 x 35 machines =
\$346.50 x 48 months = \$16,632.00
- 100 Color Copies @ \$0.089 x 100 = \$8.90 x 35 machines =
\$311.50 x 48 months = \$14,952.00
- Additional Savings \$31,584.00

Xerox has agreed to the following:

- Retrofit all of the existing J-Max machines with all new boards and cables saving the expense of placing new machines at all locations.
- Be responsible for all maintenance of the equipment including all repairs, supplies and supervision of the meter reads. Library personnel, currently has to report the need for all repairs and monitor and report meter reads. This will provide a soft dollar cost savings.
- Per the contract language a review each fiscal year of how many machines DPL will need. If there are closings, the machines that are removed and the cost of the contract will be adjusted accordingly.

Commission Action

Commissioner Thomas made a motion to approve entering into a forty eight (48) month lease with Xerox Corporation to provide Xerox #7120 black/white color copiers for public use. These machines are for Main Library and all remaining branches. The requested amount of the contract is three hundred eighty five thousand one hundred ninety dollars (\$385,190.00). An additional \$10,000 should be added to the purchase order to cover the overages (copies above and beyond the monthly allowances) that **will** occur over the lifetime of the lease.

The annual anticipated revenue figures, based on the current copy volumes should pay for the cost of this lease.

Commissioner Bellant supported the motion. The motion was approved.

Discussion

Commissioner Hicks asked what would happen to the old photocopiers. Mr. Mike McElgunn, Purchasing Agent, replied that it would be a trade-off. The new copiers would be delivered and the old copiers would be removed. There are no monetary changes.

Commissioner Jackson asked if the old machines would be refurbished. Mr. McElgunn replied DPL will no longer have control over the copiers once they are removed.

Comment

Commissioner Bellant commended the staff for taking the initiative to develop this plan for the photocopiers in order to save costs for DPL.

Approval of Routine Report on Finance

Commissioner Thomas 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.

<u>Summary of Expenditures</u>	
<u>PUBLIC FUNDS</u>	
Total Payroll & Benefits	\$2,511,956.59
Total Vouchers 596 - 670	\$3,042,781.36
Grand Total	<u>\$5,554,737.95</u>

<u>Summary of Expenditures</u>	
<u>Restricted/Designated Funds</u>	
Branch & Main Checking - Checks 1953 - 1985	\$4,379.42
Burton Endowment Fund Checking - Checks 8196 - 8205	\$1,620.75
Knight Foundation grant - Checks 1357 - 1358	\$285.86
Louise Webber O'Brien Fund - Checks 4216 -4217	\$868.10
Programs & Gifts Checking - Checks 1558 - 1575	\$23,102.65
Grand Total	<u>\$30,256.78</u>

<u>Summary of Credit Card Expenditures</u>	
Executive Director	\$53.90
Executive Director's Office-used for general office purpose	\$477.65
Deputy Director	\$235.00
Chief Administrative Officer	\$14.99
Human Resources Department	\$0.00
Marketing Department	\$1,100.19
Technical Services	\$2,198.43
Facilities Department	\$0.00
Grand Total	<u>\$4,080.16</u>

Commission Action

Commissioner Thomas made a motion to approve the Routine Report on Finance. Commissioner Bellant supported the motion. The motion was approved.

NEW BUSINESS

Commissioner Bellant made a motion to restore Wilder Library hours and delay reopening Lincoln Library, which was the recommendation of the staff, until June 30, 2012 when DPL's budget is better defined.

President Kinloch ruled that the motion was out of order because the proper motion would be a motion to "reconsider" delaying reopening Lincoln Library because at the March 20, 2012 Commission Meeting, the Commission approved to reduce the hours at Wilder Library and reopen Lincoln Library. President Kinloch also said Commissioner Bellant did not vote affirmative on the action and the motion would have to be made by a Commissioner that voted affirmative.

Commissioner Bellant stated he disagreed because a motion to reconsider would have to take place in the same meeting the motion occurred.

President Kinloch stated that the motion was out of order and that was his ruling. He said Commissioner Bellant could appeal the ruling if he would like to.

Commissioner Bellant made a motion to appeal the ruling of President Kinloch. Commissioner Hicks supported the motion.

President Kinloch called for a roll call vote with the following results:

Commissioner Lemmons -	Abstained
Commissioner Jackson -	No
Commissioner Hicks-	Yes
Commissioner Thomas-	No
Commissioner Bellant -	Yes
President Kinloch -	No
Commissioner Quarterman -	No

The motion failed.

Commissioner Hicks raised questions regarding DPL's budget spreadsheet. He asked if the amount adopted and the amount issued should be the same or is the amount accumulative or a carryover. Mr. Cromer replied that the amounts are the same and it is displaying the adopted amount approved by the Commission and the amount that was issued to vendors.

Ms. Maria Norfolk, Director of Business and Finance Operations, stated that she will add another column to the spreadsheet to clarify what was authorized and approved for the fiscal year.

Commissioner Hicks inquired about the results of a payroll audit for DPL that was conducted by the City of Detroit. He asked if there were any discrepancies in the payroll Audit. Mrs. Mondowney responded by stating DPL has not received a report of any irregularities. She asked Ms. Moore for clarification. Ms. Moore replied the irregularities that were found were justified by employees on medical leave which is currently being followed-up by staff. She said there were no irregularities in terms of someone being on the payroll that should not be there.

Commissioner Hicks asked if staff could forward a copy of the final payroll audit report to the Commissioners when it is received.

President Kinloch acknowledged a member of the public, Ms. Dianne Allen, and allowed her to address the Commission regarding Wilder Library.

Ms. Allen asked if it was possible to do a headcount of all the people that visits Wilder Library to determine which services are used and if the services are better utilized at Wilder Library than Lincoln Library.

President Kinloch said he would have the staff speak with Ms. Allen after the meeting regarding this matter.

President Kinloch requested Ms. Moore to make a change to the Amendment to the Detroit Library Commission Rules and Regulations. He stated that the amendment change would be "promotions or new hires for Assistant Director Positions and higher shall be approved by the Commission based upon the recommendation of the Executive Director". He said the rest of the language in the amendment could remain the same.

Commissioner Lemmons asked if there were any plans or activities regarding fundraising for DPL. President Kinloch responded by stating fundraising activities were discussed at the April 16, 2012 Committee on Finance meeting. He deferred the question to Mrs. Mondowney.

Ms. Mondowney replied the staff would be addressing funding under the Library for the Future Task Force. She said staff would also explore other immediate options. Mrs. Mondowney said she met with Congressman Conyers regarding additional federal funds for DPL if possible.

Commissioner Lemmons asked about other outside activities such as telethons so that DPL would not be in the same financial situation in the next fiscal year. He said he would like to see reports and activities regarding fundraising for DPL on the monthly Commission agenda.

Commissioner Hicks said he liked the idea of fundraising, however, before planning any fundraiser, an evaluation should be conducted to see if it is feasible. He said DPL does not want to lose funds trying to raise funds.

President Kinloch noted that there was an Audit Committee meeting on April 12, 2012 and Commissioner Quarterman raised the issue that the policies that were approved at the meeting were not on the Commission Meeting agenda. President Kinloch noted the policies would be added to the May 15, 2012 Commission Meeting agenda.

President Kinloch asked Commissioner Bellant to give a brief summary of the Library Millage Special Committee meeting that was held prior to the Commission Meeting.

Commissioner Bellant stated that the assessment is there is not a unified agreement within the Commission and the larger community to pursue a supplemental millage at this time. The committee concluded it would wait until next month to see what the revenue data will be from the City of Detroit to make a final determination.

The meeting was adjourned at 4:46 p.m.