

**DETROIT LIBRARY COMMISSION PROCEEDINGS****REGULAR MEETING****OCTOBER 15, 2013**

President Bellant called the Regular Meeting of the Detroit Library Commission to order at 1:35 p.m.

Present: President Bellant, Commissioners Hicks, Jackson, Quarterman and Thomas

Excused: Commissioner Lemmons

Administrative Staff: Mondowney, Machie, Norfolk and Powell

Present Also: Cheryl Blessett, Mark Bowden, Margaret Bruni, J. Randolph Call, Lurine Carter, Enid Clark, Victor Ibegbu, Michael McElgunn, Patrice Merritt, Carolyn Mosley, Yvette Rice, Carol Rihani, Alma Simmons, Tiffani Simon, Dortha Simpson, Laurie Stuart, Jacqueline Williams, Talisha Williams, Tracey Wyatt and others

**OATH OF OFFICE – COMMISSIONER EDWARD M. THOMAS**

Commissioner Edward M. Thomas

I, Edward M. Thomas, accept the office of the Library Commission of the Detroit Public Library, and promise to discharge its duties to the best of my ability.

/s/ Edward M. Thomas

Subscribed and sworn to before me this 15<sup>th</sup> day of October, A.D., 2013

/s/ Cheryl Wright-Blessett

Notary Public, Wayne County, MI

My Commission expires July 14, 2015

President Bellant noted that the oath of office administered to Judge Edward Thomas did not waive the legal rights of the Detroit Library Commission.

**APPROVAL OF MEETING MINUTES**

The minutes of the Regular Meeting of September 17, 2013 were approved as recorded.

**PUBLIC COMMENTS**

There were no public comments.

**REPORT OF THE PRESIDENT**

President Bellant reported that the special counsel for the Detroit Public Library has taken action pursuant to the “Maintaining the Independence of the Detroit Public Library” resolution that was adopted at the September 17, 2013 Commission meeting. This action is to seek clarification on the Detroit Public School Emergency Manager authority to remove or appoint individuals to the Detroit Library Commission.

Minutes were approved at the November 19, 2013 Commission Meeting  
Revised December 10, 2013

## **REPORT OF THE EXECUTIVE DIRECTOR**

### **Chief Financial Officer**

Mrs. Mondowney reported that the Commission had approved hiring Brian J. Camiller as the Chief Financial Officer at the September 17, 2013 meeting. After much consideration, Mr. Camiller decided not to accept the position of Chief Financial Officer. At this time, other options are being pursued to secure an experienced financial expert to assist with DPL's most critical financial needs.

### **Wayne County Delinquent Taxes**

Mrs. Mondowney reported that on September 20, DPL received \$310,328 for FY 2013 delinquent property taxes.

### **Tax Captures**

Mrs. Mondowney reported that State Representative Eileen Kowall (R-White Lake) continues her work on a legislative reform package that would better protect local tax and millage from capture. DPL, along with members of the Michigan Library Association and lobbyists, have worked on this issue for years. It now appears that progress is being made. MLA and its lobbyist, Government Consultant Services, Inc. (GCSI) met last month with Representative Kowall to discuss the timeline for introduction of the legislation. Mrs. Mondowney has written each representative and senator from Detroit to let them know about the financial impact of tax captures on DPL over the past fourteen fiscal years and also to inform them that the Detroit Public Library support Representative Kowall's efforts.

### **Staff Day**

Mrs. Mondowney reported that DPL's 2013 Staff Development Day was held on Thursday, October 3. "Planning and Rejuvenation" was the theme for the day which provided an opportunity for team building, training and development or organizing work areas. Branches and Main Library departments began the day by watching a video message from the Executive Director. The staff appreciated the generosity of the DPL Friends Foundation which provided up to \$150 for refreshments for each public service departments.

### **Affordable Care Act**

Mrs. Mondowney reported that DPL will provide Internet access to customers who visit the library to explore health insurance options available through the Affordable Care Act. The Assistant Directors for Main Library and Branch Services are working with multiple community groups including the Centers for Medicare & Medicaid Services (CMS) to provide locations and resources to organizations certified to provide information to individuals and small businesses.

### **Talk to Me**

Mrs. Mondowney reported that author Terry McMillan attracted an enthusiastic audience of approximately 380 people to our second "Talk to Me" program held on Tuesday, October 1, 2013, at Main Library. Ms. McMillan read from her new book, "Who Asked You?", and was interviewed by Andrew Humphrey of WDIV Channel 4. Thanks to the Marketing staff and Atiim Funchess, Assistant Director of Marketing, for implementing the "Talk to Me" program.

### **Clara Stanton Jones Recognition**

Mrs. Mondowney reported that the public is invited to join the staff at 3 pm, on Saturday, October 19, when they will honor the legacy of Clara Stanton Jones, DPL Director, 1970 -1978, by renaming Friends Auditorium as the "Clara Stanton Jones – Friends Auditorium." The guest speaker will be Dr. Haki R. Madhubuti, poet and founder and president of Third World Press in Chicago.

### **Arab American Stories – A National Dialogue**

Mrs. Mondowney reported that DPL is partnering with Detroit Public Television and the National Arab-American Museum for a screening of "Arab-American Stories – A National Dialogue," a program designed to expose, educate and enlighten viewers about the diverse Arab-American culture. Detroit Public Television is receiving funding from the W.K. Kellogg Foundation to bring this program to Southeast Michigan. The public is invited to Main Library, October 29, at 6 pm for a panel discussion around selected vignettes from the multi-episode series. Panel members will include members of the Arab-American community.

### **2013 Hackley Lecture Series**

Mrs. Mondowney reported that the Hackley Collection's 70<sup>th</sup> Anniversary Lecture Series will offer its final program, "Rock and Roll Music: The History of Chess Records," on Wednesday, November 13 at 6pm. The lecture, presented by Hackley curator Romie Minor, will examine the legacy of this Chicago record label that included Muddy Waters, Chuck Berry and Etta James.

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### **“Not Far From the Tree”**

Mrs. Mondowney reported that the 8<sup>th</sup> Annual Family History Festival held on September 28, 2013 included several hundred engaged and inquisitive participants who greatly appreciated the information provided by guest speakers, Dr. Deborah A. Abbott and Lisa Cook. The day long festival was cosponsored by the Detroit Society for Genealogical Research, Fred Hart Williams Genealogical Society, Detroit Public Library Friends Foundation, Louisa St. Clair Chapter, Daughter of the American Revolution and St. Andrew's Society of Detroit. Thanks to the Special Collections staff and Mark Bowen, Coordinator of Special Collections, for another successful festival.

### **GED Online Only Testing Now Available at the Detroit Public Library (Main - TLC Center)**

Mrs. Mondowney reported that DPL's Technology, Literacy & Career Center (TLC) at Main Library has been certified as an official testing site for the computer-based GED testing. The American Council on Education, the provider of the GED test, recently partnered with Pearson VUE to deliver the GED online testing program. The TLC Center was recently approved as a Pearson VUE Authorized Testing Center.

The TLC computer classroom has 7 exam delivery workstations and an administrative workstation for an exam administrator. The GED test is the only nationally recognized high school equivalency test aligned with current high school standards and career- and college-readiness expectations. The state of Michigan will only offer GED testing online, beginning in 2014.

Thanks to Susan Taylor, DPL's Reading & Literacy Specialist, for applying and pursuing the GED certification for DPL.

### **FRIENDS FOUNDATION UPDATE**

#### **Coleman A. Young Collection**

Ms. Merritt reported that the processing of the Coleman A. Young Papers began in February 2012 and as of October 12, 2013, 1973 -1979 papers have been processed for a total of 141 boxes. 58 boxes are currently being processed for 1980. The goal is to complete 1982-83 by the end of the year which would mark the midpoint of the collection.

### Harry Truman Letter

Ms. Merritt shared a letter that was written by President Harry Truman to Lieutenant General William S. Knudsen, Director of Production, Office of the Under Secretary of War.

President Truman expressed his appreciation to Lieutenant General Knudsen for his distinguished service expediting production of material of war and preventing the loss of countless precious American lives.

This letter is housed in the National Automotive History Collection.

## **COMMITTEE ON BOOKS AND LITERACY**

### Approval of Policies on the Selection of Library Resources

Commissioner Quarterman reported that the Detroit Public Library enhances the quality of life for the diverse and dynamic community in the City of Detroit. The library enlightens and empowers its citizens to meet their lifelong learning needs through open and equitable access to information, technology, and cultural/educational programs.

The selection of library materials is a primary function of the Detroit Library Commission, delegated to librarians through the library's executive director. The current policies that guide this function were approved by the Detroit Library Commission on July 12, 2006.

A team of library employees met for several months to develop the following policies on Collection Development and Local Authors.

The Committee on Books & Literacy provided input to staff during the policy development and review process.

### **COMMISSION ACTION**

Commissioner Quarterman made a motion to approve the policies on Collection Development and Local Authors. Commissioner Hicks supported. Commissioners Jackson and Thomas abstained. The motion carried with 3 yes votes.

## **COMMITTEE ON BUILDINGS**

### **Authorization to Approve Emergency Change Order #1 for the Repair of Cass Driveway and Outer Sidewalk**

President Bellant asked Mr. Cledos Powell, Assistant Director for Facilities, to present this report.

Mr. Powell reported that the Detroit Library Commission approved the repair of Main Library's Cass circular drive and outer sidewalk at its Special Meeting on June 25<sup>th</sup>, 2013.

When the top layer of asphalt over the Friends Auditorium shell was removed, it revealed the 1" tar base insulation, used as part of the waterproofing, was full of water and spongy. The concrete beneath the insulation was 50% deteriorated and look like loose gravel which was a sign that water had penetrated the tar insulation.

The ceiling and upper panels in the Friends Auditorium have displayed signs of leakage for two (2) years or more, however, limited exploratory searches did not reveal the source of the leaks. Now we know the cause of the leak. The outer shell waterproofing over the Friends Auditorium had deteriorated over the past 45 years or so.

Before the paving project could proceed, the outer shell had to be sealed and waterproofed. This will prevent further deterioration and water damage in the Friends Auditorium.

The Facilities Department is requesting authorization to add \$35,217.65 to the Hutch Paving Inc. contract for this **UNFORESEEN EMERGENCY**. This will increase the Hutch Paving contract from \$121,700.00 to \$156,971.56.

### **COMMISSION ACTION**

Commissioner Hicks made a motion to approve the emergency change order #1 for the repair of Cass driveway and outer sidewalk. Commissioner Quarterman supported. The motion carried.

## COMMITTEE ON FINANCE

### Authorization to Approve the Routine Report – June, 2013

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

#### Summary of Expenditures

##### **PUBLIC FUNDS**

1.	Total Payroll		\$1,069,383.57
2.	Total for Vouchers – processed on DRMS	Vouchers 895-1046	\$768,395.61
3.	Public Funds/Comerica Checking	Checks 1153	\$19,971.88
4.	FY13 Benefits Plan		\$863,408.58
5.	FY13 General Retirement System		\$1,071,292.95
6.	Debt Service Payment – Pension Obligation Certificate {Quarterly Payments}		\$188,661.19
7.	FY11/12 Unfunded Actuarial Accrued Liability (UAAL)		<u>\$247,432.86</u>

**Grand Total**

**\$4,228,546.64**

#### Summary of Expenditures

##### **RESTRICTED/DESIGNATED FUNDS**

Burton Endowment Checking	Checks	8251	\$310.00
Branch & Main Deposits Checking	Checks	2484 – 2599	\$202,940.82
Knight Foundation	Checks	1426 – 1432	\$32,552.13
O'Brien Checking	Checks	4321 – 4324	\$2,958.98
Programs & Gifts	Checks	1745 – 1769	<u>\$28,670.58</u>

**Grand Total**

**\$267,432.51**

#### Summary of Credit Card Expenditures

Executive Director	\$53.90
Executive Director's Office – used for general office purpose	\$0.00
Deputy Director	\$200.00
Human Resources Department	\$1,532.64
Marketing Department	\$208.44
Technical Services	\$3,272.94
Facilities Department	\$968.87
Credit Card Bank Charges	<u>\$0.00</u>

**Grand Total**

**\$6,236.79**

## **COMMISSION ACTION**

Commissioner Hicks made a motion to approve the routine finance report for June 2013. Commissioner Thomas supported. The motion carried.

Minutes were approved at the November 19, 2013 Commission Meeting  
Revised December 10, 2013



### Authorization to Approve the Routine Report – July & August, 2013

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

<u>Summary of Expenditures</u>			
<b><u>PUBLIC FUNDS</u></b>			
1. Total Payroll			\$2,514,724.33
2. Total for Vouchers – processed on DRMS	Vouchers	1 - 69	\$210,742.76
3. Public Funds/Comerica Checking	Checks	1154 – 1156	\$95,956.86
4. Branch & Main Deposits Checking Account	Checks	2600 – 2684	\$133,284.21
5. FY13 Benefits Plan			\$0.00
6. FY13 General Retirement System			\$298,703.65
7. Debt Service Payment – Pension Obligation Certificate	{Quarterly Payments}		<u>\$0.00</u>
<b>Grand Total</b>			<b><u>\$3,253,411.81</u></b>

<u>Summary of Expenditures</u>			
<b><u>RESTRICTED/DESIGNATED FUNDS</u></b>			
Burton Endowment Checking	Checks	8322, 8334 & 8252 – 8253	\$7,181.55
Knight Foundation	Checks	1433-1440	\$22,213.57
O'Brien Checking	Checks	4325 – 4331	\$3,004.11
Programs & Gifts	Checks	1770-1776	\$4,074.98
<b>Grand Total</b>			<b><u>\$36,474.21</u></b>

<u>Summary of Credit Card Expenditures</u>	
Executive Director	\$99.59
Executive Director's Office – used for general office purpose	\$0.00
Deputy Director	\$0.00
Human Resources Department	\$54.61
Marketing Department	\$158.13
Technical Services	\$448.09
Facilities Department	\$253.00
Credit Card Bank Charges	\$0.00
<b>Grand Total</b>	<b><u>\$1,013.42</u></b>

### **COMMISSION ACTION**

Commissioner Hicks made a motion to approve the routine finance report for July & August, 2013. Commissioner Quarterman supported. The motion carried.

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Authorization to Contract with IC Data Communications for Implementation of a Digital Asset Management System (DAMS) for the Detroit Public Library's Special Collections

Commissioner Hicks reported that a Digital Asset Management System (DAMS) is needed to fully operationalize the work of DPL's Digital Lab. The Digital Lab was established in 2003, through a grant from the Library of Michigan. More than 60,000 images and records from DPL's Special Collections have been created to date. Public access and capacity for e-commerce, however, is non-existent without a Digital Asset Management System compatible with DPL's website software.

The system will allow DPL to showcase items from the Burton Historical Collection, Coleman A. Young papers, Ernie Harwell Sports Collection, E. Azalia Hackley Collection, National Automotive History Collection and the Rare Book Collection. In addition to access and revenue, the DAMS, when fully operational, will enhance the preservation of these rare and valuable materials.

At present, digital copies of images from Special Collections are sold by request and the revenue deposited in a Special Collections sub-account. Sales from January 2011 to October 2013 totaled over \$24,000. This revenue stream is expected to show significant growth with the addition of DAMS.

It is estimated that DAMS compatible with DPL's website software currently would cost about \$70,000 for software, development, implementation and maintenance. The project will be paid from a Special Collections sub-account in the amount of thirty-two thousand eight hundred dollars (\$32,800) and a gift from the DPL Friends Foundation in the amount of thirty-five thousand dollars (\$35,000) for a total of sixty-seven thousand eight hundred dollars (\$67,800).

A first Request for Proposal (RFP) was sent out to seven Information Technology companies with specific experience in the implementation of Digital Asset Management Systems compatible with DPL's website. That RFP was also published on the Detroit Public Library's website on the April 8, 2013.

A second RFP was sent to the same list plus the Michigan Inter Governmental Trade network bid process; a centralized online location that provides access to Michigan RFPs and bid opportunities from over 100 Michigan local government agencies. Two additional local vendors and local bid outlets were also notified as well as posting on Detroit Public Library's website. The results of the second bid are as follows:

**Vendor****Bid Response**

IC Data Communications  
440 Burroughs Street  
Detroit, MI 48202

\$67,800.00

Discovery Garden  
118 Sydney Street  
Charlotte PE C1A 1G4  
CANADA

Assessment 30 hours @ \$225/hour  
Development \$175.00/hour  
Project Management \$200.00/hour  
Code Refinement \$175.00/hour  
Testing \$100.00/hour

**Note: Discovery Garden did not quote an exact amount.  
Their bid represents an open ended contract.**

The Cherry Hill Company  
11664 National Blvd. #143  
Los Angeles, CA 90064

No Bid

University of Prince Edward Island  
550 University Ave.  
Charlottetown, PE C1A 4P3  
CANADA

No Bid

Lovio George Communications and Design  
681 West Forest  
Detroit, MI 48201

No Bid

Whirl-i-Gig  
P.O. Box 672  
Green Port, NY 11944

No Bid

Pure Sign  
Bezoek ons Liefkensstraat 33 B  
9032 Gent (Wondelgem)  
BELGIUM

No Bid

Intersect Digital  
709 W. Huron  
Ann Arbor MI. 48103

No Bid

DPIInteractive LLC  
6262 Oakhurst Dr.  
Ypsilanti MI 48197

No Bid

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Responses to the second RFP were evaluated and scored by DPL staff. Scoring sheets are available upon request.

An advantage to contracting with IC Data Communications is their commitment to work closely with the web development firm that created DPL's current website.

Authorization is requested to contract with IC Data Communications of Detroit, MI to implement a Digital Asset Management System for the Detroit Public Library. The amount of the contract is not to exceed sixty-seven thousand eight hundred dollars (\$67,800.00).

### **COMMISSION ACTION**

Commissioner Hicks made a motion to contract with IC Data Communications for implementation of a Digital Asset Management System (DAMS) for the Detroit Public Library's Special Collection. Commissioner Quarterman supported. Commissioner Jackson abstained. The motion carried with 4 yes votes.

### **Authorization to Approve Additional Funds for Pyratech Security Systems, Inc. – PO Z12850 to Close Out FY 2013**

Commissioner Hicks reported that the Detroit Public Library Security officers were removed from Skillman Branch Library and re-assigned to Main Library due to staff shortages within the Department. The library officers were replaced with contract security. As a result of this unforeseen expense, funds earmarked for Pyratech, our current security vendor, will be depleted before the end of FY 2013.

Authorization is requested to approve additional funds for Pyratech Security Systems, Inc. to close our FY 2013. These funds will come from the Library's Branch and Main account and will not exceed thirty thousand dollars (\$30,000).

### **COMMISSION ACTION**

Commissioner Hicks made a motion to approve additional funds for Pyratech Security Systems, Inc. – PO Z12850 to close out FY 2013. Commissioner Quarterman supported. Commissioner Jackson opposed. The motion carried with 4 yes votes.

## **COMMITTEE ON ADMINISTRATION**

### **Authorization to Approve the Human Resources Report**

Commissioner Hicks reported that the Human Resources Department Report provides information regarding personnel actions taken from September 1, 2013 – September 30, 2013. These actions have been approved by Administration.

### **APPOINTMENTS (2)**

Customer Service Representative I

### **RETIREMENTS (1)**

Employee Name	Last Day Worked	Retirement Date
Dossie Davis	September 13, 2013	<b>October 14, 2013</b>

### **SICK LEAVE PAYOUTS (0)**

Bernadette Charles, Librarian III

### **POTENTIAL RETIREMENTS (0)**

### **SEPARATIONS (1)**

Justin Walker, Customer Support Assistant, September 28, 2013

### **EMPLOYEE HEADCOUNT**

Headcount – September 2013	Headcount – September 2012
335 Active Employees <sup>1</sup>	328 Employees

### **COMMISSION ACTION**

Commissioner Hick made a motion to approve the Human Resources Report. Commissioner Thomas supported. The motion carried.

Authorization to Approve Personnel Matter

Commissioner Hicks made a motion to enter into a closed session to approve a personnel matter. Commissioner Quarterman supported. A roll call vote was taken with the following results:

Commissioner Hicks	Yes
Commissioner Jackson	Yes
Commissioner Quarterman	Yes
Commissioner Thomas	Yes
President Bellant	Yes

With more than two-thirds voting in the affirmative, President Bellant declared that the closed session would begin. The members of the public and library staff were excused.

The closed session began at 2:10 p.m.

The closed session ended at 2:48 p.m. and the public meeting reconvened at 2:54p.m.

**COMMISSION ACTION**

Commissioner Hicks made a motion to extend the contract of the Executive Director for a three-month period ending December 31, 2013 in which during that time, the Commission will proceed with the Executive Director's evaluation. At the end of the three-month period, the Commission will take up the matter with the contract. Commissioner Quarterman supported. Commissioner Jackson voted nay. The motion carried with 4 yes votes.

The meeting was adjourned at 2:57 p.m.