

DETROIT LIBRARY COMMISSION PROCEEDINGS

REGULAR MEETING

OCTOBER 16, 2012

President Kinloch called the Regular Meeting of the Detroit Library Commission to order at 1:31 p.m.

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

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

Present Also: Benita Beckles, Cheryl Blessett, Enid Clark, Deborah Dorsey, Valerie Glenn, Mike McElgunn, Trinee Moore, Carolyn Mosley, Cledos Powell, David Rambeau, Yvette Rice, Carole Rihani, Hideaki Sano, Alma Simmons, Tiffani Simon, Susan Taylor, Steve Teeri, Dorothy Williams, Jackie Williams, Tracey Wyatt and others

Commissioner Kinloch noted that two action items on the agenda were being removed:

- Approval of the Executive Director's Contract
- Adoption of the 2012/2013 Annual Budget

Approval of Meeting Minutes

The minutes of the Regular Meeting of September 18, 2012 were approved with any necessary corrections.

Public Comments

David Rambeau – Expressed his concerns regarding the Detroit Public Library partnering with Highland Park to develop a community based library.

Comment

Commissioner Thomas stated that the Detroit Public Library and the McGregor Library in Highland Park were members of the same Library Cooperative. When the McGregor Library closed, the Detroit Library Commission voted to continue providing library cards to the citizens of Highland Park in recognition of the long partnership they shared as a Cooperative.

Public Comments Cont'd

Valerie Glenn – Expressed her concerns regarding the progress the library has made in the past year. She said she would like to see libraries opening instead of closing. She also said she would like to see things happening in other cities happen in Detroit. The community is interested in reaching out to do something positive for Detroit.

Report of the President

Resolution for Clara Stanton Jones

President Kinloch asked Ms. Mondowney to read the resolution which said:

Whereas, Mrs. Clara Stanton Jones was a committed, creative, dynamic and respected leader in the library profession in Detroit, in Michigan and throughout the nation, for 40 years; and

Whereas, her educational preparation at Spelman College and The University of Michigan destined her for a pioneering library career that began in Louisiana, followed by a 34-year career at Detroit Public Library beginning in 1944, where she served as librarian, division chief, department chief, and library neighborhood consultant; and

Whereas, on February 17, 1970, Mrs. Jones was named Director of the Detroit Public Library, becoming the first woman and the first African American to lead Michigan's largest public library system; and the first African American to lead a major urban library in the United States; and

Whereas, her nomination as Director of the Detroit Public Library was met with controversy regarding her competence, character and credentials by some, while at the same time she was supported by others in the community and organized labor, who recognized "her deep interest in educational, civic and community affairs directed toward solutions involving all groups and their interrelationships"; and

Whereas, she refused to allow Detroit's public libraries to "just sit there" during the 1960s and 1970s, a time of social upheaval, and she pushed the library system and its staff toward a new understanding of the importance of community outreach, partnership and collaboration; and

Whereas, her vision led to the 1972-73 establishment of TIP, "The Information Place," an innovative community information and referral service that took branch librarians into the community to gather information and connect with businesses, block clubs, and churches via unprecedented "community walks," gaining DPL national and international recognition; and

Whereas, during her tenure as DPL Director she lobbied the State of Michigan to allocate special funding to DPL and public libraries, and was instrumental in positioning DPL's Main Library to receive funding as a state resource; and

Minutes were approved at the November 21, 2012 DLC meeting

Whereas, in recognition of her strong leadership skills and many accomplishments, she was elected president of the American Library Association in 1976, becoming the first African American to hold this position; and

Whereas, while serving as ALA President and DPL Director, she advocated for increased governmental support and appropriations for literacy and information needs; for the library as the forum for all people and the community's dominant information center; and for the library profession's continuing support of positive social change; and

Whereas, she exhibited a professionalism that was enhanced by her personal style, poise, grace and openness which allowed her to serve as mentor to librarians of all races; and

Whereas, her accomplished life has served as a special inspiration to African Americans who have stood on her shoulders to assume leadership positions in libraries throughout the country; and

Whereas, Mrs. Jones received numerous honorary degrees and awards including the Distinguished Alumnus Award from The University of Michigan School of Library Science and, in 1990, the first Trailblazer Award for Distinguished Service from the Black Caucus of the American Library Association;

Now, be it therefore resolved that the Detroit Public Library is honored to be forever linked to the legacy of Mrs. Clara Stanton Jones and that her spirit continues to direct the Detroit Public Library in its mission to meet the literacy and information needs of all people in the City of Detroit; and

Be it further resolved that on Tuesday, October 16, 2012, the Detroit Library Commission and the Detroit Public Library staff extend to the family of Mrs. Clara Stanton Jones our deepest sympathy upon her death, September 30, 2012, and join in celebrating her life and legacy.

The resolution was signed by the full Commission and will be presented to Mrs. Jones' family at her memorial service in Oakland, California.

Friends Foundation Update

President Kinloch reported that Ms. Patrice Merritt, Executive Director, the Friends Foundation and Dr. Sandra Yee, the Friends Board President, were attending a Board Development Conference at the Kennedy Center in Washington, DC. Ms. Merritt said that the conference attendance was by invitation only and that she and Dr. Yee were delighted they were able to represent the Detroit Public Library and its Foundation at this unique gathering.

Report of the Executive Director

Clara Stanton Jones

Ms. Mondowney reported that she would be representing the Detroit Public Library, the American Library Association and ALA's Black Caucus at Mrs. Jones' memorial service in Oakland, California on Saturday, October 20, 2012. She thanked Ms. Alma Simmons for her well written resolution highlighting the legacy of Mrs. Jones.

City Council Hearing

Ms. Mondowney reported that on October 11, 2012 she attended a hearing of the City Council's Planning and Economic Development Standing Committee. Deputy Director Juliet Machie and Chief Administrative Office, Tim Cromer also attended. At the hearing, she spoke about the impact of tax captures on DPL's budget, emphasizing that DPL has lost \$32.8 million to tax captures over the last 14 years. The Library recognizes that it is outside of the Council's jurisdiction to address this issue for DPL. However, DPL appreciated that they were sympathetic to the issue and they asked to be apprised of DPL's progress in exempting the Library from future tax captures at the State Legislative level.

Renaissance Zone Funding

Ms. Mondowney reported that the 2012 successful lobbying efforts of the Michigan Library Association yielded the State's public libraries \$1.5 million in renaissance zone reimbursements. DPL will receive \$930,086 as a result of MLA's work.

Redford & Edison Branches

Ms. Mondowney reported that through the Friends Foundation, DPL has been awarded a \$6,000 grant to conduct anti-bullying, aikido and jewelry making programs for teens at the Redford and Edison branches from October through December 2012. The project is funded by The Skillman Foundation through the Cody Rouge-Brightmoor Youth Development Initiative. Congratulations to Conja Wright, Sue Narin, Terri Thomson and Patrice Merritt for bringing this opportunity to DPL.

Skillman Branch

Ms. Mondowney reported that the Skillman Branch is actively involved in making space available for literacy and GED tutoring. Since August 2012, the branch has provided space to Pro Literacy Detroit for tutoring classes that meet 4 days per week. Beginning in November the St. Vincent and Sarah Fisher Center will offer a similar program on Monday afternoons.

The Reading Garden @ Conely Branch Library

Ms. Mondowney reported that on Saturday, October 13, 2012, she had the pleasure of speaking at the Conely Branch Library's reading garden dedication. The College for Creative Studies in partnership with the Chadsey-Condon Community Organization sponsored the project. It was supported by the Skillman and Kresge Foundations, Chase Bank, the Virgil Carr Center, and DPL. The garden created by artists Monte Martinez and Carl Goines, features children reading on a tree stump that holds a time capsule. Congratulations to Jackie Sullen and the staff of the Conley Branch Library for overseeing the successful implementation of the reading garden.

2012 Staff Development Day – “Vision 2014: Shaping Our Preferred Future”

Ms. Mondowney reported that on Wednesday, September 26, 2012 DPL held its annual Staff Development Day and one of the most productive outcomes of the day was the thoughtful and creative small group staff discussions that included technology, millage planning strategies, service delivery models, staffing, and employee morale. The day ended with an Employee Recognition Program for years of service. Sally Poindexter of the Redford Branch Library was recognized for being honored with the “Ability is Ageless Award” which was awarded by Operation ABLE of Michigan.

Family History Festival – “Not Far From the Tree”

Ms. Mondowney reported that she had the opportunity to attend the 7th Annual Family History Festival held on Saturday, September 29, 2012 at Main Library. More than 370 people attended the day long festival and remained engaged to the very end. They appreciated the helpful family history suggestions presented by genealogists Dr. Deborah A. Abbott and George G. Morgan. Mark Bowden and the Special Collections staff and the Friends Foundation were commended for their hard work in making this event successful.

Grants and Awards

- Ms. Mondowney reported that the HYPE Teen Center is featured on the cover of Library Journal's October Issue for its work with teens as a “Maker Space.” The Maker Space movement is gaining ground in libraries and DPL's Steven Teeri was invited to participate in a webinar, to share ideas with other libraries on how to introduce a maker space. Thanks to Linda Curvey-Brown and Steven Teeri for initiating the \$30,000 Cognizant grant to implement the Maker Space program. Thanks also to the Friends Foundation for receiving and managing the grant.

- Ms. Mondowney reported that the Accounting Aid Society has successfully petitioned the City of Detroit to award DPL a “Spirit of Detroit Award” for our partnership with the Accounting Aid Society as an Adopt-A-Site sponsor for the 2012 tax season. The Society assisted more than 20,700 middle-to-low income Southeast Michigan households to receive income tax refunds and credits totaling \$23.5 million.

Jailbirds for MDA

Ms. Mondowney reported that Juliet Machie and Enid Clark participated in the annual Muscular Dystrophy Association’s civic jail sentence to raise money for muscle disease. Juliet and Enid were arrested on October 3, 2012 and they spent their jail time at Hockey Town Café. Both raised over \$1,700 for MDA.

DPL in a Different Light – “Dlectricity”

Ms. Mondowney reported that the Main Library was a central feature to “Dlectricity,” a new contemporary light art festival held October 5-6, 2012, produced by Midtown Detroit, Inc. The 3-D animation and live music presentation told the human story of knowledge from cave painting to Ancient Greece, to the destruction of the Library of Alexandria to the invention of books, the Age of Electricity and the rise of the Internet. Please visit DPL’s Facebook page for a wonderful video of the light show entitled “Knowledge is Power.”

Committee on Administration

Routine Human Resources Report – September 2012

The Human Resources Department Report indicates personnel actions for retirements, potential retirements, separations and employee headcount. These actions have been approved by Administration.

APPOINTMENTS (13)

Employees	Appointment Type	Title & Status
7	Recall	Clerical Assistants
1	Recall	Customer Service Assistant
3	Recall	Librarian II
1	Temporary	Payroll Specialist
1	Recall	Security Guard

RETIREMENTS (2)

Employee Name	Last Day Worked	Retirement Date
Threasa Brown	August 18, 2012	October 7, 2012
Sarah Pyles	September 27, 2012	October 6, 2012

SICK LEAVE PAYOUTS (1)

\$1,018.60 sick leave/pro-rated longevity payout made on 9/28/2012 to one (1) employee.

POTENTIAL RETIREMENTS (0)

There were no retirement letter requests submitted by DPL staff

SEPARATIONS (0)

There were no employee separations during this time period.

EMPLOYEE HEADCOUNT

Headcount – October 15, 2012	Headcount – October 15, 2011
339 Active Employees	361 Employees

Approval is requested to accept the Human Resources Report as presented.

Commission Action

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

Comment

Commissioner Hicks requested that a quarterly report should also be added to the employee headcount.

Committee on Finance

Approval of Routine Report on Finance – September 2012

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	\$1,619,637.89
Debt Service Payment – Pension Obligation Certificate	\$0.00
Personal Service Contracts	\$0.00
Total for Vouchers 84 - 165	<u>\$1,101,768.77</u>
Grand Total	<u>\$2,721,406.66</u>

<u>Summary of Expenditures</u>	
<u>Restricted/Designated Funds</u>	
Branch & Main	Checks 2046-2151 \$1,950.99
Burton Endowment	Checks 8222-8224 \$5,050.00
Knight Foundation	Checks 1395-1396 \$6,672.59
O'Brien Checking	Checks none \$0.00
Programs & Gifts	Checks 1679-1682 \$2,344.97
Public Funds/Capital Campaign	Checks 1117-1128 <u>\$344,262.47</u>
Grand Total	<u>\$360,281.02</u>

<u>Summary of Credit Card Expenses</u>	
Executive Director	\$0.00
Executive Director's Office-used for general office purpose	\$0.00
Deputy Director	\$0.00
Chief Administrative Officer	\$0.00
Human Resources Department	\$0.00
Marketing Department	\$0.00
Technical Services	\$0.00
Facilities Department	<u>\$0.00</u>
Grand Total	<u>\$0.00</u>
Note: September 2012 credit card expenses will be on the November 2012 Commission Report	

Commission Action

Commissioner Thomas made a motion to approve the routine report on finance. Commissioner Quarterman supported the motion. The motion carried.

Minutes were approved at the November 21, 2012 DLC meeting

Old Business

Comment

Commissioner Bellant stated that he had a document that addressed paying invoices and it was discussed at the October 10, 2012 Committee on Finance meeting. He distributed to it the Commissioners.

Authorization to Suspend Furlough Days for Exempt Employees, Defer the 10% Wage Reduction for Executive Staff Effective May 21, 2012 and Retroactive (furlough) Pay for Exempt Employees

Commissioner Jackson asked Ms. Trinee Moore, Director for Human Resources, to address this matter.

Ms. Moore stated that the action on this matter has been implemented. The furlough days have been lifted and the 10% wage reduction has been rescinded. She said that she prepared documentation that was presented at the September 18, 2012 Commission meeting that supported the decision to take this action.

Commissioner Bellant said he resisted supporting this action because it was never brought before the full Commission. He said he was troubled that a review was not done by DPL's General Counsel. He asked for the recommendation of the Executive Director regarding this matter.

Ms. Mondowney stated that it was her recommendation to ratify the action and move forward.

Commission Action

Commissioner Quarterman made a motion to suspend furlough days for exempt employees, defer the 10% wage reduction for executive staff effective May 21, 2012 and retroactive (furlough) pay for exempt employees. Commissioner Thomas seconded the motion. There were 4 yes votes and 3 no votes. The motion carried.

Approval of Routine Report on Finance June – August 2012

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

June 2012

<u>Summary of Expenses</u>	
<u>Public Funds</u>	
Total Payroll and Benefits	\$1,661,462.15
Debt Service Payments – Pension Obligation Certificate	\$909,232.64
Total Vouchers 787 - 874	<u>\$392,908.50</u>
Grand Total	<u>\$2,963,908.29</u>

<u>Summary of Expenditures</u>		
<u>Restricted/Designated Funds</u>		
Branch & Main-	Checks 1992-2014	\$4,555.57
Burton Endowment Fund Checking-	Checks 8209-8210	\$72.50
Knight Foundation Grant-	Checks 1371-1374	\$6,084.79
Louise Webber O'Brien Fund-	Checks none	\$0.00
Programs & Gifts Checking-	Checks 1583-1600	<u>\$5,144.53</u>
Grand Total		<u>\$15,857.39</u>

<u>Summary of Credit Card Expenditures</u>	
Executive Director	\$387.49
Executive Director's Office-used for general office purpose	\$546.80
Deputy Director	\$246.78
Chief Administrative Officer	\$14.99
Human Resources Department	\$0.00
Marketing Department	\$261.21
Technical Services	\$455.92
Facilities Department	<u>\$106.22</u>
Grand Total	<u>\$2,019.41</u>

Minutes were approved at the November 21, 2012 DLC meeting

Summer 2012

<u>Summary of Expenses</u>	
<u>Public Funds</u>	
Total Payroll and Benefits	\$4,554,722.80
Debt Service Payments – Pension Obligation Certificate	\$768,920.22
Total Vouchers 875 - 1019 (FY2011-2012)	\$685,796.69
Total Vouchers 1 – 83 (FY 2012-2013)	\$935,950.64
Grand Total	<u>\$6,945,390.35</u>

<u>Summary of Expenditures</u>	
<u>Restricted/Designated Funds</u>	
Capital Campaign- Branch & Main- Burton Endowment- Knight Foundation- O'Brien Checking- Programs & Gifts Checking- Public Funds/Capital Campaign-	Check 1003 Checks 2015-2145 Checks 8211-8221 Checks 1375-1394 Checks 4227-4253 Checks 1601-1678 Checks 1105-1116
	\$46,043.11 \$34,297.88 \$3,538.84 \$146,090.56 \$19,043.22 \$169,781.69 \$215,965.77
Grand Total	<u>\$634,761.07</u>

<u>Summary of Credit Card Expenditures</u>	
Executive Director	\$161.70
Executive Director's Office-used for general office purpose	\$1,440.68
Deputy Director	\$1,180.62
Chief Administrative Officer	\$164.08
Human Resources Department	\$40.45
Marketing Department	\$823.30
Technical Services	\$1,190.90
Facilities Department	\$1,317.51
Grand Total	<u>\$6,319.24</u>

Commission Action

Commissioner Thomas made a motion to approve the routine reports on finance. Commissioner Hicks supported the motion. The motion carried.

Comment

Commissioner Hicks requested to have future copies of the finance report for him to pick-up at the Security office prior to the Commission meeting.

President Kinloch adjourned the meeting at 2:16 p.m.

Commissioner Bellant appealed the ruling of the chair to adjourn the meeting without the vote of the full Commission. There was not a vote to adjourn and the meeting continued.

Minutes were approved at the November 21, 2012 DLC meeting

Commission Action

Commissioner Hicks made a motion to approve the Executive Director's contract that was presented to the Commission at the Committee on Administration meeting on October 16, 2012. Commissioner Lemmons supported the motion. A roll call vote was taken with the following results:

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

The motion failed.

Comment

President Kinloch said the contract will be returned to DPL's attorneys for revision and a final draft will be submitted to the Committee on Administration to approve and forwarded to the Commission for adoption.

President Kinloch made a motion to adjourn. The motion was supported.

The meeting was adjourned at 2:24 p.m.