

DETROIT LIBRARY COMMISSION PROCEEDINGS**REGULAR MEETING****NOVEMBER 19, 2013**

President Bellant called the Regular Meeting of the Detroit Library Commission to order at 1:40 p.m.

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

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

Present Also: Cheryl Blessett, Lamont Bolding, Margaret Bruni, J. Randolph Call, Lurine Carter, Deborah Dorsey, A.J. Funchess, Victor Ibegbu, Mike McElgunn, Patrice Merritt, Carolyn Mosley, Yvette Rice, Alma Simmons, Tiffani Simon, Laurie Stuart, Derick Suppon, Dorothy Jean Williams, Jacqueline Williams, Talishia Williams and others

APPROVAL OF MEETING MINUTES

The minutes of the Regular Meeting of October 15, 2013 were approved with one correction. President Bellant said that at the October 15, 2013 Commission meeting, it was noted that the oath of office administered to Judge Edward Thomas did not waive the legal rights of the Detroit Library Commission.

PUBLIC COMMENTS

Lamont Boulding – He expressed his concerns regarding the alleged negative treatment he receives by some staff members at the Knapp Branch Library.

Commissioner Hicks asked Mr. Boulding to provide his telephone number for a follow-up response.

Laurie Stuart - She expressed her concerns regarding clarification of the court ruling that would allow the Emergency Manager of the Detroit Public Schools to appoint and remove the Detroit Library Commission. She encouraged the Commission to continue to pursue the clarification of the authority that the Detroit Public School Emergency Manager has over the Detroit Library Commission.

REPORT OF THE PRESIDENT

President Bellant reported that the property adjacent to the Wilder Branch has been acquired by Wayne County Land Bank and may now be available for the library to obtain. The space could be used for additional parking at the Wilder Branch.

REPORT OF THE EXECUTIVE DIRECTOR

Meeting with Michael VanOverbeke

Mrs. Mondowney reported that on October 21, 2013, she and Trinee Moore, Director of Human Resources, met with Michael VanOverbeke, general counsel for the General Retirement System. It was noted at the meeting that the Library makes regular contributions to the plan on behalf of its staff and retirees. The Library also reimburses on a “pay-as-you-go” basis the City of Detroit for health care costs and other post-employment benefits (OPEB) for its staff and retirees. Although Detroit voters have always approved DPL millage proposals, Mr. VanOverbeke agreed to assist DPL in determining the impact DPL’s retirees and vested employees may experience in the event the Library’s 2015 millage is not renewed. Further, given the City of Detroit’s pending bankruptcy this matter deserves clarification.

Wayne County Delinquent Taxes

Mrs. Mondowney reported that DPL received \$123,418 for FY 2013 delinquent property taxes on October 24, 2013.

Urban Libraries Council E-rate Advisory Committee

Mrs. Mondowney reported that on October 31, 2013, she participated via conference call in a national discussion on how public libraries could make long-term recommendations for enhancing E-rate to better benefit their communities. The Urban Libraries Council (ULC), with input from many of its members, has taken the lead in recommending to the Federal Communications Commissioners and staff ways to modernize the E-rate program for schools and libraries.

Detroit News Interview

Mrs. Mondowney reported that Neal Rubin, Detroit News Metro columnist interviewed her on Friday, November 15, 2013. He wanted to know how, if at all, the Library was affected by the City of Detroit's pending bankruptcy.

Staff Training

Mrs. Mondowney reported that all public service employees completed a training program in October. The training included guidelines for administering the DPL's Standards for Library Behavior; orientation on newly developed Library Emergency Operations Procedures; a refresher on customer service strategies in a dynamic library service environment; and orientation and acknowledgment of select human resource policies. A Safety Committee, comprised of staff from all classifications, assisted in developing the guidelines and emergency procedures. Deputy Director Juliet Machie facilitated the training, along with Security Manager Talisha Williams, and HR Director Trinee Moore and her staff, Nicol Paige and Paulette Boggs. The training received great reviews from staff as well as good recommendations for future training. Additional training is scheduled on December 5 & 6.

Clara Stanton Jones Recognition

Mrs. Mondowney reported that on October 19, 2013, DPL sponsored a program to mark the legacy of Clara Stanton Jones, DPL Director, 1970 -1978, by renaming Friends Auditorium as the "Clara Stanton Jones – Friends Auditorium." The guest speaker was Dr. Haki R. Madhubuti, poet and founder and president of Third World Press in Chicago.

More than 125 people attended the program including Mrs. Jones' children, grandchildren and great-grandchildren. By many accounts, the program was described as excellent.

Thanks to the Library Commission, members of the planning committee, staff and the Friends for helping to honor Mrs. Jones. A special thanks to Alma Simmons, Special Assistant to the Executive Director, for coordinating the program.

Wayne County Child Support

Mrs. Mondowney reported that Main Library provided the location for a free "Wayne County Child Support Help Program" on October 26, 2013. Twenty-five attorneys and child support professionals provided help to 98 people who needed legal assistance to resolve a variety of child support issues. A special thank you is extended to Roger Morton and Tracey Wyatt for working to make this program a success.

Arab American Stories – A National Dialogue

Mrs. Mondowney reported that on October 29, 2013, DPL partnered with Detroit Public Television and the Arab American National Museum for a public screening of "Arab American Stories – A National Dialogue," a program designed to educate and enlighten viewers about the diversity of Arab American culture. Detroit Public Television received funding from the W.K. Kellogg Foundation for this program. The screening was followed by a panel discussion that included members of the Southeast Michigan's Arab American community.

Science Fair Workshop

Mrs. Mondowney reported that DPL's Business, Science & Technology Department is partnering with the Science & Engineering Fair of Metropolitan Detroit to present, "Science Fair Success: Your Best Project," on Saturday, November 23, 1 – 3 pm. This free program is open to students in grade 6 – 12, plus parents, and teachers, and will provide an opportunity to learn how to prepare and showcase a science project. The program will be held in the Clara Stanton Jones – Friends Auditorium.

Hubbard Branch Book Club SKYPES

Mrs. Mondowney reported that *Annie's Ghost*, the 2013-14 Great Michigan Reads book selection, was the featured title for the October meeting of the Hubbard Branch Book Club. Following a 45-minute discussion by members, the author, Steve Luxenberg, joined the group via SKYPE. Use of this technology enhanced the experience for the book club members and is serving as a model for book clubs at other DPL branches.

Parkman Branch and Focus: Hope Partnership

Mrs. Mondowney reported that for the second year, the Parkman Branch will be partnering with Focus: Hope and a network of other local service providers to better coordinate services to families who live in the west side Lodge/Davison community. This Neighborhood Network Initiative brings together many service agencies to develop the relationships, protocols and tools needed to enhance self-sufficiency for families. The library will again receive a stipend of \$13,400 to support its participation in the project. The initiative is funded by the United Way for Southeastern Michigan, with Focus: Hope serving as the lead agency.

Noel Night

Mrs. Mondowney reported that Main Library will participate in the 41st Annual Noel Night on Saturday, December 7, 2013. The building will be the site for a several performances including the Mosaic Youth Theatre at 5 pm and the Martha Redbone Roots Project at 7:45 pm. The DPL Employee Choir will perform at 6:15, 7:45 and 9 pm. Noel Night brings more than 3,000 visitors through the doors of Main Library for an evening of family fun.

Condolences

Mrs. Mondowney extended condolences on behalf of the DPL staff to the family of Mr. Robert Johnson, a 30-year DPL employee, who passed on Saturday, November 16, 2013. Mr. Johnson was a bookmobile driver and also worked for many years as a DPL security officer.

Commissioner Hicks also extended condolences on behalf of the Detroit Library Commission to the family of Mr. Robert Johnson.

FRIENDS FOUNDATION UPDATE

Noel Night

Ms. Merritt reported that the Noel Night Book Sale will be held beginning at 1:00 until 7:00 p.m. Volunteers will once again sell books from \$.25 to \$1.00. A Friends member preview will be held on Wednesday, December 5 from 5:30 - 7:30. All proceeds benefit the Summer Reading Program.

Also, the Ernie Harwell Room and the E. Azalia Hackley Reading Room will be hosting open houses staffed by volunteers and DPL Special Collections staff.

70th Annual Hackley Concert

Ms. Merritt reported that the 70th Annual Hackley Concert scheduled for February 12, 2014 has been totally funded.

The following donations were received:

- \$500 from ABM Services
- \$500 from DPL Staff Association
- \$2,000 from Vinyl Record Sale held in August 2013
- \$1,400 from the Michigan Humanities Council
- \$3,000 commitment from Comerica Bank

Autocam

Ms. Merritt reported that the Trustees of the NAHC have retained Autocom, a nationally known automotive PR firm, as its agency of record in promoting the collection, its legacy and the marketing of its research services. The Trustees allocated \$10,000 toward this initiative. Rates have been extremely reduced due to the involvement of NAHC Trustee Mr. Jack Harned, a former long-time GM PR executive. She also included the most recent issues of *Wheels: The Journal of the National Automotive History Collection* in the Commissioners' packet.

American Libraries

Ms. Merritt reported that the *American Libraries*, the magazine of the American Library Association, will be doing a story on the after school snack program offered by the DPL through the support of the Chrysler Foundation and the efforts of Forgotten Harvest. Date of publication not known at this time.

Discover the Windows of the Detroit Public Library

Ms. Merritt reported that the formal launch of the *Discover the Windows of the Detroit Public Library: An Art and Architectural Tour* will begin Saturday December 7 at 1:00 p.m. Thereafter, every first Saturday of the month a docent lead tour will be offered free of charge. A soft tour will be offered on Saturday, November 30, anticipating that out of town visitors may be in the area. This will allow the docents more training as they guide tours through the library while it is open. If you walk through the building you will see that museum quality labels have been mounted highlighting select pieces of art and architecture. Funds for this program have been provided by Quicken Loans, Redico Real Estate and the Barbara and Sheldon Cohn Philanthropic Fund as well as The DPL Friends Foundation.

She thanked Mr. Cledos Powell, Mr. Randy Gies, the facilities staff and especially the electricians who have helped immensely in relocating art and installing some of the light enhancements.

COMMITTEE ON BUILDINGS

Authorization to Approve the Real Estate Broker for Detroit Public Library's Vacant Properties and Land

The Detroit Public Library (DPL) has property that is underutilized and can be sold to help supplement DPL's operations. This property consists of one (1) vacant building and vacant land located throughout the City of Detroit. The selling of these assets could make a substantial impact during these times of financial challenges to DPL's operational bottom line for FY 2014-2015.

The properties are as follows:

- South West Corner lots (Newport Ave. and Kercheval):
1431 through 1455 Newport Avenue and 14126 through 14148 Kercheval
This property is adjacent to the Monteith Branch Library
- South West Corner lot (Gratiot Ave and Burns St):
8500 Gratiot Ave.
- Richard Branch Library (Grand River ½ - block north of Livernois)
9876 Grand River
- South West Corner Lot (W. Grand Blvd. and Warren Ave)
1525 W. Grand Blvd.
- South West Corner lot (Third St. and W. Baltimore)
801 W. Baltimore
- Fort Street South/East Side 20 lots: (between Gleason and W. Outer Drive)
(No corner or near corner lots)

A Request for Proposal (RFP) for Commercial Real Estate Broker Services was mailed to twelve (12) real estate brokers in the Metro Detroit area. The RFP was published in the *Detroit Legal News*, the *Michigan Chronicle*, the Michigan Minority Business Development Council (MMBDC), and posted on DPL's website.

There was only one (1) vendor that submitted a bid that complied with DPL's RFP for a Commercial Real Estate Broker.

Facilities reviewed the following bid:

Vendor

Colliers International
Commercial Real Estate Brokers
1900 St. Antoine – Suite C, Floor 1
Detroit, MI 48226

Sells Fee Schedule

- 6% of sale in the event of co-op transaction
- 5% of sale in the event of direct Colliers International transaction

Lease Fee Schedule

- 5% Commission of the total gross aggregate rental by sole efforts of agent. In the event of a cooperative transaction with another broker, or any other Colliers International Contractor, the Landlord shall pay 7% of the total aggregate rental.

Minutes were approved at the December 10, 2013 Detroit Library Commission Meeting

- The cooperative broker shall receive a fee of 3.5% of the aggregate and the remainder shall be retained by the broker

Commission Calculation on Rental Property

- The Commission shall be calculated net of any rental abatement period(s) payable fifty (50%) percent at signing and balance at occupancy.

Bids were not received from the following vendors:

Detroit –Metro Real Estate – Detroit, MI
 Re/Max Infinity Homes – Detroit, MI
 FK South LLC – Detroit, MI
 Reality World – Detroit, MI
 Exclusive Realty – Detroit, MI
 The Farbman Group – Southfield, MI
 Klugman Commercial Properties – Detroit, MI
 Jones Land LaSalle – Detroit, MI
 Keller Williams Realty – Detroit, MI
 Campbell Commercial Group – Madison Heights, MI
 Lutheran Brothers, Inc. – Detroit, MI

The Library's General Council, W. Anthony Jenkins, reviewed the proposal submitted by Colliers International and found no problems, and that the proposal was in line with DPL's RFP for a Commercial Real Estate Broker.

Authorization is requested, by DPL's Facilities Department, for the library to enter into a twelve (12) month Exclusive Listing Agreement with Colliers International.

COMMISSION ACTION

Commissioner Hicks suggested that this item be returned to the Committee on Buildings for additional discussion.

With there being no objection from the Commission, this item will be returned to the Committee on Buildings for additional discussion.

COMMITTEE ON FINANCE

Authorization to Approve Draft Resolution – City of Detroit Downtown Authority (DDA), Catalyst Development Project, Events Center Project, and Amendment(s) to Tax Increment Finance District Boundaries

Commissioner Hicks presented a resolution seeking to exempt the Detroit Public Library from tax captures. The resolution read as follows:

Whereas, the mission of the Detroit Public Library (DPL) is to enhance the quality of life for the diverse and dynamic community in the city of Detroit by enlightening and empowering citizens to meet their lifelong learning needs through open and equitable access to information, technology and cultural/educational programs; and

Whereas, the DPL's 21 neighborhood branches, Main Library and bookmobiles provide information and technology support that enables Detroiters to meet their everyday living needs; and

Whereas, the DPL is able to provide important services as a result of revenue generated from 4.64 mills in property taxes paid by Detroit homeowners, and in FY 2013 this millage generated approximately \$28 million, accounting for 86% of the Library's revenues; and

Whereas, declining property values as well as significant reductions in Detroit's population together have created major revenue shortfalls for the Detroit Public Library; and,

Whereas, the DPL recognizes that tax captures provide vital financing to projects that might not progress without that funding and also notes that over the last 14 fiscal years, the Library lost \$32.8 million to tax captures; and,

Whereas, that the creation of a new downtown stadium and entertainment district will divert, through tax captures, needed financial resources from the Library and therefore impair the provision of a wide-range of library and information services, including lifelong learning through educational and recreational reading materials, free technology access, one-on-one literacy tutoring, GED preparation, and community programs for children and adults; now be it therefore,

Resolved, that the Detroit Library Commission authorizes the Library Administration to pursue exemption from tax captures and further authorizes the Administration to take the appropriate steps to exempt the Detroit Public Library from the tax captures that are proposed in connection with the development of the Catalyst Development Project and the Events Center Project.

COMMISSION ACTION

Commissioner Hicks moved to approve the resolution to exempt the Detroit Public Library from tax captures. Commissioner Lemmons supported. The motion passed unanimously.

Authorization to Approve Routine Report on Finance – September 2013

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. Commissioner Hicks also said a thorough review of the report was conducted by the Committee on Finance.

<u>Summary of Expenditures September 2013</u>		
<u>PUBLIC FUNDS</u>		
<u>PAYMENTS PROCESSED BY CITY OF DETROIT:</u>		
1. Total Payroll		\$1,042,312.57
2. Total for Vouchers- processed on DRMS Vouchers 70-124		\$763,514.81
3. Benefits Plan		\$0.00
4. General Retirement System		\$0.00
5. Debt Service Payments – Pension Obligation Certificate		\$0.00
6. FY 11/12 Unfunded Actuarial Accrued Liability (UAAL)		<u>\$0.00</u>
Total Processed by City of Detroit		\$1,805,827.38
<u>PAYMENTS PROCESSED BY DPL:</u>		
Public Funds/Comerica Checking	Checks 1157 – 1158	\$30,861.71
Branch & Main Library Deposit Checking Account	Checks 2685 -2745	\$100,221,31
Total Processed by DPL		<u>\$131,083.02</u>
GRAND TOTAL		<u>\$1,936,910.40</u>

Minutes were approved at the December 10, 2013 Detroit Library Commission Meeting

<u>Summary of Expenditures</u>		
<u>RESTRICTED /DESIGNATED FUNDS</u>		
Burton Endowment Checking	Checks 8250	\$0.00
Knight Foundation	Checks 1441-1446	\$17,334.40
O'Brien Checking	Checks 4303 – 4314	\$0.00
Programs & Gifts	Checks 1728 – 1737	\$0.00
Grand Total		<u>\$17,334.40</u>

<u>Summary of Expenditures</u>	
<u>CREDIT CARDS</u>	
Executive Director	\$107.80
Executive Director's Office-used for general office purpose	\$295.83
Deputy Director	\$335.00
Human Resources Department	\$334.52
Marketing Department	\$1,462.58
Technical Services	\$11,108.28
Facilities Department	\$5,590.59
Credit Card Bank Charges	<u>\$0.00</u>
Grand Total	<u>\$19,234.60</u>

COMMISSION ACTION

Commissioner Hicks made a motion to approve the routine finance report. Commissioner Quarterman supported. The motion passed unanimously.

Authorization to Approve Routine Report on Finance – October 2013

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. Commissioner Hicks also said a thorough review of the report was conducted by the Committee on Finance.

<u>Summary of Expenditures</u> <u>October 2013</u>	
<u>PUBLIC FUNDS</u>	
<u>PAYMENTS PROCESSED BY CITY OF DETROIT:</u>	
1 Total Payroll	\$1,033,068.14
2 Total for Vouchers- processed on DRMS Vouchers 125 - 207	\$394,049.80
3 Benefits Plan	\$0.00
4 General Retirement System	\$0.00
5 Debt Service Payments – Pension Obligation Certificate	\$0.00
6 FY 12/13 Unfunded Actuarial Accrued Liability (UAAL)	<u>\$0.00</u>
Total Processed by City of Detroit	\$1,427,117.94
<u>PAYMENTS PROCESSED BY DPL:</u>	
Public Funds/Comerica Checking	\$0.00
Branch & Main Library Deposit Checking Account Checks 2746 -2778	\$39,752.78
Total Processed by DPL	<u>\$39,752.72</u>
GRAND TOTAL	<u>\$1,466,870.72</u>

<u>Summary of Expenditures</u>	
<u>RESTRICTED /DESIGNATED FUNDS</u>	
Burton Endowment Checking	\$0.00
Knight Foundation	Checks 1447-1448 \$5,434.66
O'Brien Checking	Checks 4332 – 4340 \$7,404.44
Programs & Gifts	Checks 1777 – 1787 \$2,848.06
Grand Total	<u>\$15,687.16</u>

<u>Summary of Expenditures</u>	
<u>CREDIT CARDS</u>	
Executive Director	\$0.00
Executive Director's Office-used for general office purpose	\$0.00
Deputy Director	\$0.00
Human Resources Department	\$0.00
Marketing Department	\$0.00
Technical Services	\$0.00
Facilities Department	\$0.00
Credit Card Bank Charges	<u>\$0.00</u>
Grand Total	<u>\$0.00</u>

COMMISSION ACTION

Commissioner Hicks made a motion to approve the routine finance report. Commissioner Lemmons supported. The motion passed unanimously.

Minutes were approved at the December 10, 2013 Detroit Library Commission Meeting

Authorization to Approve the FY 2014 Budget

Commissioner Hicks presented the consolidated budget for FY 2014.

COMMISSION ACTION

Commissioner Hicks moved to approve the 2014 consolidated budget. Commissioner Thomas supported. The motion passed unanimously.

COMMITTEE ON ADMINISTRATIONAuthorization to Approve the Human Resources Routine Report

Commissioner Lemmons reported that the Human Resources Department Report provides information regarding personnel actions taken from October 1, 2013 – October 31, 2013. These actions have been approved by Administration.

APPOINTMENTS (0)**RETIREMENTS (0)**

Employee Name	Last Day Worked	Retirement Date

SICK LEAVE PAYOUTS (0)**POTENTIAL RETIREMENTS (0)****SEPARATIONS (1)**

Lauretta Grimmatt, Customer Support Representative, October 22, 2013

EMPLOYEE HEADCOUNT

Headcount – October 2013	Headcount – October 2012
334 Active Employees	338 Employees

COMMISSION ACTION

Commissioner Lemmons moved to approve the Human Resources routine report. Commissioner Thomas supported. The motion passed unanimously.

Minutes were approved at the December 10, 2013 Detroit Library Commission Meeting

Authorization to Approve Proposed Changes to the Detroit Library Commission Rules and Regulations of January 19, 2010

Commissioner Lemmons presented the proposed changes to the Detroit Library Commission Rules and Regulations to the Commission for review and suggestions. This item will be returned to the Committee on Administration for additional discussion.

Authorization to Approve the Hire of a Temporary Senior Finance Administrator

COMMISSION ACTION

Commissioner Lemmons moved to enter in a closed session. Commissioner Quarterman supported. A roll call vote was taken with the following results:

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

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

The closed session began at 2:25 p.m.

The closed session ended at 3:10 p.m. and the public meeting reconvened at 3:12 p.m.

COMMISSION ACTION

Commissioner Lemmons moved to offer a temporary employment contract contingent upon Ms. Katherine Myers, through the Robert Half Staffing Agency, as recommended by the Executive Director and the Committee on Administration. Commissioner Thomas supported. A roll call vote was taken with the following results:

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

The motion passed.

Authorization to Approve the Recommended Evaluative Tool for the Executive Director's Evaluation

Commissioner Quarterman moved to enter in a closed session. Commissioner Lemmons supported. A roll call vote was taken with the following results:

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

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

The closed session began at 3:16 p.m.

The closed session ended at 3:19 p.m. and the public meeting reconvened at 3:20 p.m.

COMMISSION ACTION

Commissioner Quarterman moved to approve the recommended evaluative tool for the Executive Director's evaluation as well as the timeline for the Executive Director's evaluation. Commissioner Thomas supported. The motion passed unanimously.

NEW BUSINESS

Commissioner Thomas said he wanted to formally object to the way the lawsuit by the Commission was filed. He said before the Commission becomes embroiled in a lawsuit involving the Governor, former State Treasurer and the Emergency Manager, an attorney should have explained to the Commission why they should be taking this action. He said the Commission should have voted on whether or not to accept the attorney's recommendation to file a lawsuit.

Commissioner Thomas also said he was not on any of the DLC committees and asked to be appointed to one.

The meeting was adjourned at 3:25 p.m.

