

DETROIT LIBRARY COMMISSION PROCEEDINGS

COMMITTEE OF THE WHOLE

November 16, 2010

President Keith called the Committee of the Whole Meeting of the Detroit Library Commission to order at 1:47 p.m.

Present: President Keith, Commissioners Bellant, and Thomas
Commissioner Adams joined meeting at 2:07 p.m.

Administrative staff: Mondowney, Cromer, Machie, Moore,
and Norfolk

Absent: Commissioners Adams and Hicks

Present also: Margaret Bruni, Randolph Call, Karen Dabney, Atiim Funchess, Patrice Merritt, Carolyn Mosley, Uzo Onyemaechi, Rosemary Patterson, Cledos Powell, David Rambeau, Alma Simmons, Yvette Rice, and Michael Wells, President, UAW Local 2200.

There not being a quorum, the Commissioners present resolved themselves into a Committee of the Whole and took the following action pending future ratification at the next Commission meeting when a quorum would be present.

The minutes of the Regular Meeting of October 19, 2010 and the Special Meeting of October 25, 2010 were adopted as recorded with any necessary corrections to be made.

PUBLIC COMMENTS

Returning to provide a follow-up on comments made at a previous Commission meeting, David Rambeau again requested that a table be placed outside the restroom at Skillman Branch; the chair that staff placed there was not adequate. Mr. Rambeau also complimented security for being sensitive when waking sleeping customers. Although he thanked the Library for having a writer's publication that included his own column, he would still like to see more support for local writers and publishers.

Local author, Karen Dabney, presented information about herself and her novel to Commission. Because her book inspires self-confidence, supports literacy, and is educational, she encouraged the Library to purchase her book, *The Magic Pencil*. Ms. Machie offered her assistance to Ms. Dabney.

Commissioner Thomas thanked Mr. Rambeau for bringing up the importance of supporting local artists and writers.

REPORT OF THE EXECUTIVE DIRECTOR

Delinquent Taxes Distribution

Mrs. Mondowney reported that on October 19th, DPL received a distribution payment for delinquent taxes from the Wayne County Treasurer. The amount received was \$5,912,586.97 for the 2009 delinquent real property taxes.

DONATIONS

Oliver Dewey Marcks Foundation

Mrs. Mondowney thanked the Board of Directors and Trustees of the Oliver Dewey Marcks Foundation for the \$10,000 check received late last month. Past donations were used to increase the quality of work life for staff and helped to enhance the delivery of library services to the citizens of Detroit. These funds are unrestricted.

DPL Friends Foundation

Author Day Book Purchase

Mrs. Mondowney thanked the DPL Friends Foundation for providing \$11,934 to purchase four book titles for next year's 2011 Author Day Program, a reading program for young readers. The titles have been selected by DPL's Author Day Committee. She was very grateful, once again, for receiving such a generous contribution and also for the past 26 years of helping make the Author Day Program grow and be successful.

SPECIAL UPCOMING EVENTS

Mrs. Mondowney announced upcoming events:

Automotive Authors Day

The fifth annual *Automotive Authors Day*, sponsored by the Friends of the National Automotive History Collection, will be held on Saturday, November 20th, from 2 – 5 p.m. at the Skillman Branch. Automotive historians and car collectors will gather to meet numerous authors who write about cars and the industry.

Book Club Open House

For those who are interested in joining a book club or talking about books, a *Book Club Open House* will be held on Thursday, November 18, from 6:15 – 8:00 p.m. at Main Library. Representatives from the Library's book clubs will be present.

REPORT OF THE PRESIDENT

President Keith said he appreciated the remarkable information the Library staff consistently provides for everyone and he, in turn, had some news he wished to share. There is a newly formed literacy fundraising organization planning to

meet at Wayne State University and he encouraged those who are interested to attend. Daphne Ntiri's office could be contacted for details.

President Keith thanked the Library's for its participation at the Arise Detroit Neighborhood Summit. DPL's Literacy Specialist Susan Taylor did a wonderful job.

REPORTS OF COMMITTEES

COMMITTEE ON ADMINISTRATION

Adoption of Human Resources Monthly Report

Commissioner Bellant read the Human Resources Monthly Report that lists personnel actions for new hires, separations, and retirements:

Separation

Albert Powell, effective October 28, 2010

On motion of Commissioner Bellant and seconded by Commissioner Thomas, the personnel action report was unanimously adopted.

Approval of UAW-Local 2200 Skilled Trades Unit (STU) Wage Reopener Agreement

Commissioner Bellant reported that Human Resources requested approval for the Wage Reopener Agreement between the Detroit Library Commission and the UAW-STU that covers the period from July 1, 2010 through June 30, 2011.

Commission Action

Commissioner Bellant moved to approve the Wage Reopener Agreement. Commissioner Thomas seconded the motion; the motion carried.

Approval of the *Standards of Library Behavior for Users*

Commissioner Bellant reported that changes in the *Rules and Regulations for Customers* were developed in order to help maintain a customer friendly environment. At the September 21, 2010 Detroit Library Commission (DLC) meeting, approval was given to post the new proposed *Standards of Library Behavior for Users* at each branch and Main Library so as to allow time for public and staff examination.

Comments and suggestions were received in response to the posting. After the 14-day posting period ended and at the October 19, 2010 DLC meeting, Commission agreed that the Committee on Administration must review and discuss comments received. After the Committee on Administration met and

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reviewed the comments, a revised proposed *Standards of Library Behavior for Users* was produced.

Detroit Public Library Standards of Library Behavior

To ensure a safe, secure and enjoyable experience at the library, The Detroit Library Commission has adopted the following ***Standards of Library Behavior*** for its users. Users who choose to violate the Standards of Behaviors may be subject to a restriction or loss of their library privileges. Violations perceived as criminal may result in arrest and / or prosecution. We welcome and encourage customer feedback. Please see a library staff for specific guidelines to communicate your complaints, concerns, recommendations or appreciation.

1. Customers who engage or attempt to engage in any illegal activity on library property will be prosecuted.
2. Being under the influence of alcohol/illegal substances and/or distributing, selling, using or in possession of alcohol/illegal substances or paraphernalia on library property is prohibited.
3. Loitering, smoking, lying down, sleeping or bathing are prohibited on library property.
4. Gambling, including online is not allowed on library property.
5. Eating is only permitted in designated areas.
6. Customers who act in a manner that causes public disturbance will be asked to leave the library.
7. Fighting, provoking to fight, or engaging in disorderly conduct is prohibited.
8. Offensive, abusive or threatening language, behavior or gestures are prohibited.
9. Display for public view of obscenity, child pornography or materials harmful to minors are prohibited.
10. Customers whose fragrance, odor or extremely poor hygiene constitutes a nuisance to other people's use of library facilities will be directed to leave.
11. Weapons, dangerous objects and items that could potentially be used as weapons are not allowed on library property. The possession of any firearm other than lawfully possessed concealed firearm is prohibited in the library.

12. Solicitation of customers or employees in or on library premises except in conjunction with a library sponsored activity or program is prohibited. Only printed items approved by library staff may be posted or distributed on library properties.
13. Using audible devices without headphones is prohibited. Headphones must be set at a volume that will not disturb others.
14. Indecent exposure, sexual acts or behavior are prohibited.
15. It is illegal to deface damage, mutilate or destroy library property.
16. Loading or installing programs or software on library computers is prohibited. (*This includes damaging or altering any computer equipment*).
17. Loud conversations and the use of cell phones are not allowed in reading rooms and public service areas.
18. Children cannot be left unattended. Please see a library staff member for specific guidelines.
19. Shoes and shirts must be worn in the library.
20. Pets and other animals are not allowed, with the exception of service animals.
21. It is illegal to remove library materials from the library without checking them out. Only materials already checked out can be taken into library restrooms.
22. Bedrolls, blankets, duffle bags, suitcases, or large plastic bags are not allowed. All parcels, bags, briefcases, backpacks, purses and other personal belongings are subject to inspection. A maximum of two bags of any type is allowed. Each bag should not exceed 12 x 18 x 9 inches.

Commission Action

Commissioner Bellant moved to approve adopting the *Standards of Library Behavior for Users*, replacing the current *Rules and Regulations for Customers*. Judge Thomas seconded the motion; the motion carried.

COMMITTEE ON FINANCE

Request to Close Program Expenditure Checking Account and Transfer Remaining Funds to Capital Improvement Checking Account

Commissioner Thomas reported that in November 2008, \$595,000, funds from a Certificate of Deposit were transferred to a newly created checking account for

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program expenditures. The funds were used for materials and expenses related to programs throughout the library system. The checking account is almost depleted. In order to avoid paying bank fees, the small balance of \$1,189.31 needs to be transferred to another account.

Commission Action

Commissioner Thomas moved to approve closing the Program Expenditure Checking Account and transferring the remaining funds to the Capital Improvement Checking Account. Commissioner Bellant seconded the motion; the motion carried.

Request to Transfer Funds from Capital Improvement Checking Account to Public Funds Certificate of Deposit

Commissioner Thomas reported that in May 2009, funds from a Certificate of Deposit (\$3,500,000) were transferred to a newly created checking account. The purpose was to provide start-up money for the newly created Detroit Library Foundation, and to support its efforts. The Foundation was loaned \$200,000. There is a remaining balance of \$3,300,000 in the Capital Improvement Checking Account. The transfer of these funds was without Detroit Library Commission approval.

Commission Action

Commissioner Thomas moved to approve transferring the remaining balance in the Capital Improvement Checking Account to a Public Funds Certificate of Deposit. These funds will remain in the Certificate of Deposit until the Commission decides on the distribution of these funds. Commissioner Bellant seconded the motion; the motion carried.

Request to Release Funds to Pay Merit for Phone Service not Covered by E-Rate Subsidy

Commissioner Thomas reported the Detroit Library Commission, at its May 20, 2010 meeting, approved contracting for updated phone service for all Library locations. These rates were subject to a 90% E-Rate subsidy.

The Library received an invoice for \$156,397.30 from our current phone service provider, Merit Network, Inc. This invoice was for rates that were not covered by the E-Rate subsidy. The office of the Chief Administrative Officer contacted Merit Network, Inc and asked if DPL could pay the invoice in monthly installments. Merit Network, Inc agreed to invoice DPL for \$17,334.00 each month through June 30, 2011 – the end of the fiscal year. These invoices will be sent to the Business Office and then sent down to the City's Finance Department for payment.

Commission Action

Commissioner Thomas moved to approve releasing funds to pay Merit Network, Inc. monthly installments for our phone service that was not covered by the E-Rate subsidy in a total amount not to exceed one hundred fifty six thousand three hundred ninety seven dollars and thirty cents (\$156,397.30). These funds will come from money set aside in DPL's operational budget for telecommunications. Commissioner Bellant seconded the motion; the motion carried.

Requesting Release of Funds to Pay Web Hosting Fees for TIP Database

Commissioner Thomas reported that DPL's TIP Service developed and maintains a database of information about governmental organizations and nonprofit agencies in the metro Detroit area. Librarians in the TIP Call Center use the database to direct customers to vital community services, such as food, transportation, health care and legal aid. A simpler, password-protected version of the database is available on the web for use by DPL customers and branch staff.

The TIP Database operates using *Refer*, a specialized database management software application marketed by RTM Designs of Henderson, NC. RTM Designs also hosts the TIP Database to ensure reliable system performance. The proposed agreement with RTM Designs includes all software maintenance/support and hosting of the TIP Database.

This agreement covers the period 2009 through 2011 (\$12,500 per year), and will be paid for by using the revenue generated from past TIP subscription sales. As of November 2010, there is \$565,284.00 in this account.

Commissioner Action

Commissioner Thomas moved to approve releasing funds to pay RTM Designs to host the TIP Database Central System and Web Database for the above-mentioned period. The amount of the contract is not to exceed thirty seven thousand five hundred dollars (\$37,500). Commissioner Bellant seconded the motion; the motion carried.

Request to Withhold Payments to Pyratech Security Systems, Inc. per Instructions from the Internal Revenue Service (IRS)

Commissioner Thomas reported that the Detroit Public Library, on November 4, 2010, received a Notice of Levy against Pyratech Security Systems, Inc. The Notice of Levy indicated that Pyratech had not paid their payroll 940 and 941 taxes for 2008 and 2009. Pyratech currently provides security for the Library's branches.

The IRS has levied monies owed to Pyratech from the Library. According to IRS instructions, the Library is to give a copy of the Notice of Levy, to Pyratech, within two days of receipt. All future payments to Pyratech are to be forward to the IRS until the amount owed is reached - \$116,867.08.

Commission Action

Commissioner Thomas moved to approve withholding all future payments to Pyratech Security Systems, Inc. Commissioner Bellant seconded the motion; the motion carried.

Routine Report on Finance

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

Summary of Expenditures	
<u>PUBLIC FUNDS</u>	
Program Expenditures-Total checks 1157	\$ 2,400.00
Capital Improvement Expenditures-Total checks 1079-1088	\$4,800.00
Total Vouchers 280-470	\$1,529,326.69
Total Payroll & Benefits	\$2,990.861.94
Grand Total	<u>\$4,527,388.63</u>

Summary of Expenditures	
<u>Restricted/Designated Funds</u>	
Burton Endowment Fund Checking-total checks 8097	\$15.00
Louise Webber O'Brien Checking-total checks 4181-4187	\$1,027.00
Programs & Gifts Checking-Total checks 1342-1347	\$1,151,970.75
Branch & Main Checking-Total checks 1626-1635	\$4,885.41
Knight Foundation grant - Total checks 1002-1005	\$0.00
Grand Total	<u>\$1,157,898.16</u>

Maria Norfolk, Director
Financial and Business Operations

The meeting was adjourned at 2:21 p.m.