

DETROIT LIBRARY COMMISSION PROCEEDINGS

REGULAR MEETING

March 15, 2011

Vice President Kinloch called the Regular Meeting of the Detroit Library Commission to order at 1:58 p.m.

Present: Vice President Kinloch, Commissioners Adams, Bellant, Hicks, Keith, Kinloch, and Quarterman

Administrative Staff: Executive Director Mondowney, Cromer, Machie, and Moore

Excused: President Thomas

Present also: Jamil Allah, Ron Burgess, Randy Call, Enid Clark, Karen E. Dabney, Atiim Funchess, Carey Jenkins, Jr., Todd Kelly, President AFSCME 1259, Paul Lee, Carolyn Mosley, Uzo Onyemaechi, Rosemary Patterson, Cledos Powell, Deborah Quinn, David Rambeau, Yvette Rice, Anna Savvides, Alma Simmons, Dortha Simpson, Michael Wells, President UAW Local 2200, and Tracey Wyatt.

The minutes of Regular Meeting of February 15, 2011 were adopted as recorded.

PUBLIC COMMENTS

Dr. David Rambeau appeared before the Commission with his commentary on the institutions that would influence Detroit's future. He said the Detroit Public Schools are in chaos and the Library is the last institutional hope for black people in the City of Detroit. He felt better and higher standards were needed, which he does not see from the Library. He referenced the fund raising debacle, layoffs and the wall of "fast food books" at Skillman as examples of disappointments. He expects "brilliance" from this Commission.

Commissioner Quarterman encouraged Dr. Rambeau to submit his thoughts in writing. Dr. Rambeau replied he felt discouraged from sending emails to Commissioners because their email addresses were not available.

Commission Action

Following Dr. Rambeau's comments, Commissioner Bellant moved to establish email addresses on the website for Commissioners. The motion was seconded and unanimously adopted.

REPORT OF EXECUTIVE DIRECTOR

DPL Friends Foundation Donation for DPL's Memorial Book Fund

Mrs. Mondowney thanked the Friends for their continuing support of DPL's Memorial Book Fund. The Friends receive donations throughout the year for memorial and tribute book requests. Donors may request a specific type of book or subject, but usually donations are given simply for purchasing books. The Friends plan to make another donation in May.

African American Booklist 2011

Mrs. Mondowney thanked the Friends for presenting DPL with a \$5,000 check from The Links, Inc.-Detroit Chapter; their support is very generous and is appreciated. The Links, Inc. - Detroit Chapter has given its support for three years in a row to support the printing and creation of the *African American Booklist*. Copies of the *Booklist* will be sent to Links chapters across the country. The *Booklist* is available on DPL's website.

Special Events

Mrs. Mondowney provided details on these events:

2011 Comerica Java & Jazz Series

On Tuesday, March 15 at 6:00 p.m., Main Library, Straight Ahead, the all female jazz group will perform R&B ballads, mainstream jazz, and Brazilian funk. The group has received many honors including a Grammy nomination and was an opening act for the late Nina Simone.

2011 Junior Great Books Awards Ceremony

On Saturday, April 9th at 2 p.m. in the Friends Auditorium, Dr. Glenda D. Price, President Emerita of Marygrove College, will serve as the keynote speaker for the 46th anniversary of the Junior Great Books program. The program has provided thousands of young people in grades 1-12, the opportunity to enhance their literacy skills through reading carefully, thinking critically, listening intently, and speaking and writing persuasively.

Celebrate Authors Spring 2011

Wednesday, March 23, 5:30 p.m. @ Main Library

Jane Eberwein, Professor Emerita, Oakland University, an Emily Dickinson scholar and a founder of the Emily Dickinson International Society, wrote *Dickinson: Strategies of Limitation*, will discuss the influences of Dickinson's poetry.

Tuesday, April 12, 9 a.m. @ Main Library

In celebration of National Library Week, the award winning children's author and illustrator, Javaka Steptoe will share his experience as a writer/illustrator with young people from across the city. Javaka won the *Coretta Scott King Illustrator Award* for his

first book *In Daddy's Arms I am tall: African Americans Celebrating Fathers*. His latest book *Jimi Sounds Like a Rainbow: A Story of the Young Jimi Hendrix* was a 2011 Coretta Scott King Illustrator Honor book.

Saturday, April 16, 1:00 p.m. @ Main Library

The authors of *Double Stitch: Designs for the Crochet Fashionista*, Erika & Monika Simmons will discuss the art of crocheting and design.

One Book, One Community@ Main Library

The culminating event of One Book, One Community, will feature Rebecca Skloot, author of *The Immortal Life of Henrietta Lacks* at Main Library, on Saturday, March 26th at 2 p.m. The book details the fascinating story of one of the most important women in medical history, whose immortal cells have contributed to saving the lives of millions of people. Book discussions were held in many of the branches. Ms. Skloot will share her insights about the book that took her ten years to develop and to connect an unknown African American woman, Henrietta Lacks, to the role she played in medical history.

Comments

Commissioner Hicks again voiced his concern about continuing to have Commission meetings in the Commission Room as there was not enough space for everyone. Vice President Kinloch agreed changing rooms should be considered but should be discussed first with the President. Commissioner Quarterman supported moving the meetings to the Explorers Room.

Commission Action

Commissioner Hicks moved to relocate the Detroit Library Commission meetings to the Explorers Room for the next meeting and thereafter. Commissioner Bellant seconded the motion; the motion carried and was unanimously adopted.

COMMITTEE ON ADMINISTRATION

Approval of Human Resources Office Report

Commissioner Adams read the Human Resources Office Monthly Report that listed personnel actions for new hires, separations, and retirements.

Retirements

Kim Plummer, effective March 15, 2011

Rose Moses, effective March 5, 2011

Commission Action

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

Authorization to Adjust Library Hours Resulting from Reductions in Workforce

Commissioner Kinloch reported a proposal was prepared by staff, based on the impact from the reduction in workforce, to reduce branch hours by six hours per week, effective April 18, 2011.

Discussion

Ms. Machie explained that traffic patterns indicated the branches were used more often by customers in the afternoons; therefore, this change would be the least detrimental.

Commissioner Adams asked if the reduction in staff would be a safety concern. Ms. Machie explained there would be between 6-10 employees in each branch; the average now is 8 per branch.

Commissioner Keith asked how the public would be informed. Ms. Machie said through our Marketing Department and our website.

Commissioner Adams asked for details on work that staff does in other departments and for a definition of central departments and what they do. Commissioner Hicks requested a copy of the functions of managers and assistant managers to see if they overlapped and if both were needed. Mrs. Mondowney confirmed the information was available and could be provided.

Commissioner Hicks asked to delay this proposal until the next meeting. He asked if hours were reduced, would we rescind layoff notices. Commissioner Adams said we should make more effort in maintaining hours.

Vice President Kinloch noted that the budget is connected to the staffing issue and it was vital to understand and address all of these concerns. Mr. Cromer said a presentation would be done on the budget that would give a complete picture.

Commissioner Adams moved tabling the proposal to reduce branch hours. Commissioner Bellant seconded the motion; the motion carried.

Notice of Proposal to Amend Several Service Policies and Fees

Commissioner Kinloch reported that the Committee on Administration reviewed the proposed changes to DPL's Service Policies. At its March 9th meeting, the committee requested staff to post these proposed revisions for a 14-day period. Comments received will be reviewed and discussed by the committee; thereafter, a

recommendation will be presented to the Detroit Library Commission at the April 19, 2011 meeting.

Current Policy	Recommended Policy	Rationale for Change
Customers with fines, lost or overdue items are allowed to use library computers	Prohibit customers with \$10 fines on their library cards from using library computers	<i>Restriction is considered an incentive to return library books and pay fines.</i>
Parents are allowed to check out items on their children's cards	Prohibit parents with fines on their cards from using their children's library cards	<i>Children are sometimes denied access to library resources because of parents misuse of the children's library card</i>
DVDs, CDs and Video games are free to library customers	Implement a \$1 rental fee for DVDs, CDs and Video games. <u>Effective July 1, 2011</u>	<i>This would generate significant revenue for the library.</i>
A \$10 daily use fee is charged for access to DPL's Special Collections	Eliminate the daily use fee. Customers would purchase a nonresident library card if they need to checkout items	<i>Requiring customers to pay a fee to review items inside the library requires a lot of staff time to explain. In lieu of that, a donation box is suggested for customers to support the Special Collections.</i>

Comments

Commissioner Hicks suggested a press release be done. Mrs. Mondowney said the proposed changes would be posted on the website and agreed that a press release could be done.

Committee on Books and Literacy

Approval of Chairperson for the Detroit Literacy Council

Commissioner Quarterman reported that the resolution approved by the Detroit Library Commission on May 29, 2009, requires that:

The Detroit Library Commission shall appoint annually the Chairperson for the Detroit Literacy Council.

It is the recommendation of the Books and Literacy Committee to re-appoint Rev. Georgia Hill to serve as the Chairperson of the Detroit Literacy Council.

Commission Action

Commissioner Quarterman moved to approve the Chairperson for the Detroit Literacy Council as recommended by the Books and Literacy Committee. Commissioner Keith seconded the motion; the motion carried.

Presentation

Ms. Machie reported that Commissioner Bellant had requested an update on the tutor.com program. She introduced Mr. Tom Squillace, Director of Library Sales. Mr. Squillace said tutor.com is a very experienced organization. It offers live, online tutor service accessed through DPL's website. The tutors who are contacted online go through rigorous training and criminal and educational checks. The tutors do not give answers to students but try to give conceptual guidance. He gave a "live" demonstration on an actual tutor session, explaining the tools and the tutorial process.

Commissioner Adams asked what was the number of users; the contract is for 5,000 sessions. Mr. Squillace assured Commission that he would make sure none of the sessions would be wasted. Commissioner Hicks asked if displays were up at branches and Main to publicize. Mr. Squillace indicated that some posters were at branches and that he would do anything to help the Library promote this opportunity. Commissioner Hicks requested staff to bring forth a report on how the Library will promote it.

Commissioner Quarterman thanked Commissioner Bellant for keeping us on track and Mr. Squillace for his informative presentation. Commissioner Bellant thanked the staff for this initiative. Commissioner Keith added this program would be a good public relations opportunity for the Library.

COMMITTEE ON FINANCE

Request to Transfer Public Funds in DPL Custody to the City of Detroit Finance Department

Commissioner Adams tabled this item until additional information was available regarding fund balance.

Request to Extend Purchase Order Z11422 with Dickinson Wright PLLC

Commissioner Adams reported that on April 28, 2010 the Detroit Library Commission approved a Purchase Order for legal services in an amount not to exceed \$50,000 over a twelve (12) month period.

Due to unexpected issues which require legal guidance, additional funds are requested for matters surrounding investigative efforts, such as:

- Resolution of financial matters pertaining to encumbrance of funds
- Detroit Library Foundation evaluation

- Other legal matters pertaining to possible litigation
- Legal interpretation of DPL/City of Detroit relationship

Commission Action

Commissioner Adams moved to approve extending the Purchase Order Z11422 through June 30, 2011 in an amount not to exceed thirty thousand dollars (\$30,000). Commissioner Keith seconded; the motion carried with a no vote from Commissioner Kinloch.

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>	
Capital Improvement Expenditures-check # 1091	\$123,306.25
Total Vouchers 755-935 & IPOs****	\$1,901,690.81
Total Payroll & Benefits	\$2,101,572.87
Grand Total	<u>\$4,126,569.93</u>

Summary of Expenditures	
<u>Restricted/Designated Funds</u>	
Branch & Main Checking - Checks 1686-1711	\$22,286.58
Burton Endowment Fund Checking - Checks 8108-8138	\$2,548.04
Knight Foundation grant - Checks 1072-1103	\$36,520.24
Louise Webber O'Brien Checking - Checks 4173-4175	\$215.00
McGraw Memorial Fund - Check # 201	\$55,974.07
Programs & Gifts Checking - Check 1368-1397	\$81,785.26
Grand Total	<u>\$199,329.19</u>

Commission Action

On motion of Commissioner Adams, the recommendation of the Committee on Finance as set forth above was unanimously adopted.

OLD BUSINESS

Audit Committee Business

Commission Action

Commissioner Bellant moved to hold a *Special Commission Meeting* to take care of business that has been lingering with the Audit Committee.

Discussion

Commissioner Keith thought it should wait until the president returned. Commissioner Quarterman asked about the number of items to discuss. Vice President Kinloch called for a roll call vote:

Commissioners Adams, Bellant, Hicks, and Quarterman voted in favor; Commissioners Keith and Kinloch voted against. The motion carried to have a *Special Commission Meeting* on March 23, 2011 at 1:00 p.m.

Committee of the Whole Meeting

Committee of the Whole meeting was set for March 25, 2011 at 6 p.m. Vice President Kinloch said the agenda would be prepared with the Committee chairs.

There being no further business to come before the meeting, the meeting was adjourned at 3:43 p.m.