

DETROIT LIBRARY COMMISSION PROCEEDINGS

ANNUAL MEETING

JANUARY 15, 2013

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

Present: President Kinloch, Commissioners Bellant, Hicks, Jackson, Quarterman, Thomas and Ex-Officio Lemmons

Administrative Staff: Mondowney, Machie and Moore

Present Also: Plazie Ballard, Benita Beckles, Cheryl Blessett, Margaret Bruni, J. Randolph Call, Lurine Carter, Medgar Clark, Enid Clark, Julie Fornell, Tony Foyers, Attim Funchess, Cheryl Harvey, Victor Ibegbu, Mike McElgunn, Carolyn Mosley, Cledos Powell, Yvette Rice, Issac Robinson, Anna Savvides, Alma Simmons, Rick Sowinski, Laurie Stuart, Steve Teeri, Wendy Thompson, Mary Jo Vortkamp, Steve Walker, Dorothy J. Williams, Jacqueline Williams, Lynn Williams, Talisha Williams, Conja Wright, Michael Wright, Tracey Wyatt and others

Commissioner Bellant stated for the record, he objected to the recommendation of the re-appointment of Commissioner Thomas by the Detroit Board of Education Emergency Financial Manager Roy S. Roberts. The document was distributed to the Commission and the Public. (Please see attachment)

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

PUBLIC COMMENTS

Conja Wright – Expressed her concerns regarding the kind of rubric or metric used by the Commission when calibrating the viability and health of the Detroit Public Library.

Anna Savvides – Expressed her concern regarding the Commission's free will to stand up for the library.

Laurie Stuart – Asked the Commission to fight against the Emergency Financial Manager asserting his right to appoint Detroit Library Commission members. She encouraged the Commission to focus on serving the community needs, respecting all of the Detroit Public Library staff and correcting abusive issues. She also encouraged the Commission to prepare for the upcoming millage and develop a solid financial plan so that the staff can provide a responsible service plan for the citizens of Detroit.

Issac Robinson – He stated that he was from Congressman John Conyers office and they were in support of fighting the Emergency Financial Manager laws. He said the Emergency Financial Manager was overreaching his bounds by appointing a Detroit Library Commission member.

Wendy Thompson – She expressed her concerns regarding the Emergency Financial Manager having the ability to appoint a Detroit Library Commission member under Public Act 72.

REMARKS OF THE OUT-GOING PRESIDENT

Outgoing President Kinloch stated that he was against Public Act 4, which supports an Emergency Financial Manager, from the very beginning.

President Kinloch stated that the forum to address what powers the Emergency Financial Manager has is either in the State Legislature or a court of law, not at the Detroit Library Commission meeting. There is nothing that the Detroit Library Commission can do to determine what powers the Emergency Financial Manager has.

President Kinloch told Commissioner Bellant, the incoming President, that he received communication from the Detroit Board of Education Emergency Financial Manager, Roy S. Roberts, stating that he had re-appointed Judge Edward M. Thomas, whose term ended December 31, 2012, to the Commission for a six-year term effective January 1, 2013.

Mrs. Mondowney presented an engraved gift to Commissioner Kinloch acknowledging his service as the President in 2012.

President Bellant resumed chairing the meeting.

REMARKS OF THE INCOMING PRESIDENT

President Bellant thanked Commissioner Kinloch for the peaceful transition and proceeded to read a prepared statement:

“Over a hundred years ago, the State of Michigan created this Library Commission to build and operate a Detroit Library System.

We inherit that charge today in a somewhat damaged condition but also with strengths and opportunities. First, we must face our external and internal challenges so that we can properly assess our prospects.

Financially, we continue to face declining revenues from lower property tax collections. We have lost a third of our revenue in the last five years. Health care costs are still projected to rise. So prudence is the order of the day, requiring us to carefully select any priority changes that have significant costs.

We also have some uncertainty over the future control of our fiduciary, the City of Detroit. We have publicly discussed over the last year surprises that came from our financially stressed fiduciary. While now held at bay, those issues are not resolved and could resurface. Continued vigilance will be required.

Our Commission has been united in opposing tax captures, where a portion of our dedicated millage is literally given to the Detroit Economic Growth Corporation for big development projects. We may lose more, as will our schools, with the \$650 million Mike Illitch project. We have lost millions to such major projects, funds that could have kept more staff working and library branches open.

We must also acknowledge that the continuing intervention of the Emergency Manager in Library governance is causing two problems. How do we make long term commitments to Library development while another authority challenges our ability to function? What does it mean to people who have dedicated their career to Detroit library service to have unpredictable governance?

Emergency Managers have not enhanced and improved services at the entities they control. Often it is the opposite. Their very presence undermines the Jeffersonian principle that people can only be governed by their own consent. Any other governance model is dictatorial, by definition. This Commission can have dialogue with anyone on issues, but cannot surrender the sovereignty of institutions that belong to the people.

Internally, we must evaluate practices that have worked against the interests of the Library system. Where abuses have occurred, we have an obligation to address them. That obligation is not just to our rules, but to the taxpayers who voted their conviction that we will do the right thing, as well as to the staff who should never fear that abuses will threaten their job.

We have causes for optimism and constructive goals to work for. First, we have a competent, dedicated staff throughout our buildings. They are conducting programs in the main and branch libraries that address reading, financial and technology literacies. That work must be enhanced. Others develop our shelved and archived resources, provide clean, secure facilities and provide good patron services.

One of the ways the Commission can help these and other programs is by pursuing federal funding for federal purposes. Why should only local millage dollars funds be used to pay for our federal repository program? Adult literacy is a federal goal. Why shouldn't federal funds assist in our exceptional program? If we pursue greener technology in our buildings, can we get the same federal assistance others have received?

We are fortunate to live in a City where voters want a strong library system and are willing to support it. Not every City has that. We have a school board that wants an independent, educating library system. Our duty this year will be to honor those expectations and ensure that we have a framework in place in the years to come that serves the people with integrity and with results.”

DISCUSSION

President Bellant stated that as in-coming President, he had obtained legal opinions from DPL’s attorneys pertaining to Public Act 72 and the authority of the Emergency Financial Manager to make appointments to the Detroit Library Commission.

According to one of the statements from DPL’s former legal counsel, Clark Hill, written in 2008 said that “Public Act 72 is only to deal with fiscal matters of the entity to which it is appointed to” and another statement dated May 5, 2011 said that “The amended statute of Public Act 72 (Public Act 4) gave additional power to the Emergency Financial Manager regarding appointment authority that was not provided in the prior statute of Public Act 72.”

President Bellant said that based on the two legal opinions, the re-appointment of Commissioner Thomas by the Emergency Financial Manager Roy S. Roberts was not valid. The Detroit Board of Education still has the authority to appoint a member to the Commission.

President Bellant said that the Detroit Board of Education has made an appointment to the Commission and he introduced Ms. Diane Allen and he stated that this is the appointment that would be recognized by the Commission.

President Bellant asked Ms. Allen to take a seat at the Commission table and asked Commissioner Thomas to relinquish his seat.

Commissioner Jackson requested a Point of Order. He said that President Bellant was forcing a crisis for the Detroit Public Library by using it as a proxy in regards to what authority the Detroit Board of Education may or may not have.

President Bellant responded by saying that a State Law that has been in place for a century gives the Detroit Board of Education the authority to make appointments to the Detroit Library Commission. He said it is not provoking a crisis but honoring the law.

Commissioner Kinloch said that this is “political posturing in order to further individual agendas.” He said the Detroit Library Commission should not interject themselves into the insanity that has been taking place at the Detroit Board of Education. The Detroit Library Commission has no authority to determine the power of the Emergency Financial Manager. This is a matter for the Detroit Board of Education, the Emergency Financial Manager and a court of law to settle.

Commissioner Lemmons, President of the Board of Education, said that Detroit Board of Education does have the authority to make appointments to the Commission and that Commissioner Thomas did not submit an application for consideration to be re-appointed by the Detroit Board of Education.

Commissioner Jackson said that his presence on the Commission is proof that the Emergency Financial Manager has the authority to appoint a Commissioner.

Commissioner Lemmons said that Commissioner Jackson was not appointed under the Emergency Financial Manager law (Public Act 72) but under the Emergency Manager Law (Public Act 4), which also will be contested since the public repealed Public Act 4 on November 6, 2012.

COMMISSION ACTION

Commissioner Kinloch made a motion that until it is determined by a court of law who has the authority to make an appointment to the Detroit Library Commission that Edward M. Thomas remain on the Detroit Library Commission until this matter is settled between the Detroit Board of Education and the Emergency Manager.

Commissioner Jackson supported the motion.

President Bellant ruled the motion was out of order because it violated State Law.

Commissioner Kinloch made a motion to overrule the decision of the President.

A roll call vote was taken to appeal the overruling of the Chair with the following results:

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

The motion to appeal the overruling of the President failed.

President Bellant asked Ms. Diane Allen to come to the Commission table to be sworn in.

Commissioner Kinloch requested a Point of Order. He said that he had received an order from the Emergency Financial Manager re-appointing Edward M. Thomas to the Detroit Library Commission. Attached to the order was an oath of office taken by Edward M. Thomas that was executed by a Notary Public on January 3, 2013. A copy of the order and oath was provide to the Commissioners. (Please see attachment)

New Library Commissioner Sworn Into Office

Ms. Diane Allen was sworn in as a Commissioner with a six-year term.

Oath of Office

Commissioner Diane Allen

I, Diane Allen, accept the office of the Library Commissioner of the Detroit Public Library, and promise to discharge its duties to the best of my ability.

/s/ Diane Allen

Subscribed and sworn to before me this 15th day of January, A.D., 2013

/s/ Cheryl Wright-Blessett

Notary Public, Wayne County Michigan

My commission expires July 14, 2015

President Bellant requested Commissioner Thomas to relinquish his seat to Ms. Allen.

Commissioner Thomas said he would not relinquishing his seat because he was sworn in and appointed legally as a Commissioner.

After a brief discussion, both Commissioner Allen and Commissioner Thomas remained seated at the table.

REPORT OF THE PRESIDENT

Appointment of Slate of Commission Officers for 2013

President Bellant announced the officers for the year 2013 will be:

Russ Bellant, President; Gregory Hicks, Vice-President; and Jonathan C. Kinloch, Secretary.

Minutes were approved at the February 18, 2013 Detroit Library Commission meeting

Appointment of Commission Committees 2013

President Bellant announced the following appointments to Commission Committees for the year 2013:

Committee on Administration

Commissioner Lemmons, Chair

Commissioner Hicks

To Be Announced (at the February DLC meeting)

Committee on Finance

Gregory Hicks, Chair

Diane Allen

Carole Quarterman

Audit Committee

President Bellant, Temporary Chair

Diane Allen, Vice Chair

LaMar Lemmons

Carole Quarterman

Committee on Books and Literacy

Carole Quarterman, Chair

Diane Allen

Gregory Hicks

Jonathan C. Kinloch

Committee on Buildings

Chair (To Be Announced at the February DLC meeting)

Gregory Hicks

Jonathan C. Kinloch

Commission Outreach Committee

LaMar Lemmons and Carole Quarterman, Co-Chairs

This new committee will be filled with members of the public committed to the advancement of the Detroit Public Library. The members will be nominated by the Commission and seated by the February DLC meeting.

COMMISSION ACTION

Commissioner Hicks made a motion to request a change in the agenda and add items to be presented to the Commission for consideration. Commissioner Quarterman supported the motion. The motion carried.

Items for Review and Consideration by Detroit Library Commission

Submitted by Gregory Hicks

Commissioner Hicks reviewed the document that was distributed to the Commission and the public. He suggested that the Commission adopt the seven items listed on the document. The items listed were:

Detroit Library Commission Schedule Meeting

- (1) That by the February meeting of each year, the Commission pass a schedule of meetings that includes at least 4 evening meetings (hopefully, one every quarter) and that the Commission Meetings be rotated and held in every Library Branch with sufficient meeting space and parking to accommodate a public meeting of 25 or more individuals. The recommendation is that this be incorporated into the Commission's operating procedures expanding access of the public to the Library's leadership and governance structure.

Upgrades to Commission Webpage@DPL.org

- (2) That the Library Administration is required to publicly post at the library's website the full agenda and any documents that will come before the Commission unless the document has a special privilege attached to it, i.e., personnel records, legal opinions, etc.

- (3) The Commission's page at the DPL website is to be expanded to include a posting of all of the audit reports dating back for a seven year period.
- (4) The Administration must also post at the website all potential contract opportunities available at the DPL.
- (5) The Administration must post copies of all Open Meeting Requirements, Freedom of Information Act Laws that the Library is required to follow including a price list for any materials requested by the public and the method by which the Library calculates said fee. The posting must also include the appropriate FOIA officer name, position, e-mail, street address and officer phone number to facilitate the speedy resolution of FOIA request.

Substantive Actions

- (6) The Commission adopts a broad policy that after the passage of 60 days ALL LEGAL OPINIONS PROVIDED BY LEGAL COUNSEL BE MADE PUBLIC FOR PUBLIC INSPECTION. This approach allows for the Commission to take up to two Commission meetings to review and decide on the issue at hand. If the Commission is unable to resolve a specific issue within the proscribed time, the Commission would have to invoke a privilege to extend the confidentiality of the legal document. The rules should allow for only three extensions of 30 days at one time. Such a policy should prevent the Administration, Commission or other parties to seek critical information that should be part of the public disclosure to be shielded indefinitely by invoking an unreasonable legal privilege. Adoption of this policy should automatically release for public inspection all existing legal opinions currently in the possession of the Commission that have been provided in excess of the 60 day period proscribed above.
- (7) All financial reports developed for Commission consideration and approval must contain as a matter of form the following information:
 - a. The report must be provided in the same **form as the annual budget**.
 - b. Expenses under consideration should be clearly **subtracted from the line item** authorized in the annual budget.
 - c. Any expense that was not included in the annual budget must be presented to the Commission as a **budget amendment and the new source of funds must be identified/certified by staff**.
 - d. The finance report should also **identify any variances from the approved budget** in a section clearly marked as variances.
 - e. All contracts that are expected to expire, notwithstanding size or purpose, within **90 days must be listed as part of the financial report for Commission inspections**.

- f. The Commission should adopt a policy that **no vendor or contractor shall be advanced any funds before work has begun.** Payment is for work performed only. Any special or extra ordinary financing arrangement between the library system and vendors/contractors must receive review and authorization by the Commission.
- g. **Any changes to projected revenue(s)** due to the Library must be included in the financial report within 30 days of the change.

Commissioner Hicks requested each category be voted on individually by the Commission.

Discussion

Commissioner Quarterman suggested that the changes being made to the policies should be submitted to the proper committees for approval before presented to the Commission. Commissioner Jackson agreed that some of the items should be submitted to the proper committees for further discussion.

Commissioner Jackson asked if Commissioner Thomas' vote would be recognized. President Bellant said no and that only seated members of the Detroit Library Commission votes would be recognized.

COMMISSION ACTION

Commissioner Hicks made a motion to adjust the Commission meeting schedule by adding four (4) evening meetings (one every quarter) and to rotate the meeting location by holding the meetings in library branches with sufficient meeting space and parking to accommodate 25 or more individuals. Commissioner Quarterman supported the motion. A roll call votes was taken with the following results:

Commissioner Allen	Yes
Commissioner Hicks	Yes
Commissioner Jackson	Abstained
Commissioner Lemmons	Yes
President Bellant	Yes

The motion carried.

Comment

Commissioner Thomas said that the minutes should reflect he was present at the meeting because there is controversy about who is properly seated as a Commissioner.

Commissioner Jackson requested a Point of Order. He said Commissioner Thomas' name was not called and the roll call vote was incomplete.

COMMISSION ACTION

Commissioner Hicks made a motion to upgrade DPL's website to include the full meeting agenda and any documents given to the Commission for consideration, all of the audit reports dating back seven years, all potential contract opportunities available at DPL and copies of all Open Meeting Requirements and Freedom of Information Act laws. Commissioner Lemmons supported the motion. The motion carried with one abstention.

COMMISSION ACTION

Commissioner Hicks made a motion: (1) to revise all financial reports to include the same form as the annual budget; (2) show all expenses subtracted from line items; (3) show any expense not included in the annual budget presented to the Commission as a budget amendment with the new source of funds identified; (4) any variance from the approved budget should be identified; (5) show all contracts that are expected to expire within 90 days listed as part of the finance report; (6) no advanced payments shall be given to vendors or contactors before work has begun; and (7) any changes to the projected revenue(s) due to the Library shall be included in the finance report. Commissioner Quarterman supported the motion. The motion carried with one abstention.

COMMISSION ACTION

Commission Hicks made a motion to adopt a broad policy that after a passage of 60 days, all legal opinions provided by legal counsel be made available for public inspection. Commissioner Lemmons supported the motion.

Discussion

Commissioner Quarterman said she would like to have more discussion and investigation on the policy before making a decision.

Commissioner Hicks said to his knowledge, the policy had not been adopted by any other organization.

Commissioner Lemmons said he was not ready to support adopting this policy and would like to investigate why no other organization has adopted this policy.

President Bellant asked Commissioner Hicks if he would be willing ask the Committee on Administration to convene a meeting to discuss this policy and get input from a professional staff as well as legal input. All supporting documentation should then be brought before the Commission for consideration.

Commissioner Hicks said he was in agreement with the recommendation.

Commissioner Hicks said that he had submitted a policy of Personal Responsibility that stated if staff or Commissioners do something that cost the library money, they accept responsibility and pay all or part of the infraction. He said he introduced the policy but no action was taken to support it.

President Bellant said that policy should also be submitted to the Committee on Administration for discussion.

COMMISSION ACTION

Commissioner Hicks withdrew the motion to adopt a broad policy that after a passage of 60 days, all legal opinions provided by legal counsel be made available for public inspection.

REPORT OF THE EXECUTIVE DIRECTOR

DPL's Material Recovery Program

Mrs. Mondowney reported that DPL has contracted with Unique Management Services to assist in recovering non-returned library materials and unpaid fines. Effective January 1, 2013, all unresolved accounts over \$25 are being turned over the Unique Management Services for collection. The staff will provide the Commission with an update of the progress as the program is implemented.

E. Azalia Hackley Collection Concert

Mrs. Mondowney reported that the 69th Annual E. Azalia Hackley Collection Concert will be held at 7 pm on Wednesday, February 6, 2013. This year's featured performer is Alice McAllister Tillman, a gifted singer who has performed as a soloist with several local musical ensembles including the Detroit Symphony Orchestra and the Michigan Opera Theater Orchestra. She is known for her ability to perform a diverse range of literature spanning many genres. Ms. Tillman is director of vocal music education at Forsythe Middle School in Ann Arbor and is an adjunct professor of voice at Marygrove College. The concert will be held in the Friends Auditorium and is free and open to the public. A special thank you to the concert's sponsors which include Comerica Bank, the DPL Friends Foundation and the Friends of the Hackley Collection.

Celebrate Author Series

Mrs. Mondowney reported that February will be a busy month for author visits at DPL. On February 6, 2013, DPL will host a visit by Ann Eskridge, author of *The Raven*, a young adult title about the Underground Railroad. Ms. Eskridge will be at Main Library at 10 am, followed by a 1 pm visit to the Sherwood Forest Branch. DPL will welcome Ellis Cose, author of *The End of Rage: a New Generation's Take on Race and Rage* at 2 pm, Saturday, February 9, 2013 at Main Library. Award winning young adult author Sharon Flake will be at the Skillman Branch on February 26 at 1 pm, and she will make two presentations at Main Library on February 27. She will discuss her latest book, entitled *Pinned*.

Workshop for Librarians

Mrs. Mondowney reported that on December 20th and 21st about 60 DPL librarians attended a customer service workshop at Main Library. Warren Davis Graham presented his nationally acclaimed program, "Black Belt Librarians: Real World Customer Experience." The workshop was designed to provide library staff with the confidence and know-how to maintain a comfortable, productive and safe environment for everyone in the library.

Detroit Public Schools Thank You

Mrs. Mondowney reported that the DPS Office of Research, Evaluation, Assessment and Accountability sent a thank you note to DPL in recognition of our assistance in the distribution of applications for entrance into the Examination High Schools. A. J. Funchess and Tracey Wyatt were specifically thanked for their efforts to make the applications and informational materials available at all DPL locations.

Free Tax Assistance Program

Mrs. Mondowney reported that the Accounting Aid Society and AARP will offer free 2012 tax preparation assistance at four DPL locations – Main Library, plus three branches: Edison, Duffield and Knapp. Main and Edison will provide assistance on a first come, first served basis; Duffield and Knapp are appointment only locations. The program will be offered January 26 – April 13.

I Have a Dream 50 Art Contest

Mrs. Mondowney reported that DPL has selected three artistic creations for submission to THE DREAM @ 50 Art Contest, a national competition for K-12 students to commemorate the 50th anniversary of Martin Luther King, Jr.'s "I Have a Dream" speech. The selections will be submitted to a group of Detroit judges who will make selection that will move on to the national contest. DPL's winners are Josiah Hayes, a first grader at Thirkell Elementary School; Nyles Clincy, an 8th grader at the Henry Ford Academy School for Creative Studies; and Bobbie Flowers, an 11th grade student at Renaissance High School.

EveryBlock Good Neighbor Program

Mrs. Mondowney reported that DPL is supporting the EveryBlock Good Neighbor Program. The program is a contest that encourages residents to share their ideas for improving the community and will run from January 28 to March 31, 2013. The library will support the program by placing informational table tents throughout DPL locations, distributing bookmarks and flyers and will promote the program through the library's newsletter and social media sites.

Mellon Foundation Grant

Mrs. Mondowney reported that at the December 18, 2012 Commission meeting, Ms. Patrice Merritt, Executive Director of the DPL Friends Foundation announced the awarding of a grant from the Andrew W. Mellon Foundation to support cataloging the Coleman A. Young Mayoral Papers. DPL received the grant check in the amount of \$87,400 in late December and those funds have been turned over to the Friends Foundation. She said that DPL is deeply grateful to Ms. Merritt for the efforts she provided in obtaining the grant.

Black & Blue Screening

Mrs. Mondowney reported that DPL will host the screening of "Black and Blue," the story of Gerald Ford, Willis Ward and the 1934 Michigan – Georgia Tech Football Game. The screening will take place on Friday, February 15, 2013 at 7:30 pm in the Explorers Room at Main Library and is open to the public without cost. Producer and Director Brian Kruger will be present for a Q & A session following the screening.

Detroit's Future City

Mrs. Mondowney reported that in 2010, Detroit embarked on a two-year collaborative process to define a new vision for the city's future. A Strategic Framework document has been produced and as of January 9, 2013 was available for review. There are several ways to access the Strategic Framework including reviewing copies of the report at all Detroit Public Library locations.

Emancipation Proclamation Exhibition

Mrs. Mondowney reported that in February, the Dale Rich Collection will present "Thenseforward and Forever Free," a multi-media exhibit commemorating the 150th anniversary of the Emancipation Proclamation. The exhibit will feature important painting, photographs and other documents about the road from slavery to freedom to Reconstruction and beyond.

Council Cargle- Founding Member of Friends of the E. Azalia Hackley Collection (FAH)

Mrs. Mondowney reported that DPL would like to extend their condolences to the family of Council Cargle, a founding member of the FAH and noted actor and arts advocate. Mr. Cargle passed away on January 2, 2013 at the age of 77. He was celebrated as an actor's actor who performed for over sixty years in film and plays. His service to the Detroit Public Library as a founding member of the FAH is greatly appreciated.

COMMITTEE ON ADMINISTRATION

Routine Human Resources Report

President Bellant reported that the Human Resources Department Report indicates personnel actions for retirements, potential retirements, separations and employee headcount. These actions have been approved by Administration.

APPOINTMENT (1)

Employees	Appointment Type	Title
Marsha Hansard	Recall	Clerk

RETIREMENTS (2)

Employee Name	Last Day Worked	Retirement Date
Brenda Ivy	12/30/2012	February 19, 2013
Ellen Simmons	12/30/2012	January 26, 2013

SICK LEAVE PAYOUTS (3)

\$63,257.67 sick leave/pro-rated longevity payout made on 12/21/2012 to three (3) employees.

1. Joan Brand
2. Paula Kaczmarek
3. Jeanne Salathiel

POTENTIAL RETIREMENTS (0)

There were no retirement letter requests submitted by DPL staff

SEPARATIONS (2)

Rosa Kelly, Clerk, 11/28/2012

Geneva Coleman, Clerical Assistant 12/26/2012

EMPLOYEE HEADCOUNT

Headcount – January 15, 2013	Headcount – January 15, 2012
333 Active Employees ¹	332 Employees

¹ The headcount is calculated based on the changes through December 31, 2012. (December report 344-2 (separations) + 1 (appointment)= 333)

Minutes were approved at the February 18, 2013 Detroit Library Commission meeting

COMMISSION ACTION

President Bellant made a motion to approve the Routine Human Resources Report. Commissioner Quarterman supported the motion. A roll call vote was taken with the following results:

Commissioner Allen	Yes
Commissioner Jackson	Abstained
Commissioner Quarterman	Yes
President Bellant	Yes

The motion carried.

Note

Commissioners Kinloch, Hicks and Lemmons left the meeting prior to the roll call vote.

COMMITTEE ON FINANCE**Routine Report on Finance**

Commissioner Quarterman 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.

<u>Summary of Expenditures</u>	
<u>PUBLIC FUNDS</u>	
Total Payroll & Benefits	\$1,876,334.06
Debt Services Payments – Pension Obligation Certificate	\$0.00
Personal Service Contracts	\$0.00
Total for Vouchers 341 – 388	<u>\$385,489.79</u>
Grand Total	<u>\$2,261,823.85</u>

<u>Summary of Expenditures</u>		
<u>RESTRICTED/DESIGNATED FUNDS</u>		
Branch and Main	Checks 2201 – 2236	\$107,924.91
Burton Endowment	Checks 8227 – 8228	\$550.00
Knight Foundation	Checks 1409	\$9,122.90
O'Brien Checking	Checks 4281 – 4282	\$3,760.50
Programs and Gifts	Checks 1699 – 1702	<u>\$654.97</u>
Grand Total		<u>\$ 122,013.28</u>

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<u>Summary of Credit Card Expenses</u>	
Executive Director	\$110.34
Executive Director's Office – used for general office purpose	\$419.16
Deputy Director	\$298.60
Chief Administrative Officer – No Activity	\$0.00
Human Resources	\$325.66
Marketing Department	\$2,057.83
Technical Services	\$2,124.92
Facilities	<u>\$329.85</u>
Grand Total	<u>\$5,666.36</u>

COMMISSION ACTION

Commissioner Quarterman made a motion to approve the Routine Report on Finance. President Bellant supported the motion. A roll call vote was taken with the following results:

Commissioner Allen	Yes
Commissioner Jackson	Abstained
Commissioner Quarterman	Yes
President Bellant	Yes

The motion carried.

Comments

Commissioner Quarterman extended condolences on behalf of the Detroit Library Commission to Ms. Maria Norfolk, Director for Business and Financial Operations. Ms. Norfolk's father passed away on December 23, 2012 in South Africa.

Commissioner Jackson stated that he was concerned that Judge Thomas was being omitted from the roll call. President Bellant said the comment would be noted.

New Business

Friends Foundation Update

President Bellant said that a report would be presented at the February 19, 2013 Detroit Library Commission meeting.

The meeting was adjourned at 3:40 p.m.

