

DETROIT LIBRARY COMMISSION PROCEEDINGS

Regular Meeting
October 19, 2010

President Keith called the Regular Meeting of the Detroit Library Commission to order at 1:57 p.m.

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

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

Absent: Commissioners Hicks and Thomas

Present also: Albert Aliff, Ron Bryant, VP AFSCME 1259, Randolph Call, Atiim Funchess, Todd Kelly, President AFSCME 1259, Patrice Merritt, Carolyn Mosley, Uzo Onyemaechi, Rosemary Patterson, Cledos Powell, Alma Simmons, and Yvette Rice.

There not being a quorum, the Commissioners present resolved themselves into a Committee of the Whole and took the following action pending future ratification when a quorum was present. (*A quorum was present later in the meeting at 2:08 p.m.—see page 4.*)

The minutes of the Regular Meeting of September 21, 2010 were adopted as recorded with any necessary corrections to be made.

PUBLIC COMMENTS

President Keith read the comment submitted by D. Barnes who felt the Library's remodeling improvements seemed to be downsizing not improving.

REPORT OF THE EXECUTIVE DIRECTOR

Mrs. Mondowney reported:

STATE FUNDING

The Renaissance Zone Payment for FY10 was electronically transferred to DPL by the State of Michigan on October 6, 2010. The amount was for \$1,149,744.75 and was a small decrease from last year's funding. The property tax revenue is for property taxes not collected due to the exemptions granted by the State.

Minutes approved at November 16, 2010 DLC Mtg.

A check was received from the State of Michigan on October 6, 2010 for \$188,446.58 as part of the State Aid to Public Libraries. This is the second half of the state aid payment.

DPL Friends Foundation

- *Gift for Memorial Tribute to Former Friends Board Member Toby Holtzman*

The Friends Foundation Board purchased a copy of *Where Do We Go From Here: Chaos or Community?* by Martin Luther King Jr. This signed first edition of one of Dr. King's most important works is a magnificent memorial tribute to Friends Foundation Board member Toby Holtzman.

Ms. Patrice Merritt, Executive Director for the Detroit Public Library Friends Foundation presented the book to President Keith for the Detroit Public Library. Ms Merritt said it was an honor to bestow such a treasured book to the Library on behalf of the Friends Board. President Keith was grateful and amazed to actually see *Dr. King's signature* in the book. He thanked Ms. Merritt and the Friends Foundation Board.

- *Gift for the Mark Twain Collection in Burton Historical Collection*

The Friends Foundation presented to the Burton Historical Collection a letter written and signed by Mark Twain (Samuel Clemens). The letter was written in 1907 to his daughter Clara. The gift is a special and rare historical item that will be added to the Mark Twain Collection. This gift will help to highlight DPL's Mark Twain Collection as well as celebrate the 175th anniversary of Mark Twain's birth.

- *Used Book Sale*

The Used Book Sale will be held Friday and Saturday, October 22 & 23, 2010. The sale will be on A Level from 10:00 a.m. to 5:00 p.m. each day. Proceeds from the sale benefit the Summer Reading Program.

Laura Ingalls Wilder Collection

DPL has loaned artifacts from its Laura Ingalls Wilder Collection that is housed in the Burton Historical Collection to The Mardigian Library for a 75th anniversary celebration of "Little House on the Prairie." The exhibit will be on display from October 29 to December 10, 2010 at the Alfred Berkowitz Gallery at the Mardigian Library, University of Michigan—Dearborn. Many other museums and libraries also loaned items for this exhibit.

5th Annual Family History Festival—"Not Far From the Tree"

Several hundred people attended the festival and had the opportunity to hear experts in the field of genealogy including John P. Colletta, notable lecturer and author as well as Dr. Deborah Abbott, notable genealogist and lecturer. Mrs. Mondowney thanked Mark Bowden and the Burton staff for an outstanding job in making this milestone year of the festival so successful.

REPORTS OF COMMITTEES

COMMITTEE ON ADMINISTRATION

Approval of the Standards of Library Behavior for Users

At the September 21, 2010 Detroit Library Commission meeting, approval was given to post the proposed *Standards of Library Behavior for Users* for public review and comments. The proposed changes were posted for 14 days at all branches and Main Library as requested by the Detroit Library Commission.

Commission Action

Commissioner Kinloch moved to forward the proposed *Standards of Library Behavior for Users* to the Committee on Administration to review comments received after the 14-day posting and to discuss other pending issues. Commissioner Bellant seconded the motion; the motion carried.

COMMITTEE ON BUILDINGS

Request to Pay Professional Abatement Services, Inc. for the Emergency Removal of Asbestos in the Crawl Spaces at Parkman Branch Library

President Keith reported that the basement crawl spaces construction areas at Parkman Branch Library were temporarily closed by MIOHSA. This was done because pipe fitters working in the crawl spaces, below the dirt surfaces, found Asbestos Contaminated Material (ACM).

MIOSHA required a person on site to monitor the air quality both inside and outside of the containment site during the abatement process. This was done because of the possible amount of air born asbestos fibers escaping the area during the removal of the asbestos.

Professional Abatement Services, Inc. (PAS) was already on site abating the steam pipes. DPL requested that PAS handle the abatement of the soil contamination since they had been working in the crawl spaces. As part of the abatement process, PAS did the following:

- Set up enclosures in the tunnel areas
- Bagged the dirt from all tunnel and crawl spaces areas
- Hauled the dirt to the dumpsters
- Removed debris from tunnels running one crew and going over entire area to make sure it was clean
- Tore area down, and loaded out all equipment

One PAS staff member was left on site to clean up any additional ACM that might be uncovered as the pipe fitters continued to work in the crawl spaces. The entire process took thirteen days.

Commissioner Kinloch requested an update be provided at the next Committee on Buildings meeting for total costs encumbered for Parkman Branch.

Commission Action

President Keith moved to approve payment to Professional Abatement Services, Inc. for the emergency removal of asbestos in the crawl spaces at Parkman Branch Library. The amount of the payment is not to exceed sixty nine thousand seven hundred sixty five dollars and seventy-four cents (\$69,765.74). Commissioner Bellant seconded the motion; the motion carried.

Temporary Adjournment and Reconvening of the Regular Detroit Library
Commission Meeting

The meeting was temporarily adjourned at 2:05 p.m. President Keith requested a return to the Special Detroit Library Cooperative meeting as a quorum was now present.

The meeting reconvened at 2:08 p.m. with a quorum present.

Commission Action

Commissioner Kinloch moved to adopt all actions taken previously by the Committee of the Whole at this meeting. Commissioner Bellant seconded the motion; the motion carried.

COMMITTEE ON FINANCE

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 1156	\$2,160.00
Capital Improvement Expenditures-Total checks 1073-1078	\$ 591,301.65
Total Vouchers 129-279	\$ 614,345.46
Total Payroll & Benefits	<u>\$2,072,147.70</u>
Grand Total	<u><u>\$3,279,954.81</u></u>

Summary of Expenditures	
<u>Restricted/Designated Funds</u>	
Burton Endowment Fund Checking-total checks 8095-8096	\$4,073.29
Louise Webber O'Brien Checking-total checks 4166-4170	\$830.60
Programs & Gifts Checking-Total checks 1332-1341	\$ 3,330.53
Branch & Main Checking-Total checks 1480-1625	\$41,710.13
Knight Foundation grant - Total checks 1002-1005	<u>\$110,473.00</u>
Grand Total	<u><u>\$160,417.55</u></u>

Maria Norfolk, Director
Financial and Business Operations

Discussion on Financial Report/No Action Taken

Commissioner Adams did not approve ratifying the financial report until clarification on the funding source for capital improvements was resolved. Mr. Cromer said the checks to vendors have already been written; Commissioner Kinloch explained that these payments were authorized previously. Commissioner Bellant indicated ratification of payment was not to approve the action, but only the report. Commission agreed to discuss at the special commission meeting scheduled for October 25, 2010.

Commission Bellant asked why there were such large mileage reimbursement checks written under restricted funds. Mrs. Mondowney explained that these

reimbursements had accumulated over time. The Library was in violation of the City of Detroit's Car Mileage Reimbursement procedure; staff has been informed of proper timeframe for reimbursements which the Library will follow henceforth.

OLD BUSINESS

Commissioner Kinloch inquired about the status of the resolution for Toby Holtzman. Mrs. Mondowney read the resolution:

**Memorial Resolution
Irwin "Toby" Holtzman
1927 – 2010**

Whereas, Irwin "Toby" Holtzman, lived a life characterized by a boundless love of books, libraries and learning, and upon his death on July 31, 2010, left a rich legacy for family and friends, and,

Whereas, Mr. Holtzman joined the Board of the Friends of the Detroit Public Library in 1975, and served continuously until his death, and,

Whereas, Mr. Holtzman had an international reputation as an avid collector of modern first editions and, over the years, donated several titles to the Detroit Public Library including works by William Faulkner, his personal favorite, John Galsworthy, Thomas Hardy and Ray Bradbury; and,

Whereas, he supported the E. Azalia Hackley Collection and provided funding for the Josephine Baker anniversary celebration, and

Whereas, over the years he has continued to donate titles to the Burton Historical Collection's Presidential Collection, which is comprised of the books written by American presidents upon leaving office, and,

Whereas, Nicholas Basbanes' work, "A Gentle Madness: Bibliophiles, Bibliomanes, and the Eternal Passion for Books," devotes several pages to Mr. Holtzman's personal strategies for building collections; and,

Whereas, in that work, Mr. Holtzman said of his passion for collecting that, "part of the reason I have been successful as a collector is because I am a fanatic about it," now,

Be it therefore resolved that, the Detroit Library Commission celebrates the life and legacy of Mr. Irwin "Toby" Holtzman, and is grateful for his longtime commitment to the Detroit Public Library and the Detroit Public Library Friends Foundation, and

Be it further resolved, that the Detroit Library Commission will convey this resolution to the family of Mr. Holtzman in recognition of his life and legacy.

The Commissioners present signed the resolution.

President Keith's Comments

President Keith thanked the staff for the informative packet of upcoming activities and encouraged all to participate in a discussion group and viewing of the film "Beyond the Bricks " on Saturday, October 23rd. He reminded everyone that this was a national program and a very powerful film.

NEW BUSINESS

Commission Action

Commissioner Kinloch moved to approve requesting staff to develop a new policy/procedure to handle customer complaints and that it should be forwarded to the Committee on Administration for review and discussion. Commissioner Bellant seconded the motion; the motion carried.

Commissioner Kinloch requested future customer complaints be shared with the Committee on Administration.

The meeting was adjourned at 2:35 p.m.