

DETROIT LIBRARY COMMISSION PROCEEDINGS**RE – SCHEDULED REGULAR MEETING****DECEMBER 10, 2013**

President Bellant called the Regular Meeting of the Detroit Library Commission to order at 1:35 p.m.

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

Commissioner Hicks joined the meeting at 1:40 p.m.

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

Present Also: James Beasley, Paulette Boggs, Margaret Bruni, J. Randolph Call, Lurine Carter, Enid Clark, Deborah Dorsey, A.J. Funchess, James Hale, Victor Ibegbu, Carolyn Mosley, Katherine Myers, Maria Norfolk, Vickie Pride, Cledos Powell, Alma Simmons, Derick Suppon, Dwayne Vales, Talisha Williams, Tracey Wyatt and others.

Commissioner Thomas asked for a moment of silence in memory of Mr. Nelson Mandela, South Africa's first black president. Mr. Mandela passed away on Thursday, December 5, 2013.

APPROVAL OF MEETING MINUTES

The minutes of the Regular Meeting of November 19, 2013 were unanimously approved as presented.

Minutes were approved at the January 21, 2014 Commission Meeting

PUBLIC COMMENTS

James Beasley Jr. - He expressed his concerns regarding a plan to collaborate with the Detroit Public Schools to multiply the number of seats in the library to meet the community needs in accessing the Internet. He said web-based applications would be used to increase literacy.

Commissioner Quarterman asked Mr. Beasley if he had conducted any research to determine the number of seats DPL has available to the public?

Mr. Beasley introduced his partner, Mr. James Hale and said he had conducted the research

Mr. Beasley asked the Commission if Mr. Hale could have 2 minutes for a public comment. The Commission said yes.

James Hale – He said he would like to propose a partnership between the Detroit Library Commission and the Detroit Public Schools to implement a 21st century reading program. The goal of the program would be to have early learners entering kindergarten reading at a first grade level by being introduced to new ways of reading. Mr. Hale said he represented a company named QWK2LRN.

Commissioner Thomas suggested scheduling a meeting with the Executive Director for further discussion.

Commissioner Lemmons also suggested that Mr. Hale contact The Detroit Public Schools Emergency Manager as well as the Detroit Public School Board to give a presentation for the sake of continuity.

REPORT OF THE EXECUTIVE DIRECTOR

Tax Capture Issue

Mrs. Mondowney reported that on Tuesday, November 26, she attended the City Council's Committee of the Whole meeting for the public hearing regarding the proposals for the Catalyst Development and Events Center Projects. Art Papapanos, Authorized Agent for the DDA, asked for a postponement of the hearing because more time was needed to finalize the document. The Council voted to support the request of Mr. Papapanos. However, thanks to Councilmember Brenda Jones, several members of the audience were allowed to speak briefly about the proposal.

Minutes were approved at the January 21, 2014 Commission Meeting

President Pro Tem Andre Spivey asked Mr. Papapanos if he was aware of the DPL's intent to opt out of the projects. He responded that he was not aware, but he stated that we could only opt out moving forward. The public hearing has been rescheduled for December 17.

Frances M. Emmons Gift

Mrs. Mondowney reported the DPL is the beneficiary of a generous unrestricted gift of \$10,576 from the estate of Ms. Frances M. Emmons. Ms. Emmons was born in 1911 and passed away just after her 100th birthday in 2011. She was a GM retiree who worked in downtown Detroit and frequently visited the Downtown Branch, now the Skillman Branch Library.

She thoughtfully remembered DPL in her estate because of her love of reading and her long history of living and working in Detroit. Ms. Emmons' friend and trustee of her estate described her as "smart, tough and very involved in politics."

Goodfellow Dolls

Mrs. Mondowney reported that this year DPL staff and friends dressed 96 dolls that will be included in holiday gift packages distributed by the Goodfellows. The administration appreciates the leadership of Terri Thomson, manager of the Edison Branch, who coordinates DPL staff participation in the program.

Edwin F. Conely Branch Marks 100 Years of Service

Mrs. Mondowney reported that the Conely Branch Library marked 100 years of continuing service at its current location on Martin Street at Michigan Avenue. The branch first opened in 1908 in a store front on Michigan Avenue and in 1913 moved into its current building, which was built with funding from Andrew Carnegie. She extended special thanks to manager Jackie Sullen and her staff for a series of celebratory events. The events included a DPL Friends Foundation sponsored original production by the Matrix Theatre Company Summer Camp students in honor of the branch's service to the community; a 100th birthday party sponsored by the Boys & Girls Club of Southeastern Michigan's Bloomer Club; and a Festival of Diversity and Tradition featuring local musicians and artists.

Literary Nomination

Mrs. Mondowney reported that DPL has nominated *Freeman* by Leonard Pitts, Jr., for the 2014 International IMPAC DUBLIN Literary Award. The award, an initiative of the Dublin (Ireland) City Council, is presented annually for a novel written in English or translated into English. Nominations are made by library systems in major cities throughout the world.

Minutes were approved at the January 21, 2014 Commission Meeting

This year public libraries in 110 cities located in 39 countries nominated 152 titles. The short list of 10 nominees will be announced on April 9, 2014, and the winner will be announced on June 12.

Noel Night

Mrs. Mondowney reported that the Main Library had more than 3,500 visitors during the 41st Annual Noel Night on Saturday, December 7, 2013. Every corner of the building was used to provide a wide range of programs and activities including a “make and take” by the Arts Academy in the Woods and performances by the DPL Choir, the Mosaic Youth Theatre and the Martha Redbone Roots Project.

She thanked the many volunteers and staff including the Marketing Department, especially Tracey Wyatt, as well as DPL’s ABM maintenance team, for helping to create a delightful and successful evening for one and all.

Channel 4 Interview

Mrs. Mondowney reported that on December 5, she was interviewed by Channel 4 reporter Paula Tutman, who on behalf of reporter Roger Weber inquired about the impact of the proposed cuts in pensions for vested employees and retirees.

Nelson Mandela

Mrs. Mondowney acknowledged that the Detroit Public Library mourns and celebrates the life and legacy of Nelson Mandela. Mr. Mandela, South Africa’s first black president, Nobel Prize winner and anti-Apartheid icon passed away on Thursday, December 5, 2013, at his home in Johannesburg at the age of 95. He will always be remembered and appreciated for the sacrifices he made as he struggled to free the people of South Africa.

COMMENT

Commission Hicks suggested hanging a permanent plaque in the library recognizing Mr. Nelson Mandela.

REPORT OF THE PRESIDENT

President Bellant reported that there has been discussion amongst the Commission regarding the upcoming millage campaign.

President Bellant reported that he accepted an invitation as president of the Commission to participate in a workforce development program initiative that will be held on Thursday, December 12th at the Northwest Activity Center at 1:30 p.m.

FRIENDS FOUNDATION UPDATE

President Bellant said he was asked to present the Friends Foundation Update in the absence of Ms. Patrice Merritt, Friends Foundation Executive Director.

Coleman A. Young Grant

The Burton Historical Collection staff received a call from former city of Detroit Comptroller, Dennis O. Green, regarding the Coleman Young processing project. Now residing in California, Mr. Green read about the grant in various media and contacted the Burton staff indicating that he still had in his possession his personal papers while serving as comptroller for the city. He wished to add them to the Collection for processing and shipped them to Detroit where they now reside.

Mr. Green left his position in Detroit when he was recruited by President Jimmy Carter to assume a position in the Office of Budget and Management working out of the Executive Office.

A date for the opening of the CAY Collection has been selected: **Thursday, May 21, 2015**, the closest date available to Mayor Young's Birthday.

Tour Program

The inaugural tour of *Discover the Wonders of the Detroit Public Library* launched on Saturday, December 7, 2013 with over 53 people in attendance. Individuals have already signed up for January and February tours with 6 private tours scheduled for late December and January. A Sunday, December 1 article in the *Detroit Free Press* showcased the upcoming program.

On Thursday, December 5, a media day was held at the Main Library.

Although attendance was low, Channel 4 and noted columnist Laura Berman were in attendance.

On Saturday, December 7, Ms. Merritt and Friends Board member Barbara Cohn were interviewed on Channel 4's *Today in the D*. Due to popular demand a 3:00 tour was offered to another 22 visitors.

To date, over \$7,500 has been raised in support of the Tour. Funds have been used to move objects, wash windows, print materials, and decorative lighting to highlight objects of interest and flashlights! One very special and significant donation was made by Federal Court Judge Avern Cohn in honor of his daughter-in-law Barbara Cohn, who is instrumental in making the Tour a reality.

Noel Night Used Book Sale

The Used Book Sale Room was packed from 1:00 – 7:00. Sales totaling in excess of \$2,500 were raised in support of Summer Reading.

COMMITTEE ON ADMINISTRATION

Authorization to Approve the Human Resources Routine Report

Commissioner Lemmons reported that the Human Resources Department Report provides information regarding personnel actions taken from November 1, 2013 – November 30, 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 (0)

EMPLOYEE HEADCOUNT

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

Minutes were approved at the January 21, 2014 Commission Meeting

COMMISSION ACTION

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

Authorization to Participate in the MLibrary Card for Statewide Reciprocal Borrowing Program

Ms. Juliet Machie, Deputy Director, reported that Michigan's statewide reciprocal borrowing program, Michicard, will terminate effective January 1, 2014. The program allows customers from participating libraries to borrow resources from any of the participating libraries at no cost. Detroit Public Library (DPL) has been a Michicard participant since the program originated more than 20 years ago.

The Library of Michigan's decision to end the Michicard program is in part due to its transition to "Melcat" (Michigan's Electronic Catalog), which ultimately will become one big library catalog for all Michigan libraries. DPL participated in several concept meetings for Melcat but decided not to participate at this time due to costs and staffing.

MLibrary Card is an alternative to the Michicard program and is proposed by the Michigan Library COOP Directors Association. It is modeled like the Michicard program and at present, the libraries that have signed on to participate are mostly in the Southeast Michigan area. There is no cost for participating in the MLibrary card program.

Authorization is requested for DPL to join the MLibrary card program as a replacement for the Michicard program.

COMMISSION ACTION

Commissioner Lemmons moved to approve authorization to participate in the MLibrary Card for Statewide Reciprocal Borrowing program. Commissioner Thomas supported. The motion passed unanimously

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

Commissioner Lemmons reviewed the proposed changes to the Detroit Library Commission Rules and Regulations.

DETROIT LIBRARY COMMISSION

RULES AND REGULATIONS

Revised February 15, 2000

Revised January 19, 2010

DETROIT PUBLIC LIBRARY
5201 WOODWARD AVENUE
DETROIT, MI 48202-4093

INTRODUCTION

The Detroit Library Commission was created and incorporated by action of the Michigan State Legislature (Local Act 314, 1881; Local Act 359, 1901) to be the governing body of the Detroit Public Library. It is empowered to acquire and hold property, to construct buildings, to provide for the operation and maintenance of buildings, and to employ personnel.

The Commission has responsibility for setting policy for the delivery of library service to its constituency; for appointing the Executive Director of the Library; for establishing salaries for the Executive Director and the Administrative Staff; for establishing hours of service; and for procuring the funding necessary for the operation of the Library. **The Commission shall operate under Robert's Rules of Order, Newly Revised, unless rules are suspended by a two-thirds vote. (New)**

I. THE LIBRARY COMMISSION

A. APPOINTMENTS

1. Appointment of Commissioners. The Detroit Library Commission shall consist of seven members: six elected by the Detroit Board of Education; and the seventh, the current President of the Board of Education, who is an ex-officio member.
2. Term of Office. Commissioners shall be elected to six-year terms, with the term of one member expiring each year and one Commissioner being elected annually in place of that member whose term of office expires in that year. The Board of Education shall elect a replacement to fill the unexpired term resulting from a vacancy for any cause.
3. Reappointment of Commissioners. If qualified, Commissioners may be re-appointed by the Board of Education.
4. Non-Interference. When dealing with affairs of **the** Detroit Public Library, individual Commissioners shall deal solely through the Executive Director. No individual Commissioner shall direct any employee in the discharge of their duties.

Minutes were approved at the January 21, 2014 Commission Meeting

This policy shall not diminish an individual Commissioner's right to communicate with Library employees. Commissioners may still continue to make general inquiries of staff.

B. OFFICERS The officers of the Detroit Library Commission shall consist of a President, Vice President, and Secretary. The term of office shall be one year.

~~Each member of the Commission shall succeed to the office of the President in the order of the length of continuous service on the Commission, and each member shall serve as Vice President the year before becoming President, and on retiring as President shall become Secretary, except that the present members of the Commission who have heretofore served as President shall hereafter succeed to that office in the same order as each heretofore served therein. (To Be Deleted)~~

Officers will be elected yearly in the regular January meeting, beginning with the office of President, then Vice-President then Secretary. The election will occur after the outgoing report from the incumbent President and will be chaired by the most senior non-candidate for office, officers may be removed by a majority vote for cause and replaced no later than the next regular meeting.

Cause for demotion may include but not limited to willful violation of these rules, application for employment at the DPL, failure to file a full and complete disclosure statement, or conduct that brings discredit to the Commission.

The Commission may also censure a member for lesser matters as it sees fit. ~ (New)

C. COMMITTEES

1. Standing Committees. There shall be **five** standing committees of at least three members each, namely: a Committee on Administration; a Committee on Books and Literacy; a Committee on Buildings; **an Audit Committee** and a Committee on Finance. These Committees shall be appointed annually by the President not later than the first meeting after his/her succession, and shall serve for one year or until new committees are appointed.

Except where power to act is generally or specifically delegated to a Committee by the Commission, the functions of the Committee as hereinafter detailed shall be of an advisory nature only. All recommendations of committees shall be submitted to the Commission for final action.

a) Committee on Administration. The Committee on Administration shall have responsibility for all policy matters of a general nature, which are not specifically assigned to other committees in these Rules and Regulations. The Committee shall have general responsibility in the area of personnel; presenting the recommendations of the Executive Director for appointments, permanency, promotions, demotions, leaves of absence, retirements, suspensions, and discharges of employees within the framework of the collective bargaining agreements.

b) Committee on Books and Literacy. The Committee on Books and Literacy shall have general responsibility in the area of the acquisition and preservation of library materials **in accordance with DLC policy. (New)** The selection of all materials, new and replacement, for the Library shall be the responsibility of the Executive Director, who shall avail him/herself of such staff counsel as he/she deems advisable.

c) Committee on Buildings. The Committee on Buildings shall have general responsibility for all matters relating to Library buildings and grounds, including the acquisition of sites, erection of new buildings, repair and upkeep, and the disposal of any surplus buildings and sites.

d) Committee on Finance. The Committee on Finance shall have general responsibility for all matters pertaining to finance, including the annual budget, reports, contracts and leases, and investments. All bills incurred by the Commission shall be referred to this Committee for approval.

e) **Audit Committee. The Audit Committee shall have oversight over the audit of the Library general fund, the Library Cooperative, and all special funds and accounts of the Library system. The Audit Committee shall also investigate credible claims of any acts of impropriety or abuses of position that abuse or exploit the resources of the Library system. (New)**

2. Special Committees. There shall be appointed such special committees as the exigencies of the service require.

D. PURCHASES AND PAYMENTS

1. Purchase Limitations. All purchases, of whatever nature, shall be made by the Executive Director, unless otherwise ordered by the Commission. Except for emergency purchases or purchases in small amounts, purchases shall be made on a competitive basis. Except for books and periodicals, and unless generally or specifically excepted by the Commission, purchases in excess of **\$10,000** shall be awarded by the Commission after the receipt of bids.

2. Certification of Payment. Payrolls for salaries and bills for payment of all purchases must be certified by the appropriate Director or in his/her absence by a designated assistant. **All payments must be made in accordance with DLC policy and applicable law. All changes in compensation must be approved by the DLC. (New)**

3. Purchase Authority. No member or employee of the Commission shall incur any liability against the Commission unless previously authorized to do so, with the understanding that the approval of the annual budget and any amendments thereto by the Commission constitute an authorization to the Executive Director to make purchases, not to exceed the total amount approved in each account. The Executive Director is further authorized to recommend to the City Council, when necessary, the transfer of funds from one account to another. **Any Commissioner or Library employee who willfully causes unauthorized encumbrances on the Library can be held personally liable for those costs and the DLC can pursue collection as it sees fit. (New)**

4. Imprest Cash Fund. An imprest cash fund, not to exceed the amount which shall be approved by the Commission, shall be placed in the custody of the Executive Director or his/her designated representative, who shall be accountable for the same. From this fund the Executive Director is authorized to advance or pay incidental or petty expenses. Invoices covering such payments shall be presented to the Commission for approval in the same manner as other payments.

E. **EXECUTIVE** The Executive Director shall be the executive agent of the Library Commission and shall be responsible for the recording of the Commission proceedings. **All proceedings shall be reproduced for the use of the Commission and, upon Commission approval, be made part of the public record and be clearly posted on the Library's website. (New)**

Minutes were approved at the January 21, 2014 Commission Meeting

F. MEETINGS

1. Open Meetings Act. All meetings shall be conducted in conformity with the Open Meetings Act (Michigan P.A. 267, 1976). Procedures for addressing the Commission are embodied in the "Rules for Addressing the Detroit Library Commission" adopted September 6, 1977; see Appendix I and section II.A.1 of these Rules and Regulations.

2. Meeting Dates. The Commission shall hold regular meetings the third Tuesdays of each month from September through June. ~~To constitute a quorum there must be at least four members present.~~ **(To Be Deleted)** In the absence of a quorum the Commissioners present may constitute themselves as a Committee of the Whole and take such action as is deemed necessary subject to ratification by the Commission at its next meeting.

3. Order of Business. The order of business at the regular meetings of the Commission shall be as follows:

- a) Reading of the minutes of the previous meeting.
- b) Report of the President
- c) Report of the Director
- d) Reports of the Committees

- 1) Standing
- 2) Special

e) **Old Business (NEW)**

f) New business

4. Annual Meeting. At the annual meeting the retiring President shall preside up to the announcement of his/her successor. After the order of reading and approval of minutes any newly appointed or re-appointed member shall take and subscribe an oath of office. The announcement of officers for the ensuing year shall follow, after which the new President shall take the chair and the regular order of business shall be resumed.

5. Rule Changes.

- a) Suspension of Rules. The rules of the Commission may be suspended at any regular meeting by a two-thirds vote of the members present.
- b) Amendments to the Rules. The rules of the Commission may be amended at any regular meeting by a two-thirds vote of the members present, but no amendment may be passed without the affirmative vote of at least four members. No proposed amendments to these rules shall be acted on at the same meeting at which such amendments are submitted.

6. Special Meetings. Special meetings may be called by the President, or, in his/her absence or inability to act, by the Vice-President, or shall be called by the Secretary upon the written request of any other two members. No business shall be transacted at any special meeting except such as designated in the notice given each member.

7. Special Meetings--Retreats. Recommendations made at Retreats shall be brought before Commission at a Regular or Special Meeting for approval.

II. THE STAFF

A. ORGANIZATION

1. Executive Director. The Executive Director ~~assisted by the Deputy Director and Chief Administrative Officer within the limits of the policies established by the Commission~~ **(To Be Deleted)** shall have general charge and superintendence of the Library: of all employees; of the operation of the Library; and of the carrying on of the service to the public. Whatever action he/she may take in the premises within the rules prescribed by the Commission shall be final.

All petitions or communications to the Commission shall be transmitted through the Executive Director, together with his/her recommendation, prior to the consideration of such communications by the Commission. In an emergency the Executive Director may direct the Library or any part thereof to be closed for the whole or part of any one day.

~~2. **Deputy Director.** The Deputy Director, appointed by the Commission upon the recommendation of the Executive Director, shall assist with the administration of the Library, and, in the absence of the Executive Director, shall be authorized to act in his/her stead. (To Be Deleted)~~

~~3. **Chief Administrative Officer.** The Chief Administrative Officer, appointed by the Commission upon recommendation of the Director, shall assist with the administration of the Library. (To Be Deleted)~~

4. Directors. The Library's operations shall be organized by such major functions as may from time to time be deemed appropriate by the Commission as reflected in the organization chart. These functions will be headed by the Directors, to be appointed by the Commission upon the recommendation of the Executive Director and the Committee on Administration. They shall be assisted by Assistant Directors in charge of groups of service units, Coordinators of Major Library Activities, and other staff as necessary.

5. Service Units. Each service unit shall be the charge of a competent head responsible to the Executive Director. ~~the Deputy Director, and the Chief Administrative Officer through the Director and the Assistant Director to whom the unit is assigned. (To Be Deleted)~~ Service units are defined to be departments, bureaus, or other such units which shall be established by the Commission as reflected in the organization chart.

The heads of the units shall be vested with the authority inherent in responsible supervision of service and property and public interest under their jurisdiction.

Appropriate staff shall be assigned to each service unit as determined by the Executive Director. Their salaries, fringe benefits, and working conditions shall be determined through the collective bargaining process and embodied in collective bargaining agreements.

III. USE OF THE LIBRARY BY THE PUBLIC

- A. **HOURS OF SERVICE.** Library hours shall conform to regular, announced schedules as established by the Commission.
- B. **USE OF LIBRARY MATERIALS.** Regulations concerning the use of Library materials including requirements for borrowers and borrowing will be determined as necessary and will be embodied in a separate code book. Any person violating these regulations or the privileges of the Library may forfeit his/her right to its use, and the case may be reported to the Commission by the Executive Director for such further action as may seem warranted.
- C. **ORDERLY CONDUCT.** Conduct not consistent with the quiet and orderly use of the Library is prohibited.

APPENDIX I

RULES FOR ADDRESSING A MEETING OF THE DETROIT LIBRARY COMMISSION

A person shall be permitted to address a meeting of the Detroit Library Commission or Detroit Library Commission sitting as a committee of the whole (hereafter referred to as DLC) subject to the following rules:

1. **To be placed on the agenda of a regular DLC meeting under public comment with a time limit of five minutes, a brief written request with subject matter and contact information (New)** shall be filed with the President of the Commission at the Detroit Public Library not later than Thursday of the week immediately preceding the day of the regularly scheduled meeting to which the request pertains. In the case of a request to address a special meeting of the DLC such notice must be filed one business day before the meeting;
2. ~~A written notice of a request to address the DLC shall identify the person making the request and shall state the subject matter on which such person wishes to address the DLC; (To Be Deleted)~~
3. ~~The President of the DLC shall have the discretion to determine if the subject matter is appropriate to the deliberations of the Commission; (To Be Deleted)~~
4. ~~Except by unanimous consent of Commission members present, a person who has filed timely notice of request may address a meeting of the DLC only with respect to the subject matter as specified in his or her request as it appears on the published agenda for the meeting; (To Be Deleted)~~
5. ~~At a meeting of the DLC the presiding Commission member shall have discretion to impose a reasonable limitation on the time allotted to hear such a person. The preceding rules pertaining to requests to address a meeting of the DLC shall not apply to persons invited to participate in discussions before the DLC. (To Be Deleted)~~

** Amended February 15, 2000, see attachment.

APPENDIX II

STATE LAWS AND CHARTER PROVISIONS AUTHORIZING FUNCTIONS OF THE DETROIT LIBRARY COMMISSION

ACT NO. 359 of the Local Acts of 1901

Sec. 2 Faith and credit bonds authorized, method of issuing outlined; restrictions.

Sec. 5-13 May take private property for library use; condemnation procedures outlined.

ACT NO. 390 of the Local Acts of 1903

Sec. 1 Board of Education to appoint six member commission; president of board of education to be ex-officio member; overlapping terms; qualifications; tenure; to make contracts; to appoint a staff; general procedures.

ACT NO. 460 of the Local Acts of 1905

Sec. 3 Sinking fund provisions.

Sec. 7 Condemnation procedures clarified.

ACT NO. 305 of the Public Acts of 1919

By a resolution of Common Council, may issue bonds not to exceed 1/4 of 1% of assessed valuation, exclusive of the city's debt limit for general purposes.

ACT NO. 26 of the Public Acts of 1921 (First Extra Session)

Sec. 1 Library boundaries to be co-extensive with city boundaries.

Sec 2 Annual budget subject to same condition as other city departments

Sec 3 Fiscal year to be identical with city's

ACT NO. 185 of the Public Acts of 1921

Sec. 5 Method of paying payrolls bills, accounts, and claims specified.

ACT NO. 92 of the Public Acts of 1952

Sec. 1 May cooperate with libraries in adjoining counties to supplement services rendered.

CITY CHARTER (2012), Article 9, Chapter 5

Sec. 9-504 The city may make appropriations to, and exercise **its powers** in aid of, the Detroit Library Commission for the operation of libraries within the city.

Discussion

Commissioner Quarterman recommended that the Rules and Regulations be revised bi-annually by the Committee on Administration. Commissioner Hicks said he supported the revision but suggested a five-year review.

Commissioner Quarterman asked if the Rules and Regulations were approved, would the new rule of electing officers instead of normal rotation to the Commission be effective immediately?

President Bellant replied yes but stated for the record that this process is for the purpose of merit and he has no intentions to continue to be President of the Commission.

Commissioner Hicks said that in the normal rotation, he would be the next president in 2014 and the election of officers should be effective January 2015.

President Bellant said all of the other revisions would be effective December 10, 2013.

Commissioner Thomas said he had objections to the revisions being amended and approved on the same day. He said that was a clear violation of the current Detroit Library Commission Rules and Regulations. He did not understand the urgency to push the incomplete changes forward.

Commissioner Jackson said the majority of the revisions were not helpful and would not serve the Commission in the future.

COMMISSION ACTION

Commission Hicks moved to suspend the Rules and Regulations of the Detroit Library Commission. Commissioner Lemmons supported. A roll call vote was taken with the following results:

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

The motion failed.

COMMISSION ACTION

Commissioner Quarterman moved to vote on the revisions that were agreed upon by the Commission that would be effective December 10, 2013 and to vote on the revisions that were not agreed upon at the January 2014 Commission meeting. The election of officers would be effective January 2015.

Commissioner Hicks supported.

COMMISSION ACTION CONT'D

Commissioner Quarterman moved to remove the motion for the revisions from the table and present them to the Commission for consideration individually. Commissioner Lemmons supported. A roll call vote was taken with the following results:

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

The motion passed.

COMMISSION ACTION

Commissioner Hicks moved to approve the following revision under Introduction:
The Commission shall operate under Robert's Rules of Order, Newly Revised, unless rules are suspended by a two-thirds vote. Commissioner Quarterman supported. Commissioner Jackson opposed. The motion passed. Effective December 10, 2013.

Commissioner Lemmons moved to approve the following revision under 1A4 Non-Interference:

Insert the word "the" in sentence to read "The Detroit Public Library."

Commissioner Quarterman supported. The motion passed unanimously. Effective December 10, 2013.

Commissioner Hicks moved to approve the following revision under 1B Officers:
Delete "Each member of the Commission shall succeed to the office of the President in the order of the length of continuous service on the Commission, and each member shall serve as Vice President the year before becoming President, and on retiring as President shall become Secretary, except that the present members of the Commission who have heretofore served as President shall hereafter succeed to that office in the same order as each heretofore served therein." Commissioner Lemmons supported. Commissioner Jackson opposed. The motion passed. Effective December 10, 2013.

Minutes were approved at the January 21, 2014 Commission Meeting

Commissioner Hicks moved to approve the following revision under 1B Officers:

Add “Officers will be elected yearly in the regular January meeting, beginning with the office of President, then Vice-President then Secretary. The election will occur after the outgoing report from the incumbent President and will be chaired by the most senior non-candidate for office, officers may be removed by a majority vote for cause and replaced no later than the next regular meeting”.

Effective January 2015.

“Cause for demotion may include but not limited to willful violation of these rules, application for employment at the DPL, failure to file a full and complete disclosure statement, or conduct that brings discredit to the Commission.”

Effective December 10, 2013.

“The Commission may also censure a member for lesser matters as it sees fit.” Effective December 10, 2013.

Commissioner Lemmons supported. Commissioners Jackson and Thomas opposed. The motion passed.

Commissioner Hicks moved to approve the following revision under C1Standing Committees:

Add the word “five” and “an Audit Committee” to the paragraph.

Commissioner Lemmons supported. Commissioner Jackson opposed. The motion passed. Effective December 10, 2013.

Commissioner Lemmons moved to approve the following revision under C1bCommittee on Books and Literacy:

Add “in accordance with DLC policy” to the paragraph.

Commissioner Hicks supported. The motion passed unanimously. Effective December 10, 2013.

Commissioner Hicks moved to approve the following revision under C1eAudit Committee:

Add paragraph “e” “Audit Committee. The Audit Committee shall have oversight over the audit of the Library general fund, the Library Cooperative, and all special funds and accounts of the Library system. The Audit Committee shall also investigate credible claims of any acts of impropriety or abuses of position that abuse or exploit the resources of the Library system.” Commissioner Lemmons supported. The motion passed unanimously. Effective December 10, 2013.

Commissioner Hicks moved to approve the following revision under D1 Purchase Limitations:

Add “\$10,000” to the paragraph. Commissioner Quarterman supported. The motion passed unanimously. Effective December 10, 2013.

Commissioner Hicks moved to approve the following revision under D2 Certification of Payment:

Add “All payments must be made in accordance with DLC policy and applicable law. All changes in compensation must be approved by the DLC.”

Commissioner Quarterman supported. The motion passed unanimously. Effective December 10, 2013.

Commissioner Hicks moved to approve the following revision under D3 Purchase Authority:

Add “Any Commissioner or Library employee who willfully causes unauthorized encumbrances on the Library can be held personally liable for those costs and the DLC can pursue collection as it sees fit.”

Commissioner Lemmons supported. A roll call vote was taken with the following results:

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

The motion failed.

Commissioner Hicks moved to present the revision at the next full Commission meeting with revised language. Commissioner Quarterman supported. Commissioners Jackson and Thomas opposed. The motion passed.

Commissioner Hicks moved to approve the following revision under E Executive:

Add “All proceedings shall be reproduced for the use of the Commission and, upon Commission approval, be made part of the public record and be clearly posted on the Library’s website.” Commissioner Quarterman supported.

Commissioner Thomas abstained. The motion passed. Effective December 10, 2013.

Commissioner Hicks moved to approve the following revision under F2 Meeting Dates:

Delete “In the absence of a quorum the Commissioners present may constitute themselves as a Committee of the Whole and take such action as is deemed necessary subject to ratification by the Commission at its next meeting.”

Commissioner Lemmons supported. Commissioners Jackson and Thomas opposed. The motion passed. Effective December 10, 2013.

Minutes were approved at the January 21, 2014 Commission Meeting

Commissioner Hicks moved to approve the following revision under F3 Order of Business:

Add “e” “Old Business” to the Order of Business.” Commissioner Quarterman supported. The motion passed unanimously. Effective December 10, 2013.

Commissioner Hicks moved to approve the following revision under A 2, 3 Deputy Director and Chief Administrative Officer:

Delete “Deputy Director. The Deputy Director, appointed by the Commission upon the recommendation of the Executive Director, shall assist with the administration of the Library, and, in the absence of the Executive Director, shall be authorized to act in his/her stead.

Chief Administrative Officer. The Chief Administrative Officer, appointed by the Commission upon recommendation of the Director, shall assist with the administration of the Library. Commissioner Quarterman supported. Commissioners Jackson and Thomas opposed. The Motion passed. Effective December 10, 2013.

Commissioner Lemmons moved to approve the following revision under A 5 Service Units:

Delete “the Deputy Director, and the Chief Administrative Officer through the Director and the Assistant Director to whom the unit is assigned.” Commissioner Quarterman supported. Commissioners Jackson and Thomas opposed. The Motion passed. Effective December 10, 2013.

Commissioner Hicks left the meeting at 3:52 p.m.

Commissioner Quarterman moved to approve the following revision under Appendix I Rules for Addressing A Meeting of the Detroit Library Commission:

Add “To be placed on the agenda of a regular DLC meeting under public comment with a time limit of five minutes, a brief written request with subject matter and contact information.”

Delete “A written notice of a request to address the DLC shall identify the person making the request and shall state the subject matter on which such person wishes to address the DLC.”

Delete “Except by unanimous consent of Commission members present, a person who has filed timely notice of request may address a meeting of the DLC only with respect to the subject matter as specified in his or her request as it appears on the published agenda for the meeting.”

Delete “At a meeting of the DLC the presiding Commission member shall have discretion to impose a reasonable limitation on the time allotted to hear such a person. The preceding rules pertaining to requests to address a meeting of the DLC shall not apply to persons invited to participate in discussions before the DLC.” Commissioner Lemmons supported.

A roll call vote was taken with the following results:

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

The motion passed. Effective December 10, 2013

Commissioner Lemmons moved to approve the following revision under Appendix II State Laws and Charter Provision Authorizing Functions of The Detroit Library Commission:

Add "2012" and "its powers" to the paragraph. Commissioner Quarterman supported. The motion passed unanimously. Effective December 10, 2013.

Authorization to Approve Personnel Matter

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

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

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 4:03 p.m.

The closed session ended at 4:40 p.m. and the public meeting reconvened at 4:45 p.m.

COMMISSION ACTION

Commissioner Lemmons moved to extend the Executive Director's contract from January 1, 2014 through December 31, 2014. Commissioner Thomas supported. The motion passed unanimously.

COMMITTEE ON FINANCE

Authorization to Approve the Routine Finance Report

President Bellant 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. President Bellant also said a thorough review of the report was conducted by the Committee on Finance.

<u>Summary of Expenditures November 2013</u>		
<u>PUBLIC FUNDS</u>		
<u>PAYMENTS PROCESSED BY CITY OF DETROIT:</u>		
1. Total Payroll		\$1,051,403.32
2. Total for Vouchers- processed on DRMS	Vouchers 208 - 273	\$274,333.48
3. Benefits Plan		\$1,295,112.84
4. General Retirement System		\$0.00
5. Debt Service Payments – Pension Obligation Certificate		\$0.00
6. FY 12/13 Unfunded Actuarial Accrued Liability (UAAL)		\$0.00
Total Processed by City of Detroit		\$2,620,849.64
<u>PAYMENTS PROCESSED BY DPL:</u>		
Public Funds/Comerica Checking		\$ 0.00
Branch & Main Library Deposit Checking Account	Checks 2685 -2745	\$169,171.53
Total Processed by DPL		<u>\$169,171.53</u>
GRAND TOTAL		<u>\$2,790,021.17</u>

<u>Summary of Expenditures</u>		
<u>RESTRICTED /DESIGNATED FUNDS</u>		
Burton Endowment Checking	Checks 8235 - 8243	\$33,443.00
Knight Foundation	Checks 1449 - 1452	\$11,491.86
O'Brien Checking	Checks 4341	\$335.00
Programs & Gifts	Checks 1788 - 1779	<u>\$2,962.23</u>
Grand Total		<u>\$48,232.09</u>

Minutes were approved at the January 21, 2014 Commission Meeting

Summary of Expenditures**CREDIT CARDS**

Executive Director	\$86.40
Executive Director's Office-used for general office purpose	\$0.00
Deputy Director	\$273.96
Human Resources Department	\$17.98
Marketing Department	\$1,234.86
Technical Services	\$1,488.10
Facilities Department	\$1,600.00
Credit Card Bank Charges	<u>\$0.00</u>
Grand Total	<u>\$4,701.30</u>

COMMISSION ACTION

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

The meeting was adjourned at 4:52 p.m.

