

DETROIT LIBRARY COMMISSION PROCEEDINGS

Regular Meeting
December 15, 2009

President Hill called the Regular Meeting of the Detroit Library Commission to order at 2:10 p.m.

Present: President Hill, Commissioners Bellant, Keith, Kinloch, Thomas, and Washington

Otis Mathis, Liaison to President of Detroit Board of Education

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

Present also: Benita Beckles, Ron Bryant, Vice President AFSCME 1259, Regina Kuper, Carolyn Mosley, Karen Nagher, Sandra Novacek, Rosemary Patterson, Cledos Powell, Mark Reynolds, Yvette Rice, Alma Simmons, Conrad Welsing, and Michael Wells, President, UAW Local 2200

PUBLIC COMMENTS

Karen Nagher, representative from Preservation Wayne, voiced her concerns and questions about the possible demolition of Mark Twain Branch. President Hill suggested she meet with Mr. Cromer to get answers to her questions. Ms. Nagher asked to meet with administrators before decisions were made on the fate of Mark Twain Branch.

Mr. Cromer said in order to understand the options, a comparison would need to be done on the cost of a partnership with Detroit Pastoral Catholic Alliance and the costs of bringing down the building. Ms. Machie confirmed that studies had been done in 2003 and 2006 on the condition of the building.

Regina Kuper, member of the Mark Twain community, was pleased that the collections were moved to the church. Ms. Kuper felt that this branch is a landmark and should not be torn down. She said renovating one building could often spur further renovation.

Sandra Novacek, a librarian, asked if there was a long-term facilities plan and if it was available for the public. Mr. Cromer answered that yes there is a strategic plan and invited her to attend the meeting with Ms. Nagher.

Mark Reynolds, a member of the Indian Village Men's Garden Club, said the money from the millage would renovate Mark Twain Branch. He asked why would it be torn down. Mr. Reynolds commented about the poor state of the building and how the maintenance has been poorly managed. He asked where did the money go and why is the promise broken to repair building.

Minutes approved at January 19, 2010 DLC Meeting.

Ms. Machie explained that the millage proposal pledge was to find a *library solution*. She said a letter had gone out to residents on why we were exploring a solution. Two major evaluations were done on the building; however, since that time, costs have escalated. Ms. Machie assured everyone that no decision had been made regarding the branch.

Mr. Cromer said Mark Twain has been discussed for sometime but still all the facts were needed. He said it was beneficial to hear these public comments.

Commissioner Kinloch said we have heard from the Detroit Catholic Pastoral Alliance and now from the community. He reiterated that the Library and Commissioners are very serious about commitments made in the millage proposal.

Commissioner Washington also received an inquiry from Dot Martin about the demolition of Mark Twain via e-mail and asked Ms. Machie to respond to her question.

REPORT OF DIRECTOR

Mrs. Mondowney reported:

Noel Night

On Saturday, December 5th, Main Library was host to over 30 performers and events, including Santa. The University Center Cultural Association speculates that this was one of the largest crowds in the 37-year history of the event in the Cultural Center. I had a grand time handing out candy canes to our visitors.

NAHC Holiday Party

The NAHC Holiday Party & Collectible Car Award Event, December 10th was well attended. Representatives from Ford Motor, the recipient of the award, were appreciative and impressed with the NAHC at the Skillman Branch.

Authors @ Main Series

The last author visit for 2009, Les Brown on November 18th, was a full house in Friends Auditorium with overflow in the Explorers Room. A book signing and successful book sale followed his encouraging and motivational presentation. Mrs. Mondowney thanked the Marketing Department for their work on a great author series.

Welcoming Reception

Mrs. Mondowney thanked Commission and Staff for all they did. It was an affair to remember.

Proclamation from Detroit Board of Education

Mrs. Mondowney was invited to attend the Detroit Board of Education meeting on Thursday, December 10th at Spain Elementary School. In honor of the Detroit Public Library, she was presented with a proclamation that acknowledged the

Minutes approved at January 19, 2010 DLC Meeting.

Library's dedication to the community and praised the relationship with the Detroit Board of Education.

Dennis Archer Collection

Former Mayor of Detroit, Dennis Archer, is interested in having a public event for the opening of his collection in April 2010.

Comments

President Hill asked Mrs. Mondowney to share her hopes for 2010. Mrs. Mondowney said there is a lot of talent in DPL; when monies are put into staff, the benefits will come forth from the staff. She also said we do have a great opportunity to support the children.

Commissioner Washington suggested providing a copy of Mrs. Mondowney's book to commissioners and for all branches because it articulates her vision and history. Mrs. Mondowney thanked Ms. Machie and Mr. Cromer; she truly appreciated people that were present.

REPORT OF PRESIDENT

President Hill really enjoyed the *Director's Welcoming Reception*. She thanked the staff with special recognition to Carolyn Mosley, Yvette Rice, Rosemary Patterson and the Commission.

President Hill said the *Author Series* was fantastic and thanked Juliet Machie and the Marketing Department.

Comments

Mrs. Mondowney thanked Conrad Welsing; Commissioner Washington also thanked Mr. Welsing for the wonderful brochures.

REPORTS OF COMMITTEES

COMMITTEE ON ADMINISTRATION

APPOINTMENTS

Johnny Bordeaux was appointed to Bookmobile Operator effective October 12, 2009.

PROMOTIONS

Justin Walker was promoted to Customer Support Assistant effective November 9, 2009.

Justin Tyler was promoted to Librarian-I effective December 7, 2009.

Lester Swint was promoted to Delivery Driver effective December 7, 2009.

RETIREMENTS

Nancy Skowronski, effective November 17, 2009

Minutes approved at January 19, 2010 DLC Meeting.

Commission Action

On motion of Commissioner Keith, seconded by Kinloch, these personnel actions were supported and unanimously adopted.

Authorization to Purchase Car for Library Director

Commissioner Keith reported that the purchase of a vehicle is included in the Library Director’s contract with the Detroit Library Commission. The Library’s Facilities Department has completed the search process, and the Director’s choice is a 2010 Buick LaCrosse.

A Request for Proposal (RFP) was mailed to ten Buick dealers, advertised in the *Legal News* and placed on the Library’s website. There were three bids, and seven no bids. The results are as follows:

<u>Vendor</u>	<u>Amount</u>
Red Holman Buick Westland, MI	\$31,184 Plus Shipping
Whiteside Chev-Buick, Inc. St. Clairsville, Oh	\$31,228 Plus Shipping
Bob Jeannotte Buick Plymouth, MI	\$43,900 Plus Shipping

Bids were not received from the following Buick dealers:

- Art Moran Buick, Pontiac, GMC – Southfield, MI
- Jim Fresard Buick, Pontiac, GMC – Ferndale, MI
- Superior Buick, Pontiac, GMC – Dearborn, MI
- Sellers Buick, Pontiac, GMC – Farmington Hills, MI
- Laethem Buick, Pontiac, GMC – Richmond, MI
- Ray Lathem Buick, Pontiac, GMC – Grosse Pointe, MI
- Zubor Buick, Pontiac, GMC – Taylor, MI

Commission Action

Commissioner Keith moved to authorize the purchase a 2010 Buick LaCrosse from Red Holman Buick of Westland, MI. The amount of the purchase is not to exceed thirty one thousand one hundred eighty four dollars (\$31,184) plus shipping. Commissioner Washington seconded; the motion carried.

Updates and Amendments to Detroit Library Commission Rules & Regulations

Commissioner Kinloch reported that the following changes be made to the Detroit Library Rules & Regulations:

Add **Number 7. Retreats** to DLC Rules & Regulations

I. THE LIBRARY COMMISSION

F. MEETINGS

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

Amend the titles of *Director* to **Executive Director**, Chief Administrative & Technology Officer to **Chief Administrative Officer**, and change Associate Directors to **Directors**

II. THE STAFF

A. ORGANIZATION

1. Director to Executive Director
2. Deputy Director
3. Chief Administrative and Technology Officer to Chief Administrative Officer
4. Associate Directors to Directors
5. Assistant Directors

Add a *Non-Interference* statement to Article I., Section A., as Number 4

When dealing with affairs of DPL, individual commissioners shall deal solely through the director. No individual commissioner shall direct any employee in the discharge of their duties.

Change the Committee on Books to **Committee on Books and Literacy** as approved at the May 19, 2009 Detroit Library Commission meeting.

Discussion

Commissioner Kinloch asked to change Article I, Section A, Paragraph 4 regarding the *Non-Interference* statement further by including the following for policy clarification: "This policy shall not diminish an individual Commissioner's right to communicate with Library employees. Commissioners may still continue to make general inquires of staff."

Commissioners did agreed to add Commissioner Kinloch's statement. Commissioner Washington said the contracts would also need to be amended to reflect title changes. Commissioners agreed to put forth these changes for approval at the January 2010 Commission Meeting.

The following policies have been reviewed, edited and approved for full Detroit Library Commission Approval: Anti-Nepotism Policy, Credit Card Policy, Disclosure of Information, Fraud Policy Statement and Response Plan, Professional Services Contract & Purchasing Policy.

Minutes approved at January 19, 2010 DLC Meeting.

Commissioner Keith and President Hill reported on the following policies:

The *Anti-Nepotism Policy* was developed to clarify parameters in which an employee's and/or a commissioner's family member may be hired or contracted.

The *Credit Card Policy* has been developed in response to a 2007 fiscal-year audit finding. The finding indicated that a Credit Card Policy is required by Michigan Law MCL 129.241. The intent of this policy is to ensure compliance with Michigan law, inform employees on the responsibility of card usage and provide a mechanism to manage the usage by the Business and Finance Office.

The *Disclosure of Information* was written to promote transparency, reduce the incidence of conflicts of interest and provide for visibility and consistent application of measures to prevent and deal with disclosure and conflict of interest.

The *Fraud Policy Statement and Response Plan* was developed to ensure each member of the Detroit Public Library understands their responsibility for the stewardship of the organization's resources, and to demonstrate DPL's commitment to the highest standards of moral, legal and ethical behavior.

The *Professional Services Contract Policy* was developed to provide a consistent and transparent process in considering the issuance of Professional Services Contract.

The *Purchasing Policy* was created to establish practical and efficient procurement procedures in accordance with the Detroit Public Library Commission policy (adopted in 1985). The procedures apply to the procurement from outside vendors or suppliers of goods and services, such as supplies, equipment, service contracts, consultants etc.

Discussion

President Hill asked about Disclosure Form—applicants should be revised. Commissioner Bellant asked that the matrix be added to the Purchasing Policy's responsible contracting section. Commission agreed matrix should be part of Purchasing Policy.

Commission Action

Commissioner Keith moved to approve these policies. Commissioner Kinloch seconded; the motion carried. (See addendum for policies.)

COMMITTEE ON BOOKS AND LITERACY

Commissioner Kinloch reported that the following donations were received in 2009:

From: Thomas J. Motschall, The Henry Ford II Fund -- \$5,000 for General

Minutes approved at January 19, 2010 DLC Meeting.

Contribution (December 29, 2008)

- From: Shelley Gale Goldsmith -- \$150.00 In memory of Marilyn Bick
- From: Adult Learning Institute -- \$150.00 for General Contribution
- From: Suzanne C. Smith -- \$50.00 for General Contribution
- From: Judy S. Mosteller -- \$50.00 In memory of Dr. Edith M.A. Kovach
- From: Dr. Barbara Ettinger and Dr. Paul Goodman -- \$25.00 – In memory of Dr. Edith Kovach
- From: Vickie Steele --\$5.00—In memory of Dr. Edith Kovach
- From: Rosalind Barrett --\$20.00—In memory of Dr. Edith Kovach
- From: Alice & Van Lanckton--\$36.00—In memory of Dr. Edith Kovach
- From: Marion Elizabeth Little--\$5.00—General Contribution
- From: The Westsiders—100.00—General Contribution
- From: Ollie M. Johnson--\$325.00—General Contribution
- From: M. Jon Posner--\$50.00—General Contribution in honor of staff at Wayne County Circuit Court
- From: Hanna Hintzen--\$50.00—In memory of Dr. Edith Kovach
- From: From: Oliver Dewey Marcks Foundation—Unrestricted donation of \$10,000.
- From: Laura Scott--\$30.00—In memory of Aubrey McCoslin
- From: Fred Hart Williams Genealogical Society--\$250.00—In memory of Margaret McCall Thomas Ward for the Burton Endowment Fund.

These gifts total \$16,396.

Commission Action

Commissioner Kinloch moved to accept these gifts and to convey to the donors our appreciation from the Detroit Library Commission and Staff. Commissioner Bellant seconded; the motion carried.

COMMITTEE ON BUILDINGS

Authorization to Purchase Ice Melt and Rock Salt for 2009/2010 Snowfall Season

Minutes approved at January 19, 2010 DLC Meeting.

Commissioner Thomas reported that there is a need for rock salt and ice melt for the 2009/2010-winter season as part of the winter support function. It will be used at all Library facilities for snow falls that are less than 1” that are not covered by the snow removal service. This includes sidewalks, driveways, steps, landing and ramps, and alleyways that provide entry or exit to parking lots or buildings.

A Request of Proposals (RFP) was mailed to suppliers, advertised in the *Legal News* and listed on the Library’s website. The Library received eight bids and nine no-bids. Out of the eight bids, three were non-compliant. The results are as follows:

<u>Vendor</u>	<u>Amount</u>
Mains Landscaping Supply Southfield, MI	\$ 5,580
Tucker Southfield, MI	\$ 5,210 (Non-Compliant Varied Quantity)
Allied Eagle Detroit, MI	\$ 6,060
Lesco Chicago, IL	\$ 6,200
Eagle Landscaping Southfield, MI	\$ 6,000 (Non-Compliant Did Not Include Delivery)
Sullivan Corp. Bloomfield Hills, MI	\$ 6,100
Hercules & Hercules Detroit, MI	\$ 6,420
APAC Paper & Packing Allen Park, MI	Ice Melt Only (Non-Compliant)

Bids were not received from the following vendors:

- Allied Building Service Co. – Detroit, MI
- Brighton Home Depot/Pro Sales – Brighton, MI
- Courtesy Sanitary Supply – Sterling Heights, MI
- Ezell Supply Company – Royal Oak, MI
- H & D Lawn Maintenance – Detroit, MI
- J&T Distributors Corp. – Redford, MI
- Noble’s Landscaping & Supply – Farmington Hills, MI
- Northern Landscape – Romulus, MI

Universal Weatherstrip & Building Supply – Detroit, MI

After reviewing the bids, the Library’s Facilities Department is recommending that Mains Landscape Supply of Detroit, MI, the lowest qualified bidder, be awarded the contract in the amount of \$5,580.

Commission Action

Commissioner Thomas moved to approve contracting with Mains Landscape Supply of Southfield, MI for the purchase of rock salt and snow melt for the 2009/2001-snowfall season. The amount of the contract would not to exceed five thousand five hundred and eight dollars (\$5,580). Commissioner Kinloch seconded; the motion carried.

Authorization to Contract for Pest Control Services at All Detroit Public Library Locations

Commissioner Thomas reported that pest control service is a necessity for all Detroit Public Library locations to help maintain the health and safety of employees and customers.

A Request for Proposal (RFP) was mailed to nine pest control service companies, advertised in the *Michigan Chronicle Legal News* and on the Library’s website. One company bid; one company responded, “can’t comply”, and seven companies did not bid. The results are as follows:

<u>Vendor</u>	<u>Amount</u>
Terminix International Southfield, MI	\$14,100
Clarks Pest Control Detroit, MI	Non-compliant could not meet bond requirement Clarks had one additional year renewal...DPL would not renew due to unsatisfactory service

Bids were not received from the following vendors:

- Expert Pest Control – Detroit, MI
- Great Lakes Pest Control – Warren, MI
- L&L Pest Control – Detroit, MI
- Newsom & Sons Pest Control – Detroit, MI
- Orkin Pest Control – Detroit, MI
- Rose Pest Solutions – Dearborn, MI
- Stevens Pest Control – Southfield, MI

After review of the bids, the Library’s Facilities Department is recommending that Terminix International of Southfield, MI be awarded the contract in the amount of \$14,100.

Commission Action

Commissioner Thomas moved to approve contracting with Terminix International of Southfield, MI for pest control services at all Detroit Public Library locations. The amount of the contract would not to exceed fourteen thousand one hundred dollars (\$14,100). Commissioner Keith seconded; the motion carried.

Authorization to Contract For Refuse Collection at All Detroit Public Library Locations

Commissioner Thomas reported that the Detroit Public Library is obligated to maintain a clean and safe environment for employees and customers. In order to do this, refuse must be collected and removed from all library locations.

A Request for Proposal (RFP) was mailed to twelve refuse collection companies, advertised in the *Legal News*, and placed on the Library's website. There were five bids, three no-bids, and four companies had gone out of business. The results are as follows:

<u>Vendor</u>	<u>Amount</u>	
Capital Waste, Inc. Detroit, MI	\$16,080 4,800	20 add. roll offs @ \$240 each
Disposal Management Bloomfield, MI	\$21,629 6,600	20 add. roll offs @ \$330 each
Waste Management Wixom, MI	\$22,884 8,000	20 add. roll offs @ \$400 each
Trinity Environmental Detroit, MI	\$27,256 7,000	20 add. roll offs @ \$350 each
Republic Waste Services Wayne, MI	\$31,611 6,860	20 add. roll offs @ \$343 each
American, LLC Detroit, MI	No Bid	
Five Star Detroit, MI	No Bid	
Great Lakes Waste Detroit, MI	No Bid	

After review of the bids, the Library's Facilities Department is recommending that Capital Waste, Inc. of Detroit, MI be awarded a contract for a base bid of \$16,080, and, if necessary, 20 additional roll offs @ \$240 each for a total of \$4,800; bringing the total cost to \$20,880.

Commission Action

Commissioner Thomas moved to approve contracting with Capital Waste, Inc. of Detroit, MI to provide refuse-collection for all Detroit Public Library locations. The amount of the contract would not to exceed twenty thousand eight hundred and eighty dollars (\$20,880). Commissioner Kinloch seconded; the motion carried.

COMMITTEE ON FINANCE

Authorization to Enter Into a Professional Services Contract with Merit Network, Inc. for Internal Network Re-Design

Commissioner Washington reported in preparation for network migration from Paetec, our current vendor, the Library's internal network configuration needs to be re-designed. This is being done to comply with new specifications for the new design. Merit Network, Inc. will accomplish this by doing the following:

- Evaluate and remedy server environment
- Evaluate and remedy domain architecture
- Evaluate and remedy backup systems architecture
- Evaluate and remedy anti-virus systems architecture

Merit Network, Inc. estimates that this project will require 120 hours of on-site work at the rate of \$175.00 per hour for a total of \$21,000. If more time is required to complete the project, it will be billed at the hourly rate. The Detroit Public Library and Merit Network, Inc. may terminate this contract, at any time, by mutual consent.

Discussion

Commissioner Thomas asked what would happen if additional hours were needed to complete the project? Mr. Cromer explained if costs run over \$3,000, the vendor would provide estimate that would be brought back to DLC for emergency approval.

Commission Action

Commission Washington moved to approve entering into a Professional Services Contract with Merit Network, Inc. for internal network re-design. The amount of the contract would not exceed twenty-one thousand dollars (\$21,000). Commissioner Kinloch seconded; the motion carried.

Routine Report on Finance

Summary of Expenditures Public Funds	
Program Expenditures-total checks 1088-1094	\$41,287.00
Capital Improvement Expenditures-total checks 1017-1028	\$394,534.43
Total Vouchers 699-837	\$715,462.79
Total Payroll & Benefits	<u>\$2,010,096.08</u>
Grand Total	<u><u>\$3,161,380.30</u></u>

Summary of Expenditures Restricted/Designated Funds	
Burton Endowment Fund Checking-total checks 8044-8064	\$9,546.95
Louise Webber O'Brien Endowment Checking-checks 4075-4087	\$3,397.02
Programs & Gifts Checking - total checks 1212-1217	\$75,770.53
Branch & Main Checking - total checks 1339-1347	<u>\$4,728.72</u>
Grand Total	<u><u>\$93,443.22</u></u>

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

Maria Norfolk, Associate Director
Financial and Business Operations

Commission Action

On motion of Commissioner Washington, the recommendation of the Committee on Finance, as set forth above, seconded by Commissioner Kinloch was unanimously adopted.

OLD BUSINESS

Commission Action

Commissioner Bellant moved to approve including the matrix in the Purchasing Policy. Commissioner Washington seconded; the motion carried.

Comments

Commissioner Bellant thanked the staff: Cledos Powell, Mike McElgunn, Tim Cromer, and Carolyn Mosley for taking notes. This updated policy will serve the Library well.

Commissioner Washington still wanted staff to find a way to honor Fred Martin. Commissioner Keith suggested placing a READ poster in designated area.

Commissioner Thomas suggested having a special day for Ernie Harwell at the Library; Commissioner Washington suggested making it an annual day.

President Hill mentioned that a letter had been sent to Clark Hill regarding Peter Remington to clarify that all outstanding invoices be sent to the Foundation.

NEW BUSINESS

Commissioner Kinloch planned to attend the ALA Midwinter Conference in Boston. He is a member of the ALA Awards Committee and is involved in the Association for Library Trustees and Advocates (ALTA). He is also a member of the Legislation, Advocacy and Intellectual Freedom Committee, Jury Chair for the Marshall Cavendish Excellence in Library Programming Award, and a 2010 Nominee for Councilor-at-Large of the American Library Association Governing Council.

Mr. Cromer said finalizing the UAW contract was near.

Commissioner Bellant mentioned the World Monuments Fund that may provide dollars to protect buildings.

Commissioner Keith presented President Hill with a gift from the Commission for her service as President for 2009.

The meeting was adjourned at 4:10 p.m.

Rev. Georgia Hill
President

Sherry Washington
Secretary