

DETROIT LIBRARY COMMISSION PROCEEDINGS

REGULAR MEETING

DECEMBER 18, 2012

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

Present: President Kinloch, Commissioners Bellant, Hicks, Jackson, Quarterman, Thomas

Administrative Staff: Mondowney, Machie, Moore, Norfolk

Excused: Commissioner Lemmons

Present Also: Janet Batchelder, Cheryl Blessett, Mark Bowden, Orelia Brown, Margaret Bruni, Ronald Bryant, Randy Call, Deborah Dorsey, A.J. Funchess, Victor Ibegbu, Mike McElgunn, Patrice Merritt, Carolyn Mosley, Maria Norfolk, Cledos Powell, Yvette Rice, Anna Savvides, Alma Simmons, Valerie Sobczak, Laurie Stuart, Steve Teeri, Dorothy Williams, Jackie Williams, Talisha Williams, Tracey Wyatt and others

President Kinloch noted that two items would be added to the agenda.

- The Commissioners' Goals for the Executive Director would be added under old business as an action item.
- A Resolution addressed to Governor Rick Snyder concerning Senate Bill 59 would be added under new business as an action item.

Approval of Meeting Minutes

The minutes of the Regular Meeting of November 21, 2012 and Special Commission Meeting of December 7, 2012 were approved with any necessary corrections.

Commissioner Hicks asked for a Point of Personal Privilege. He asked to amend the agenda and move the Resolution concerning Senate Bill 59 to the front of the agenda. He also asked that everyone take a 30 second moment of silence to honor the victims of the Newtown, Connecticut tragedy.

Resolution Concerning Senate Bill 59

Whereas, the heart-wrenching tragedy in Newtown, Connecticut has reminded us that society has been unable to balance the availability of firearms with public safety; and

Whereas, children are the most vulnerable of a vulnerable population to the actions of those who act with murderous intent; and

Whereas, schools, day care centers, youth programs in places of worship and in libraries are the most likely places to find defenseless children; and

Whereas, the Detroit Public Library operates programs to attract children to safe places to read, study and grow in a safe environment; and

Whereas, it is the duty of all persons in positions of responsibility to take all possible steps to enhance the safety of children and the general public; and

Whereas, the Legislature recently passed Senate Bill 59, which will permit concealed firearms in schools, day care centers and places of worship;

Now, therefore be it resolved that the Detroit Library Commission calls upon Governor Rick Snyder to veto this dangerous legislation; and

Be it further resolved that Governor Snyder initiate additional legislation that bars all firearms from libraries across our state and pursues all avenues to address the deep problems associated with gun violence, the high rate of lethal gun violence against our youth, and join the national debate on banning assault weapons.

Comment

Commissioner Hicks said that the resolution is also in the spirit of the lives that have been lost to gun violence in Detroit, Chicago and many other urban cities around the country.

Commission Action

Commissioner Hicks made a motion to adopt the resolution concerning Senate Bill 59 introduced by the full Commission. Commissioner Bellant supported the motion. The motion carried.

Report of the President

President Kinloch reported that in the {lame duck session} (*when Congress reconvenes in an even-numbered year following the November general elections to consider various items of business*), the legislature chose to pass replacement legislation for the Emergency Financial Manager.

He said since that action came out of the legislature and will become law in March 2013, he has asked the Detroit Public Library's general counsel to review this law as it has been passed and to issue an opinion of clarity as it relates to the new provisions in the law regarding the Emergency Financial Manager appointing authority and other expanded powers in this new law.

President Kinloch said he received a telephone call from a member of the Detroit Board of Education asking whether or not DPL's attorneys had indicated to the Commission that the Detroit Board of Education has the authority to remove a Commissioner that was appointed by the Emergency Financial Manager under Public Act 4.

He said he sent communication to the attorneys and the response was they had not expressed any advice or an opinion that would state the Detroit Board of Education has the authority to remove a member of the Detroit Commission appointed by the Emergency Financial Manager. He said he received this information from Mr. Tony Jenkins, General Counsel to the Detroit Library Commission.

Report of the Executive Director

Noteworthy

Ms. Mondowney reported that a December 7, 2012 article in the *New York Times* entitled "Auto Archives in Safe Havens" written by Rob Sass, stated the following: "If there's an automotive equivalent of the Royal Library of Alexandria, it's the Detroit Public Library. It has acted as the orphanage steps for carmakers and auto executives' estates with nowhere else to place discarded bits of automotive history." This is a great reminder of the global value of our National Automotive History Collection.

Oh What a Night

Ms. Mondowney reported that thanks to the support of the Friends, many volunteers, staff and the exceptional work of the Marketing staff including Khamisi Benford, Romondo Locke and Tracey Wyatt, the 40th Annual Noel Night was a tremendous success. More than 8,000 people visited Main Library on December 1st making for a spectacular evening. Indeed for over five hours thousands enjoyed arts and crafts, puppet shows, dance contests, face painting, choirs singing, exhibits and the fantastic Thornetta Davis.

One Book, One Community

Ms. Mondowney reported that DPL is pleased to announce that their 2013 One Book, One Community title will be the novel *Perfect Peace* by Daniel Black. *Perfect Peace* is set in rural Arkansas and is the story of a woman who, after giving birth to six sons, desperately wants a daughter. When child number seven arrives and is another boy, she makes an unbelievable decision to rear the boy child as a girl. *Perfect Peace* is a story of gender identity, self-esteem, personal longing, and family dysfunction. Daniel Black holds a Ph.D. from Temple University and is a professor of English and African American Studies at Clark Atlanta University. He will discuss his book at Main Library on Saturday, May 4, 2013. One Book, One Community is supported by the DPL Friends Foundation, Wayne County Community College and the Detroit Chapter of Girl Friends, Inc.

Schomburg Center Director at DPL

Ms. Mondowney reported that the Detroit Chapter of the Association for the Study of African American Life and History (ASALH) is sponsoring its second annual African American History Month lecture on Thursday, February 28, 2013 at the Charles H. Wright Museum of African American History. Dr. Khalil Muhammad, director of the Schomburg Research Center in Black Culture in Harlem will present this year's lecture. Prior to the lecture, DPL will host a reception for Dr. Muhammad from 2 – 4 pm on February 28 at Main Library.

Celebrate Authors Winter/Spring 2013

Ms. Mondowney reported that during the month of February, DPL will launch its 2013 Winter/Spring Celebrate Authors Series. 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 appear 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 at Main Library. Award winning young adult author Sharon Flake will appear at the Skillman Branch on February 26 at 1 pm. She will discuss her latest book, entitled *Pinned* at two presentations at Main Library on February 27.

Committee on Administration

Routine Human Resources Report

Commissioner Quarterman 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.

APPOINTMENTS (2)

Employees	Appointment Type	Title
1	Temporary	Business Analyst
1	Temporary	Senior Accountant

RETIREMENTS (1)

Employee Name	Last Day Worked	Retirement Date
LaTonya Dooley Callaway	10/10/2012	1/25/2013

SICK LEAVE PAYOUTS (1)

\$884.95 sick leave/pro-rated longevity payout made on 10/26/2012 to one (1) employee.

POTENTIAL RETIREMENTS (0)

There were no retirement letter requests submitted by DPL staff

SEPARATIONS (3)

Timothy Tompkins, Assistant Director, 10/25/2012
 Dawn Hyatt, Clerical Assistant, 11/5/2012
 Anthony White, Clerical Assistant, 10/26/2012

EMPLOYEE HEADCOUNT

Headcount – November 15, 2012	Headcount – November 15, 2011
335 Active Employees	361 Employees

Discussion

Commissioner Hicks asked for clarification on the temporary appointments. He wanted to know if the appointments were from outside sources or internal promotions.

President Kinloch asked Ms. Mondowney to respond to the questions.

Ms. Mondowney asked the Human Resources Department to respond.

Ms. Trinee Moore, Human Resources Director, explained that temporary positions are usually filled through the temp agency, Aerotek Professional Services or hired by DPL for a specific period of time. The two current temporary positions are Business Analyst and Senior Accountant. They consist of one person from Aerotek who has worked for DPL for over three years and rather than continuing to pay the temp agency, she was converted over to a temporary DPL employee.

The second temporary appointment is a former DPL employee who exited on an education leave and returned with a MBA. Ms. Moore said for self-disclosure, the second person was her daughter, Amanda Moore. She said the Business Office requested support for their department that was beyond a clerical position. Before these two appointments, the Business Office had three degree-leveled employees working on the finances and the rest of the staff were clerks and they needed more support for the professional operations. She said Mr. Cromer, Chief Administrative Officer, made the appointments before his departure from the library.

Commissioner Hicks asked what was the compensation?

Ms. Moore said there was no increase in compensation. The appointments were made based on fully funded positions that were vacant. Ms. Moore stated that Mr. Cromer discussed this information with the Committee on Administration.

President Kinloch asked Ms. Moore would have any oversight relating to the second position.

Ms. Moore replied she had absolutely no oversight over that department. She stated that the Director of Business and Financial Operations, Ms. Maria Norfolk has oversight over the Business Office. The recommendations for the appointments came directly from the Business Office.

Commissioner Quarterman asked how are the temporary positions defined?

Ms. Moore replied the temporary employees were given a one-year contract.

Commissioner Bellant asked which title applies to Amanda Moore?

Ms. Moore replied Business Analyst.

Commissioner Bellant asked for the name of the person who held the other position and who did each employee report to.

Ms. Moore replied Ms. Jacqueline Williams was the person who held the second position and she reports to Ms. Maria Norfolk. Ms. Amanda Moore reports to Ms. Cheryl Wright Blessett, Accounts Payable Manager.

Commissioner Bellant asked what kind of pool of candidates was available for these positions?

Ms. Moore explained that temporary positions do not require the traditional interview process. The positions do not have to be posted.

Commissioner Bellant said that extra steps in the hiring process should be taken when a family member is involved.

Ms. Moore replied that the extra steps were taken and she was not involved in the hiring process.

Commissioner Thomas asked Ms. Norfolk if the two temporary employees were doing a good job?

Ms. Norfolk replied yes.

There were no formal requests for public comments; however, Ms. Anna Savvides and Ms. Orelia Brown made comments from the audience regarding this issue.

Commission Action

Commissioner Quarterman made a motion to approve the Routine Resources Report. Commissioner Thomas supported the motion. The motion carried.

Committee on Finance

Routine Report on Finance

Commissioner Thomas 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.

Summary of Expenditures

PUBLIC FUNDS

Total Payroll & Benefits	\$1,680,635.71
Debt Service Payments – Pension Obligation Certificate	\$0.00
Personal Service Contracts	\$0.00
Total for Vouchers 267 – 340	<u>\$158,891.92</u>
Grand Total	<u>\$1,839,527.63</u>

Summary of Expenditures

Restricted/Designated Funds

Branch & Main	Checks 2175 – 2200	\$31,075.90
Burton Endowment	Checks 8227 – 8228	\$850.00
Knight Foundation	Checks 1403 – 1408	\$17,420.41
O'Brien Checking	Checks 4267 – 4280	\$6,154.06
Programs & Gifts	Checks 1694 – 1698	\$2,375.31
Public Funds/Capital Campaign	Checks 1134 – 1140	<u>\$9,211.49</u>
Grand Total		<u>\$67,087.17</u>

Summary of Credit Card Expenditures

Executive Director	\$1,683.33
Executive Director's Office – used for general office purpose	\$850.00
Deputy Director	\$16.94
Chief Administrative Officer	\$299.00
Human Resources Department	\$0.00
Marketing Department	\$133.12
Technical Services	\$2,469.21
Facilities Department	<u>\$1,634.97</u>
Grand Total	<u>\$6,943.05</u>

Discussion

Commissioner Hicks asked if the expenses that are outlined are running concurrent with the actual budget that was approved or are there any variances?

Ms. Norfolk stated that another column will be added to the next finance report showing the month- to- month actuals and variances.

Commission Action

Commissioner Thomas made a motion to approve the Routine Report on Finance. Commissioner Bellant supported the motion. The motion carried.

New Business

Friends Foundation Update

Ms. Patrice Merritt, Executive Director of Friends Foundation, along with Mr. Mark Bowden, Coordinator of the Burton Historical Collection, announced that DPL and its Burton Historical Collection have been awarded a grant in excess of ninety – thousand dollars (\$90,000) to process the Coleman A. Young Mayoral Collection. She said there were twenty-two grants awarded and one hundred grants were submitted. She also said that this was an honor for DPL. The processing will begin in January 2013 and it will take approximately two-years.

Mr. Bowden thanked Ms. Merritt, Ms. Alma Simmons, Ms. Mondowney and Ms. Machie for their support of this project.

Old Business

President Kinloch stated that there was some discussion on whether or not the Commission voted on and adopted the Commission Goals for the Executive Director for the period September 2012 through September 30, 2013.

Commission Action

Commissioner Thomas made a motion to officially vote on a resolution relative to goals for the Executive Director retroactive to September 1, 2012 through September 30, 2013. Commissioner Bellant supported the motion. The motion carried with 4 yes votes and 2 abstentions.

The meeting was adjourned at 2:39 p.m.

