

DETROIT LIBRARY COMMISSION PROCEEDINGS

REGULAR MEETING

December 21, 2010

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

Present: President Keith, Commissioners Adams, Bellant, Kinloch, and Thomas

Administrative staff: Mondowney (via conference phone), Cromer, Machie, and Moore

Absent: Commissioner Hicks

Present also: Albert Aliff, Benita Beckles, Threasa Brown (Security), Margaret Bruni, Randolph Call, Enid Clark, Arthur Divers, Deborah Dorsey, Atiim Funchess, April Hill, Todd Kelly, President, AFSCME 1259, Tina Manley, Patrice Merritt, Nora Montgomery, Carolyn Mosley, Uzo Onyemaechi, Rosemary Patterson, Cledos Powell, Deborah Quinn, Anna Savvides, Alma Simmons, Dortha Simpson, Aaron Stevens, CPA, Abraham and Gaffney, P.C., Yvette Rice, Virgil Thomas, Dwayne Vales, and Michael Wells, President, UAW Local 2200, and Cheryle Williams.

Commission Action

Commissioner Kinloch moved to ratify the action of the Committee of the Whole at the November 16, 2010 Detroit Library Commission meeting. Commissioner Bellant seconded the motion; the motion carried.

The minutes of the Committee of the Whole Meeting held on November 16, 2010 were adopted as recorded with any necessary corrections to be made.

REPORT OF THE EXECUTIVE DIRECTOR

Mrs. Mondowney's report was read by Juliet Machie. Mrs. Mondowney reported:

Save Our African Treasures

The Smithsonian's National Museum of African American History and Culture, presented "Save Our African Treasures" on Saturday, November 20 at the Main Library. The public was invited to bring three personal items for a 20-minute, one-on-one professional consultation with experts on how to care for them. The event received great media coverage. Approximately 150 people participated.

Noel Night

The 38th annual Noel Night was celebrated on Saturday, December 4th . Main Library hosted many family activities such as performances by the Children's Ballet Theatre, the Detroit Handbell Ensemble, and other choral ensembles. Face painting activities, music and dancing, and free cider and donuts were also enjoyed. Friends Auditorium was filled to capacity for performances by the energetic Mosaic Youth Theater of Detroit and singer extraordinaire Thornetta Davis. More than 7,000 people visited Main Library on this special holiday spirited night.

The Poetry of Emily Dickinson

DPL is a supporter of The Big Read: The Poetry of Emily Dickinson, sponsored by InsideOut Literary Arts Project. On December 10, Main Library's Music, Arts, & Literature Department hosted Dr. Edward Hirsch, a Dickinson scholar, for a discussion of Dickinson poetry and his book *How to Read a Poem and Fall in Love with Poetry*. Other programs are scheduled throughout February and March.

One Book, One Community

Rebecca Skloot, author of *The Immortal Life of Henrieta Lacks*, will be at Main Library on Saturday, March 26, at 2 p.m. DPL is encouraging the community to read this award winning book and participate in book discussion groups in February and March. Our current sponsors for this initiative include the American Cancer Society, Wayne State University's Shiffman Medical Library, School of Medicine and Office of Research, Karmanos Cancer Institute, the Health Alliance Plan, Wayne County Community College District, the Detroit Science Center, Children's Museum, and the DPL Friends Foundation.

DPL Friends Foundation

Rare Book Cataloging Project

The DPL Friends Foundation recently provided a check for \$24,600 in support of the Rare Book Collection cataloging project. This project was started almost two years ago and is near completion. Mrs. Mondowney thanked Peter Gulewich, Librarian III, for all his efforts in cataloging nearly 10,000 items as well as the Friends for their support.

REPORT OF THE PRESIDENT

President Keith commended everyone for their hard work over the past year and said that it was an honor to have served as President.

REPORTS OF COMMITTEES

AUDIT COMMITTEE

Acceptance of DPL Financial Statements Fiscal Year Ending June 30, 2010

The government-wide financial statements, fund financial statements, fiduciary funds and notes for the financial statements have been reviewed by management and the Audit Committee members for fiscal year ending June 30, 2010.

Abraham & Gaffney, P.C. Certified Public Accountants has completed the audits and determined that all accounting principles have been met.

Aaron Stevens, CPA, provided a brief overview of the audit completed on DPL's Financial Statements for fiscal year ended June 30, 2010. Mr. Stevens informed Commission that this audit was conducted according to generally accepted auditing standards established by Governmental Accounting Standards Board (GASB).

Mr. Stevens said that property tax is 94% of the Library's revenue source and it has been declining. The major expense incurred by the Library is in personnel costs. There had been an increase in expenditures for capital projects and a decrease in the fund balance. Commissioner Bellant informed Commission that the Audit Committee was reviewing contracts related to capital improvements.

Commission Action

Commissioner Bellant moved to approve acceptance of DPL's Financial Statements for fiscal year ending June 30, 2010.

COMMITTEE ON ADMINISTRATION

Adoption of Human Resources Monthly Report

Commissioner Kinloch read the Human Resources Monthly Report that listed personnel actions for new hires, separations, and retirements:

Retirement

Otis Sharp, effective December 2, 2010

Commission Action

On motion of Commissioner Kinloch and seconded by Commissioner Thomas, the personnel action report was unanimously adopted.

Commissioner Kinloch requested that a resolution be prepared for recently retired Conrad Welsing to honor his passion for work with the community.

Commission Action--Signatures Required on Contracts

Commissioner Kinloch resolved that the authorized signers for contracts should include the President and Secretary of the Commission for the purpose of execution. Commissioner Bellant seconded the motion; the motion carried.

Discussion

Commissioner Adams asked what had been the procedure. Commissioner Kinloch explained that the Executive Director would have already approved the contract before bringing it forward to Commission.

Ms. Machie added the procedure had recently changed: Projects were approved by Commission; contracts were then negotiated and either signed by the Deputy Director or the Executive Director. Currently, all contracts must be signed by the Executive Director.

Commission Action--Deficit Elimination Plan

Commissioner Kinloch moved to include a *progressive paid concession program* within the Deficit Elimination Plan being drafted by staff. Staff should have plan ready for the January 2011 Commission meeting. Commissioner Bellant seconded the motion; the motion carried.

Discussion

Commissioner Bellant added clarification about the motion. He said within the Deficit Elimination Plan and instead of an across the board percentage, percentages would be figured according to position held; the higher the income level, the higher the percentage.

Commissioner Kinloch requested staff get recommendations from the Unions, look at all options, avoid having layoffs, and form a committee to discuss ways that may have the least impact on employees.

Commissioner Adams felt because we are already half-way through the year, there is not enough time; action needs to be taken now. Commissioner Bellant said that staff is not getting consistent data on revenue from the City and that we do need to continue to develop a plan with the bargaining units. Mr. Cromer felt it was essential to understand the financial position of the Library before deciding to do a moderate or aggressive plan. Commissioner Adams agreed we should find out what is the deficit, scale back, and then decide on what should come from the staff.

Commission Action--Reduction in Travel Allowance for Commissioners

Commissioner Kinloch moved to reduce travel allowance for Commissioners from \$6,000 to \$1,000 for the current fiscal year. Commissioner Bellant seconded the motion; the motion carried.

Commissioner Adams was against the motion as it should indicate no travel instead of a reduction. Commissioner Kinloch said Commissioners do not have

to use; for example, his sponsors would reimburse the Library for his travel expenses.

COMMITTEE ON BOOKS AND LITERACY

The following donations were received in 2010:

- From: Thomas J. Motschall, The Henry Ford II Fund -- \$5,000 for General Contribution
- From: Ross M. Stuntz--\$200 for General Support (December 21, 2009)
- From: Florence Gantz--\$100 for General Support
- From: Elmira L. Rhein Foundation--\$1,000 for General Support
- From: Priscilla Benson, in memory of Sean Shepard--\$30.00 for General Support
- From: Howard Bell, in name of Michelle Williamson, Librarian, DPL, --\$20.00 for Popular Library
- From: The Westsiders--\$100 for General Support

These gifts total: \$6,450

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 Thomas seconded the motion; the motion carried.

COMMITTEE ON BUILDINGS

Request to Pay for the Emergency Boiler Replacement at Edison Branch Library

Commissioner Bellant reported the Library's Facilities Department was alerted to a problem (excessive heat & fumes) pertaining to the over 50 year old boiler at Edison Branch. After inspection, it was determined that the combustion starter had malfunctioned and would not shut off. The Library's standard practice for boiler malfunction is to perform a Carbon Monoxide (CO) emission test at the fire chamber. A visual inspection confirmed that there were CO emissions and the fire chamber had cracks in it. Due to the age of the boiler, it was no longer operable or repairable.

Expert Mechanical Service, Inc. of Wyandotte, MI was contacted to replace the boiler with a new high efficiency boiler. Expert Mechanical Services, Inc. is a contractor that has provided the Library with quality and experienced service for emergency work.

The new 990,000 BTU input/natural gas/84% thermal efficiency boiler was installed to code. The installation included a ten year closed-system heat exchange warranty and a twenty-year thermal shock warranty.

Commission Action

Commissioner Bellant moved to approve payment to Expert Mechanical Services, Inc. for the emergency boiler replacement at Edison Branch Library. The amount of the request will not exceed twenty two thousand seven hundred dollars (\$22,700) and will be paid from the Library's General Fund -- Building and Maintenance Repair. Commissioner Thomas seconded the motion; the motion carried.

Request to Pay for Emergency Asbestos Removal at Edison Branch Library

Commissioner Bellant reported in order for the new boiler to be installed at Edison Branch, the piping located above the boiler had to be abated. Professional Abatement Services, Inc. (PAS) was contacted to remove the asbestos. PAS is a contractor that has provided the Library with quality and experienced service for emergency work.

As part of the abatement process, PAS did the following:

- Supplied supervision, labor, material and equipment for the job
- Contained and removed approximately 140 in/ft of asbestos pipe work, valves and fittings
- Contained and removed approximately 50 sq/ft of duct insulation located above the boiler
- Removed asbestos from existing boiler
- Demolished existing boiler and removed it from site

Commission Action

Commissioner Bellant moved to approve payment to Professional Abatement Services, Inc, for the emergency removal of asbestos at Edison Branch Library. The amount of the request will not to exceed six thousand four hundred fifty dollars (\$6,450) and will be paid from the Library General Funds – Building and Maintenance Repair. Commissioner Thomas seconded; the motion carried.

Request to Accept Proposal from Mr. J. Monte Martinez for “Reading Garden” at Conely Branch Library

Commissioner Bellant reported that on October 21, 2010, Mr. J. Monte Martinez received a grant for \$40,000 through the **Community and Public Arts Detroit**. The grant is to develop and install a “Reading Garden” at the Conely Branch Library. Mr. Martinez is the Creative Director for 555 Gallery/Studio located in Detroit, MI.

The Library’s Facilities Department has reviewed and discussed Mr. Martinez’s proposal with him and is recommending its approval. During the review and discussion the following was made clear to Mr. Martinez:

- The Library has no funding for the project now or in the future
- The Library will provide only the following in-kind services – electricity for lighting of the garden at night, and water for the preservation of the plantings by an automatic watering system
- The Library’s in-kind services are contingent upon Mr. Martinez’s ability to bring required electrical and water service into the building

The scope of work and general layout for the “Reading Garden” includes: the creation of an original sculptural centerpiece, the installation of an iron fence, stone archways, shrubbery/plantings, and bricks.

Commission Action

President Keith moved to approve acceptance of the proposal from Mr. J. Monte Martinez for a “Reading Garden” at Conely Branch Library. Commissioner Thomas seconded the motion; the motion carried.

Request to Accept from West Grand Boulevard Collaborative (WGBC) Landscape Design and Installation for Memorial Reading Garden at Duffield Branch Library

Commissioner Bellant reported that the WGBC is a community based, nonprofit organization located in the central area of Detroit. Its mission is to improve safety, walk ability and aesthetic appeal along West Grand Boulevard between the Lodge Freeway (I-10) and Jeffries Expressway (I-96).

During the fall of 2009, representatives from the WGBC, Michigan State University – Horticulture Department, and the College of Creative Studies formed a committee to draft a beautification plan for West Grand Boulevard. As a first step, it was decided that a demonstration project should be constructed somewhere along West Grand Boulevard to show how public and blighted areas can be converted into attractive outdoor spaces for youth and families. A suggestion was made to construct the demonstration project on the grounds of the Duffield Library.

The committee members for MSU and CCS then created a landscape design and installation plan for the Duffield Branch. WGBC staff solicited financial donations and volunteers to support the project. The scope of work includes installing low maintenance turf, various native plantings, permeable pavements and functional art pieces. The garden will display concepts that decrease blight, sustain green initiatives, and promote literacy through outdoor classroom activities. The proposed project will be constructed in two phases: Phase I – Spring/Early Summer 2011 and Phase II – Fall 2011, completing all work by November 2011. *Implementation of the plan requires no financial commitment from the library.* The project is funded by a grant from the Kresge Foundation.

Commission Action

Commissioner Bellant moved to approve acceptance of the landscape design and installation from the WGBC for the Albert H. Mallory Memorial Garden. The garden will be constructed on the grounds of the Duffield Branch Library. Commissioner Kinloch seconded the motion; the motion carried.

Comments

Deborah Dorsey added the project incorporates youth and seniors who will help with the planting. These plantings will help reduce storm run-off. Commission thanked Deborah Dorsey for her commitment and work.

COMMITTEE ON FINANCE

Request to Purchase New Intermediate Distribution Frames (IDF) for Renovated Main Library – South Wing

Commissioner Thomas reported that new computers will be installed in the renovated South Wing of Main Library. To accommodate the increased need for data lines, new IDF ports will have to be installed. IDF's are small units of electricity that transport data over wires. Main Library's old IDF's were deployed to the renovated Parkman Branch Library. This was done to accommodate the increased need there – from 96 to 144 ports.

These new ports will allow for better computer management and troubleshooting, and CDW-G will install them. CDW-G provides technical support for libraries, and other educational organizations. This vendor has consistently provided the library with excellent support for its infrastructure needs.

Discussion

Commissioner Adams asked how this fits into the technical plan for DPL. Mr. Cromer explained it ties in with the scheme for additional computers and it does

accommodate wireless; people who bring in their own computers will be able to access the internet. Commissioner Thomas confirmed this would help provide more computer service for DPL.

Commission Action

Commissioner Thomas moved to approve the purchase of 192 IDF ports for Main Library’s renovated South Wing. The amount of the purchase is not to exceed thirty five thousand nine hundred forty nine dollars and forty-four cents (\$35,949.44). These funds will come from money set aside in DPL’s operational budget for telecommunications. Commissioner Kinloch seconded the motion; the motion carried.

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	\$ 0.00
Capital Improvement Expenditures-Total checks 1089-1090	\$4,800.00
Total Vouchers 471-615	\$1,860,078.41
Total Payroll & Benefits	\$1,986,392.14
Grand Total	<u>\$3,851,270.55</u>

Summary of Expenditures	
<u>Restricted/Designated Funds</u>	
Burton Endowment Fund Checking-total checks 8098-8102	\$2,879.57
Louise Webber O'Brien Checking-total checks 4181-4187	\$0.00
Programs & Gifts Checking-Total checks 1348-1355	\$5,072.82
Branch & Main Checking-Total checks 1636-1647	\$12,891.06
Knight Foundation grant - Total checks 1006-1015	\$720.00
Grand Total	<u>\$21,563.45</u>

Maria Norfolk, Director
Financial and Business Operations

OTHER NEW BUSINESS

Commissioner Kinloch spoke of the recent letter received from Michael Wells and felt it was important to meet with staff as soon as possible. Mr. Wells added the Union is available nights and weekends. Mr. Cromer said that two special conferences were held with all Unions present and that Administration has been proactive.

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