

DETROIT LIBRARY COMMISSION PROCEEDINGS

Regular Meeting  
February 16, 2010

President Keith called the Regular Meeting of the Detroit Library Commission to order at 1:56 p.m.

Present: President Keith, Commissioners Bellant, Hicks, Kinloch and Otis Mathis, Ex-Officio

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

Absent: Commissioners Thomas and Washington

Present also: Benita Beckles, Christopher Bray, Margaret Bruni, Claudius Cain, J. Randolph Call, Sr. Cathey DeSantis, David Flanagan, Amzie Griffin, Laura Howard, Tammara Howard, Todd Kelly, President, AFSCME 1259, Isophine Lawson, Debra E. Marshall, Patrice Merritt, Carolyn Mosley, Uzoma Onyemaechi, Rosemary Patterson, Johnnie Perry, Yvette Rice, Alma Simmons, Norman P. Thomas, Michael Wells, President, UAW Local 2200, and Conrad Welsing

The minutes of the Annual Meeting of January 19, 2010 were adopted as recorded with any necessary corrections to be made.

PUBLIC COMMENTS

*Father Norman P. Thomas* spoke on behalf of the Detroit Catholic Pastoral Alliance, the Gratiot Woods Coalition, and other community members. He said the Mark Twain Branch should be replaced and that the proposed plan to use the new building site for its location would fit well with the needs of the community.

President Keith thanked Mr. Thomas for taking the time to voice his support for a replacement branch. Commissioner Kinloch proposed having a public hearing in the evening to hear concerns of community. President Keith indicated that all suggestions would be evaluated carefully.

*David Flanagan*, Director, Urban Fitness Klub, and sponsor of the *Dads Love 2 Read* program asked that DPL consider partnering with the Detroit Catholic Pastoral Alliance in creating a new Mark Twain Branch that would be beneficial to the community.

*Laura Howard*, student and a resident of the Mark Twain community, was concerned about the number of citizens not being served and would like to see the Mark Twain Branch re-open. Ms. Machie informed Ms. Howard that there was a library presence in the church annex.

*Tammara C. Howard*, a volunteer that resides in the Mark Twain area, stressed the need for a new library that would provide the much needed technology, a place for students to do homework, and a place for families to go to enhance their education.

President Keith offered thanks to those that made comments and had taken time to put a plan together. He agreed to stay in touch on this issue and would continue to move forward in serving the needs of the community.

REPORT OF PRESIDENT

President Keith thanked the staff and Executive Director for doing all that they have done with the literacy initiatives. DPL can play a major role.

Comments/Discussion

As former chair of the Committee on Books and Literacy, Commissioner Kinloch said he had reached out to Mr. Bobb, Detroit Public Schools Emergency Financial Manager, with the offer of support from the Library to foster reading skills, but to no avail.

Commissioner Mathis said there are plenty of opportunities to serve children and DPL must play a major part.

Commissioner Bellant said Detroit Public Schools' approach was different and that we should assess any programs before we align ourselves with them.

Ms. Machie noted that through Children's Library and Children's Services, we have been doing a lot for children and would continue to do so.

Commissioner Mathis gave an open invitation to Commissioners to attend the regular school board meetings.

President Keith announced the 2010 Committee Assignments:

**DETROIT LIBRARY COMMISSION.....Committees for 2010**

**ADMINISTRATION.....Jonathan C. Kinloch, Chair**  
Russ Bellant  
Luther Keith

**AUDIT.....Russ Bellant, Chair**

Judge Edward M. Thomas  
Gregory Hicks  
Otis Mathis  
Rollin Henderson

**BOOKS & LITERACY.....Sherry Washington, Chair**

Gregory Hicks  
Luther Keith  
Otis Mathis

**BUILDINGS.....Otis Mathis, Chair**

Russ Bellant  
Jonathan C. Kinloch  
Sherry Washington

**FINANCE.....Judge Edward M. Thomas, Chair**

Luther Keith  
Otis Mathis  
Sherry Washington

**LIAISON TO THE DPL  
FRIENDS FOUNDATION.....Gregory Hicks**

REPORT OF THE EXECUTIVE DIRECTOR

Mrs. Mondowney reported on the following:

2010/11 Detroit Library Budget

The first step of the 3-step budget process with the City of Detroit was a meeting with the City of Detroit’s Budget Department which was held on Tuesday, February 2, 2010. The next meeting would be scheduled with Mayor Bing.

Main Library’s South Wing

The Social Science, Education and Religion and Business, Science, and Technology Departments are almost emptied and are being relocated to the Old Browsing/Children’s Library to prepare for the South Wing renovations. The DVD’s and videos that were in Old Browsing are now located in the old History and Travel room. Phone reference service calls are being directed to TIP. These departments should be re-opened by February 23<sup>rd</sup>.

### Events and Programs

The Comerica Java & Jazz: A Coffee House Series begins its 10<sup>th</sup> year tonight at 6:00 p.m. featuring Gaye-Lynn McKinney & McKinfolk. The jazz series runs from February to August at Main Library every third Tuesday.

The 66<sup>th</sup> Annual E. Azalia Hackley Concert will be held tomorrow night at 7:00 p.m. The concert is sponsored by Detroit Public Library, Munder Capital, Miller Canfield, and the Detroit Public Library Friends Foundation & Friends of the E. Azalia Hackley Collection. Tickets are still available.

*A Rhapsody in Black* would be presented by James Pettis. At the age of five, Mr. Pettis performed classical music on the piano. He has received many awards for piano competitions and made numerous appearances. Mr. Pettis has trained at the Julliard School in New York City.

The *Luther Badman Keith Blues Band*, a Detroit Music Award winning blues band would play a mixture of blues, funk and soul. Commissioner Keith's 2003 *Thunder in My Blues* CD was nominated for a Detroit Music Award for Outstanding Blues Recording.

### Tax Service @ DPL

Free tax assistance would be offered once again to customers who meet the eligibility guidelines based on household incomes from the Accounting Aid Society. Walk-in service would be available at Main Library and by appointment at several branch locations. At the Edison Branch, the service is sponsored by the AARP.

### Board Retreat

We are in the process of drafting a plan for the Commission Retreat to be held in early spring.

### Book Club in a Bag Program

Margaret Bruni talked about the concept behind the Book Club in a Bag program and presented a recorded radio clip that had aired on WCHB to publicize the program. Each bag would contain 10 copies of author Leonard Pitts, Jr.'s book *Before I Forget*, a reader's guide and hints on how to hold a successful book discussion.

## REPORTS OF COMMITTEES

### COMMITTEE ON ADMINISTRATION

#### Personnel recommendations of the Director:

#### Retirements

Karen Bell Abbott, effective February 6, 2010

Separations

Christine Renaud, effective January 22, 2010

Commission Action

On motion of Commissioner Kinloch, these personnel recommendations were unanimously adopted.

COMMITTEE ON BUILDINGS

Authorization to Pay for Emergency Water Main Break at the Douglass Branch Library

Commissioner Mathis reported that the Library's Facilities Department was notified, December 10, 2009, that the water main under the concrete slab floor had ruptured at the Douglass Branch Library. The Library on Wheels and Douglass workrooms were flooded, and the carpet was soaked under approximately 2" of water. Because of safety concerns for the public and staff, the branch was closed and staff deployed to other locations.

The City Water Department shut off the water at a gate valve across the street from the Branch.

The Library was responsible for making the repairs since the break was under the slab floor. Bill James Plumbing was contacted to do the emergency repair work. Bill James Plumbing is a contractor that has provided the Library with quality and experienced service for emergency work. The work was very time consuming, labor intensive and consisted of the following:

- Troubleshooting domestic cold water leak in slab floor
- Breaking concrete floor in several areas around existing water meter
- Excavating ground to uncover domestic water leak
- Repairing underground pipe leak, and backfilling holes with gravel
- Re-pouring concrete floor
- Re-routing 3" copper piping, and re-hooking up existing water meter
- Providing and installing new 3" shut off valve
- Insulating pipe
- Testing/flushing piping

The Douglass Branch is scheduled to re-open the week of February 14<sup>th</sup>, 2010 after the new tile floor covering is installed and furniture moved back in place.

Commission Action

Commissioner Mathis moved to approve payment to Bill James Plumbing for emergency repair service at the Douglass Branch Library. The amount of the payment would not exceed thirty-one thousand, eight hundred and twenty seven dollars (\$31,827.00). Commissioner Bellant seconded; the motion carried.

COMMITTEE ON FINANCE

Authorization to Enter into a Professional Services Contract with Cubemation, LLC to Complete the Library's Financial System and Network Backbone Upgrades

**Overview**

Commissioner Mathis reported that Cubemation, LLC has provided consulting services for the Detroit Public Library (DPL) for the past two years. They have worked on and assisted with such projects as the enhancement of DPL's website, upgrades to the system's backbone infrastructure, assessments/situation analysis studies, and a complete overhaul of DPL's purchasing system and process. After the initial planning stages were complete, the project was separated into six different phases (later being consolidated into three phases). The staff has been pleased with Cubemation's deliverables, and that they were able to complete projects on time and within budget. A review of the data table below will provide a brief description of completed deliverables from phase's one and two (please see Figure A below).

	<b>Phase 1 Purchase Order (PO) Module</b>	<b>Phase 2 Public Funds Account Migration</b>
<b>TD:</b>	Complete	Complete
<b>% Comp:</b>	100%	100%
<b>Details:</b>	<p>DPL Purchasing Dept. went live with the Clarity Accounting Sys. (Purchase Order Module) Upgrade on November 3<sup>rd</sup>, 2009 directly after the Civic Systems 'Remote Refresher Training' and has been running stable since its deployment.</p> <p><b>*Additional Deliverables:</b></p> <ul style="list-style-type: none"> <li>- Installation &amp; Configuration of Clarity Accounting System Upgrade</li> <li>- Installation &amp; Configuration of Database System (for management of accounting data)</li> <li>- Configuration and support for 'Active Directory' users</li> <li>- Resolved network connectivity issues affecting the BFO Dept causing long boot times and limited server access</li> </ul> <p>Authorized Amount: \$835,000</p>	<p>Civic Systems General Ledger and Accounts Payable Training was completed in preparation for the deployment of the Clarity General Ledger and Accounts Payable Modules which has been ready for use since 12/3/09.</p> <p>The go-live date with these Modules was pushed back at the request of the BFO department for the start of the new year on 1/4/10, but has since been operational by the BFO department.</p> <p><b>*Additional Deliverables:</b></p> <ul style="list-style-type: none"> <li>- Back-Up and Upgrade of Quickbooks software (for historical data access purposes)</li> <li>- IT Supporting for all software upgrades completed by CMCG, including some administration support</li> <li>- Resolution of 'Domain' structural issues affecting the BFO Dept.</li> <li>- Extended Track-It usage for enhance IT Supporting</li> </ul> <p>Authorized Amount: \$835,000 Amount Spent: \$780,000</p>

Figure A

With the completion of phase's one and two identified in the aforementioned table, the CMCG has arrived at the final milestone for the completion of the project commissioned by DPL. We have arrived at this milestone ahead of schedule and have since consolidated future phases into phase three, which will take approximately twelve month to complete.

Listed below *Figure B* provides specific details entailed in the final phase (phase three), see below:

<b>Phase 3 Payroll Upload Restricted Funds Revised Chart of Accounts Purchase Requisitions – Sire Web Center</b>	
<b>TD:</b>	07/01/2010
<b>% Comp:</b>	15%
<b>Details:</b>	<p>CMCG and will work with ADP and Civic Systems to resolve any General Ledger upload issues for the Payroll Accounts (remains contingent on ADP's go-live date).</p> <p>Training on Clarity Accounting System for the BFO 'Restricted Fund' staff group before the deployment of 'Restricted Funds' on the Clarity System. Development of accounting process flow charts for the changes in system processes.</p> <p>Development of Revised 'Chart of Accounts' to accompany the BFO's new accounting system for improved reporting and enhanced management of accounting data.</p> <p><b>*Additional Deliverables:</b> - See page 3 for additional deliverables.</p>

**Figure B**

**KEY**

**TD:** Tentative Deadline  
**%Comp:** Percentage Complete  
**Details:** Project Notes and Details

Additional Phase 3 project items consist of the following, see below:

- Human Resources Payroll Services Transition & Migration
  - Separation from City of Detroit payroll System
  - Unify System Data Accessibility & System-to-System Communication
  - Upload of Payroll Data into Civic Accounting System
  
- Development of Interfaces into City of Detroit Oracle Systems
  - Data Conversion – Migration of Financial Data from COD
  - Integration of DRMS with DPL's new accounting system
  - Migration of Restricted Funds into Civic Accounting System
  - Revision of Process Work Flows within BFO Dept.

\* A meeting schedule with relevant COD IS Staff is in the process of being created; additional coordination with COD IS Team is required.

- Situation Analysis with ADP
  - Development of Implementation Plan
  - Execution of Implementation Plan
- Evaluation of Policies & Procedures
  - Revise all applicable Policies & Procedures
  - Development of additional Policies & Procedures where applicable
- System Wide E-Fax Solution
  - Installation and Deployment of E-Fax Solution in conjunction with Merit Network Systems
  - \* Awaiting resolution of Internet Service Provider (ISP) change over with McCloud/Merit Network Systems.
- Network Analysis for Application Security Controls
  - Additional Network Assessment Testing
  - Development of Future State Network Infrastructure
  - Development of Policy & Procedural Controls
  - Separation of Duties Protocol & Procedures
  - Restructuring of DPL Domains to improve network access
  - Set-Up & Configuration of DNS Server to enhance department connectivity
  - Assessment & Implementation of Network Security Solution

Commissioner Mathis moved to approve the professional services contract with Cubemation, LLC for consulting services – covering the period January 2010 – January 2011. This contract would complete the Library’s Financial System and Network Backbone Upgrades. The amount of the contract would not exceed eight hundred and thirty-five thousand dollars (\$835,000.00).

#### Commission Action

Commissioner Bellant seconded the motion. Commissioner Kinloch supported pending further discussion. After discussion below, the motion carried.

#### Discussion/Comments

Commissioner Kinloch asked what was total amount spent to date on the Cubemation, LLC contract and if project would be completed under this contract. Mr. Cromer answered yes, it would finish the project; the amount previously spent on Phases I and II was \$1,615,000. Commissioner Hicks and Mathis both requested part of the principles be in the contract.

#### Authorization to Purchase Fuel from Wright Express Fleet Services

Commissioner Mathis reported that the Library’s Facilities Department received notification, on September 9, 2009, from the City of Detroit General Services

Department that it would no longer provide fuel services to the Detroit Public Library (DPL). This became effective September 21, 2009.

At the request of the Facilities Department, DPL's Purchasing Department began looking for 1) a short term and 2) long term resources for DPL's fuel requirements. The Facilities Department, in the interim, used several emergency fuel purchasing sources. These included cash, debit and credit cards. The debit and credit cards have a limit of \$1,000.00 per month.

After researching several sources, DPL's Purchasing Department determined that the Wright Express Governmental Fleet Program was the best choice. It complies with the State of Michigan's MiDEAL (Michigan Delivering Extended Agreement Locally) which allows the Library to take advantage of its tax exempt status.

A dedicated fleet card is assigned to each vehicle, and each employee is assigned their personal random driver ID pin number. The gas card remains with the vehicle at all times.

Wright Express would bill DPL monthly minus all sales taxes, and any other taxes that allow us to take advantage of our tax exempt status. The first six months of use would provide fuel use guidelines and actual fuel costs. (The City of Detroit did not provide any historical usage of billing).

#### Discussion

During the committee meeting, Commissioner Hicks said he had requested a copy of the State contract used to purchase fuel in bulk. Mr. Powell responded that he had not yet received a response from the State. Mr. Cromer explained this gas purchasing method was a solution to our immediate needs that was simple-- a debit card. Commissioner Hicks said we need to explore other options so that fuel costs could be better controlled.

#### Commission Action

Commissioner Mathis moved to approve purchasing fuel services for the Detroit Public Library from the Wright Express Governmental Fleet Program. The amount of the purchase would not exceed fifty thousand dollars (\$50,000.00) per fiscal year. Commissioner Kinloch seconded; the motion carried

### COMMITTEE ON FINANCE

#### Routine Report on Finance

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

Summary of Expenditures	
<b><u>PUBLIC FUNDS</u></b>	
Program Expenditures-Total checks 1103-1114	\$43,227.27
Capital Improvement Expenditures-Total checks 1040-1041	\$165,807.22
Total Vouchers 1000-1199	\$740,127.13
Total Payroll & Benefits	<u>\$1,991,276.57</u>
Grand Total	<u><u>\$2,940,438.19</u></u>

Summary of Expenditures	
<b><u>Restricted/Designated Funds</u></b>	
Burton endowment Fund Checking-total checks 8065-8078	\$1,292.76
Louise Webber O'Brien Checking-total checks 4090-4102	\$4,451.93
Programs & Gifts Checking-Total checks 1224-1231	\$6,647.81
Branch & main Checking-Total checks 1357-1364	<u>\$13,163.82</u>
Grand Total	<u><u>\$25,556.32</u></u>

Maria Norfolk, Director  
Financial and Business Operations

Discussion

Mr. Cromer explained to Commissioner Hicks that the financial report was for approval of expenditures. Information would be provided at the orientation meeting that would focus on budget questions.

OLD BUSINESS

*Fred Martin Tribute*

Mrs. Mondowney reported that Alma Simmons, Special Assistant to the Director, spoke to former commissioner Fred Martin and found that he was open to ideas for honoring his years served as a commissioner and that he would meet with staff in the spring.

*Ernie Harwell Tribute*

Mrs. Mondowney reported that in the past, the Library had hosted an annual Ernie Harwell Day and that is being revisiting as a way to promote the collection.

*Summer Reading*

After Patrice Merritt, Executive Director of the DPL Friends Foundation, mentioned the *Summer Reading Program* and working with the Detroit Public

Schools, Commissioner Mathis extended an invitation to her to attend the DPS board meetings.

*Church Literacy Program*

President Keith asked about the status of *Church Literacy Program*. Ms. Machie reported that the six-month pilot program had ended and a report would soon be presented to the Committee on Books and Literacy. The goal to impact 15 churches was met; the goal to produce 150 new readers was not met under the Lonnie Peek contract. DPL's literacy training program provides 16 hours of training. Currently, there are 80-100 people waiting to get trained.

*Board Retreat*

Mrs. Mondowney reported more information would be provided in the near future.

NEW BUSINESS

*Census*

Commissioner Bellant suggested having a census day with staff pledging to complete their census forms; Commissioner Hicks agreed that staff should be encouraged to complete the census forms. Mrs. Mondowney indicated that the Library is involved in providing displays and materials for staff and the public to show the importance in completing these forms. It was agreed that a message declaring census day at the Library would be sent to staff.

The meeting was adjourned at 3:10 p.m.