

DETROIT LIBRARY COMMISSION

REGULAR MEETING

MARCH 17, 2009—1:30 p.m.

AGENDA

- I. Reading of the Minutes of the Regular Meeting of February 17, 2009 – *Action Item*
- II. Public Comments
- III. Report of the Director
- IV. Report of President
Howard University Alternative Spring Break
Education and Literacy Program
- V. Committee on Administration – *Action Items*
Routine Report on Human Resources
Testimonial Resolution for Fred Martin
Calendar of Library Closings and Holidays
Audio Recording of Commission Meeting Minutes
Change in Fees and Fines/Amnesty Month
 - Report from the Committee on Administration/Travel
- VI. Audit Committee -- *Action Item*
Report from the Audit Committee
- VII. Committee on Buildings – *Action Items*
Amend Contract with Hamilton Anderson -- Children's Library
Construction Management Contract for Children's Library
Notice of Default Letter/Lothrop Branch
- VIII. Committee on Finance – *Action Items*
Routine Report of Committee on Finance
DPL Budget 2009-10
Fund Advance Agreement for Detroit Library Foundation
Purchase of 700 Licenses for Microsoft Office Enterprise 2007
Purchase of UPS Systems
- X. Adjournment

DETROIT LIBRARY COMMISSION PROCEEDINGS

Regular Meeting
March 17, 2009

President Hill called the Regular Meeting of the Detroit Library Commission to order at 1:45 p.m.

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

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

Absent: Otis Mathis, Liaison to Detroit Board of Education President

Present also: Margaret Bruni, Ronald Bryant, Randy Call, Lurine Carter, Enid Clark, Atiim Funchess, Simone Hall, Fred Martin, Carolyn Mosley, Kathleen Newman, Uzo Onyemaechi, Rosemary Patterson, Cledos Powell, Alma Simmons, Chuck Thompson, Rita VanBrandeghen, Victor Walker, Michael Wells, President UAW Local 2200, Conrad Welsing,

The Minutes of the Regular Meeting of February 17, 2009 were adopted as recorded with any necessary corrections to be made.

PUBLIC COMMENTS OR REMARKS

Victor Walker, *Michigan Citizen* newspaper reporter, questioned the validity of a supposed policy that required youth to “write” their name as a condition of getting a library card. He had been investigating this for a year and wrote an article for the newspaper about such a policy.

President Hill thanked him for his time and for coming to the meeting. President Hill apologized for this misunderstanding: Children do not have to write their name. Ms. Machie issued a memo to the staff to follow the proper policy which states that parents or guardians are authorized and encouraged to obtain library cards for their minors and that the library card may be signed on behalf of the minor. All Commissioners and Administrators endorse and embrace young people having library cards.

Lurine Carter, Coordinator for Children’s Services, remarked that our primary purpose is to ensure kindness and our goal is to make sure every child in Detroit has a library card. The Library has sign-up drives and at last year’s Metro Youth Day, 500 children signed up for a library card.

Kathleen Newman, retired librarian from the *Detroit Free Press*, updated the Commission on her campaign to have a branch library on the Riverfront. Ms. Newman suggested partnering with the Detroit School Center for a charter school and library at the Ford Auditorium site. She left her business card for contact information. Commissioner Washington suggested that Ms. Newman consider three sites and would email her with specific information regarding proposed usage of the Ford site.

REPORT OF THE DIRECTOR

2009/2010 Library Budget

Ms. Skowronski reported that the second step of the budget process with the City took place with the with the Mayor's office on Friday, March 13th. She did not meet with Mayor Cockrel. She met with Darchelle Love Strickland, Chief of Staff. The next meeting with the City Council is scheduled for May 5.

Proposal C

Ms. Skowronski reported that on February 24, 2009, the citizens of Detroit approved Proposal C, a general obligation bond proposal, for the City of Detroit Museums, Libraries, and Recreation and other Cultural Facilities.

Author Visit @ The Douglass Branch

Ms. Skowronski reported that Jewell Parker Rhodes is the author of *Douglass' Women*. 123 people including several branch book club representatives participated in a lively discussion and book signing. The event took place on Wednesday evening on February 25th.

Comerica Java and Jazz 2009

Ms. Skowronski noted that tonight's program would be with Ursula Walker and Buddy Budson, which features a sophisticated duet of Jazz. The program begins at 6:00 p.m. in the Old Browsing Library.

DPL's History

Ms. Skowronski reported that Jim Evenhuis, retired Assistant Director for Branch Services, has agreed to volunteer to work with staff for the compilation of a written history on DPL for the period after 1965. The Library's first historical compilation, *Parnassus on Main Street* ended in 1965. Plans are to have the publication ready for the sesquicentennial in 2015.

801 West Baltimore Building

Ms. Skowronski reported that finally, the demolition was complete and the building was completely down.

TIP

Ms. Skowronski reported that United Way elected not to renew the *TIP Database Subscription Agreement* between the Library and United Way. This database has been the principal source of information used by 2-1-1 staff regarding available community services.

REPORT OF THE PRESIDENT

President Hill offered congratulations to Commissioner Kinloch for his appointment to ALTAFF's legislative committee, the Association of Library Trustees, Advocates, Friends and Foundations, a division of the American Library Association.

President Hill recommended two books that she especially liked. The *Speed of Trust* by Stephen M.R. Covey about the importance of trusting one another. Ms. Machie remarked that we have staff that are certified to teach this idea. The second book was *Outliers* by Malcolm Gladwell who wrote about how we measure success.

President Hill introduced Simone Hall, a student from Howard University to talk about her alternative spring break. Ms. Hall and other students spent spring break in Detroit to help focus on education and literacy. For the last 15 years, students from Howard University have spent their spring breaks helping others in such cities as Chicago, Washington, DC, New Orleans, and the Everglades. The Office of the Dean of Chapel at Howard University coordinates the trips. Ms. Hall provided her email address for those who are interested in finding out more about such a program. Commissioners thanked Ms. Hall and asked a few questions. Commissioner Kinloch asked that a thank you letter be sent to her for helping out and coming to Detroit and that a copy be sent to the President of Howard University. President Hill agreed to send such a letter.

REPORT OF COMMITTEES

COMMITTEE ON ADMINISTRATION

RETIREMENTS

Richard Manikowski, effective March 6, 2009

Commission Action

On motion of Commissioner Keith, seconded by Commissioner Thomas, this personnel action was supported and unanimously adopted.

**DETROIT LIBRARY COMMISSION
TESTIMONIAL RESOLUTION**

Commissioner Keith read the testimonial resolution presented to former Commissioner Fred Martin.

WHEREAS, Fred Martin, was appointed Commissioner of the Detroit Library Commission on February 17, 1987, and served for 21 years, a long record of outstanding service; and

WHEREAS, his knowledge and his work experience with the City of Detroit and the Detroit Public Schools, Wayne State University, and his many affiliations benefited the Library under his 21 years as a Commissioner; and

WHEREAS, his contribution to the Detroit community and the Library was significant through his commitment to providing services to the people of Detroit; and

WHEREAS, because of his lifelong love for reading, he helped promote reading and donated many books to the Library; and

WHEREAS, he gave his time and expertise many times over for the numerous issues that needed resolution during his terms as a Commissioner; and

WHEREAS, he always held high the standard of a Commissioner; he served as Chair on the Committee on Administration, Committee on Buildings, Committee on Finance, and as President of the Commission more than once; and

THEREFORE BE IT RESOLVED, that the Detroit Library Commission celebrates Fred Martin's 21 years of service as a Detroit Library Commissioner and is very grateful and appreciates his leadership, wisdom and valuable counsel to the Detroit Public Library.

Adopted this seventeenth day of March in the year of our Lord two thousand and nine.

President Hill presented the signed resolution to Mr. Martin and thanked him for his contribution and service to the Library.

Mr. Martin said he was happy to be able to say the integrity of the Library had been upheld and there were no scandals during his tenure. He was delighted with the phenomenal growth and pleased to see the recent bond proposal pass. Detroit citizens have loved us for all these years. Best wishes on the future.

PRESENTATION OF RETIREMENT CERTIFICATES

President Hill recognized two library employees: Rita VanBrandeghen and Charles Thompson.

Rita VanBrandeghen received her retirement certificate for 31 years of service. Ms. VanBrandeghen spoke of her work experiences in several branches and as the Manager at Conely Branch.

Charles Thompson received his retirement certificate for 22 year of service. Mr. Thompson's last position was as the Interim Assistant Director for Main Library. He also encouraged financial support for the retirees segment of the Staff Association. He is also now serving on the Detroit Public Library Friends Foundation Board.

Approval of the Calendar of Library Closings and Schedule Changes

Commissioner Keith reported that the Calendar of Library Closings and Schedule Changes was recommended for the fiscal year July 2009 through June 2010. It included Main Library and Branch holiday closings and schedule changes.

CALENDAR OF LIBRARY CLOSINGS AND SCHEDULE CHANGES

2009-2010

July 3, 2009 (Friday)	Designated Holiday (Independence Day) For Main Library Closed Agencies and Branch Agencies
July 4, 2009 (Saturday)	Independence Day
September 5, 2009 (Saturday)	Designated Holiday (Labor Day) For Main Library Public Service Agencies
September 7, 2009 (Monday)*	Labor Day
September 23, 2009 (Wednesday)	Staff Day
November 11, 2009 (Wednesday)	Veterans Day
November 26, 2009 (Thursday)	Thanksgiving Day
November 27, 2009 (Friday)	Day After Thanksgiving
November 28, 2009 (Saturday)	Designated Holiday (Day After Thanksgiving) For Branch Agencies
December 24, 2009 (Thursday)	Christmas Eve
December 25, 2009 (Friday)	Christmas Day

December 26, 2009 (Saturday)	Designated Holiday (Christmas Day) For Branch Agencies
December 31, 2009 (Thursday)	New Year's Eve
January 1, 2010 (Friday)	New Year's Day
January 2, 2010 (Saturday)	Designated Holiday (New Year's Day) For Branch Agencies
January 16, 2010 (Saturday)	Designated Holiday (Martin Luther King, Jr. Day) For Main Library Public Service Agencies
January 18, 2010 (Monday)	Martin Luther King, Jr. Day
February 13, 2010 (Saturday)	Designated Holiday (President's Day) For Main Library Public Service Agencies
February 15, 2010 (Monday)	President's Day
April 2, 2010 (Friday)	Good Friday
April 3, 2010 (Saturday)	Designated Holiday (Good Friday) For Branch Agencies
May 29, 2010 (Saturday)**	Designated Holiday (Memorial Day) For Main Library Public Service Agencies
May 31, 2010 (Monday)	Memorial Day

*September 11-12, 2009 (Friday-Saturday)	Branch Fall Schedule Begins (Closed Fridays, Open Saturdays)
**May 28-29, 2010 (Friday-Saturday)	Branch Summer Schedule Begins (Open Fridays, Closed Saturdays)

Commission Action

On motion of Commissioner Keith, seconded by Commissioner Bellant, the *2009/2010 Calendar of Library Closings and Schedule Changes* was supported and unanimously adopted.

Detroit Library Commission Meeting Approval to Record Minutes

Commissioner Keith reported that the Committee on Administration recommended recording the meeting minutes beginning in April 2009. The audio recording of the minutes would be available to provide a backup for clarification on the regular printed minutes.

Commissioner Thomas asked if there was a problem with the accuracy or content of the minutes. Commissioner Kinloch said there were no serious or glaring problems but this would act as a support mechanism.

The audio recorded minutes would be kept for one year (or no longer than 12 calendar months) unless otherwise requested by Commission.

Commission Action

On motion of Commissioner Keith, seconded by Commissioner Kinloch, approval to record the DLC meeting minutes and to retain the audio recordings for no longer than 12 months was supported and unanimously adopted.

Authorization to Offer a Fine Amnesty to Library Customers and to Lift Fee Restrictions to the Use of Library Computers

Commissioner Keith reported that the Detroit Public Library has 420,000 registered users in its customer database. Of this number, 22% (94,155) have fee obligations of \$10 or more. DPL's policy prohibits checkouts or the use of library computers when a customer's fee obligations exceed \$10. 33% (141,000) have overdue items, which need to be returned to the library.

April 12-18 is designated as National Library Week. In appreciation of our customers' support of the Detroit Public Library, staff is proposing to offer a one-month fee amnesty to library customers as an incentive to return library materials and to become active customers again. In addition, staff is proposing to remove current restrictions from the use of library computers when the maximum overdue fine is reached.

Discussion

Commissioner Bellant inquired about the approach used to collect overdues. Mr. Call said that overdue notices would still continue either through voice mail, US mail, and some email. Commissioner Thomas asked about the amount of money from non-returned and overdues outstanding. Mr. Call said it was around one million dollars. Ms. Machie stressed how important it was to have the books returned.

Commission Action

Commissioner Keith moved to approve 1.) The offer of a one-month amnesty on fines beginning April 13, 2009 through May 9, 2009 and 2.) To permanently remove use restrictions on library computers when a customer has reached a maximum overdue fine. Seconded by Commissioner Washington, the motion was supported and unanimously adopted.

Commission Travel

President Hill said during a Committee on Administration meeting, there was a discussion about the particulars for commissioner's travel. Commissioner Kinloch said language should be drafted and referred back to the Committee on Administration by the Chair of the Committee on Administration.

AUDIT COMMITTEE REPORT

Approval to Accept the Recommendations of the Audit Committee

Commissioner Thomas reported that on June 26, 2008, an incident involving a prior vendor was reported. Following the procedures outlined in the Detroit Public Library's Whistleblower Policy, the matter was referred to the Chair of the Audit Committee. After reviewing the information presented, the Audit Committee voted to retain outside counsel to conduct an independent investigation.

On August 12, 2008, an attorney was retained to conduct the investigation, which was completed in February 2009, as evidenced by a comprehensive report and recommendation. A copy of the report has been provided to all of the members of the Detroit Library Commission and the attorney met with the Audit Committee on Thursday, March 12, 2009 to answer any questions that the committee members had. Following the meeting with the attorney, the Audit Committee unanimously voted to make the following recommendations to the Commission:

1. That the Commission debar LRM Consultants and Laura Moseley from bidding on or being engaged to do work of any type for the Detroit Public Library for a period of five (5) years.
2. That the Commission promulgate rules for the duties, responsibilities and limitations on the officers and members of the Detroit Library Commission as it relates to the daily operation of the Library and contracting.
3. That the commission promulgate rules defining the duties and powers of the office of President, Vice-president and Secretary of the commission as well as the duties and powers of commissioners in general.
4. That the Commission institute a formal policy that addresses the obligation of vendors, employees and commissioners to cooperate fully with any investigation that focuses on any activity, which is violative of Detroit Public Library policies and procedures.
5. That the Commission institute a policy which specifies in particular the prohibition against commissioners engaging in conduct which interferes with the administrative staff's functions as it relates to the daily operation of the Library.
6. That oversight of the recommendations is to be under the authority of the Committee on Audit per the duties imposed on the committee by the Audit Committee Charter under **Duties and Miscellaneous** provisions.
7. That the Commission recommend to the administrative staff that the website and informational pamphlets for the DPL be updated and made more user friendly for prospective vendors.

Discussion

Issues were raised about the distribution of the report and needed response time, not the actual policy recommendations:

Commissioner Washington received a copy of the report on the previous day and had problems with the report. She declared the report untruthful and the attorney incompetent.

Commissioner Bellant suggested the focus should be on the policy recommendations, not on the report.

President Hill stated she was not ready to vote on the recommendations today. In the interest of fairness, Commissioner Keith felt it should be further reviewed. A motion was made to table until the next Commission meeting.

Commissioner Thomas explained steps were taken to provide copies to each Commissioner in a timely fashion but there were obstacles. Commissioner Washington was not at the last meeting in February where copies of the report were handed out. Commissioner Thomas planned to present the report to Commissioner Washington at the Committee on Finance Meeting the previous Friday but the meeting was canceled. He did drop off a copy of the report to Ex-Officio Commissioner Scott.

Concerns were raised about who should receive the report—commissioners, employees, or external parties named in the report. Commissioner Kinloch remarked that the report should be an attorney-client privileged document. Commissioner Washington said all parties should receive a copy of the report. Commissioner Thomas questioned whether this would apply to employees and Commissioners because he had a concern regarding a person—such as the prior vendor, in this case—who is the object of the report, receiving a copy of it. Commissioner Kinloch said these concerns could be referred back to the Audit Committee. President Hill disagreed.

Commission Action

Commissioner Kinloch made a motion regarding the procedure for receipt of an investigative report: If an employee or commissioner is named in the report, they would have the opportunity to respond in writing seven days prior to the next meeting. These responses would be part of the record. The motion was supported and unanimously adopted.

No action was taken on the recommendations or the report. The recommendations of the Audit Committee were tabled until the next meeting.

Commission Action

A motion was made to have Clark Hill draft a policy on investigative reports distribution procedures including time frame guidelines. The motion was

supported and unanimously adopted. President Hill noted that Clark Hill should receive a copy of the minutes.

COMMITTEE ON BUILDINGS

Authorization to Amend the Commission Approval of September 16 2008, to Contract with Hamilton Anderson Associates for the Architectural Design & Engineering of the a New Children’s Library at Main

Commissioner Thomas reported that on September 16, 2008, the Detroit Library Commission approved Hamilton Anderson Associates for the Architectural, Engineering and Construction Management of the Children’s Library project as follows:

Architectural & Engineering	
10% of Construction Budget	\$215,800
Construction Management	
5% of construction Budget	\$107,900

It is the recommendation of staff to separate the construction management from the architectural & engineering, because the construction management services would be provided through a different vendor.

Commission Action

Commissioner Thomas moved to approve amending the previously approved contract from the September 16, 2008 Commission Meeting. The contract would now limit contracting with Hamilton Anderson and Associates to Architectural and Engineering Services for the new Children’s Library at Main, at a cost not to exceed two hundred fifteen thousand eight hundred dollars (\$215,800). The motion was seconded by Commissioner Bellant and carried by a vote of five with one abstention by Commissioner Washington.

Authorization to Contract with the Monahan Company for Construction Management of the Children’s Library Project

Commissioner Thomas reported that the expansion of the Children’s Library at Main Library is a 2008-09 priority in both the Library’s Strategic Directions and Five-Year Capital Improvements Plan. It is also a commitment made by the DPL to the citizens of Detroit in its 2004 millage campaign.

Commission on January 29, 2009 approved the budget for the Children’s Library project and the construction management is included in the approved budget.

A request for proposals for construction management of the Children's Library project was publicly advertised. A mandatory pre-bid walk through was required and hosted by DPL and project architects, Hamilton Anderson Associates.

The following vendors responded with bids:

Braun Construction Group Farmington Hills, MI	\$177,000
Jenkins Construction Inc. Detroit, MI	\$207,718
White Construction Detroit, MI	\$206,200
The Monahan Co. Eastpointe, MI	\$154,750

Commission Action

Commissioner Thomas moved to approve contracting with The Monahan Company, the lowest compliant bidder, for Construction Management of the Children's Library project, at a cost not to exceed one hundred fifty four thousand seven hundred fifty dollars (\$154,750). Commissioner Kinloch seconded. The motion was supported and unanimously adopted.

Approval to Send a Notice of Default Letter to the New Pentecostal Outreach Church of God in Christ (C.O.G.I.C.)

Commissioner Thomas reported that the Detroit Public Library sold the former Lothrop Branch, located at 1529 West Grand Boulevard to the New Pentecostal Outreach Church of God in Christ (C.O.G.I.C.) on a land contract in 2003. The contract clearly requires monthly monetary payments and satisfactory maintenance and repair of the property.

As of February 2009, the Church is now 12 months behind in its monthly payments; the building and the property have deteriorated to the point that the building is open and exposed to entry.

Clark Hill was contacted to draft a *Notice of Default* letter demanding remedies under the Land contract including:

- Payment of all outstanding principal and interest payments
- Repair all deteriorated plaster walls in the building
- Replacement of broken windows
- Repair deteriorated exterior concrete pavement

- Repair deteriorated exterior brick walls
- Remove all litter and debris
- Make such other repairs as may be necessary so that the Property and the Building are in as good condition as they were on the date of the Land Contract

Discussion

Ms. Norfolk explained that the church felt they were up-to-date on payments but when they were asked to provide evidence, they were unable to do so. Mr. Cromer said the Library’s name is still on the building and it looks like we are not taking care of it. Commissioner Kinloch said our intent is for them to make their payments. Ms. Skowronski said the time frame is explicit for 30 days for the payments and 60 days for the repairs to be met. The land contract clearly states our enforcement rights. Commissioner Bellant agreed that the process should be followed and the letter sent.

Commission Action

Commissioner Thomas moved to approve Clark Hill sending a *Notice of Default Letter* on behalf of the Detroit Library Commission to the New Pentecostal Outreach C.O.G.I.C. Commissioner Bellant seconded; the motion was supported unanimously adopted.

COMMITTEE ON FINANCE

Approval of the 2009-2010 Detroit Public Library Operating Budget

Commissioner Washington reported that a budget of \$44,307,596 for fiscal year 2009-2010 has been prepared and submitted to the city of Detroit’s Budget Department for review. It is a balanced budget, which includes the millage approved in November 2004.

The benefit package offered to employees for health, welfare and pension is the same for the employees of the City of Detroit. The total number of full-time equivalent positions in the budget for 2009-2010 is 466.

**DETROIT PUBLIC LIBRARY
EXECUTIVE BUDGET SUMMARY
For Fiscal Year 2009-2010**

	2008-2009 DPL Budget submission	2009-2010 DPL Budget submission	Increase (Decrease)	% Change
<u>Revenues:</u>				
Fund Balance	\$0	\$3,500,000	\$3,500,000	100.00%

Property and other Taxes	\$44,030,492	\$38,907,596	(\$5,122,896)	-11.63%
Court Fines	\$1,000,000	\$900,000	(\$100,000)	-10.00%
Grants	\$600,000	\$500,000	(\$100,000)	-16.67%
Interest Earnings	\$265,000	\$500,000	\$235,000	88.68%
Other	\$468,796	\$0	(\$468,796)	-100.00%
	<u>\$46,364,288</u>	<u>\$44,307,596</u>	<u>(\$2,056,692)</u>	<u>-4.44%</u>

Expenditures:

Salaries, wages & benefits	\$26,898,381	\$29,044,460	\$2,146,079	7.98%
Services, supplies & materials	\$5,768,180	\$5,783,197	\$15,017	0.26%
Utilities & Telecommunications	\$3,145,000	\$2,047,344	(\$1,097,656)	-34.90%
Major repairs	\$929,396	\$1,000,000	\$70,604	7.60%
Equipment	\$140,000	\$828,650	\$688,650	491.89%
Reference materials	\$3,000,000	\$3,000,000	\$0	0.00%
Other	\$2,767,200	\$0	(\$2,767,200)	-100.00%
Improvement fund DDA GM Chrysler	\$3,716,131	\$2,603,945	(\$1,112,186)	-29.93%
Total Expenditures	<u>\$46,364,288</u>	<u>\$44,307,596</u>	<u>(\$2,056,692)</u>	<u>-4.44%</u>

Positions (FTE)	467	466	(1)
Full Time	360	357	(3)
Part Time	107	109	2

Commission Action

Commissioner Washington moved to approve this budget for inclusion with the Mayor's operational budget for the City of Detroit for the fiscal year 2009-2010. Seconded by Commissioner Kinloch, the motion was supported and unanimously adopted.

Discussion

The budget was prepared in October with a 7% reduction although the City suggested only a 5% reduction. Less money is expected from property taxes due to many foreclosures. A contingency plan was developed in case more reduction is necessary.

Approval to Advance Funds to the Detroit Library Foundation

Tabled until next meeting.

Authorization to Purchase 700 Licenses for Microsoft Office Enterprise 2007

Commissioner Washington reported that the Detroit Public Library is committed to providing first-class service to its customers and staff by using the latest electronic resources.

The Detroit Public Library (DPL) makes available for customer use Microsoft Office on all public access computers; this software includes Microsoft Word,

Excel and PowerPoint. The current version of software, which is obsolete and no longer supported by Microsoft, needs to be replaced. The suggested software replacement is Microsoft Office Enterprise 2007, which has been tested in DPL’s environment.

A request for proposal was publicly advertised and listed on DPL’s website and sent to the following vendors:

<u>Vendor</u>	<u>Amount</u>
CDW Government, Inc., Vernon Hills, IL	\$16,184
Computer Intelligence Association, Potomac, MD	\$ 41,622
En Pointe Technologies Sales, Inc. , Gardena, CA	\$ 53,576
OM Office Supply, Inc., Mechanicsburg, PA	\$ 53,900
Smart Solutions, Inc. Canton, OH	\$ 55,126
Dynamic Computer Corporation, Farmington Hills, MI	\$ 56,000
Technical Solutions,LLC , Troy, MI	\$305,977
Best Buy Corporate Campus, Richfield, MN	\$309,372
Tower Computer Services, Southfield, MI	\$359,100
YTI Office Express, Troy, MI	\$376,439

The extreme range in costs was because CDW Government offered DPL the academic discount given to universities.

Commission Action

Commissioner Washington moved to approve contracting with the lowest compliant bidder, CDW Government, Inc., Vernon Hills, IL for the purchase of 700 Licenses for Microsoft Office Enterprise 2007. The amount of the contract is not to exceed sixteen thousand one hundred and eighty four dollars (\$16,184). Seconded by Commissioner Keith, the motion was supported and unanimously adopted.

Approval of the Emergency Purchase of the Uninterruptible Power Supply and One Additional UPS for Server Rooms

Commissioner Washington reported that when electricity fails, Detroit Public

Library's system of computers and networks depend on back-up power from a system of batteries known as the Uninterruptible Power Supply (UPS). The UPS starts automatically when power fails and runs long enough to power down the system's multiple servers without physical damage or loss of data. For Detroit Public Library's current networks and computers, "long enough" is 30 minutes.

A water incident at Main Library on October 12, 2008 flooded the Main Library server room, which houses the UPS. Multiple attempts to repair were, at best, only partially successful. A power surge in late January 2009 irreparably destroyed what was still working in that UPS.

Information Systems recommended and the Director authorized *emergency* replacement of the dead UPS. A new system was purchased through the Library's contractor for UPS maintenance, Computer Support Technology of Troy, MI, at a cost of \$17,225.00. That replacement was installed and is fully operational.

A separate UPS is needed for the Library's second server room in the Service Building on 3rd Avenue. The cost of the second UPS will not exceed \$17,225.00.

Comment

Commissioner Bellant commended all involved in getting this done.

Commission Action

Commissioner Washington moved to approve the purchase of two UPS systems; one replacement and one new for Main Library and the Service Building respectively at a cost not to exceed thirty four thousand four hundred and fifty dollars (\$34,450.00). Seconded by Commissioner Bellant, the motion was supported and unanimously adopted.

Routine Report of Committee 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	
Burton Endowment Fund	\$5,199.92
Total vouchers 1600-1810	\$873,540.43
Total payroll & benefits	\$2,017,770.44
Grand Total	\$2,896,510.79

Maria Norfolk, Associate Director
Financial and Business Operations

Payment approved by Committee on Finance.

Commission Action

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

Old Business

Commissioner Thomas asked for a written update from Christine Boulware on the status of the Director's search. Commissioner Kinloch asked for the resumes of the candidates who have applied. President Hill said this is a confidential search and to please keep the names confidential and a report will be available at the next Commission meeting.

Commissioner Bellant is committed to responsible contracting and has a meeting scheduled with Tim Cromer regarding the procurement process.

There being no further business to come before the meeting, on motion made, seconded and carried, the meeting was adjourned at 3:25 p.m.