

DETROIT LIBRARY COMMISSION PROCEEDINGS

Regular Meeting
April 20, 2010

Commissioner Thomas called the Regular Meeting of the Detroit Library Commission to order at 1:58 p.m. Commissioner Thomas chaired the meeting in President Keith's absence.

Present: Commissioners Bellant, Kinloch, Thomas, and
Otis Mathis, Ex-Officio

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

Excused: President Keith, Commissioners Hicks and Washington

Present also: Benita Beckles, Margaret Bruni, Randolph Call, Todd Kelly, President AFSCME 1259, Patrice Merritt, Carolyn Mosley, Uzo Onyemaechi, Rosemary Patterson, Cledos Powell, Yvette Rice, Alma Simmons, and Michael Wells, President UAW Local 2200.

The minutes of the Regular Meeting of March 16, 2010 were adopted as recorded with any necessary corrections to be made.

PUBLIC COMMENTS

There were no public comments.

REPORT OF THE EXECUTIVE DIRECTOR

Mrs. Mondowney reported:

We the People Bookshelf Award

Children's Library has received the *We the People Bookshelf* award sponsored by the National Endowment for the Humanities and the American Library Association. This marks the fifth year that Children's Library has received the bookshelf, which is a collection of books that will be used to engage children at the International Institute's Global Journey Summer Camp. This year the books from the award are related to the theme "A More Perfect Union." Young campers

will visit Main Library for five weeks of read-aloud, crafts and other activities related to the books.

Branch Visits

Mrs. Mondowney reported that as she visited all the branches, departments at Main and the service building, the two words that consistently come to her mind were passion and pride. Staff members demonstrated that they are passionate about providing library services to the citizens of Detroit and that they are proud to work at the Detroit Public Library. She is encouraged by this and looks forward to serving the library and community. She also thanked Alma Simmons who accompanied her on most of the branch visits. Ms. Simmons's insight as a Detroiter proved invaluable as Mrs. Mondowney traveled throughout the city.

"Reading Corner"

The Kemeny Recreation Center, which is located in the 48217 zip code area, launched a "Reading Corner" on April 6th. Commissioner Mathis and Juliet Machie attended this program. Dr. Delores Leonard spoke at the November 17, 2009 Commission meeting requesting the Library's assistance in establishing a "Reading Corner" at the Kemeny Center. DPL donated books, shelving, four computers, a printer, and some staff time towards its set-up.

Dennis Archer Event

On Thursday evening, April 29th, the reception unveiling the Dennis W. Archer Collection will be held in Adam Strohm Hall. It is a ticketed event with the proceeds providing support for the Detroit Public Library as well as numerous other Detroit cultural institutions. The Collection will be open to the public in May.

Money Smart Week

The seventh Michigan Money Smart Week will be held from April 17 to 24, 2010. The programs are designed to promote financial literacy and personal finance education to consumers. Programs will be held at Main and Branches.

Author Series

An overflow crowd filled the Friends Auditorium on March 13th to see Stephanie Pearl-McPhee, a remarkable knitter, and best-selling author of five books. Audience members brought their knitting needles with them and enjoyed the humor and interaction with the author. Kelly Kencik, Richard Branch Manager, planned this program.

Comments

Commissioner Mathis thanked Mrs. Mondowney and DPL staff for supporting the Kemeny Recreation Center's new "Reading Corner".

REPORTS OF COMMITTEES

COMMITTEE ON ADMINISTRATION

Personnel recommendations of the Director:

PROMOTIONS

Mark Bowden was promoted to Coordinator for Special Collections effective March 29, 2010.

Robbie Flowers promoted to Manager for Bowen Branch effective March 15, 2010.

Commission Action

On motion of Commissioner Kinloch and seconded by Commissioner Bellant, these personnel recommendations were unanimously adopted.

AUDIT COMMITTEE

Commissioner Bellant reported that Aaron Stevens, the auditor, presented two audits to the Audit Committee in February. Each commissioner received copies of the audits. In addition and for better understanding, Commissioner Bellant asked Mr. Stevens to provide a summary of the audits to the full Commission and to answer any questions.

Mr. Stevens reviewed the audits and clarified that the purpose of an *Independent Auditor's Report* is to provide an opinion on financial statements based on the audit, not to detect fraud. Auditors do have the responsibility to report fraud, if detected. If any improprieties were discovered, they would be in the *Internal Control Report*. Auditors do comply with auditing standards as established by the AICPA; financial statements are presented in accordance with generally accepted accounting standards as established by the GASB (Governmental Accounting Standards Board).

The audit for the Burton Endowment Fund is for one, single fund with a limited scope. The financial highlights show a fund balance decrease due to the market's activity.

The Detroit Library Cooperative is an independent, separate entity that is managed by the Detroit Public Library. When comparing the fund balance as of the end of the fiscal year to the annual expenditures, the cooperative is in sound, stable financial condition.

Acceptance of Burton Endowment Audits for 2009

Commissioner Bellant reported that the Burton Endowment Fund has submitted its balance sheet and related statements of revenue, expenses, and changes in the fund balance. This financial statement is for the year ending June 30, 2009.

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

Commission Action

Commissioner Bellant moved to accept the Burton Endowment Audit for 2009. Commissioner Kinloch seconded the motion; the motion carried.

Acceptance of the Detroit Library Cooperative Audit 2009

Commissioner Bellant reported that the Detroit Library Cooperative has submitted its balance sheet and related statements of revenue, expenses, and changes in fund balance. This financial statement is for the year ending September 30, 2009.

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

Commission Action

Commissioner Bellant moved to accept the Detroit Library Cooperative Audit for 2009. Commissioner Kinloch seconded the motion; the motion carried.

COMMITTEE ON BUILDINGS

Authorization for Emergency Asbestos Abatement at Parkman Branch Library

Commissioner Mathis reported that the Library's Facilities Manager along with the contractors bidding on the renovations for the first floor at Parkman did a two-day walk-through. The renovations include the branch's HVAC system. After the walk-through, the contractors determined that they were not qualified to do the amount of asbestos abatement that is required for this project.

The areas that require abatement are as follows:

- 2,000 linear/ft of asbestos pipe insulation
- 287 asbestos fittings located on the first floor, open basement area and crawl spaces
- Asbestos debris (3" to 6" inches of dirt) located in crawl spaces throughout the branch (Contractors need access to these areas for HVAC system)

- An abandon boiler that must be abated and removed

Professional Abatement Services, Inc. of Melvindale, MI was contacted to perform the necessary work. Professional Abatement Services, Inc. will supply supervision, labor, material and equipment. The quote includes disposal transportation, cost for disposal, and ten (10) days of air monitoring. Professional Abatement Services, Inc. is a contractor that has provided the Library with quality and experienced service for emergency work.

The asbestos abatement must be completed before May 1, 2010.

Discussion

Judge Thomas asked how asbestos permeated the 3-6 inches of dirt in the crawl spaces. Mr. Powell said all the old piping was wrapped in asbestos and over the years, the wrapping eroded, resulting in the asbestos debris dropping into the dirt.

Commissioner Bellant expressed his appreciation for staff's insight on this concern and for providing staff with a healthy environment. Judge Thomas agreed and asked if this would cover all asbestos issues in the building. Mr. Powell expects additional abatement will be needed during Phase II.

Commission Action

Commissioner Mathis moved to approve contracting with Professional Abatement Services, Inc. of Melvindale, MI for emergency asbestos abatement at Parkman Branch Library. The amount of the contract is not to exceed twenty-six thousand dollars (\$26,000). Commissioner Bellant 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 was recommended.

Summary of Expenditures	
<u>PUBLIC FUNDS</u>	
Program Expenditures-Total checks 1126-1136	\$13,420.00
Capital Improvement Expenditures-Total checks 1046-1050	\$131,834.06
Total Vouchers 1400-1599	\$585,369.21
Total Payroll & Benefits	\$2,031,742.36
Grand Total	\$2,762,365.63

Summary of Expenditures	
<u>Restricted/Designated Funds</u>	
Burton endowment Fund Checking-Total checks 8081-8082	\$295.45
Louise Webber O'Brien Checking-Total checks 4112-4120	\$2,688.00
Programs & Gifts Checking-Total checks 1239-1245	\$16,898.75
Branch & Main Checking-Total checks 1372-1391	\$23,997.43
Grand Total	\$43,879.63

Maria Norfolk, Director
 Financial and Business Operations

Payment approved by the Committee on Finance.

Commission Action

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

OLD BUSINESS

District Library

Commissioner Bellant asked about status of the District Library; Commissioner Kinloch said it will be reviewed at the next Committee on Administration meeting. Judge Thomas acknowledged the value of getting back to the utilization of the committees as an appropriate way to proceed.

Fred Martin Tribute

The April Committee on Administration meeting was cancelled; therefore, recommendations will be presented at the May meeting.

Board Retreat

Mrs. Mondowney said there will be a retreat; details are forthcoming.

NEW BUSINESS

Foreign Language Collection

Judge Thomas requested investigating the merit of reinstating the Foreign Language Collection. The collection was used by libraries all over the State. Mrs. Mondowney agreed to assess this request.

The meeting was adjourned at 2:20 p.m.