

DETROIT LIBRARY COMMISSION PROCEEDINGS

Re-Scheduled Regular Meeting
June 23, 2009

President Hill called the Regular Meeting of the Detroit Library Commission to order at 1:51 p.m.

Present: President Hill, Commissioners Bellant, Keith, and Kinloch
Commissioner Washington joined the meeting at 1:55 p.m.
Commissioner Thomas joined the meeting at 2:10 p.m.
Otis Mathis, Liaison to Detroit Board of Education President

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

Andrew Richner, Attorney, Clark Hill, joined meeting at
2:50 p.m.

Present also: Selemon Asfaw, Margaret Bruni, Randy Call, Atiim Funchess, Ron Bryant, Vice President AFSCME 1259, Paul Lee, Patrice Merritt, Uzo Onyemaechi, Rosemary Patterson, Peter Remington, Cledos Powell, Anna Savvides, Sean Thomas from Gift of Life, MOTTEP, Michael Wells, President UAW Local 2200.

The minutes of the Regular Meeting of May 19, 2009, the Special Meeting of May 22, 2009 and the Special Meeting of June 2, 2009 were adopted as recorded with any necessary corrections to be made.

PUBLIC COMMENTS

Sean Thomas announced that the 12th Annual (Minority Organ Tissue Transplant Education Program) Life Walk was scheduled for Saturday, July 25, 2009 on Belle Isle. This is a fundraiser to support education on organ and tissue donation.

Paul Lee, at a previous meeting, inquired about the destruction of vertical files in Main Library. He was present once again to ask about the status on this investigation. Commissioner Bellant asked if this issue had been properly resolved. Ms. Machie said she had just recently sent a letter to Mr. Lee with the answers and explanation on his inquiry. Ms. Machie said that Mr. Thompson followed the proper procedures in this matter and she also offered to meet with Mr. Lee. President Hill thanked Mr. Lee for bringing this matter before the Commission; she also thanked Mr. Onyemaechi for the information provided on the vertical files.

Mr. Lee presented each Commissioner with copies of special editions of The Michigan Citizen newspaper dated January 18 and January 24, 2009 regarding the Presidential Inauguration.

Ms. Machie introduced Selemon Asfaw who was currently conducting a business leadership program in the HYPE Center's summer camp. Mr. Asfaw lives in Minnesota but teaches in Detroit for two weeks during the summer. He teaches young people life skills by helping them develop a business plan. Though this method, better communication skills are shaped and strategies are learned to help students succeed in business. Mr. Asfaw recommended reading *The Art of the Start* by Guy Kawasaki.

President Hill said that Mr. Asfaw's family has been a part of her church for years; Commissioner Washington disclosed that her son is also a colleague of Mr. Asfaw.

Status of Union/Committee Meetings

Mr. Cromer said all unions were meeting in negotiations; a formal process was in place for open dialogue, sometimes in writing or in conversation. Mr. Wells agreed. Mr. Wells explained the Joint Union Management Committee started in the days when we had part time managers. This opened up dialogue between the union and managers. Mr. Bryant said the communications were good and right where they needed to be. Mr. Sowinski said a lot of time was spent going through the contract that resulted in a more up-to-date contract with less difficult language. Ms. Moore said the relationship has greatly improved. The Union Management structure of POOL & APL has been reviewed. Ms. Moore also noted that more CSA's have been hired for better customer service.

REPORT OF THE PRESIDENT

President Hill said recently some allegations had been made against the Library and that although they were made using our democratic freedom, she apologized for any hurt. She said the Library is one of the finest institutions in the City and the State. She hoped to redirect our efforts to enhance the quality of life. Ms. Skowronski has served for the last seven years with distinction and achieved much progress. She has ushered us into the 21st Century on State and local levels. The Commission thanked her for her work and courage and presented her with a floral arrangement.

Ms. Skowronski was very touched and thanked everyone. She said, "Almost eight years ago on December 18, 2001, I was appointed Interim Director for the Detroit Public Library. It has been an honor and a privilege to occupy this chair since that time. During my tenure the Library has seen many highs and a few lows.

“When I assumed this position my one goal was to leave the Library in better shape than when I found it. I am proud to say that with the help of the best team of Library professionals in the State of Michigan, I have accomplished this goal.

Last year I saw Sidney Poitier on the Larry King Show talking about his recent book, *The Measure of a Man; A Spiritual Autobiography* and he summed up my feelings about my work at DPL. He said, ‘If I am remembered for having done a few good things, and if my presence here has sparked some good energies... that’s plenty.’

Thank you.”

REPORT OF DIRECTOR

Cooling Centers

Ms. Skowronski announced that over 10 DPL locations would be promoted as ‘Cooling Centers’ by the Detroit Department of Health & Wellness Promotion to offer some relief during regular library hours on hot summer days. The list of locations would be distributed to the media and available on the DPL web site.

Digital Television Conversion

Ms. Skowronski reported that the Federal Communications Commission (FCC) and the Michigan Association of Broadcasters (MAB) helped spread the word and educate Library customers on digital conversion. Customers were provided with literature and ‘converter box’ demonstrations to help ease the transition. All DPL locations now have operational converter boxes to allow viewing of digital programming, courtesy of the MAB.

Friends

Ms. Skowronski reported a check for an additional \$1,500 was received from the Friends of the Detroit Public Library to support the Summer Reading/Detroit Zoo visits scheduled for this July. The gift would allow the children to ride the train at the Zoo.

The Special Collections Processing quarterly payment of \$8,418.48 was received from Friends to help cover the costs of cataloging some of the special collections.

UCCA Midsummer Nights In Motown

Ms. Skowronski reported that the first performance of the *Midsummer Nights In Motown* special series was held at DPL on Thursday, June 18th with a packed house for R&B/Soul singer Thornetta Davis. There was ‘dancing in the aisles’ to her singing. The evening also included a book signing and reading of his award winning work from poet Linton Kwesi Johnson. The audience of over 170 people was the largest ever for a poet of this caliber at DPL. Midsummer concerts will continue at other nearby Midtown venues through June 27th.

Special Events

Ms. Skowronski announced a book launch and reception would be held on Tuesday, June 30th at 6:00 p.m. in the Old Fine Arts Room. *A Journey of Excellence Against the Odds* documents the near eastside community residents' struggles and achievements in Detroit between 1920 and 1960.

An intimate talk with Dr. Arthur L. Johnson, professor, activist and author of *Race and Remembrance* will be held at Main Library on Wednesday, July 8 starting with a reception at 6:00 p.m., an interview and book signing.

Exhibit @ Main

Ms. Skowronski said the Shoowa Textile from the Kingdom of Kuba offers a stunning display of over 300 unique designed, colorful textiles. The craftsmanship and originality is outstanding. The textiles are on loan to MBAD/ABA African Bead Museum and are on display on the third floor of Main Library.

REPORT OF COMMITTEES

COMMITTEE ON ADMINISTRATION

Appointments

Matthew Braatz was appointed to Security Guard effective June 16, 2009.

Derrick Suppon was appointed to Security Guard effective June 16, 2009.

Timothy Tompkins was appointed to Security Manager effective June 22, 2009.

Promotions

Glenda Cornelious was promoted to Administrative Assistant-I effective May 26, 2009.

Retirements

Ming Louie, effective May 23, 2009

Jeanette Matthews, effective June 16, 2009

Commission Action

On motion of Commissioner Keith, seconded by Thomas, these personnel actions were supported and unanimously adopted.

Ms. Skowronski introduced Timothy Tompkins as the new Security Manager who would oversee Main Library and the Branches. Mr. Tompkins said that it was a

blessing and an honor to be in the Cultural Center and he looked forward to going to the Branches and meeting the managers.

Approval of United Auto Workers (UAW) Skilled Trades Unit (STU) Collective Bargaining Agreement

Commissioner Keith reported that Human Resources requested that the Collective Bargaining Agreement between the Detroit Library Commission and the United Auto Workers (UAW) Skilled Trades Unit (STU) be approved.

The Collective Bargaining Agreement covers the period from July 1, 2007 through June 30, 2011 with an economic wage re-opener effective July 1, 2009.

Commissioner Keith moved to approve the Collective Bargaining Agreement. Commissioner Washington seconded; the motion carried.

DPL Policies

Commissioner Action

Commissioner Keith moved to launch a review of DPL policies; Commissioner Washington seconded. The motion carried.

Discussion on Policies

Commissioner Bellant asked if there was a timeline for this review process; Commissioner Keith said he was not sure yet. Mr. Cromer said Ms. Moore was developing draft documents on numerous policies. There were currently 86 policies with 10-12 on employee conduct and 22 pending. President Hill suggested sending a list to all Commissioners when the policies were ready to be discussed.

Commissioner Bellant distributed a sample form for a potential employee to identify who they are related to. Mr. Cromer said that suggestions should come to him or to Ms. Moore.

Discussion on Professional Service Contract-Cubemation, LLC

Commissioner Keith said a letter from Mr. Montgomery, a former employee, raised issues that needed to be answered: explanation was needed on the process of awarding a no-bid contract in the amount of \$835,000 to Cubemation, LLC.

Mr. Cromer handed out documents for review; one of the documents was a memo dated January 6, 2009 regarding Cubemation, LLC. Mr. Cromer said Cubemation has been with DPL since 2006/7 under a professional services contract for business and risk assessment planning development services for Financial and Business Operations and Human Resources. They helped identify the need to break off with the City regarding payroll services. Mr. Cromer said

proper procedures had been followed for a professional services contract; he had spoken with the Committee on Administration Chair and the Director signed off on the contract. The Director does have the authority to put in place a professional service contract.

Commissioner Washington said the whole Commission should have been informed of such a large contract. Commissioner Kinloch also said he agreed and that it should have been brought to the entire Commission.

Ms. Skowronski said the Purchasing Policy has been in place since 1985 that authorizes the Director to sign professional service contracts. President Hill said that policy should be reviewed, amended, or changed.

Mr. Cromer said the law recognizes that the Commission empowers the Director to decide on such contracts. The contracts still go through a competitive bid process. The Director can select from those quotes. The Purchasing Department has specifications and lists of appropriate vendors.

Commission Action

Commissioner Kinloch moved to change the procedure for all professional service contracts until the Purchasing Policy is reviewed and/or amended. All professional services contracts, without inhibiting the work of the Library, must be brought before entire Commission. Commissioner Bellant seconded; the motion carried.

Discussion continued on Professional Service Contract-Cubemation, LLC

Mr. Cromer said Phase I of the Cubemation contract was for the Civic System and was scheduled to go live July 1, 2009. Ms. Norfolk said they are needed here through August and September. Commissioner Kinloch said to report back to Commission.

Mr. Cromer said a list of continuing service contracts had been provided in June; Commissioner Washington said she did not remember.

Discussion on Media Responses

Mr. Cromer said that when Commissioners talk to reporters, they need to make sure they have all the facts to put things in proper perspective. Commissioner Washington agreed.

Commission Action

Commissioner Washington made a motion that a policy on responding to the media be developed. Commissioner Bellant amended that motion to say the President should speak for Commission and the Director should speak for the Library. Commissioner Bellant seconded; the motion carried.

Discussion on Media Responses continued

Commissioner Kinloch said staff did not respond to reporter; therefore, he spoke to the media and that if he has the information he would speak.

President Hill said because you were the only person, it appeared that you had all the information. Commissioner Keith said there was no need for a motion to direct the media to the President or the Director. Ms. Skowronski said we do have a long-standing policy.

Discussion on Authority to Invest \$20 Million

Mr. Montgomery's concern indicated that the Library did not have the authority to invest non-public funds itself, but should be held separately by the City.

Mr. Cromer explained that Mr. Montgomery was incorrect and had not taken into consideration the amendments to the state laws. We are not in violation of the state law. Because the Library has invested these funds in CDs, the monies have grown significantly. If the money had been left under the City, the Library would not have received the interest. These funds are to be the seed money to attract donors for the capital improvements.

Mr. Cromer said Comerica Bank was chosen to invest these monies; Comerica was chosen as a result of an RFP approved by Commission. Comerica is ranked as one of the top three banks.

The bankers from Comerica joined the meeting to provide details on exactly where the \$20 million funds are kept. Ms. Norfolk has document showing funds and the public act information to answer all questions.

Discussion on Overruns

Mr. Cromer explained the Core payments were submitted to the City and not paid. The Library paid the vendor out of non-COD funds and later reimbursed these funds. Without a proper tracking system, the overruns occurred. Since then, we have rectified this situation; we have a consolidated system and are able to tell how much is spent on everything.

Commission Action

Commissioner Kinloch moved to have all expenditures from the non-restricted funds presented to Commission. Commissioner Bellant seconded; the motion carried.

Commission Action

Commissioner Keith moved to have a response prepared answering the concerns raised by Mr. Montgomery. The response should be sent to the media and presented to Commission. Commissioner Bellant seconded; the motion carried.

President Hill said a response should be submitted to the City stating the facts.

Discussion on Reimbursement to City

Mr. Cromer explained that bills from the City were not received because they were emailed to a former accountant. The City needs to be reimbursed for making our benefit payments to the Pension Department.

Ms. Machie asked to address monies collected on our behalf by the City in a Committee on Administration meeting.

COMMITTEE ON BOOKS & LITERACY

Authorization to Approve a Proposal to Facilitate Literacy Programs at 15 Detroit Churches

Commissioner Keith reported that the Detroit Public Library desires to be established as a leader in addressing Detroit's literacy needs.

The Literacy Agenda approved by the Detroit Library Commission on May 19, 2009, mandates the DPL to "initiate a one-year pilot program with Detroit Churches to introduce and sustain adult literacy programs within the churches."

Library staff worked with eBusiness Strategies to develop a proposal, to introduce and sustain literacy programs at 15 Detroit churches. This pilot program will run for six months, beginning July 1, 2009 through December 31, 2009. If successful, the program will be used as a foundation for a major IMLS grant application, with intent to replicate the program at more Detroit churches and community organizations.

Commission Action

Commissioner Keith moved to approve the eBusiness Strategies Proposal to facilitate Literacy Programs at 15 Detroit Churches, at a cost not to exceed twenty-five thousand dollars (\$25,000). Commissioner Bellant seconded; the motion carried.

Commissioner Bellant noted that the churches are not identified. Commissioner Keith said there should be a list of the churches.

Approval of Membership Slate and an Amendment to the Resolution for the New Detroit Literacy Council

Commissioner Keith reported that the establishment of the Detroit Literacy Council was approved at the May 19, 2009 Detroit Library Commission meeting. The council would consist of 15 members to assist the library in achieving its strategic literacy directions.

In working with staff, the Books and Literacy Committee produced a list of 21 names to constitute the newly created Detroit Literacy Council.

Commission Action

Commissioner Keith moved to approve the membership slate for the Detroit Literacy Council, and to amend the resolution approved by Commission, to reflect an increase in the Council’s membership from 15 to 21. Commissioner Thomas seconded. No vote was taken.

Commissioner Bellant had questions on one of the nominations. Ms. Machie suggested tabling until the next meeting after Commissioner Bellant’s questions had been answered.

COMMITTEE ON BUILDINGS

Authorization to Contract with Guardian Environmental Services for Refrigerant Monitoring System

Commissioner Thomas reported that an emergency Refrigerant Monitoring System (RMS) is needed in Main Library’s South Mechanical equipment room where two chillers are located. This system is required by City Code and is considered a Life Safety Device to prevent Freon R-11 from contaminating the public and staff areas if a leak is detected. The RMS will shut down the entire air circulation system and provide an alarm to evacuate the building, if a leak exists.

A Request for Proposal (RFP) was mailed to twelve heating and cooling contractors that provide this type of service. The RFP was advertised in the *Michigan Chronicle*, *Legal News* and listed on the Library’s website. The bid results follow:

<u>Vendor</u>	<u>Amount</u>
Guardian Environmental Services Livonia, MI	\$16,308.00
Expert Mechanical Services Wyandotte, MI	\$21,108.00
Temperature Services Livonia, MI	\$40,000.00
Detroit Temperature Services Livonia, MI	No Response
Metro Solutions Detroit, MI	No Response

Current Resolution states:

RESOLVED, that **Nancy Skowronski**, the Director of the Library, be, and she hereby is, authorized, empowered and directed to execute and deliver on behalf of the Commission the Easement and the Maintenance Agreement in the forms or substantially the same forms as attached hereto as **Exhibits A and B**, respectively.

Revised Resolution states:

RESOLVED, that the **Director** of the Library, be, and **he/she** hereby is, authorized, empowered and directed to execute and deliver on behalf of the Commission the Easement and the Maintenance Agreement in the forms or substantially the same forms as attached hereto as **Exhibits A and B**, respectively.

Commission Action

Commissioner Thomas moved to approve the Revised Resolution for the Midtown Greenway Loop Project. Commissioner Bellant seconded; the motion carried.

Authorization to Pay for An Emergency Cleaning of the Sewage System at Skillman Branch Library

Commissioner Thomas reported that an emergency cleaning of the sewage system was needed at Skillman Branch Library on Wednesday, April 22, 2009 due to sewage flooding in the basement level, which caused the other toilets in the building to become clogged.

Bill James Plumbing, a vendor we have successfully used in the past, was contacted to perform the emergency sewer cleaning.

Commissioner Thomas moved to approve payment to Bill James Plumbing in the amount of four thousand one hundred ninety-one dollars and ninety cents (\$4,191.90) for the emergency sewer cleaning at Skillman Branch Library. Commissioner Keith seconded; the motion carried.

Authorization to Amend Contract for the Library's Network Infrastructure Redesign and Implementation

Commissioner Keith reported that the Detroit Library Commission at its April 17, 2007 meeting authorized a contract with Core Consulting & Professional Services, Inc. (CCPSI) of Detroit, MI. The contract was to upgrade the Library's original network infrastructure, at all locations, in an amount not to exceed \$712,000.00.

The scope of work changed during the first phase of the upgrade requiring more input from CCPSI resulting in increased costs. Additional funds were requested and approved to complete this phase of the project. Funds in the amount of \$508,000.00 were approved. (Comm. Mtg. 9/18/07) There were no provisions made for additional technical support, as part of the original request. Funds in the amount of \$447,000.00 were approved. (Comm. Mtg. 9/18/07) These additional amounts increased the contract by \$955,000.00 – making the total amount \$1,667,000.00.

CCPSI continued to encounter unforeseen problems with the Library’s routers, cables and wires, and additional materials had to be purchased and installed. The record reflects an overrun of \$308,865.00.

Commissioner Keith moved to approve amending the contract for the Library’s Network Infrastructure Redesign and Implementation to reflect the overrun of \$308,865.00. The total of the contract is \$1,975,865.00. Commissioner Thomas seconded; the motion carried.

COMMITTEE ON FINANCE

Authorization to Purchase Hardware for Network Infrastructure – Upgrade

Commissioner Keith reported that the Detroit Public Library continues to upgrade its Network Infrastructure, which is five years old. The Detroit Library Commission at its September 18, 2007 meeting authorized the purchase of hardware from CDW-Government, Inc. The hardware purchased, in the amount of \$645,464.69, was for all Detroit Public Library locations.

Library customer requests dictate a continual need for technology upgrades. In order to keep DPL as a state of the art institution, we strive to meet these demands. Additional enhancements, which are done in stages, necessitate the purchase of more bandwidth and upgrading the routers and switches.

A request for proposal was publicly advertised and listed on the Library’s website. The bid results follow:

<u>Vendor</u>	<u>Amount</u>
CDW – Government, Inc. Chicago, IL	\$182,620.39
PC Mall Gov Manassas, VA	\$188,569.35
Sync Technologies, Inc. Detroit, MI	\$220,501.77

Commissioner Keith moved to approve Mr. Cromer, Chief Administrative and Technology Officer, to negotiate the sale of the vehicle. Commissioner Bellant seconded; 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 is recommended.

Summary of Expenditures	
Burton Endowment Fund	\$0.00
Total vouchers 2200-2400	\$452,612.40
Total payroll & benefits	\$2,963,822.13
Grand Total	\$3,416,434.53

Maria Norfolk, Associate Director
Financial and Business Operations

Payment approved by the Committee on Finance. Mr. Cromer presented a 60-page document with detailed expenditures that would be incorporated in future reports.

Executive Session

President Hill called for a motion to go into Executive Session to consult with attorney on Executive Transition Plan.

Commissioner Bellant made the motion to go into Executive Session; Commissioner Thomas seconded. The motion carried.

Commissioners Bellant, Keith, Thomas, and President Hill voted yes. Commissioners Kinloch and Washington were not available for the vote.

Staff and Otis Mathis, Liaison to the Detroit Board of Education President, were excused. The Executive Session began at 4:40 p.m. and ended at 4:50 p.m. Following the Executive Session, the Commission meeting resumed and staff joined the meeting. The Regular Meeting resumed at 4:51 p.m.

Commission Action

Commissioner Thomas moved to authorize our attorney to obtain the necessary information for amending the appropriate Library Act that would enable the Library to establish a District Library. Commissioner Keith seconded the motion. The motion carried with one abstention from Commissioner Bellant.

The meeting was adjourned at 4:54 p.m.