

DETROIT LIBRARY COMMISSION PROCEEDINGS

Regular Meeting
September 21, 2010

President Keith called the Regular Meeting of the Detroit Library Commission to order at 1:46 p.m.

Present: President Keith and Commissioners Bellant, Kinloch, Thomas, and Anthony Adams, Ex-Officio

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

Absent: Commissioner Hicks

Present also: Benita Beckles, Margaret Bruni, Ron Bryant, Vice-President AFSCME 1259, Randolph Call, Atiim Funchess, Todd Kelly, President AFSCME 1259, Carolyn Mosley, Uzo Onyemaechi, Rosemary Patterson, Cledos Powell, and David Rambeau, Yvette Rice, Alma Simmons, and Michael Wells, President, UAW Local 2200.

The minutes of the Regular Meeting of June 15, 2010 were adopted as recorded with any necessary corrections to be made.

PUBLIC COMMENTS

Mr. David Rambeau addressed the Commission with a list of concerns and comments regarding Skillman Branch. Mr. Rambeau felt improvements in customer service could be realized through his suggestions. He asked staff to provide a list of new books ordered like the list of new films ordered, to limit the expansion of urban fiction and instead provide more quality literature, to place benches on the outside of the branch, change the one-hour limit on computer use, and to consider the comfort of staff and customers by better controlling the freezing air conditioning temperatures in the building.

President Keith acknowledged the very thorough analysis given by Mr. Rambeau. Mrs. Mondowney appreciated his comments regarding collection development as the policy is scheduled for review. Commissioner Kinloch said a time limit on the computer was appropriate and that it was easy to ask for additional time. Mrs. Machie gave Mr. Rambeau her business card and encouraged him to communicate his concerns directly.

REPORT OF THE PRESIDENT

President Keith said he was glad to be back and that there were a lot of things to be done.

REPORT OF THE EXECUTIVE DIRECTOR

Mrs. Mondowney welcomed back Commissioners and Staff. She said she hoped summer break was pleasant and allowed everyone time to recapture their spirits and charge-up for the rest of 2010. She shared some of the Library's summer activities and mentioned a few upcoming fall events.

DPL's Special Days of Summer

Mrs. Mondowney reported:

Wednesday, July 28th - Summer Reading Finale1 0 6 4

The Detroit Zoo was visited by 1,064 kids and parents to commemorate Summer Reading for 2010. Hundreds of children participated in this year's program and enjoyed the theme "Make a Splash." She thanked Lurine Carter, Children's and Youth Services Coordinator, and staff for making dreams come true for so many kids. Special thanks were given to the Friends Foundation and McDonalds for their support. The Friends Foundation provided \$20,000 and McDonald's sponsored the "Book and Bookpacks."

Tuesday, August 3rd -- DPL Branches Serve as Polling Locations

The Chaney, Chase, Hubbard and Lincoln branches served as polling locations for the primary elections held on **August 3**, 2010. Staff members were commended for supporting this vital civic service by, among other things, opening the building for election workers at 5:30 in the morning and keeping the building open until 8 p.m.

Saturday, August 7th –Arise Detroit! Neighborhoods Day

Main Library, Douglass, Campbell, Jefferson, Redford, and Wilder branches celebrated Neighborhoods Day on this Saturday afternoon. Activities included story times, arts and crafts, puppet shows, learning about community resources, and library card sign up. Mrs. Mondowney had visited the Douglass Library on that day and assisted Mayor Bing in passing out back-to-school items for children of all ages.

Tuesday, August 17th – Comerica Java & Jazz Concert Series

The final concert in the 10th year of this series featured Johnny O'Neal who sang and played the piano to an excited audience on the lawn at Main Library. Mr. O'Neal is a renowned pianist and vocalist and who has toured the U.S., Europe and South Africa blending blues and gospel music.

Wednesday, August 18th – 3rd Annual Walk for Literacy

Music, fun, and a beautiful summer day on the Detroit RiverWalk surrounded the walkers for the *3rd Annual Walk for Literacy*. The enthusiasm was contagious and gratifying for all of the participants. Mrs. Mondowney thanked the Library's community partners which were the Detroit Literacy Council, Clear Channel Communications, and the Co-op Services Credit Union.

Wednesday, September 8th—Detroit Reads Program and International Literacy Day

An attentive and appreciative audience gathered at Main Library to welcome and hear *MC Lyte* talk about her career as a rapper, actress, mentor, and radio show host. Ms. Lyte was the guest for our Detroit Reads program and International Literacy Day celebration. Both adults and teens listened to the interesting and delightful stories of her life. She was most gracious and connected very well with young and old.

Saturday, September 11-Commitment to Literacy in Detroit Concert

The International Literacy Day celebration continued with a concert on the Cass Lawn, Main Library that featured Pathe Jassi and his band, DJ INVISIBLE, Jessica Care Moore, Khary Kimani Turner, Fluent, and Sheefy Mc Fly.

DPL Friends Foundation

Mrs. Mondowney reported that Irwin "Toby" Holtzman, a long-time Friends Board member, died on July 31st. Mr. Holtzman served on the Friends Board since 1974. He had a lifelong passion for books and libraries. In lieu of donations, the family asked to honor his memory by supporting a library, buying books, and reading to children.

- *Annual Family History Festival*

Mrs. Mondowney recognized and thanked the DPL Friends Foundation for giving \$500 to help support the upcoming 5th Annual Family History Festival. The Burton Historical Collection will sponsor a free all-day event for genealogists on Saturday, September 25, 10 a.m. – 5 p.m.

- *Teen Read Week*

The Friends also issued a check in the amount of \$1,050 for *Teen Read Week* to purchase 100 copies of the book, *The Girlz from Glastanberry* by Gwen S. Wolfe, a Detroit native.

- *NAHC Support*

The NAHC Board of Trustees contributed \$30,000 in July to continue to help fund a librarian position for the National Automotive History Collection. This contribution aids in processing materials for the collection and providing public access.

Census 2010

Mrs. Mondowney received a letter from Dwight Dean, Regional Director for the U.S. Census Bureau, thanking the Library for partnering with them to help get the census count for 2010. Enclosed was a "Thank You" plaque signed by Dr. Robert M. Groves, Director, U.S. Census Bureau.

It's *Cool* to be *Cool*

The Facilities Department successfully restored air conditioning to four branches this summer: Chandler Park, Chaney, Hubbard and Knapp. These locations were without air conditioning for some time. The Facilities staff found alternative ways to complete the repairs by scavenging and fabricating parts. The branch staff and customers were delighted to once again be *cool*.

State of the Library

The Library will be closed September 22, 2010, for a general meeting with staff to show appreciation and recognition to staff and to inform the staff on the *State of the Library*. Commissioners were invited to attend.

Celebrate Authors Fall 2010

The first author in this fall series, Isabel Wilkerson, Pulitzer Prize-winning journalist and former Detroit Free Press writer, engaged an attentive audience on September 15. She spoke about the migration of African-Americans from the south to the north from 1915 to 1970. Her book entitled *The Warmth of Other Suns: the Epic Story of America's Great Migration* has received raved reviews nationally.

On September 16, the Library welcomed Colson Whitehead, a finalist for the Ernest Hemingway/PEN Award for First Fiction and author of four novels including his acclaimed book, the *Intuitionist*. Prior to the evening event, Mr. Whitehead spent time with a group of teens in the HYPE Center.

Several more authors will visit the Library during the series which will end in November.

October is Education Awareness Month at DPL

"Our School," an original movie by Oren Goldenberg, will be shown at 2 p.m. Saturday, October 9, 2010, at Main Library.

The film depicts the uncertainty surrounding the future of education, and what it will look like in Detroit. A community discussion immediately follows the film.

"Beyond the Brick," an original movie by Washington KOEN Media, will be shown at 11:30 a.m. on Saturday, October 23, 2010

This documentary was created with the goal of promoting solutions for the consistently low performance of African American boys in the public school

system. This program is free and open to the public. The opening remarks are at 11 a.m., the film begins promptly at 11:30 a.m., followed by open discussion.

Comments

President Keith said it was obvious from this report that the staff had been very busy over the summer and noted that Mrs. Mondowney had been on television for Neighborhoods Day with Mayor Bing.

Commissioner Bellant appreciated the help received from the Facilities staff in repairing the air conditioning at the Lincoln Branch election site; the heat was 88 degrees and the computers were shutting down until prompt repairs were completed.

Commission Action

Commissioner Kinloch moved to have staff prepare a resolution in memoriam for Toby Holtzman. Commissioner Bellant seconded; the motion carried.

REPORTS OF COMMITTEES

COMMITTEE ON ADMINISTRATION

Personnel recommendations of the Director:

APPOINTMENTS

Bradley Blanks was appointed to Security Officer effective July 13, 2010.

Gerri Randolph was appointed to Security Officer effective July 13, 2010.

Edward School was appointed to Security Officer effective July 13, 2010.

Ray Lambert was appointed to Assistant Security Manager effective June 21, 2010.

RETIREMENTS

Dorothy Baker, effective August 20, 2010

Donna Opoka, effective July 23, 2010

Evangeline Conder, effective July 21, 2010

Comments

Commissioner Kinloch requested that the HR Report have a narrative and be reviewed in the Committee on Administration meeting prior to Commission Meeting.

Commission Action

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

Approval to Post Publicly the *Standards of Library Behavior for Users*

DPL's current *Rules and Regulations for Customers* has been reviewed by Public Service staff and found that modifications must be made to maintain a customer friendly service environment. These changes will help accommodate recurrent service issues. The attached *Standards of Library Behavior* will replace the current *Rules and Regulations for Customers*.

The *Standards of Library Behavior* will be posted for 14 days. Public comments or suggestions will be accepted or may be made at the October 19, 2010 Detroit Library Commission meeting.

Detroit Public Library

Rules and Regulations for Customers (*current*)

Standards of Library Behavior (*proposed*)

Working Draft - COA 091410

The current Rules & Regulations for Customers was approved by the Detroit Library Commission on June 21, 2006.

Black – Current
Red - Proposed

The Detroit Public Library enhances the quality of life for the diverse and dynamic community in the City of Detroit. The library enlightens and empowers its citizens to meet their lifelong learning needs through open and equitable access to information, technology, and cultural/educational programs.

The Detroit Public Library seeks to provide exceptional library service in an environment that is safe, clean and comfortable. To accomplish this, the Detroit Library Commission has adopted the following Rules and Regulations for Customers. Any behavior that is disruptive to library use or operations cannot be tolerated. Persons who violate these rules will be asked to leave the library and may lose their library privileges. Violations perceived as criminal may result in arrest and prosecution.

To ensure a safe, secure and enjoyable experience at the library, The Detroit Library Commission has adopted the following **Standards of Library Behavior** for its users. Users who choose to violate the Standards of

Behaviors may be subject to a restriction or loss of their library privileges. Violations perceived as criminal may result in arrest and / or prosecution. We welcome and encourage customer feedback. Please see a library staff for specific guidelines to communicate your complaints, concerns, recommendations or appreciation.

1. Customers who engage or attempt to engage in any illegal activity on library property will be prosecuted.
2. Being under the influence of alcohol/illegal substances and/or distributing, selling, using or in possession of alcohol/illegal substances or paraphernalia on library property is prohibited.
3. Loitering, smoking, sleeping or bathing is prohibited on library property.
Loitering, smoking, lying down, sleeping or bathing are prohibited on library property.
4. No gambling, selling, soliciting or campaigning is allowed on library grounds.
Gambling, including online is not allowed on library property.
5. Eating or drinking is only permitted in designated areas.
Eating is only permitted in designated areas. Beverages are permitted only in spill-proof containers.
6. Customers who act in a manner which causes public disturbance will be asked to leave the library.
Customers who act in a manner that causes public disturbance will be asked to leave the library.
7. Fighting, provoking to fight, or engaging in disorderly conduct is prohibited.
Fighting, provoking to fight, or engaging in disorderly conduct is prohibited.
8. Loud, offensive, abusive or threatening language is prohibited.
Offensive, abusive or threatening language, behavior or gestures are prohibited.
9. Display of profane, obscene or injurious language, texts or graphics for public view is prohibited.
Display for public view of obscenity, child pornography or materials harmful to minors are prohibited.
10. Customers whose extremely poor hygiene constitutes a nuisance to other people's use of library facilities will be directed to leave.

Customers whose fragrance, odor or extremely poor hygiene constitutes a nuisance to other people's use of library facilities will be directed to leave.

11. The possession of any firearm other than lawfully possessed concealed firearms is prohibited in the library. All parcels, bags, briefcases, backpacks, purses and other personal belongings are subject to inspection.
Weapons, dangerous objects and items that could potentially be used as weapons are not allowed on library property. The possession of any firearm other than lawfully possessed concealed firearm is prohibited in the library.
12. Solicitation of customers or employees in or on library premises except in conjunction with a library sponsored activity or program is prohibited. Only printed items approved by library staff may be posted or distributed on library properties.
13. Listening to or playing music or sound equipment without earphones is prohibited.
Using audible devices without headphones is prohibited. Headphones must be set at a volume that will not disturb others.
14. Indecent exposure, sexual acts or behavior are prohibited.
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15. It is illegal to deface, damage, mutilate or destroy library property.
It is illegal to deface, damage, mutilate or destroy library property.
16. Loading or installing programs or software on library computers is prohibited. (This includes damaging or altering any computer equipment).
Loading or installing programs or software on library computers is prohibited. (This includes damaging or altering any computer equipment).
17. Use of cell phones is prohibited in public service areas and reading rooms.
Loud conversations and the use of cell phones are not allowed in reading rooms and public service areas.
18. Children cannot be left unattended. Please see a library staff member for specific guidelines.
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19. Shoes and shirts must be worn in the library.
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20. Pets and other animals are not allowed, with the exception of guide dogs.
Pets and other animals are not allowed, with the exception of service animals.
21. It is illegal to remove library materials from the library without checking them out. Only materials already checked out can be taken into library restrooms.
It is illegal to remove library materials from the library without checking them out. Only materials already checked out can be taken into library restrooms.
22. Bedrolls, blankets, duffle bags, suitcases, or large plastic bags are not allowed. A maximum of two bags of any type is allowed. Each bag should not exceed 12 x 18 x 9 inches.
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Commission Action

Commissioner Kinloch moved to approve publicly posting the proposed change in Rules and Regulations for a period of 14 days. Commissioner Bellant seconded the motion; the motion carried.

COMMITTEE ON BUILDINGS

Authorization to Pay Professional Abatement Services, Inc. for the Emergency Removal of Underground Storage Tank at Parkman Branch Library

Commissioner Bellant reported that during the excavation at Parkman Branch Library for the installation of the cooling pad and entry into the branch through the west wall, the contractor uncovered a possible 1,000 to 2,000 gallon abandon underground fuel storage tank (UST).

The Michigan Department of Natural Resources Environment (MDNRE) requires that the UST be removed. After the abatement, the tank was removed and the ground tested for leakage and possible soil contamination. There was minimal soil contamination due to the clay that surrounded the tank.

The tank was approximately three-quarters full of a diluted fuel/water mix. It had been abandoned some sixty (60) years ago when Parkman was converted to natural gas. Once it was uncovered, it became an EMERGENCY because of the unknown danger of the substance inside. This UST had not been registered or removed under *Part 211 of the Underground Storage Tank Regulations*.

Professional Abatement Services, Inc. was on the site handling other abatement issues, and had the expertise in UST abatements. They were instructed to abate and remove the UST from Parkman, and file the appropriate documents with the State of Michigan.

Commission Action

Commissioner Bellant moved to approve the payment to Professional Abatement Services, Inc. for the emergency abatement and removal of the UST and contaminated soil. The amount of the payment would not exceed twenty three thousand six hundred sixty five dollars (\$23,665). Commissioner Kinloch seconded the motion; the motion carried.

Comments

Commissioner Bellant informed Commission that the property next to Chaney Branch was out for bid. The community would like to have a parking facility on this property; however, since a gas station was previously on this site, underground storage tanks may have to be removed just like at Parkman Branch which would increase costs for building a parking facility.

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 1149-1155	\$15,360.00
Capital Improvement Expenditures-Total checks 1061-1072	\$1,076,466.51
Total Vouchers 1900-0128*	\$2,644,281.37
Total Payroll & Benefits	\$6,197,908.62
Grand Total	\$9,934,016.50

Summary of Expenditures	
<u>Restricted/Designated Funds</u>	
Burton Endowment Fund Checking-total checks 8090-8094	\$12,911.20
Louise Webber O'Brien Checking-total checks 4139-4165	\$9,944.06
Programs & Gifts Checking-Total checks 1268-1331	\$44,350.08
Branch & Main Checking-Total checks 1430-1479	\$34,439.75
Knight Foundation grant - Total checks 1001	\$4,227.44
Grand Total	<u>\$105,872.53</u>

Maria Norfolk, Director
 Financial and Business Operations

Payment approved by the Committee on Finance.

Commission Action

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

OLD BUSINESS

Mrs. Mondowney reminded Commissioners that following the regular Detroit Library Commission meeting of October 19, 2010, will be a special recognition reception for Fred Martin and former Commissioners. The program will include a literacy video showing and a performance by President Keith's band. A new tradition of honoring former Commissioners will thus begin with the unveiling of a plaque inscribed with the names of out-going Commissioners whose service ended after the year 2000.

Commissioner Kinloch asked about the status of customer service training. Mrs. Mondowney replied it is a challenge after reviewing the financial situation.

The meeting was adjourned at 2:37 p.m.