

DETROIT LIBRARY COMMISSION PROCEEDINGS

Re-Scheduled Regular Meeting  
September 22, 2009

President Hill called the Regular Meeting of the Detroit Library Commission to order at 1:53 p.m.

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

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

Excused: Commissioner Thomas

Present also: Randy Call, Atiim Funchess, Todd Kelly, President AFSCME 1259, Barbara Martin, Patrice Merritt, Carolyn Mosley, Rosemary Patterson, Christie Peck, Cledos Powell, Peter Remington, Yvette Rice, Michael Wells, President UAW Local 2200.

The minutes of the Re-Scheduled Regular Meeting of June 23, 2009, the Special Meeting of July 8, 2009 and the Special Meeting of August 13, 2009 were adopted as recorded with any necessary corrections to be made.

PUBLIC COMMENTS

There were no public comments.

REPORT OF THE DIRECTOR

Mrs. Mondowney said that she was grateful and honored to be here today as the 13<sup>th</sup> Director for DPL. She thanked the Commissioners and staff for the warm welcome she has received since her arrival.

Detroit Reads--!International Literacy Day

A celebration for Detroit Reads!, DPL's literacy campaign for the city of Detroit, was held on Tuesday, September 8<sup>th</sup> (International Literacy Day). Susan L. Taylor, Editor-in-Chief Emerita of Essence Magazine and Founder and CEO of National Cares Mentoring Movement spoke passionately to a large audience that evening with a message of hope and encouragement to help eliminate illiteracy. Ms. Taylor also signed copies of her book *All About Love*.

Urban Fiction Author Series

A brand new authors event titled *Celebrate Authors Series* kicked-off this past Saturday, September 19<sup>th</sup> in the afternoon at Main Library. Joy (Deja) King,

national best-selling author, did a free “Writers, Publishing, & Marketing Workshop”.

Wilder and Redford Branches also had special events featuring authors in the Urban Fiction author series.

#### Banned Books Week ( September 26 – October 3)

Displays of banned books will be available at various branches during this week. The public is invited to join book discussion groups and conversations or listen to readings from banned books. Times and dates are available on the website.

#### Burton Historical Collection

“*Not Far From the Tree*” DPL’s 4<sup>th</sup> annual family history festival will be presented on Saturday, September 26<sup>th</sup>. Loretto Dennis Szucs, Vice President of community Relations for The Generations Network, will be the keynote speaker discussing “What’s New in Genealogy.” The event is free; registration will be in the Friends Auditorium from 9:30 to 10:15 a.m.

The DPL Friends Foundation made a \$500 contribution for the general support of this festival.

#### Funding

DPL received a \$1,326,059.58 FY 2009 Renaissance Zone Reimbursement check from the State of Michigan. The amount received is less than the \$1,527,785.14 that was budgeted. The property tax revenue is for property taxes not collected due to the exemptions granted by the State.

#### Exhibit

McDonald’s is celebrating Happy Meal’s 30<sup>th</sup> birthday and an exhibit will be in the cases at Main Library from September 25 to October 4<sup>th</sup>. The exhibit chronicles three decades of the Happy Meal and contains many of the different specialty toys and artifacts that have been included in the Happy Meal since its introduction in 1979.

Mrs. Mondowney thanked A J Funchess, Juliet Machie and the Commissioners for their support in hosting Bill Cosby’s visit on Sunday, September 13, 2009.

### REPORT OF THE PRESIDENT

President Hill asked Ms. Machie to report on the Literacy Walk.

Ms. Machie reported that we picked a perfect day to walk in the rain again; however, 300 people still supported the walk. A huge media blast was done and the community responded. Ms. Machie thanked the staff for their excellent work on this year’s Literacy Walk. Commissioner Keith suggested getting ponchos or umbrellas for next year’s event.

President Hill was pleased to present resolutions for Barbara Martin, Ernie Harwell, and Carole Quarterman.

**Resolution honoring retirement of  
Barbara E. Martin**

**Whereas**, Barbara E. Martin, joined the staff of the Detroit Public Library in November 1999 as the Specialist in the E. Azalia Hackley Collection; and,

**Whereas**, Ms. Martin brought to that position a broad range of experiences with various segments of the Detroit music community, having served as a lecturer and instructor, administrator, performer, musical director, and chorus member; and

**Whereas**, Ms. Martin served as president of the Detroit Musicians' Association, the local branch of the National Association of Negro Musicians in 2000 –2004; and,

**Whereas**, Ms. Martin regularly demonstrated a passion for bringing quality programs to the library, and provided an optimistic spirit that she shared with colleagues as she managed the many details involved in the successful implementation of programs; and,

**Whereas**, Ms. Martin assumed the position of Coordinator for Programs and Community Outreach in May, 2006, and worked enthusiastically to provide engaging and accessible library programs at the Detroit Public Library for the community; and,

**Whereas**, Ms. Martin served as the Co-Chair of the Community Relations Work Group for Detroit Public Library's *Strategic Directions 2008-2013*; and,

**Whereas**, Ms. Martin serves on the Michigan Library Association's Notable Authors Committee and is the Chair of the Public Relations Committee of the Black Caucus of the American Library Association;

**Now**, be it therefore resolved, that the Detroit Library Commission extends best wishes to Ms. Barbara Martin on the occasion of her retirement from the Detroit Public Library and offers sincere thanks for a job well done.

President Hill thanked Ms. Martin for her energy and her optimistic spirit. Ms. Merritt noted that Ms. Martin agreed to serve on the Friends of Hackley Collection. Ms. Martin thanked everyone for his or her kindness. She has had a wonderful experience and has had the best two jobs at DPL! Ms. Martin said she will remain a Library citizen and her passion for the Hackley Collection will never wane.

Resolution in Honor of  
Ernie Harwell

**Whereas**, Ernie Harwell, arrived in Detroit in 1960 with an expansive knowledge of baseball and a distinctive voice, and took a seat behind the microphone in the broadcast booth as an announcer for the Detroit Tigers; and,

**Whereas**, Mr. Harwell's 42- year association with the Detroit Tigers makes his voice an inseparable part of the Tigers' legacy that lives in the memories of baseball fans throughout Southeast Michigan; and,

**Whereas**, the story of the Detroit Tigers cannot be told without mention of Mr. Harwell's illustrative signature calls like "Looooong Gone!" – for a home run, or "He stood there like the house by the side of the road" – for a called third strike, or "Two for the price of one" – for a successful double play; and,

**Whereas**, Mr. Harwell was inducted into the Baseball Hall of Fame in 1981, the Michigan Sports Hall of Fame in 1989, the National Sportscasters and Sportswriters Association Hall of Fame in 1989, and the Radio Hall of Fame in 1998; and,

**Whereas**, Mr. Harwell established the Ernie Harwell Sports Collection in 1966 at the Detroit Public Library's Main Library, with a donation of books, team annuals, media guides, programs, scorecards, photographs and other memorabilia, and has continued contributing material to the collection over the years; and,

**Whereas**, the Detroit Public Library in recognition of the scope of the Harwell Collection established the Lulu and Ernie Harwell Room at Main Library in April 2004, an elegant space that houses a portion of the collection along with seats from Tiger Stadium at Michigan and Trumbull and a mock broadcast booth; and,

**Whereas**, Mr. Harwell continues to contribute his time, talent and resources to the promotion and enhancement of the Harwell Collection at the Detroit Public Library;

**Now**, be it therefore resolved, that the Detroit Library Commission, salutes and celebrates the professional accomplishments of Ernie Harwell, and recognizes his enduring legacy and connection with the Detroit Tigers, the City of Detroit, the State of Michigan and the Detroit Public Library.

**Resolution honoring retirement of  
Carole Jasper Quarterman**

**Whereas**, Carole Jasper Quarterman served as a member of the Detroit Library Commission from 2004 – 2007, and,

**Whereas**, Ms. Quarterman served as President of the Detroit Library Commission from 2006 – 2007, and,

**Whereas**, Ms. Quarterman brought her passion for children and families to the Detroit Public Library, as she provided leadership that supported the library's longstanding commitment to providing excellent library service and programming in the community; and,

**Whereas**, from 1979 – 2008 Ms. Quarterman provided executive leadership for the Child Care Coordinating Council of Detroit/Wayne County, Inc., serving as Associate Director and Executive Director; and,

**Whereas**, Ms. Quarterman's professional experience also included several positions at The University of Michigan, the Washtenaw Intermediate School District Head Start Program, and the Washtenaw County Office of Economic Opportunity; and,

**Whereas**, the DTE Energy Foundation recognized Ms. Quarterman's tireless advocacy for children and families by awarding her the Community Luminary Award in 2002;

**Now**, be it therefore resolved, that the Detroit Library Commission offers this congratulatory resolution in recognition of Ms. Quarterman's retirement from the Child Care Coordinating Council of Wayne County, and wishes her continued happiness in the years to come.

### COMMITTEE ON ADMINISTRATION

#### APPOINTMENTS

Jo Anne G. Mondowney was appointed to Director effective August 24, 2009 at \$150,000.

Denise Holliday was appointed to Business Manager effective June 29, 2009 at \$68,400.

Timothy Tompkins was appointed to Security Manager effective June 22, 2009 at \$51,200.

Derick Suppon was appointed to Security Officer effective June 16, 2009 at \$26,000.

Matthew Braatz was appointed to Security Officer effective June 16, 2009 at \$26,000.

#### PROMOTIONS

Glenda Cornelious was promoted to Administrative Assistant-I effective May 26, 2009 at \$36,495.

#### RETIREMENTS

Daniel Papuga, effective August 29, 2009

Carolyn Berry, effective August 25, 2009

MaryJane Papuga, effective July 18, 2009

Jeanette Matthews, effective June 16, 2009

Ming Louie, effective May 23, 2009

#### Commission Action

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

Authorization to contract ADP for payroll transition services

Commissioner Keith reported that for the past year the Human Resources Department/Payroll Services have conducted an analysis on the need and value of separating payroll services from the City of Detroit. All findings indicate that a systems transformation affords the Library more control to administer a timelier and less costly process.

The Library will gain the ability to make payments for all employee increases in a timely manner, such as, longevity bonus, union raises, make correction and generate checks, because we will no longer be held to the City's time consuming and complex process for generating payroll.

It will also reduce the margin for error because of the time collection system, which allows employee to log in/out on the pc. Also, post the first year implementation; the Library will realize an annual savings of approximately \$20,000.00.

DPL benefits administration will be retained through the City of Detroit.

Three vendors participated in the RFP process:

Vendor	First Year Cost	Industry Ranking	Customer Profile	Notes
Automatic Data Processing (ADP)	\$194,587.38 (including customization)	1; average number of employees at each client company for payroll services provided-undisclosed	Seamless integration between payroll, time and attendance and HR; Host site is Dearborn, MI.	Experience working with the City of Detroit's complex payroll system. Offering a bonus of three free months – a savings of 29,902.63
Ceridian	\$95,439.00 (not including customization)	2; average number of employees at each client company for payroll services provided-undisclosed	Will have to hire payroll consultants; Host site in Atlanta, GA. and Louisville, KY.	Limited experience in working with municipalities. Requesting a one-year contract.

Paychex	\$71,563.82 (not including customization)	3; average number of employees at each client company for payroll services provided (17).	Host site is located in Sacramento, CA.	No experience with the City of Detroit.
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There is a unanimous agreement among the Payroll Transition Selection Committee, which is comprised of six staff members from Human Resources and Payroll Services and the IS Project Leader, that ADP would provide the best solution for a smooth and seamless transition. ADP is the only provider that supports an infrastructure that is fully integrated from time and attendance to payroll to HR. Also, they are the only vendor that has an established track record of the transfer of employee information from City of Detroit Payroll Personnel System as noted above; they have transitioned payroll systems for DIA, DHC, SMART, and the 36<sup>th</sup> District Court.

ADP cost also includes needed customization features that are not included in the costs presented by Ceridian and Paychex, thus, the initial cost does not represent a firm number; both organizations did not want to approximate projected cost. Customization requires creating an automatic program that will implement the different union contract specifications, such as, step increases, vacation leaves, longevity pay, and shift premiums. Additionally, we will have immediate access to special reports, i.e. affirmative action, new hire data, and employee demographics.

On motion by Commissioner Keith, seconded by Commissioner Bellant, approval of the selection of ADP as the vendor to support the transition of the DPL payroll system was supported and unanimously adopted.

Approval of Credit Card Policy

Commissioner Keith reported that the Credit Card Policy has been developed in response to a 2007 fiscal-year audit finding. The finding indicated that a Credit Card Policy is required by Michigan law MCL 129.241. The intent of this policy is to ensure compliance with Michigan law, inform employees on the responsibility of card usage and provide a mechanism to manage the usage by the Business and Finance Office.

**Detroit Public Library Credit Card Policy**

Policy Statement

This policy is established for Detroit Public Library (DPL or Library) employees, whom by the nature of their work, are required to use a DPL issued credit card for DPL business

The Director may designate other employees to be issued a DPL credit card including employees in the Director's Office, the Marketing Department, the Technical Processing Department, the Business Office, and Purchasing. All DPL employees eligible for a DPL credit card must submit a written application for approval.

Credit card transactions by DPL employees are authorized and regulated by the Michigan Credit Card Transactions Act (the "Act"), MCL 129.241. All use of DPL credit cards must be in accordance with the Act and the DPL Credit Card Policy. Any use of a DPL issued credit card in violation of this Policy or the Act may result in suspension of cardholder privileges and/or discipline up to and including discharge.

### Purpose

DPL maintains credit cards for Library-related purposes only. All purchases must be for the benefit of DPL.

This Policy establishes guidelines for appropriate use of DPL credit cards. The Policy is designed to clarify DPL credit card use and to avoid violation of state mandates and IRS codes regarding credit card use.

A DPL credit card shall only be used to purchase goods and services for official business of the Library. The purpose of the credit card is for payment of business travel, dues, subscriptions, and non-reoccurring low debt or volume purchases with a value less than \$3,000. It will be used for vendors that do not invoice or accept purchase orders or where it is not possible or practical to establish a store account. The credit card will provide a convenience to authorized users by minimizing the need to place authorized purchases on personal credit cards, while maintaining strict accountability for the Library.

### Roles and Responsibilities

**4.1 Detroit Public Library Director-** Authorize the issuance and use of credit cards.  
Review and approve all reconciled itemized monthly statements.

**4.2 Associate Director of Finance and Business Operations-**

- 4.2.1 Instruct the issuer of the cards to forward to the Associate Director of Finance and Business Operations.
- 4.2.2 Negotiate credit card agreements to ensure DPL is getting the best interest rate available.
- 4.2.3 Issue credit cards to employees authorized to be cardholders by the Director.
- 4.2.4 Within 5 days of receipt, distribute itemized monthly invoices to cardholders for reconciliation.
- 4.2.5 Upon receipt of reconciliation, verify that the expenditures and bill are accurate and appropriate and forward the reconciled statement to the Director for approval.
- 4.2.6 Alert the Director as to any inappropriate use
- 4.2.7 Coordinate the waiving and/or reversing of any and all annual fess and/or finance charges.

- 4.2.8 Retain Director-approved credit card statements and accompanying receipts on file for seven years.
- 4.2.9 Pay the balance of all DPL credit cards, including interest, due on an extension of credit under the credit card agreement shall be paid for within not more than 60 days of the initial statement date, as state law mandates. **Finance charges must be avoided.**
- 4.2.10 Cancel cards as instructed by the Director.
- 4.2.11 Create and maintain a master list of all DPL credit cards with the following information: (a) card type; (b) date issued; (c) account number; (d) authorized user(s); (e) expiration date; (f) security code; and (g) credit limit, if applicable.

### Payment on Account

- 6.0 **Cash Advances-** DPL prohibits the use of a DPL credit card for cash advances.
- 6.1 **Credit Limit-** The total combined authorized credit limit of all credit cards issued by the Library shall not exceed the amount permitted by state law, which is five percent of the Library's total budget for the current fiscal year. DPL prohibits any user from making purchases on a card that would extend the card's balance over the credit limit. With the exception of expenses incurred by Technical Services, single transactions must not exceed \$3,000. Transactions may not be split to avoid the \$3,000 transaction limit.
- 6.2 **Tax Exempt Status-** Where applicable, users must notify vendors or merchants when a credit card transaction for purchase of goods or services is exempt from sales tax, and provide the seller with a copy of the certification of the DPL's sales tax exempt status (see attachment 3).
- 6.3 **Substantiate purchases-** All purchases require specific documentation to substantiate it is a proper purchase. The following documentation must accompany all credit card purchases:
  - a. Itemized receipts (for reconciliation of credit card statements)
  - b. Documentation describing the goods or services purchased, the date of the purchase, and the official business for which purchased. For example, users must indicate the names of individuals, event or meeting for which expenditures were incurred.
- 6.4 **Reconciliation Timeline-** Within five days of receipt of a monthly credit card billing statement, the authorized user shall reconcile the statement with actual original itemized receipts and required documentation, as stated in this policy, to determine the accuracy of all charges and forward the reconciled statement to the Associate Director of Finance and Business Operations. Cardholders are responsible for following-up on erroneous charges, returns or adjustments and to ensure proper credit is received on credit card accounts, including full credit of merchandise returned to a vendor.

## 8.0 Security of DPL credit cards

- 8.1 Secure Credit Card-** All DPL credit cards must be kept in a secure location.
- 8.2 Use by Unauthorized Person-** The only person entitled to use the credit card is the person whose name appears on the face of the card or the person authorized by the Director.
- 8.3 Lost or Stolen Cards-** If a DPL credit card is lost or stolen, immediately notify the Business Office and the financial institution that issued the card to request that the account be closed.
- 8.4 Return Cards-** If for any reason the person authorized to use a DPL credit card is reassigned, no longer employed by the Library or it is otherwise requested, his or her DPL credit card must be returned to the Assistant Director of Finance and Business Operations immediately.

## 9.0 Other

- 9.1** Any benefits, such as award promotions, derived from the use of the DPL credit card shall be the property of the Detroit Public Library.
- 9.2** DPL may suspend or cancel cardholder privileges at any time for any reason.

## 10.0 State Law

Notwithstanding the terms of this Policy, all charges made pursuant to this Policy shall also be subject to the terms of the Act. This Policy is issued in accordance with such Act, and nothing herein shall be deemed to supersede the provisions of such Act. In the event of any discrepancy between this Policy and the Act, the Act shall be controlling.

### Commission Action

On motion of Commissioner Keith, seconded by Washington, approval of the Credit Card Policy was supported and unanimously adopted.

## AUDIT COMMITTEE

### Request for proposal for a financial audit of accounts of the Burton Endowment Fund for the fiscal year ended June 30, 2009.

Commissioner Keith reported that a request for proposal for a financial audit of the Burton Endowment Fund was sent out to eight (8) auditing firms. The request for the proposals was advertised in the Detroit Legal News and Detroit Public Library Website. The request for proposal included a section on the evaluation criteria by Library administration enabling all bidders to be cognizant of those criteria.

The following firms, with corresponding cost and evaluative values, responded to the Request for Proposal:

<u>Firm</u>	<u>Cost</u>	<u>Evaluative Value</u>
Abraham & Gaffney 3511 Coolidge Road, Suite 100 East Lansing, MI 48823	\$4,500	96.4
Alan C. Young and Assoc. 2990 W. Grand Blvd., Suite 400 Detroit, MI 48202	\$5,525	78.0
Cole, Newton & Duran 33133 Schoolcraft Livonia, MI 48150	\$6,900	61.5
George Johnson & Company 243 West Congress, Suite 1080 Detroit, MI 48226	No Bid	
Glen Olivache CPA 220 Bagley Avenue, Suite 400 Detroit, MI 48226	No Bid	
Gregory Terrell & Co. Buhl Building, 535 Griswold, Suite 2000 Detroit, MI 48226	No Bid	
Rehman Group 5750 New King Street, Suite 200 Troy, MI 48098	No Bid	
Wolinski & Company 300 River Place, Suite 1400 Detroit, MI 48207	No Bid	

The Audit Committee evaluated the audit firms. The committee examined each firm according to criteria stated in the proposal. The committee examined responsiveness of the proposal and demonstration of clear understanding of the work to be performed. Appropriateness and adequacy of proposed procedures such as: necessity of procedures, realistic time estimates for completion of the audit, and appropriateness of the assigned staff levels. The committee reviewed the technical experience of the proposer office related to clients with the following characteristics: work with not-for-profit corporations and relevant experience for Burton Endowment Fund. The committee reviewed the qualifications of the management staff to be assigned to the audit including position in the firm, years and type of audit experience, and overall supervision to be exercised. Cost was also a consideration in the evaluation.

The Cole, Newton & Duran Company did not provide adequate detail, as requested in the Request for Proposal, in regards to the firm's overall experience,

specific audit approach, or amount of hours to perform the audit in total, or by staff classification. The overall evaluation by panel was the lowest because of lack of information to effectively compare the proposal to the other bidding firms.

Alan C. Young and Associates has experience with some of the DPL's operations because they have audited the Detroit Associated Library and the Burton Endowment Fund for several years. However, a review of the staff experience and qualifications to be assigned to the audit does not compare to the staff assigned by the competing firms. The overall evaluation by panel was ranked second.

Abraham & Gaffney provides the best combination of experience, resources, qualifications, and price. We therefore, recommend that Abraham & Gaffney be engaged for an amount not to exceed \$4,500 to complete a financial audit of the Burton Endowment Fund for the year ended June 2009.

#### Comments

Mr. Cromer gathered the information and turned it over to the Audit Committee; DPL staff was not part of the evaluation process.

On motion of Commissioner Keith; seconded by Commissioner Bellant, approval of Abraham & Gaffney to conduct the Burton Audit for fiscal year ended June 30, 2009 was supported and unanimously adopted.

### BOOKS AND LITERACY COMMITTEE

Commissioner Kinloch presented the Programs Report:

#### Annual Walk for Literacy:

This year's Walk for Literacy on Detroit's Riverfront was held on Friday, August 28 from 8 a.m. – 6 p.m. Close to 300 participants braved the rain to show their support for Detroit Public Library's efforts to erase illiteracy in the City of Detroit. Thanks to the DPL staff team for producing a great event.

#### International Literacy Day Program:

Essence Magazine's Editor Emeritas Susan Taylor graced the Detroit Public Library on September 8 in celebration of International Literacy Day. She spoke to a packed auditorium about her insights on literacy and mentoring.

#### Detroit Literacy Council:

The Detroit Literacy Council met on September 8 with 15 Council members attending. Heaster Wheeler, Executive Director of the Detroit Branch NAACP, gave an inspiring keynote at the meeting. Susan Taylor also stopped by during the meeting to greet the literacy council. The meeting was highly energized and generated so many ideas on how the library can continue to advance literacy initiatives in Detroit.

Bill Cosby on Literacy:

DPL hosted comedian, educator and activist, Dr. Bill Cosby on Sunday, September 13. Dr. Cosby taped public service announcements for the DPL, Detroit Public Schools and the Wayne County Community College District. Commissioner Kinloch said Dr. Cosby is very passionate about libraries and literacy. He thanked Commissioners Hill and Washington for participating in the program.

Commissioner Kinloch thanked the staff for all the literacy programs and for their support on the day Bill Cosby visited.

Commissioner Kinloch planned to present to the Books and Literacy Committee the idea of extending our reach into the community by providing wireless access service.

COMMITTEE ON BUILDINGS

Authorization to Contract for the Fencing of the 801 W. Baltimore Property

Commissioner Bellant reported that the demolition of 801 W. Baltimore was completed in July. To protect and prevent dumping on the property, the Facilities Department along with the New Center Association has recommended an eight-foot fence around the property.

A request for proposals for was publicly advertised, listed on the library’s website and sent to the 14 vendors listed below. The bid results are as follows:

American Fence (Warren, MI)	\$29,107.00
Great Lakes Fence Co. Inc. (Detroit, MI)	\$29,915.00
Industrial Fence ( <i>non-compliant</i> ) (Detroit, MI)	\$32,809.00
Reliable Fence (Clinton Twp, MI)	\$35,000.00
Nationwide Fence (Chesterfield Twp, MI)	

No Bids were received from the following vendors:

- |                   |                |
|-------------------|----------------|
| Panam Global      | Master Halco   |
| Contractors Fence | Michigan Fence |
| Future Fence      | Midwest Fence  |
| Kimberly Fence    | Star Fence     |
| Hamilton Fencing  |                |

The difference between the two lowest bids is \$808 and the second lowest bid is a Detroit vendor.

Commission Action

On motion of Commissioner Bellant, seconded by Commissioner Keith, approval to contract with the second lowest bidder, Great Lakes Fence Co. Inc. of Detroit MI, for the fencing of the 801 W. Baltimore property, at a cost not to exceed \$29,915.00 was supported and unanimously adopted.

Authorization to Contract for the Demolition of the Lothrop Branch Library Building

Commissioner Bellant reported that the Lothrop Branch Library was sold on a land contract in 2002. The Detroit Library Commission reclaimed the property in June of 2009.

The City of Detroit Building and Safety Engineering department held a Dangerous Building hearing on July 28, 2009, regarding the Lothrop Branch building. It is the recommendation of the department to demolish the building.

A request for proposals for the demolition of the Lothrop branch building was publicly advertised, listed on the library’s website and sent to 20 demolition vendors. 12 vendors attended a mandatory pre-bid walk through and the bid results are as follows:

Company	Bid	15% Contingency	Total
Dore & Associates Bay City, MI	\$34,400.00 (disqualified bid)	5160.00	\$39,560.00
Adamo Demo Detroit, MI	\$39,000.00	5850.00	\$44,850.00
Ferguson Enterprises Detroit, MI	\$39,500.00	5925.00	\$45,425.00
Able Demolition Shelby, MI	\$44,350.00	6652.50	\$51,002.50
Homrich Carleton, MI	\$48,000.00	7200.00	\$55,200.00
Detroit Dismantling Detroit, MI	\$26,900.00	Non-compliant bid	

It is the recommendation of the Facilities team to disqualify the lowest bidder, Dore & Associates, due to issues encountered with the contractor during the demolition of the 801 W. Baltimore building.

Comments

*Approved at October 20, 2009 DLC meeting.*

Commissioner Keith asked Mr. Powell about issues with Dore & Associates. Mr. Powell explained that in a previous contract experience, they repeatedly asked for additional payment on items that were already included in the RFP. Their bid was low but high on change orders.

Commission Action

On motion of Commissioner Bellant, seconded by Keith, approval to contract with the second lowest bidder, Adamo Demo of Detroit, for the demolition of the Lothrop Branch Building, at a cost of \$39,000.00 and to approve a 15% project contingency of \$5850.00, for a total project cost not to exceed \$44,850.00 was supported and unanimously adopted.

Authorization to Contract for Renovations on the Main Library’s South Wing

Commissioner Bellant reported that renovations to the Main Library’s South Wing is included in the library’s five-year Capital Improvement Agenda. The Detroit Library Commission approved the budget in January 2009. The first and second levels of the South Wing attract Main Library’s heaviest traffic and the spaces have not been updated since the South Wing was added to the library in 1963.

A request for proposals for South Wing construction renovations was publicly advertised, listed on the library’s website and sent to the 22 vendors listed below. A pre-bid walk through was required prior to submitting a bid. The bid results are as follows:

<b>Company</b>	<b>Bid</b>	<b>15% Contingency</b>	<b>Total</b>
E.L. Bailey Southfield, MI	\$1,236,500.00 (disqualified bid)	185,475.00	\$1,421,975.00
KEO Associates Detroit, MI	\$1,302,040.00	195,306.00	\$1,497,346.00
White Construction Detroit, MI	\$1,313,250.00	196,987.00	\$1,510,238.00
W-3 Construction Detroit, MI	\$1,319,000.00	197,850.00	\$1,516,850.00
O’Neal Construction Detroit, MI	\$1,337,500.00	200,625.00	\$1,538,125.00
Caasti Detroit, MI	\$1,343,000.00	201,450.00	\$1,544,450.00
Braun Construction Farmington Hills, MI	\$1,371,100.00	205,665.00	\$1,576,765
Monahan Construction	\$1,402,000.00	210,300.00	\$1,612,300.00

*Approved at October 20, 2009 DLC meeting.*

Eastpointe, MI L.S. Brinker Co. Detroit, MI	\$1,405,700.00	210,855.00	\$1,616,555.00
Dugan Building Co.	\$1,408,900.00	211,335.00	\$1,620,235.00
A. Rea Construction Southfield, MI	\$1,422,500.00	213,375.00	\$1,635,875.00
DMC Consultants Detroit, MI	\$1,916,000.00 (disqualified bid)	287,400.00	\$2,203,400.00
Beal Inc Detroit, MI	Non-compliant bid		
Bernco St. Clair Shores, MI	Non-compliant bid		

No Bids were received from the following vendors:

- |                      |                             |
|----------------------|-----------------------------|
| Holly Construction   | North American Construction |
| Jenkins Construction | Genco                       |
| O'Brien Construction | Detroit Metro Construction  |
| NCR Construction     | Pranam Global Tech          |
| Tooles Construction  |                             |

It is the recommendation of the architect and the library's facilities team to disqualify the lowest and highest bids due to the scale of variance compared to other bids.

Commission Action

On motion of Commissioner Bellant, seconded by Commissioner Keith, approval to contract with the second lowest bidder, KEO Construction of Detroit, for construction renovations to the Main Library's South Wing, at a cost not to exceed \$1,302,040.00 and to approve a 15% project contingency of \$195,306.00 for a total project cost not to exceed \$1,497,346.00 was supported and unanimously adopted.

COMMITTEE ON FINANCE

Mutual Funds Accounts Signing Authority

Commissioner Washington reported that the Eaton Vance Mutual Fund requires a resolution from the Detroit Library Commission assigning signature authority for use of funds by the Detroit Public Library. The following are recommended as signing officials for the Library:

Jo Anne G. Mondowney, Director

Juliet Machie, Deputy Director

Timothy E. Cromer, Chief Administrative and  
Technology Officer

Maria Norfolk, Associate Director for Financial and Business Operations

President of the Detroit Library Commission

Chair, of the Committee on Finance of the Detroit Library Commission

Two of the above signatures are required for the Eaton Vance Mutual Fund.

Commission Actions

Commissioner Washington moved to amend the write up to list positions only, not individual names and that at least one signature would be a staff member. Two Commissioners could not sign. Commissioner Bellant seconded. The motion carried.

On motion by Commissioner Washington, seconded by Commissioner Bellant, approval of the signature authority for use of the funds from the Eaton Vance Mutual Fund was supported and unanimously adopted.

Authorization to Upgrade Internet Connectivity at all Detroit Public Library (DPL) Locations

Commissioner Washington reported that Library customers are requesting more technology and in order to keep DPL a state of the art institution, the Library must keep up with these requests. One of these requests is the upgrading of Internet connectivity at all of the Library's locations.

Other factors influencing the need for these upgrades are:

- Increased use of computers by customers that no longer have access to computers because other non-profit centers have closed; no longer have computers, or the ability to maintain them
- Complaints about time limits using computers
- Slow downs caused from customers watching videos
- Increased use of computers by customers seeking jobs

Merit Network, Inc. has agreed to provide this service for these costs:

One time connection fee	\$ 311.00
(Contracted Bandwidth (3.0 Mbps to be increased to 80.0 Mbps Nov. 2009)	

Recurring (monthly cost) \$1,438.00  
(Not to exceed \$17,256 annually)

Commission Action

On motion of Commissioner Washington, seconded by Commissioner Keith, approval to enter into a contract with Merit Network, Inc. to provide Internet connectivity annually in an amount not to exceed seventeen thousand two hundred fifty six dollars (\$17,256) was supported and unanimously adopted.

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	
<u>Public Funds</u>	
Program Expenditures-Total checks 1001-1049	\$204,912.22
Capital Improvement-Total checks 1001-1006	\$230,119.75
Total vouchers 2400-0307*	\$5,905,187.74
Total payroll & benefits	\$6,000,819.19
Grand Total	<u>\$12,341,038.90</u>
Summary of Expenditures	
<u>Restricted Funds</u>	
Burton Endowment Fund	\$13,227.96
Louise Webber O'Brien Endowment Fund	\$2,128.24
Programs & Gifts	\$58,165.10
Branch & Main	\$8,937.85
Grand Total	<u>\$82,459.15</u>

Maria Norfolk, Associate Director  
Financial and Business Operations

Payment approved by the Committee on Finance.

PRESENTATION

The Remington Group (TRG)

Peter Remington, President, TRG, presented the Commission with a written campaign report. He explained the charge of TRG was involvement in the

creation and expansion of the Detroit Library Foundation (DLF). Substantial progress has been made; recruitment of board members continues. As a result of its extensive research, 30 to 40 foundations have been identified for contact. Mr. Remington has met with Kresge Foundation and the Community Foundation for Southeast Michigan. Proposals have been submitted to Hudson-Webber and W.K. Kellogg Foundations.

Nine members of TRG are involved weekly in this philanthropic process. Mr. Remington can provide monthly deliverables by date. TRG's strategy is to have \$1 million in commitments by April 1, 2010. Teamwork has been established and it is very important for the new director to get into the community.

Mr. Remington noted that Chase Bank had announced giving away \$90 million to education and literacy. Commissioner Washington asked if there were any financial commitments for this year? Mr. Remington said it could happen. Kresge would donate but does not want to be the first in; TRG is trying to find a first in. Commissioner Washington asked if he could provide a projected timeline. Mr. Remington said yes. Commissioner Bellant questioned if Kellogg and Hudson-Webber have matching commitments.

Mr. Remington expects to begin more serious work on individual giving strategies and thanked the Commission for the opportunity to work with the Library.

#### Executive Session

President Hill called for a motion to go into Executive Session regarding The Remington Group contract evaluation. Commissioner Bellant made the motion to go into Executive Session; Commissioner Keith seconded. The motion carried. Commissioners Bellant, Keith, Washington, and President Hill voted yes. Commissioner Kinloch was not available for the vote.

Staff was excused. The Executive Session began at 3:15 p.m. and ended at 4:00 p.m. Following the Executive Session, the Commission meeting resumed and staff rejoined the meeting. The Regular Meeting resumed at 4:01 p.m.

#### Commission Action

Commissioner Keith moved to approve withholding the August and September payments until requested information is received from The Remington Group. Commissioner Bellant seconded; the motion carried.

The meeting adjourned at 4:05 p.m.