

DETROIT LIBRARY COMMISSION

ANNUAL MEETING

JANUARY 27, 2009—1:30 p.m.

AGENDA

- I. Reading of the Minutes of the Regular Meeting of November 18, 2008 – *Action Item*
- II. Public Comments
- III. Report of the Director
- IV. Remarks of the Out-going President
- V. Remarks of the In-coming President
 - Slate of Officers
 - Committee Assignments
- VI. Swearing in of New Commissioner
- VII. Report of the Executive Director for DPL Friends Foundation
- VII. Committee on Administration – *Action Items*
 - Routine Reports on Human Resources
 - Update on Search and Timeline for Director
- VIII. Audit Committee – *Action Items*
 - Burton Endowment Fund Audits 2006, 2007, 2008
 - DPL Financial Statements June 30, 2007
- IX. Committee on Books – *Action Item*
 - Report of the Committee on Books
- X. Committee on Buildings – *Action Items*
 - Midtown Greenway Loop Project
 - Capital Improvement Agenda FY 2008-2009
 - Capital Improvement Projections FY 2009-2010
- XI. Committee on Finance – *Action Item*
 - Routine Report of Committee on Finance
- XII. Executive Session—Personnel Issue
- XIII. Adjournment

DETROIT LIBRARY COMMISSION PROCEEDINGS

Re-Scheduled Annual Meeting
January 27, 2009

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

Present: President Washington, Commissioners Bellant, Hill, Keith, Kinloch, and Otis Mathis, Liaison to Detroit Board of Education President

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

Present also: Angie Bellant, Margaret Bruni, Ronald Bryant, Patrice Merritt, Uzo Onyemaechi, Rosemary Patterson, Cledos Powell, Michael Wells, President, UAW Local 2200, and Conrad Welsing

The Minutes of the Regular Meeting of November 18, 2008 were adopted as recorded.

PUBLIC COMMENTS OR REMARKS

There were no public comments.

REPORT OF THE DIRECTOR

Reciprocal Borrowing Agreement

Ms. Skowronski was pleased to report that West Bloomfield Township Public Library agreed to a reciprocal borrowing agreement for three years. All Detroit Public Library cardholders will be able to borrow from the WBTPPL and all WBTPPL cardholders will have borrowing privileges at DPL. However, Baldwin Public Library in Birmingham withdrew from our reciprocal agreement last July.

Grants

Ms. Skowronski reported that the Children's Library has been awarded the *Picturing America Grant*, a free education resource of the National Endowment for the Humanities, distributed in cooperation with the American Library Association. The materials include 40 images mounted on 20 double-sided, laminated posters for display and for use with the Summer Reading Program.

Chaney Branch Library is the recipient of the *Great Stories Club Grant* from the American Library Association in cooperation with YALSA, the Young Adult Library Services Association. Three book titles will be provided for teens

participating in the *Great Stories Club Program* and a copy of each title will be added to the Library's permanent collection.

DPL Documents now in Spanish

Ms. Skowronski reported that in order to better serve Detroit's diverse community, six DPL policies have been translated into Spanish: *Library Borrowing Policies, How Do You Get a Library Card, Fees & Fines Schedule, Internet Use Policy, Rules and Regulations for Customers, the Mission Statement and Library Card Application.*

Discussion followed on translating policies into Arabic; Mr. Mathis offered to provide information on Arabic transcribers, used by Detroit Public Schools.

Special Events

Ms. Skowronski reported that the Detroit Public Library and the U of M Exhibit Museum of Natural History presents *Beyond Earth: Exploring Outer Space* -- a free hands-on family science workshop for children ages 6-11 years old. Three workshops run from January to March at several branch locations.

The 65th *E. Azalia Hackley Collection Concert* will be held on Wednesday evening, February 18th as part of the Library's Black History Month Celebration. Tickets are \$15.00 for general admission and \$30.00 for reserved seating.

English as a Second Language Classes will be held at Bowen, Conely, and Campbell Branches from January through March.

Dr. Benjamin S. Carson

Ms. Skowronski noted that "Gifted Hands: The Ben Carson Story" a film version of his autobiography will air on TNT on February 7th. Cuba Gooding Jr. portrays Dr. Carson. Scenes from the movie were filmed at DPL last September.

REMARKS OF THE OUTGOING PRESIDENT

Outgoing President Washington reiterated some of her ambitions for the Library and would pass them on to the incoming president. She asked the Commissioners to help in promoting programs; she suggested the use of a digital message board as well. Having a youth commission with Shelly Norman Hill as a partner and meeting with the administrators is an opportunity to pursue. President Washington also suggested having a monthly column in the newspaper along with free radio and TV programs to talk about the Library. She would like to have an annual statement about the Library in a *State of the Library* event. Promoting visual arts, advancing employment opportunities is very important. President Washington applauded Ms. Machie for the Teen Center. Ms. Machie noted the Library would have summer camp again including a segment on business development. President Washington thanked the staff for the Literacy Walk.

REMARKS OF THE INCOMING PRESIDENT

Incoming President Hill presented a gift to Ms. Washington acknowledging her service as the President in 2008. President Hill looks forward to her new position and hopes that we all can do a good job of communication for great success. She announced the other officers as Vice-President, Luther Keith and Secretary, Sherry Washington. Committee assignments were handed out.

REPORT OF THE PRESIDENT

Appointment of Commission Committees for 2009

FINANCE.....Sherry Washington, Chair
Luther Keith
Judge Edward M. Thomas

ADMINISTRATION.....Luther Keith, Chair
Sherry Washington
Rev. Georgia Hill

BUILDINGS.....Judge Edward M. Thomas, Chair
Jonathan C. Kinloch
Russ Bellant

BOOKS.....Jonathan C. Kinloch, Chair
Russ Bellant
Sherry Washington

LITERACY.....Jonathan C. Kinloch, Chair
Sherry Washington
Luther Keith

**LIAISON TO THE DPL
FRIENDS FOUNDATION.....Jonathan C. Kinloch**

NEW COMMISSIONER SWORN INTO OFFICE

Russell Bellant was sworn in as a Commissioner with a six-year term.

Oath of Office

Commissioner Russ Bellant

I, Russ Bellant, accept the office of the Library Commissioner of the

Detroit Public Library, and promise to discharge its duties to the best of my ability.

/s/Russell Bellant

Subscribed and sworn to before this 27th day of January, A.D., 2009.

s/s Cheryl Blessett
Notary Public, Wayne County Michigan
Commission expires July 14, 2015

Commissioner Bellant appreciates being able to serve the residents of the City of Detroit. He has an extensive background with the City of Detroit and has been involved with the Detroit Public Schools since the 1990's.

REPORT OF THE EXECUTIVE DIRECTOR FOR DPL FRIENDS FOUNDATION

Patrice Merritt announced that the Friends Foundation was asked to serve as the fidity for the Citizens of McGregor Library in Highland Park to support the reopening of the library. Funds would be provided through Governor Granholm's *Cities of Promise Initiative*. Friends would hold the funds until needed; no monies would be mixed.

Ms. Skowronski noted that Highland Park residents are treated just like DPL customers and if they do reopen, the library will be part of the Detroit Library Cooperative.

REPORT OF COMMITTEES

COMMITTEE ON ADMINISTRATION

APPOINTMENTS

Ronald Brooks was appointed to Print Shop Supervisor effective December 8, 2008.

PROMOTIONS

Barbara Naragon was promoted to Librarian II effective November 10, 2008.

John Gibson was promoted to Manager-Business and Science and Technology effective November 10, 2008.

Susan Taylor was promoted to Reading and Literacy Specialist effective November 10, 2008.

Stacy Brooks was promoted to Manager-Chandler Park Branch effective November 24, 2008.

RETIREMENTS

James Merriwether, effective November 20, 2008.

Commission Action

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

Report of the Search Committee for Director

President Hill reported that the Committee has met with the Boulware Group and have seven candidates to be interviewed next week. Interviewing the candidates will be Marilyn Wall, Glenda Price, Juanita Moore and maybe Carole Quarterman. The final three candidates will be interviewed at an open meeting.

Ms. Skowronski agreed to be available during the transition period.

AUDIT COMMITTEE

Acceptance of Burton Endowment Audits for 2006, 2007, 2008

Commissioner Kinloch reported that the Burton Endowment Fund has submitted its balance sheet and related statements of revenue, expenses, and changes in fund balance. These financial statements are for the years ending June 30, 2006, 2007, and 2008.

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

Commission Action

Commissioner Kinloch moved to accept the Burton Endowments for 2006, 2007, and 2008. Commissioner Keith seconded the motion. Commissioner Bellant abstained. The motion was supported and adopted with one abstention.

Acceptance of DPL Financial Statements for 2007

Commissioner Kinloch reported that the government-wide financial statements, fund financial statements, fiduciary funds and notes for the financial statements have been submitted for the year ending June 30, 2007.

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

Commission Action

Commissioner Kinloch moved to accept the DPL Financial Statement for year ending June 30, 2007. Commissioner Keith seconded the motion. Commissioner Bellant abstained. The motion was supported and adopted with one abstention.

COMMITTEE ON BOOKS

Commissioner Kinloch reported the following donations were received in 2008:

- From: Edward D. Swan, Jr. -\$200- In memory of Margaret Thomas Ward for Burton Historical Collection
- From: Northeasterners, Inc. c/o Ruth Brice -\$50- In memory of Margaret Thomas Ward for Burton Historical Collection
- From: Ross M. Stuntz -\$200- General Contribution
- From: Rhonda C. Welburn -\$1,000- In memory of Margaret Thomas Ward for Burton Historical Collection
- From: Ethel Revels -\$100- General Contribution
- From: Edgemere Enterprises, Inc. -\$2,500- General Contribution
- From: Susan K. Purrenhage -\$10- General Contribution
- From: William B. Corlis -\$200- for Popular Library
- From: Celestine Hollings -\$25- In memory of Margaret Thomas Ward for Burton Historical Collection
- From: Cynthia Solaka -\$200- In memory of Margaret Thomas Ward for Burton Historical Collection
- From: Detroit Study Club -\$100- In memory of Margaret Thomas Ward for Burton Historical Collection
- From: Estate of Patricia Turner c/o Marie Turner Wright -\$2,000- For E. Azalia Hackley Collection
- From: Patrice Kelly -\$290- for Burton Historical Collection
- From: Tom Martin, Diane Martin Enterprises -\$81.00-for Burton Endowment Fund
- From: Elmira L. Rhein Foundation -\$1,000- In memory of Elmira L. Rhein – General Contribution
- From: Ross M. Stuntz -\$200.00- General Contribution

From: Patricia D. Smotherman of the Edgemere Enterprises, Inc. -\$2,500-
General Contribution

From: The Henry Ford II Fund -\$5,000- General Contribution

From: Barbara R. Fleischaker -\$150.00- General Contribution

From: Sheila Connolly -\$50.00- General Contribution

These gifts total \$15,856.

Commission Action

Commissioner Kinloch moved to accept these gifts and to convey to the donors our appreciation from the Detroit Library Commission and staff. The motion carried and was unanimously adopted.

Discussion Followed

Discussion was held about expanding the Committee on Books to include conversation about books perhaps with a librarian providing newly published books or favorite books to the Commission. Commissioner Washington asked about establishing book clubs; Ms. Machie said efforts have been made to formalize book clubs during the Big Read program.

Commission Action

Commissioner Kinloch moved to amend the bylaws and rename the Committee on Books to Books and Literacy Committee. Commissioner Keith seconded the motion. The motion carried and was unanimously adopted.

COMMITTEE ON BUILDINGS

Approval of Resolution for Midtown Greenway Loop Project

Commissioner Keith reported that the Midtown Loop will eventually intersect with other bike-able, walk-able paths, including the Dequindre cut, and provide direct access to the Detroit River.

The project began in 2006 and has evolved into two primary overseers: the City of Detroit and the University Cultural Center. The purpose of the project is to provide improvements in sidewalks, signage, plantings, and lights in the midtown area. The construction will be done by the City and maintained by the UCCA-Midtown Greenway, LLC.

The resolution acknowledges that the Library will:

- Grant the Easement to the City for Main Library that are adjacent to Cass Avenue, Kirby or Woodward to complete the project,

- Enter into the Maintenance Agreement with Midtown, and
- Authorize the Director, Nancy Skowronski, on behalf of the Commission, to sign the appropriate documents as needed.

MIDWAY GREENWAY LOOP PROJECT RESOLUTIONS

WHEREAS, the City of Detroit (the “City”) and the University Cultural Center Association (“UCCA”) are collaborating on the Midtown Greenway Loop (the “Project”), a program of infrastructure improvements including public sidewalks, plantings, lighting and signage in the midtown area of the City of Detroit;

WHEREAS, the Project, which will be constructed by the City and maintained by Midtown Greenway, LLC (“Midtown”), a wholly owned subsidiary of UCCA, is intended to unify and beautify the area, improve pedestrian access to the educational and cultural institutions, businesses and residences in the area, link the midtown area with other public spaces and recreational facilities and promote further economic development;

WHEREAS, in order to assist in the development of the Project, the City of Detroit has requested that the Detroit Library Commission (the “Commission”) grant the City a permanent easement in certain portions of the main branch of the Detroit Public Library (the “Library”) that is adjacent to Cass Avenue, Kirby Avenue or Woodward Avenue for the construction, installation and maintenance of a portion of such infrastructure improvements pursuant to the document attached hereto as **Exhibit A** (the “Easement”);

WHEREAS, such improvements would be repaired, replaced and maintained by Midtown pursuant to a Maintenance Agreement in the form attached hereto as Exhibit B to be entered into by Midtown and the Commission (the “Maintenance Agreement”); and

WHEREAS, the Board of Commissioners of the Commission believes it to be in the best interests of the Library to execute the Easement and enter into the Maintenance Agreement.

NOW, THEREFORE, it is:

RESOLVED, that the Commission execute and deliver the Easement and enter into the Maintenance Agreement with Midtown; and

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.

Discussion Followed

After discussion, it was agreed that more information was needed to understand Exhibits A and B before acceptance of the resolution. The resolution was tabled and referred back to the Committee on Buildings.

Authorization to Approve Expenditure for FY: 2008-2009 Capital Improvement Agenda (July 1, 2008-June 30, 2009)

Commissioner Keith reported that a one-year Capital Improvement Agenda was approved by the Detroit Library Commission on January 29, 2008, along with Strategic Directions 2008-2013. A progress report on the approved Capital Improvement Agenda is attached to this request.

Library staff worked with architectural consultants and the Commission’s Committee on Buildings to develop designs and cost projection analysis for the expenditure items listed below:

Children’s Library	\$3.5 million
Main Library – Structural Improvements	\$1 million
Main Library – South Wing Redesign	\$1.5 million
 Total Expenditure Request	 \$6 million

Once approved, construction documents will be developed, followed by an open bids process for each of the projects outlined above. Authorization would be requested again through Commission for the approval of specific contracts for each project.

This expenditure request has also been reviewed and approved by the Finance Committee.

Discussion Followed

Commissioner Washington requested strengthening the rationale. Ms. Machie would provide the additional rationale in the descriptive document as requested.

Commission Action

Commissioner Keith moved to approve expenditure for the FY July 1, 2008 – June 30, 2009 Capital Improvement Agenda listed above, in an amount not to exceed \$6 million. The motion was seconded by Commissioner Kinloch. The motion carried and was unanimously adopted.

Authorization to Approve Capital Improvement Projections for FY: 2009-2010
(July 1, 2009 – June 30, 2010)

Commissioner Keith reported that a five-year Capital Improvements Agenda was developed and presented to the Buildings and Finance Committees in 2007. Because the total Capital Improvement Agenda is heavily contingent on fundraising, the Commission approved a one-year agenda and directed staff to present projections on an annual basis, until the completion of the five-year plan in 2013.

Library staff worked with architectural consultants and the Committee on Buildings to develop and review cost projections for the following Capital Improvement Projects:

Mark Twain Library (lease buildout)	\$1.5 million
Wilder Branch Transformation	\$2 million
Main Library – Structural Improvements	\$5 million
Main Library – Space Reorganization	\$1.5 million
Riverfront Library	\$10 million
 Total Projections	 \$20 million

These expenditure projections have also been reviewed and approved by the Finance Committee.

Commissioner Keith moved to approve the above Capital Improvement Projections for the FY July 1 2009 – June 30 2010 in an amount not to exceed \$20 million. Commissioner Hill seconded the motion. The motion carried and was unanimously adopted.

COMMITTEE ON FINANCE

Routine Reports of Committee on Finance

The following accounts have been examined, audited and found correct by the staff of the Financial and Business Operations and ratification of payment is recommended.

Summary of Expenditures	
Burton Endowment Fund	\$1,717.79
Total vouchers 0751-1014	\$960,359.64
Total payroll & benefits	\$2,045,607.45
Grand Total	\$3,007,684.87

Summary of Expenditures	
Burton Endowment Fund	\$6,205.25
Total vouchers 1015-1294	\$924,525.83
Total payroll & benefits	<u>\$2,044,026.56</u>
Grand Total	\$2,974,757.64

Maria Norfolk, Associate Director
for Financial and Business Operations

Payment approved Committee on Finance

Commission Action

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

The meeting was adjourned at 3:45 p.m.

Rev. Georgia Hill
President

Sherry Washington
Secretary