

DETROIT LIBRARY COMMISSION PROCEEDINGS

Annual Meeting
January 19, 2010

President Hill called the Regular Meeting of the Detroit Library Commission to order at 1:40 p.m.

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

Otis Mathis, Ex-Officio

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

Present also: Benita Beckles, Joan Brand, Margaret Bruni, Robbie Flowers, Julie Fornell, Atiim Funchess, Todd Kelly, President AFSCME 1259, Paula Kaczmarek, Patrice Merritt, Carolyn Mosley, Ina Sue Nairn, Donna Opoka, Rosemary Patterson, Cledos Powell, Yvette Rice, Alma Simmons, Laurie Stuart, Mary Jo Vortkamp, Conrad Welsing, and Michael Wells, President, UAW Local 2200, Dorothy Williams, Vice-President, UAW Local 2200

The minutes of the Regular Meeting of December 15, 2009 were adopted as recorded with any necessary corrections to be made.

PUBLIC COMMENTS

There were no public comments.

COMMITTEE ON ADMINISTRATION

Approval of UAW-Local 2200 Association of Professional Librarians Collective Bargaining Agreement

Commissioner Keith reported that Human Resources requested that the Collective Bargaining Agreement between the Detroit Library Commission and the UAW-APL be approved.

The Collective Bargaining Agreement covers the period from July 1, 2008 through June 30, 2013.

Minutes approved at February 16, 2010 DLC Meeting.

Commission Action

Commissioner Keith moved to approve UAW-Local 2200 Association of Professional Librarians Collective Bargaining Agreement; Commissioner Bellant seconded. The motion carried.

Approval of UAW-Local 2200 Professional Organization of Librarians Collective Bargaining Agreement

Commissioner Keith reported Human Resources requested that the Collective Bargaining Agreement between the Detroit Library Commission and the UAW-POOL be approved.

The Collective Bargaining Agreement covers the period from July 1, 2008 through June 30, 2013.

Commission Action

Commissioner Keith moved to approve UAW-Local 2200 Professional Organization Librarians Collective Bargaining Agreement; Commissioner Kinloch seconded. The motion carried.

Personnel recommendations of the Director:

APPOINTMENTS

Tracie Etheridge was appointed to Librarian-I effective January 5, 2010.

Ryan Boyd was appointed to Bookmobile Driver effective January 4, 2010.

PROMOTIONS

Amisha Harijan was promoted to Librarian-I effective December 21, 2009.

RETIREMENTS

Elizabeth Cheslock, effective January 15, 2010

Elma Natt, effective January 12, 2010

Barbara Martin, effective December 30, 2009

Bobbye Smith, effective December 24, 2009

On motion of Commissioner Keith, these personnel recommendations were unanimously adopted.

Minutes approved at February 16, 2010 DLC Meeting.

Updates & Amendments to DLC Rules & Regulations

Commissioner Keith reported that the following changes be made to the Detroit Library Commission Rules and Regulations:

Add **Number 4. Non-interference Statement** to DLC Rules & Regulations

I. THE LIBRARY COMMISSION

A. APPOINTMENTS

4. ***Non-Interference***. When dealing with affairs of Detroit Public Library, individual Commissioners shall deal solely through the Executive Director. No individual Commissioner shall direct any employee in the discharge of their duties. This provision shall not diminish an individual Commissioner's right to communicate with Library employees. Commissioners may continue to make general inquiries of staff.

Add **Number 7. Retreats** to DLC Rules & Regulations

I. THE LIBRARY COMMISSION

F. MEETINGS

7. ***Special Meeting -- Retreats***. Recommendations made at Retreats shall be brought before Commission at a Regular or Special DLC meeting for approval.

Amend the titles of *Director* to ***Executive Director***, Chief Administrative & Technology Officer to ***Chief Administrative Officer***, and Associate Directors to ***Directors***

II. THE STAFF

A. ORGANIZATION

1. Director to Executive Director
2. Deputy Director
3. Chief Administrative and Technology Officer to Chief Administrative Officer
4. Associate Directors to Directors
5. Assistant Directors

Change the Committee on Books to ***Committee on Books and Literacy*** as approved at the May 19, 2009 Detroit Library Commission meeting.

Minutes approved at February 16, 2010 DLC Meeting.

DETROIT LIBRARY COMMISSION

RULES AND REGULATIONS

Revised January 19, 2010

DETROIT PUBLIC LIBRARY
5201 WOODWARD AVENUE
DETROIT, MI 48202-4093

INTRODUCTION

The Detroit Library Commission was created and incorporated by action of the Michigan State Legislature (Local Act 314, 1881; Local Act 359, 1901) to be the governing body of the Detroit Public Library. It is empowered to acquire and hold property, to construct buildings, to provide for the operation and maintenance of buildings, and to employ personnel.

The Commission has responsibility for setting policy for the delivery of library service to its constituency; for appointing the Executive Director of the Library; for establishing salaries for the Executive Director and the Administrative Staff; for establishing hours of service; and for procuring the funding necessary for the operation of the Library.

I. THE LIBRARY COMMISSION

A. APPOINTMENTS

1. Appointment of Commissioners. The Detroit Library Commission shall consist of seven members: six elected by the Detroit Board of Education; and the seventh, the current President of the Board of Education, who is an ex-officio member.
2. Term of Office. Commissioners shall be elected to six-year terms, with the term of one member expiring each year and one Commissioner being elected annually in place of that member whose term of office expires in that year. The Board of Education shall elect a replacement to fill the unexpired term resulting from a vacancy for any cause.
3. Reappointment of Commissioners. If qualified, Commissioners may be re-appointed by the Board of Education.
4. Non-Interference. When dealing with affairs of Detroit Public Library, individual Commissioners shall deal solely through the Executive Director. No individual Commissioner shall direct any employee in the discharge of their duties. This policy shall not diminish an individual Commissioner's

right to communicate with Library employees. Commissioners may still continue to make general inquiries of staff.

B. OFFICERS

The officers of the Detroit Library Commission shall consist of a President, Vice President, and Secretary. The term of office shall be one year. Each member of the Commission shall succeed to the office of the President in the order of the length of continuous service on the Commission, and each member shall serve as Vice President the year before becoming President, and on retiring as President shall become Secretary, except that the present members of the Commission who have heretofore served as President shall hereafter succeed to that office in the same order as each heretofore served therein.

C. COMMITTEES

1. Standing Committees. There shall be four standing committees of at least three members each, namely: a Committee on Administration; a Committee on Books and Literacy; a Committee on Buildings; and a Committee on Finance. These Committees shall be appointed annually by the President not later than the first meeting after his/her succession, and shall serve for one year or until new committees are appointed.

Except where power to act is generally or specifically delegated to a Committee by the Commission, the functions of the Committee as hereinafter detailed shall be of an advisory nature only. All recommendations of committees shall be submitted to the Commission for final action.

- a) Committee on Administration. The Committee on Administration shall have responsibility for all policy matters of a general nature, which are not specifically assigned to other committees in these Rules and Regulations. **Personnel Policies.** The Committee shall have general responsibility in the area of personnel; presenting the recommendations of the Executive Director for appointments, permanency, promotions, demotions, leaves of absence, retirements, suspensions, and discharges of employees within the framework of the collective bargaining agreements.

- b) Committee on Books and Literacy. The Committee on Books and Literacy shall have general responsibility in the area of the acquisition and preservation of library materials. **Selection of Materials.** The selection of all materials, new and replacement, for the Library shall be the responsibility of the Executive Director, who shall avail him/herself of such staff counsel as he/she deems advisable.
 - c) Committee on Buildings. The Committee on Buildings shall have general responsibility for all matters relating to Library buildings and grounds, including the acquisition of sites, erection of new buildings, repair and upkeep, and the disposal of any surplus buildings and sites.
 - d) Committee on Finance. The Committee on Finance shall have general responsibility for all matters pertaining to finance, including the annual budget, reports, contracts and leases, and investments. All bills incurred by the Commission shall be referred to this Committee for approval.
2. Special Committees. There shall be appointed such special committees, as the exigencies of the service require.

D. PURCHASES AND PAYMENTS

- 1. Purchase Limitations. All purchases, of whatever nature, shall be made by the Executive Director, unless otherwise ordered by the Commission. Except for emergency purchases or purchases in small amounts, purchases shall be made on a competitive basis. Except for books and periodicals, and unless generally or specifically accepted by the Commission, purchases in excess of \$3,000 shall be awarded by the Commission after the receipt of bids.
- 2. Certification of Payment. Payrolls for salaries and bills for payment of all purchases must be certified by the appropriate Director or in his/her absence by a designated assistant. After approval by the Commission, payment to the employees and vendors shall be made in accordance with procedures established by law. Under conditions approved by the Commission, payments may be made in advance and ratified by the Commission at its next regular meeting.
- 3. Purchase Authority. No member or employee of the Commission shall incur any liability against the Commission unless previously authorized to do so, with the understanding that the approval of the annual budget and any amendments thereto by the Commission constitute an authorization to the Executive Director to make

purchases, not to exceed the total amount approved in each account. The Executive Director is further authorized to recommend to the City Council, when necessary, the transfer of funds from one account to another.

4. Imprest Cash Fund. An imprest cash fund, not to exceed the amount which shall be approved by the Commission, shall be placed in the custody of the Executive Director or his/her designated representative, who shall be accountable for the same. From this fund the Executive Director is authorized to advance or pay incidental or petty expenses. Invoices covering such payments shall be presented to the Commission for approval in the same manner as other payments.

E. EXECUTIVE

The Executive Director shall be the executive agent of the Library Commission and shall be responsible for the recording of the Commission proceedings, these proceedings to be reproduced for the use of the Commissioners and promptly forwarded to them.

F. MEETINGS

1. Open Meetings Act. All meetings shall be conducted in conformity with the Open Meetings Act (Michigan P.A. 267, 1976). Procedures for addressing the Commission are embodied in the "Rules for Addressing the Detroit Library Commission" adopted September 6, 1977; see Appendix I and section II.A.1 of these Rules and Regulations.
2. Meeting Dates. The Commission shall hold regular meetings the third Tuesdays of each month from September through June. To constitute a quorum there must be at least four members present. In the absence of a quorum the Commissioners present may constitute themselves as a Committee of the Whole and take such action as is deemed necessary subject to ratification by the Commission at its next meeting.
3. Order of Business. The order of business at the regular meetings of the Commission shall be as follows:
 - a) Reading of the minutes of the previous meeting.
 - b) Report of the President
 - c) Report of the Director
 - d) Reports of the Committees
 - 1) Standing
 - 2) Special

- e) Communications
- f) New business
- 4. Annual Meeting. At the annual meeting the retiring President shall preside up to the announcement of his/her successor. After the order of reading and approval of minutes any newly appointed or re-appointed member shall take and subscribe an oath of office. The announcement of officers for the ensuing year shall follow, after which the new President shall take the chair and the regular order of business shall be resumed.
- 5. Rule Changes.
 - a) Suspension of Rules. The rules of the Commission may be suspended at any regular meeting by a two-thirds vote of the members present.
 - b) Amendments to the Rules. The rules of the Commission may be amended at any regular meeting by a two-thirds vote of the members present, but no amendment may be passed without the affirmative vote of at least four members. No proposed amendments to these rules shall be acted on at the same meeting at which such amendments are submitted.
- 6. Special Meetings. Special meetings may be called by the President, or, in his/her absence or inability to act, by the Vice-President, or shall be called by the Secretary upon the written request of any other two members. No business shall be transacted at any special meeting except such as designated in the notice given each member.
- 7. Special Meeting--Retreats. Recommendations made at Retreats shall be brought before Commission at a Regular or Special Meeting for approval.

II. THE STAFF

A. ORGANIZATION

- 1. Executive Director. The Executive Director, assisted by the Deputy Director and Chief Administrative Officer within the limits of the policies established by the Commission, shall have general charge and superintendence of the Library: of all employees; of the operation of the Library; and of the carrying on of the service to the public. Whatever action he/she may take in the premises within the rules prescribed by the Commission shall be final. All petitions or communications to the Commission shall be transmitted through the Executive Director, together with his/her recommendation, prior to the consideration of such communications

by the Commission. In an emergency the Executive Director may direct the Library or any part thereof to be closed for the whole or part of any one day.

2. Deputy Director. The Deputy Director, appointed by the Commission upon the recommendation of the Executive Director, shall assist with the administration of the Library, and, in the absence of the Executive Director, shall be authorized to act in his/her stead.
3. Chief Administrative Officer. The Chief Administrative Officer, appointed by the Commission upon recommendation of the Executive Director, shall assist with the administration of the Library.
4. Directors. The Library's operations shall be organized by such major functions as may from time to time be deemed appropriate by the Commission as reflected in the organization chart. These functions will be headed by the Directors, to be appointed by the Commission upon the recommendation of the Executive Director and the Committee on Administration. They shall be assisted by Assistant Directors in charge of groups of service units, Coordinators of Major Library Activities, and other staff as necessary.
5. Service Units. Each service unit shall be the charge of a competent head responsible to the Executive Director, the Deputy Director, and the Chief Administrative Officer through the Director and the Assistant Director to whom the unit is assigned. Service units are defined to be departments, bureaus, or other such units which shall be established by the Commission as reflected in the organization chart. The heads of the units shall be vested with the authority inherent in responsible supervision of service and property and public interest under their jurisdiction. Appropriate staff shall be assigned to each service unit as determined by the Executive Director. Their salaries, fringe benefits, and working conditions shall be determined through the collective bargaining process and embodied in collective bargaining agreements.

III. USE OF THE LIBRARY BY THE PUBLIC

- A. **HOURS OF SERVICE.** Library hours shall conform to regular, announced schedules as established by the Commission.
- B. **USE OF LIBRARY MATERIALS.** Regulations concerning the use of Library materials including requirements for borrowers and borrowing will be determined as necessary and will be embodied in a separate code book. Any person violating these regulations or the privileges of the

Library may forfeit his/her right to its use, and the case may be reported to the Commission by the Executive Director for such further action as may seem warranted.

- C. **ORDERLY CONDUCT.** Conduct not consistent with the quiet and orderly use of the Library is prohibited.

APPENDIX I

RULES FOR ADDRESSING A MEETING OF THE DETROIT LIBRARY COMMISSION

A person shall be permitted to address a meeting of the Detroit Library Commission or Detroit Library Commission sitting as a committee of the whole (hereafter referred to as DLC) subject to the following rules:

- 1. A brief written notice of a request to address the DLC shall be filed with the President of the Commission at the Detroit Public Library not later than Thursday of the week immediately preceding the day of the regularly scheduled meeting to which the request pertains. In the case of a request to address a special meeting of the DLC such notice must be filed one business day before the meeting;**
- 2. A written notice of a request to address the DLC shall identify the person making the request and shall state the subject matter on which such person wishes to address the DLC;**
- 3. The President of the DLC shall have the discretion to determine if the subject matter is appropriate to the deliberations of the Commission;**
- 4. Except by unanimous consent of Commission members present, a person who has filed timely notice of request may address a meeting of the DLC only with respect to the subject matter as specified in his or her request as it appears on the published agenda for the meeting;**
- 5. At a meeting of the DLC the presiding Commission member shall have discretion to impose a reasonable limitation on the time allotted to hear such a person.**

The preceding rules pertaining to requests to address a meeting of the DLC shall not apply to persons invited to participate in discussions before the DLC.

****Amended February 15, 2000, see attachment.**

APPENDIX II

STATE LAWS AND CHARTER PROVISIONS AUTHORIZING FUNCTIONS OF THE DETROIT LIBRARY COMMISSION

Minutes approved at February 16, 2010 DLC Meeting.

ACT NO. 359 of the Local Acts of 1901

Sec. 2 Faith and credit bonds authorized, method of issuing outlined; restrictions.

Sec. 5-13 May take private property for library use; condemnation procedures outlined.

ACT NO. 390 of the Local Acts of 1903

Sec. 1 Board of Education to appoint six member commission; president of board of education to be ex-officio member; overlapping terms; qualifications; tenure; to make contracts; to appoint a staff; general procedures.

ACT NO. 460 of the Local Acts of 1905

Sec. 3 Sinking fund provisions.

Sec. 7 Condemnation procedures clarified.

ACT NO. 305 of the Public Acts of 1919

By a resolution of Common Council, may issue bonds not to exceed $\frac{1}{4}$ of 1% of assessed valuation, exclusive of the city's debt limit for general purposes.

ACT NO. 26 of the Public Acts of 1921 (First Extra Session)

Sec. 1 Library boundaries to be co-extensive with city boundaries.

Sec. 2 Annual budget subject to same conditions as other city departments.

Sec. 3 Fiscal year to be identical with city's.

ACT NO. 185 of the Public Acts of 1921

Sec. 5 Method of paying payrolls bills, accounts, and claims specified.

ACT NO. 92 of the Public Acts of 1952

Sec. 1 May cooperate with libraries in adjoining counties to supplement services rendered.

CITY CHARTER (1974), Article 9, Chapter 5

Minutes approved at February 16, 2010 DLC Meeting.

Sec. 9-504 The city may make appropriations to, and exercise in aid of, the Detroit Library Commission for the operation of libraries within the city.

Commission Action

Commissioner Keith moved to approve these changes in the Detroit Library Commission Rules and Regulations. Commissioner Washington seconded; the motion carried.

*President Hill distributed the *Disclosure Forms* for Commissioners to sign. This form was created as a result of many discussions in past years to create a greater transparency.

REPORT OF EXECUTIVE DIRECTOR

Mrs. Mondowney reported:

Dennis Archer Exhibit

The opening exhibit of former Mayor Dennis Archer's papers will serve as a fundraiser to benefit the Library and several cultural organizations. It will be held on April 29, 2010.

Rochelle Riley

Rochelle Riley's soon to be released book about parenting will feature the artwork of young people. The Library will host the art contest and award scholarships to the winners. The Skillman Foundation funds this collaboration.

Customer Satisfaction Survey

Last October, DPL surveyed customers to determine their satisfaction with library services. Over 2,000 customers completed the survey; 77% rated their overall experience at the library as *excellent*. As a result of staff efforts, congratulations go to the staff at Elmwood Park Branch and Main Library's SSER Department. These agencies encouraged the greatest number of customers to complete a customer satisfaction survey. Elmwood Park Branch is responsible for soliciting 12% of the surveys completed in branches; while SSER is responsible for 38% of the surveys completed at Main Library. For their efforts, these agencies will enjoy lunch on DPL!

Detroit Public Library Friends Foundation Support

The Library received two checks from the DPL Friends Foundation. A \$5,000 check was received from the Detroit Chapter of the Links in support of the *2010 African American Booklist*. This is the second year of a three-year commitment to maintain the *Booklist*.

Minutes approved at February 16, 2010 DLC Meeting.

In support of the Junior Great Books Program, a check for \$2,500 was received from the DeRoy Foundation. The DeRoy Foundation has also helped fund the Author Day Program for over 25 years.

Events/Programs

DETROIT READS! One Book, One Community Program—Pulitzer Prize-winning columnist Leonard Pitts, Jr. will visit the Main Library on Saturday, February 27 at 2:00 p.m. to talk about his book *Before I Forget*. This book is about the challenges facing African-American men and their relationships between fathers and sons.

Blueprint America: Beyond the Motor City is a preview of a new PBS special and panel discussion on the importance of transportation in America and the part Detroit may have in its future. The event will be on Saturday, January 27 at 5 p.m. at Main Library. (Please see the flyers about these events and the new DPL 2010 Winter Events Series.)

Comments/Discussion

Commissioner Washington felt the Archer event would be a great opportunity for DPL to be promoted locally and nationally. After meeting in December with former Mayor Archer on how to recognize his papers, Mrs. Mondowney revealed that Mayor Archer was quite interested in helping raise funds for DPL as well as to showcase our beautiful building. 14 institutions and organizations met to plan this event. The occasion will be a ticketed event held in Adam Strohm Hall. Details would be provided when plans are completed.

REMARKS OF OUTGOING PRESIDENT

Outgoing President Hill reflected on the eventful past year that was highlighted by the Dar Fur Exhibit, and at the time, Candidate Obama's visit. Although the year was a tumultuous one, she was glad to be part of the process for bringing in a new director, Mrs. Mondowney. President Hill praised the staff and thanked everyone for their assistance and hard work. Special thanks were given to the Commissioners and the Executive Team. President Hill also thanked and gave gifts to Carolyn Mosley, Rosemary Patterson, and Yvette Rice in appreciation of their support.

Comments

Commissioner Washington gave her own personal thanks to President Hill acknowledging her wonderful leadership qualities and noted that she had such respect for her when she kept her commitment to attend Church on the day President Obama came to DPL. Incoming President Keith also thanked President Hill for her dedication and service.

REMARKS OF INCOMING PRESIDENT

Incoming President Keith hit the “gavel” signifying his new office as President. He recognized that he has big shoes to fill following Commissioner Hill and hoped he could rely on her counsel. President Keith expressed the importance of the Library; he recalled after getting his first library card from Duffield Branch, he read lots of books! President Keith said times have changed and are challenging; however, the City can't come back without the Library. He said we have great people here and we don't have to re-invent the wheel. He looks forward to being a servant to this community and has worked collaboratively with the Library and Arise Detroit.

REPORT OF THE PRESIDENT

President Keith announced that Judge Edward M. Thomas would serve as Vice-President. The Office of the Secretary had not been decided. President Keith distributed a proposed list of committee assignments for 2010; appointments would be forthcoming.

COMMITTEE ON BUILDINGS

Authorization to Renovate and Upgrade Parkman Branch Library

Commissioner Thomas reported that under the guidelines and direction of the Library's Facilities Department, Hamilton Anderson prepared a document (attached) for the renovation and upgrade of the Parkman Branch Library. After reviewing the document, the Library Facilities Department is requesting the Detroit Library Commission to approve a \$2M budget over a two-year period for the renovation and upgrade of Parkman Branch. Phase One in 2010 for \$1M and Phase Two in 2011 for \$1M.

The breakdown of cost and work is as follows:

Phase One - 2010

Site Work

Construction of asphalt parking lot with drainages and sidewalk from lot including sidewalks on Kendall Street -- \$32,100.00

Building

HVAC for 1st floor using heat pumps in place of radiators -- \$205,400.00

Upgrade electrical service, new lighting and secondary distribution, emergency lighting and fire alarm system -- \$204,200.00

New flooring on 1st floor excluding Cyber Connection area -- \$50,000.00

Minutes approved at February 16, 2010 DLC Meeting.

Paint - The existing painted walls surfaces, clean and refurbish the assisting wood surfaces throughout the 1st floor -- \$80,000.00

Roof Repair – Inspect and replace missing shingles; inspect and replace rusting slate shingle attachments: fabricate new slate shingles for replacements -- \$145,000.00

Windows – Repair existing 1st floor window sash, replace broken window glass and install protective Lexan window covering -- \$40,000.00

Program-Knight Grant

New computer stations – Design space and purchase furniture for the adult and children’s space to accommodate 70 new computer stations and cubes. Provide data requirements for the computer stations under the Knight Grant -- \$90,000.00

Summary of Phase 1 Total Estimated Costs (2010)

Site work	\$ 32,100.00
Building	\$724,600.00
Knight Program	<u>\$ 90,000.00</u>
Sub-total	\$846,700.00

Contractor O,H, & Profit &	
General Conditions @ 8%	\$ 67,700.00
A/E Fees @ 10%	<u>\$ 84,700.00</u>
Grand Total	\$999,100.00

Phase Two - 2011

Site Work

Exterior – re-grade around existing building for proper drainage away from building to stop water seepage into basement. Remove shrubbery and install new landscaping -- \$40,000.00

Building

HVAC – Continue upgrade for HVAC system covering the 2nd and 3rd floors; build sprinkler system; install new domestic water line to building; install storm water system; renovate sanitary system, and add heat pump to service 2nd and 3rd floors -- \$302,400.00

Power, Lighting, Fire and Life Safety Systems – Additional electrical upgrades are necessary to support the elevator service to the 2nd & 3rd floors. Install new lighting for the 2nd & 3rd floors -- \$144,000.00

2nd & 3rd Floor Renovation – Removal of 2nd floor stack and covert to meeting room; complete renovation of the 3rd floor auditorium with new floors; paint and add lighting to the staff kitchen and lounge areas -- \$126,000.00

Elevator – Install a new elevator in the interior of the building to provide handicapped access to the 2nd & 3rd floors -- \$135,000.00

Restroom – Provide one unisex restroom on the 2nd floor -- \$80,000.00

Windows – Repair existing window sash, replace broken window glass and install Lexan protective window covering for protection against vandals -- \$20,000.00

Summary of Phase 2 Total Estimated Costs (2011)

Site work	\$ 40,000.00
Building	<u>\$807,400.00</u>
Sub-total	\$847,400.00
Contractor O,H,& Profit & General Conditions @ 8%	\$ 67,800.00
A/EFees @ 10%	<u>\$ 84,700.00</u>
Grand Total	\$999,900.00

With this budget the Detroit Public Library (DPL) is looking beyond the first year (2010) and the Knight Foundation Grant. DPL is looking at the role of Parkman Branch in this community which is earmarked for growth and stability. The renovation and upgrade of Parkman Branch will position it as one of the cornerstones of the community for years to come.

The Phase 1 construction package bid(s) and dollars will be approved by the Detroit Library Commission prior to the Notice-To-Proceed being issued to any Contractor(s) for the renovations and upgrades at the Parkman Branch Library. Construction packages for Phase 2 will be handled in the same way.

Discussion

Ms. Machie clarified that the amount of the grant is \$866,000. As this project develops, Commission would be informed of each appropriation.

Mr. Powell said project is planned for two phases; Phase I should be done by end of July with Phase II starting the following year.

Commission Action

Commissioner Thomas moved to approve budget of \$2M over a period of two years (2010 & 2011) to renovate and upgrade Parkman Branch Library and to enter into a contract with Hamilton Anderson for Engineering Architectural Design, bid specifications and other documents, and including oversight of Phase 1 renovation of the Parkman Branch Library. The amount of the contract is not to exceed eighty four thousand seven hundred dollars (\$84,700.00). Commissioner Kinloch seconded; the motion carried.

Authorization to Enter Into a Professional Services Contract with Hamilton Anderson for Project Survey and Cost Analysis for Fire Suppression System @ Main Library

Commissioner Thomas reported that the renewal of the Detroit Public Library's (DPL) property insurance indicated that the fire protection system @ Main Library is outdated and only covers a small portion of the entire building. The remainder of the building needs to have a fire suppression system installed. A new fire suppression system would greatly reduce the premiums paid for DPL's property insurance.

Under the guidelines and direction of DPL's Facilities Department, Hamilton Anderson has prepared a draft proposal (attached) describing what is necessary for the installation of a fire suppression system @ Main Library.

The following areas will be reviewed in this order of importance for phased implementation:

- South Wing renovation area
- North Wing Children's Library renovation area
- Basement levels
- Rare Book section
- Standpipe system of the East Wing
- East Wing building system parameters
- Miscellaneous areas

The scope of work includes:

- Documentation Review
- Report Outline and Cost Analysis
- Final Report

This cost for this project survey and cost analysis is \$8,400.00 plus \$400.00 for reimbursable expenses, and should be completed within three weeks.

Commission Action

Commissioner Thomas moved to approve a Professional Services Contract with Hamilton Anderson for a project survey and cost analysis for a fire suppression system @ Main Library. The amount of the contract should not exceed eight thousand four

Minutes approved at February 16, 2010 DLC Meeting.

hundred dollars (\$8,400.00) and the reimbursable expenses should not exceed four hundred dollars (\$400.00). Commissioner Bellant seconded; the motion carried.

*Mr. Cromer informed Commission there would also be cost savings received in lower insurance costs by completing this project.

Authorization to enter into a Contract to Replace Main Library's Mechanical Units

Commissioner Thomas reported that Hamilton Anderson, contracted Peter Bassco Associates, in September 2008, to do an in-depth analysis of Main Library's mechanical and electrical systems as part of the construction for the new Children's Library and other renovations planned for Main Library.

Hamilton Anderson presented an Executive Summary (attached) in November 2008. The summary indicated an immediate need for replacement and/or repair of several key control components to control the heating and cooling in key areas of Main Library. The components are 19 Air Handling Units (AHUs) and 16 Return Air Fans (RAFS). After review of the summary, it was decided to do the work in four phases over a four-year period. Phase One is the most critical since it supports the construction of the new Children's' Library and the South Wing renovation. These two projects are about to begin.

The breakdown of cost and work is as follows:

Phase One is estimated to cost \$876,300.00 – Part of the East, South and North Wings consisting of 6 AHUs and 4 RAFs (details attached)

Phase Two is estimated to cost \$490,200.00 - The balance of the East Wing consisting of 4 AHUs and 4 RAFs (details attached)

Phase Three is estimated to cost \$517,500.00 - The balance of the North Wing consisting of 4 AHUs and 5 RAFs (details attached)

Phase Four is estimated to cost \$470,200.00 - The balance of the South Wing consisting of 4 AHUs and 3 RAFs (details attached)

The estimated total cost to repair and replace Main Library's 45 year old mechanical system (AHUs/RAFS) over a four year period is \$2,354,200.00.

The construction package will go out for bid after the design package and specifications are completed by the Engineer Architect.

Phase One construction bids, plus a 15% contingency, will be submitted to the Detroit Library Commission prior to the spending of any approved construction funds. Each subsequent Phase package will be handled in the same way.

Authorization is requested for the following two items:

Minutes approved at February 16, 2010 DLC Meeting.

NOTE: For the subsequent Phases of the project, DPL's Facilities Department will review the architectural and mechanical fees as each Phase package is due, and present it to the Committee on Buildings for approval.

Commission Action

Commissioner Thomas moved to approve a budget of \$2,354,200.00 over a period of four years to replace Main Library's Mechanical Units. This budget will cover Mechanical/Electrical Engineering, Architectural Design and the construction of 19 air handling units and 16 return air fans. Commissioner Bellant seconded; the motion carried.

Commission Action

Commissioner Thomas also moved to approve a contract with Hamilton Anderson for \$62,000.00 (8% of Phase One ...5.6% mechanical and 2.4% architectural) to begin the Phase One. This package will consist of the Engineering Architectural Design, the bid specifications, the Request for Proposal (RFP) and construction oversight. Commissioner Bellant seconded; the motion carried.

Discussion

President Keith asked if nothing was done, what would happen. Mr. Powell explained that Main Library's heating and cooling system would not continue to work with outdated 45 year-old equipment. Commissioner Hill said the Library would also not be able to do all the high-tech changes for Children's Library.

COMMITTEE ON FINANCE

Approval of the 2010-2011 Detroit Public Library Operating Budget

Commissioner Washington reported that the budget of \$51,442,053 for fiscal year 2010-2011 has been prepared and submitted to the city of Detroit's Budget Department for review. It is a balanced budget, which includes the millage approved in November 2004.

The benefit package offered to employees for health, welfare and pension is the same for the employees of the City of Detroit. The total number of full-time equivalent positions in the budget for 2010-2011 is 466.

Commission Action

Commissioner Washington moved to approve this budget for inclusion with the Mayor's operational budget for the City of Detroit for the fiscal year 2010-2011. Commissioner Thomas seconded; the motion carried.

Commission Action

Commissioner Kinloch moved for Staff to provide entire Commission with a copy of entire line item budget. Commissioner Bellant seconded; the motion carried.

Minutes approved at February 16, 2010 DLC Meeting.

Commission Action

Commissioner Washington moved to amend motion to provide Commission the documentation on the full budget. Commissioner Kinloch seconded the motion as he agreed it was very important that the detailed budget be made available. The motion carried.

Commissioner Kinloch requested these copies should be available prior to the annual voting on the budget.

Authorization to Enter Into a Professional Services Contract for Consulting Services with Cubemation, LLC

Commissioner Washington reported that the contract would be reconsidered in March.

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 1095-1102	\$75,295.52
Capital Improvement Expenditures-total checks 1029-1039	\$393,978.09
Total Vouchers 838-999	\$632,593.22
	\$2,092,67
Total Payroll & Benefits	2.75
	\$3,194,53
Grand Total	<u>9.58</u>

Summary of Expenditures	
<u>Restricted/Designated Funds</u>	
Burton Endowment Fund Checking-total checks - NONE	\$0.00
Louise Webber O'Brien Endowment Checking-checks 4088-4089	\$1,150.00
Programs & Gifts Checking - total checks 1218-1223	\$7,193.00
Branch & Main Checking - total checks 1348-1356	\$14,285.50
Grand Total	<u>\$22,628.50</u>

Maria Norfolk, Associate Director for Financial and Business Operations

Minutes approved at February 16, 2010 DLC Meeting.

Discussion

Commissioner Bellant asked why payment was made to Clark Hill from the *Capital Improvement funds*. Mr. Cromer explained in order to expedite payment to Clark Hill that was very late because the City was behind in making payments, funds were used from the Capital Improvement Funds and would be reimbursed. This procedure was appropriate.

Mr. Cromer went on to say that there have been other discussions about ceasing legal services with Clark Hill, but that it does take time. Commissioner Hill sent a letter to the law firm regarding their services. Mr. Cromer said this particular payment was for old invoices not new billings. The Clark Hill invoices have been revised that resulted in a credit to the Library for around \$30,000. Mrs. Mondowney said she did not expect any more charges and the attorney did verbally acknowledge receipt of the letter. Commissioner Hill said she had received a letter from the attorney. Mrs. Mondowney explained that an RFP for legal services had been drafted.

Commissioner Kinloch felt a better system could be put in place perhaps by having in-house legal services. Mrs. Mondowney replied she does have the expertise and could accomplish just that.

Commission Action

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

Old Business

Discussion was held on ideas for honoring former Commissioner Fred Martin and those recommendations are to be provided at the February Commission meeting.

Commission Action

Commissioner Washington moved to grant parking privileges to former commissioners. Kinloch seconded; the motion carried. Commissioner Hill abstained.

Commissioner Bellant requested copies of the Strategic Plan, millage proposal (ballot language), institutional commitments, and a copy of the letter that was sent to Peter Remington for Commission. Mr. Cromer would forward those copies to Commission by end of week.

Commissioner Kinloch requested the testimonial resolution for Erma Henderson be prepared; hopefully by next meeting. He also requested that an update on Mark Twain Branch be available.

Mr. Cromer noted that he has already had a conversation with Karen Nagher and a meeting was set for next Wednesday. Commission would be sent E-mail updates.

Minutes approved at February 16, 2010 DLC Meeting.

Commissioner Washington expressed concern about the crisis in Haiti and asked that staff provide the public with information on where to donate money. Commissioner Keith suggested a fact sheet on the history of Haiti would also be beneficial. Mrs. Mondowney confirmed that DPL does have a lot of information available for the public.

New Business

Discussion was held on holding a board retreat to review the strategic plan as well as to educate the new commissioner. President Keith hoped for a time within the next three months.

Commissioner Hill was invited by Margaret Williamson, ProLiteracy Detroit, and Norie Knight-McKinney, Matrix, to participate in a meeting on January 26, 2010 to discuss having family reading nights in various branches. President Keith asked if DPL has a presence in the schools; Mrs. Mondowney replied that our focus has been on adult literacy, DPL partners with the schools for summer reading, and special literacy programs designed for young people.

The meeting was adjourned at 3:35 p.m.