

DETROIT LIBRARY COMMISSION PROCEEDINGS**COMMITTEE OF THE WHOLE MEETING****MAY 19, 2015****1:30 P.M.**

Vice-President Inniss-Edwards called the Meeting of the Detroit Library Commission to order at 1:50 p.m.

Present: Vice-President Inniss-Edwards, Commissioners Adams, Thomas

Administrative Staff: Mondowney, Brown, Bruni, Funchess,
Johnson, Moore, Norfolk, Powell, Simmons, T. Williams

Excused: Commissioner Quarterman

Present Also: Janet Batchelder, Cheryl Blessett, Lamont Bolding, Barbara Cohn, Lurine Carter, Enid Clark, Deborah Dorsey, Sean Everett, Victor Ibegbu, Kelley Kencik, Ann Matteson, Mike McElgunn, Patrice Merritt, Carolyn Mosley, Yvette Rice, Anna Savvides, Derick Suppon, Lester Swint, Jaqueline Williams, Tracey Wyatt and others

In the absence of a quorum, the Commissioners present resolved themselves into a Committee of the Whole and took the following action pending future ratification at the next Commission meeting when a quorum is present.

APPROVAL OF MEETING MINUTES

The minutes of the Special Meeting of April 15, 2015 and the Regular Meeting of April 21, 2015 will be presented at the next Commission meeting for approval.

Minutes were approved at the June 16, 2015 Commission Meeting

PUBLIC COMMENTS

There were no public comments.

NEW COMMISSIONER SWORN IN OFFICE

Ms. Patrice Merritt was sworn in as Commissioner. Cheryl Blessett, Notary Public, administered the oath of office to Ms. Merritt.

OATH OF OFFICE – COMMISSIONER PATRICE MERRITT

I, Patrice Merritt, 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/ Patrice Merritt

Subscribed and sworn to before me this 19th day of May, A. D., 2015
/s/ Cheryl Blessett
Notary Public, Wayne County, Michigan
My commission expires July 14, 2015

REPORT OF THE EXECUTIVE DIRECTOR

State Aid

Mrs. Mondowney reported that on March 18, 2015, DPL received a State Aid payment of \$20,537 for the Library for the Blind and Physically Handicapped. DPL also received a State Aid payment of \$208,141 on April 30, 2015.

Parkman Branch

Mrs. Mondowney reported that the Parkman Branch was featured in a May 10 Detroit Free Press story about Reading Works, an organization that works to improve adult literacy. Parkman is a Reading Works partner and has been working with several community organizations to provide literacy services, including one-on-one tutoring.

Coleman A. Young Mayoral Papers

Mrs. Mondowney reported that the much anticipated opening of the Coleman A. Young Mayoral Papers will be held at 5 pm on Thursday, May 21, in the Clara Stanton Jones Friends Auditorium. Detroit News columnist Laura Berman wrote about the Young Papers in her May 12 column and Crain's Detroit Business also covered it on May 12.

150th Birthday Party

Mrs. Mondowney encouraged everyone to visit the DPL website to view the video of our 150th birthday celebration on March 25, 2015. We are grateful to Mr. Wilson Sarkis who did an excellent job of capturing the event as a pro-bono "gift" to DPL.

Harwell Collection

Mrs. Mondowney reported that on May 7, 2015, "DiggingDetroit.com" posted a video interview of Mark Bowden sharing the story of The Ernie Harwell Collection is featured on "diggindetroit.com. Please visit that website, use the search term, "Harwell Collection," to see the video.

Wild Swan Theater

Mrs. Mondowney reported that DPL's Annual Story Telling Festival was held on Tuesday, April 21, and featured the Wild Swan Theater's presentation of "Strega Nona and the Magic Pasta Pot." An enthusiastic audience of 266 students and 28 adults enjoyed the performance. There was a repeat performance of the play on Saturday, May 16 for the 50th anniversary of Junior Great Books.

Summer Reading

Mrs. Mondowney reported that DPL's 2015 Summer Reading program will begin June 15 and run through mid- August. The theme for young readers is "Every Hero Has a Story," and the teen theme is "Unmask!" Chaney, Children's Library, Duffield, Edison, Franklin, Hubbard, Monteith, Parkman and Skillman are planning their programs around the "Meet Up & Eat Up" lunch program.

Glenn L. Graham

Mrs. Mondowney noted with great sadness the passing of DPL employee Glenn L. Graham. Mr. Graham died tragically in a fire in his Detroit home on April 26, 2015. He rescued one person, returned to try to save his niece; his efforts were unsuccessful and they both died in the fire. As a 29-year employee of the Detroit Public Library, Glenn spent his entire career at Main Library, most recently as a senior customer service representative. He will be remembered for his attentive and courteous customer service as well as for his devotion to his family.

FRIENDS FOUNDATION UPDATE

Mr. Sean Everett, Friends Foundation Operations Coordinator, reported the following:

- A \$1,000 anonymous donation was secured for a new program at the Parkman Branch called the “*Summer Coders*.” This program will help young patrons transition from being consumers to becoming creators of digital media by introducing them to computer science with computer coding classes.
- The Friends Foundation developed a comprehensive program guide that lists the programs and Special Collection acquisitions funded by the Friends Foundation
- Over 300 people reserved a spot for the Coleman A. Young event on May 21, 2015

COMMITTEE ON ADMINISTRATION**Approval of the Human Resources Report**

Commissioner Adams reported that the Human Resources Department Report provides information regarding personnel actions taken from April 1, 2015 – April 30, 2015. These actions have been approved by Administration.

Minutes were approved at the June 16, 2015 Commission Meeting

APPOINTMENTS (0)

Employee Name	Title	Hire date

RETIREMENTS (1)

Employee Name	Last Day Worked	Retirement Date
Constance Jones	April 29, 2015	April 30, 2015

SICK LEAVE PAYOUTS (0)**POTENTIAL RETIREMENTS (0)**

Employee Name	Last Day Worked	Retirement Date

SEPARATIONS (2)

Employee Name	Title	Last Day Worked
Elombe Dawson	Customer Service Representative	April 22, 2015
Eddrick Thomas	Branch Janitor	April 29, 2015

EMPLOYEE HEADCOUNT

Headcount – April 2015	Headcount – April 2014
333 Active Employees	329 Employees

Approval is requested to accept the Human Resources Report as presented.

COMMISSION ACTION

Commissioner Adams moved approval of the Human Resources report. Commissioner Edwards supported. This action item will be presented at the next Commission meeting for ratification.

Approval of the 2015/2015 Annual Calendar of Library Closings and Schedule Changes

Commissioner Adams reported that the calendar runs from July 1, 2015 to June 30, 2016.

Authorization is requested to approve the calendar of library closings and schedule changes for 2015 – 2016.

CALENDAR OF LIBRARY CLOSINGS AND SCHEDULE CHANGES 2015-2016

July 3, 2015 (Friday)	For Branches and Support Agencies
July 4, 2015 (Saturday)	Designated Holiday (Independence Day)
September 5, 2015 (Saturday)	Designated Holiday (Labor Day) For Main Public Service Agencies
September 7, 2015 (Monday)*	Labor Day For Branches and Support Agencies
October 7, 2015 (Wednesday)	Staff Day
November 11, 2015 (Wednesday)	Veterans Day
November 26, 2015 (Thursday)	Thanksgiving Day
November 27, 2015 (Friday)	Day After Thanksgiving Main & Support Agencies
November 28, 2015 (Saturday)	Designated Holiday (Day After Thanksgiving) For Branch Agencies
December 24, 2015 (Thursday)	Christmas Eve
December 25, 2015 (Friday)	Designated Holiday (Christmas Day)
December 26, 2015 (Saturday)	For Branches
December 31, 2015 (Thursday)	New Year's Eve
January 1, 2016 (Friday)	Designated Holiday (New Year's Day)
January 2, 2016 (Saturday)	For Branches
January 16, 2016 (Saturday)	Designated Holiday (Martin Luther King, Jr. Day) For Main Public Service Agencies
January 18, 2016 (Monday)	Martin Luther King, Jr. Day
February 13, 2016 (Saturday)	Designated Holiday (President's Day) For Main Public Service Agencies
February 15, 2016 (Monday)	President's Day
March 25, 2016 (Friday)	Good Friday

Minutes were approved at the June 16, 2015 Commission Meeting

March 26, 2016 (Saturday)	Designated Holiday (Good Friday) For Branch Agencies
May 28, 2016 (Saturday)**	Designated Holiday (Memorial Day) For Main Public Service Agencies
May 30, 2016 (Monday)	Memorial Day For Branches and Public Support Agencies
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*September 4-5, 2015 (Friday – Saturday)	Branch Fall Schedule Begins (Closed Fridays, Open Saturdays)
**May 27-28, 2016 (Friday – Saturday)	Branch Summer Schedule Begins (Open Fridays, Closed Saturdays)

COMMISSION ACTION

Commissioner Edwards moved approval of the Annual Calendar of Library Closings. Commissioner Thomas supported. This action item will be presented at the next Commission meeting for ratification.

COMMITTEE ON BUILDINGS

Approval to Contract with Hutch Paving for the Repair of the Service Building Parking Lot Including ADA Access to the Building

The Service Building parking lot including ADA access to the building is in critical need of repairs.

There was a mandatory walk through on Tuesday, April 14, 2015 and bids were due on Thursday, April 23, 2015 no later than 2:30 PM.

Out of the four (4) qualified paving/concrete contractors that made the mandatory walk through, four (4) submitted bids.

After reviewing the four (4) bids and checking their references which were all excellent or good to excellent and discussing the bids with the Purchasing Department, the Facilities Department is recommending contracting with Hutch Paving, Inc., located in Warren, MI. for the base sum of \$42,770 plus a Contingency of 10% (\$4,277) for a total cost not to exceed forty-seven thousand forty-seven dollars (\$47,047).

COMMISSION ACTION

Commissioner Thomas moved approval to contract with Hutch Paving for the repair of the Service Building parking lot including ADA access to the building for a total cost not to exceed forty-seven thousand forty-seven dollars (\$47,047). It was supported and will be presented at the next Commission meeting for ratification.

Approval to Contract with Hutch Paving for the Repair of the Hubbard Branch Parking Lot Including ADA Access to the Building

The Hubbard Branch parking lot including ADA access to the building is in critical need of repairs.

There was a mandatory walk through on Tuesday, April 21, 2015 and bids were due on Thursday, April 30, 2015 no later than 2:30 PM.

Out of the three (3) qualified paving/concrete contractors that made the mandatory walk through, three (3) submitted bids.

After reviewing the three (3) bids and checking their references which were all excellent or good to excellent and discussing the bids with the Purchasing Department, the Facilities Department is recommending contracting with Hutch Paving, Inc., located in Warren, MI. for the base sum of \$13,765 plus a Contingency of 10% (\$1,376) for a total cost not to exceed fifteen thousand one forty one dollars (\$15,141).

COMMISSION ACTION

Commissioner Thomas moved approval to contract with Hutch Paving for the repair of the Hubbard Branch parking lot including ADA access to the building for a total cost not to exceed fifteen thousand one forty one dollars (\$15,141). It was supported and will be presented at the next Commission meeting for ratification.

Approval to Contract with Hutch Paving for the Repair of the Redford Branch Parking Lot Including ADA Access to the Building

The Redford Branch south/east parking lot and sidewalk including ADA access and rear third of the back parking lot adjacent to the building is in critical need of repairs.

Minutes were approved at the June 16, 2015 Commission Meeting

There was a mandatory walk through on Tuesday, April 7, 2015 and bids were due on Thursday, April 23, 2015 no later than 2:30 PM.

Out of the five (5) qualified paving/concrete contractors that made the mandatory walk through, four (4) submitted bids.

After reviewing the four (4) bids and checking their references which were all excellent or good to excellent and discussing the bids with the Purchasing Department, the Facilities Department is recommending contracting with Hutch Paving, Inc., located in Warren, MI. for the base sum of \$70,470 plus a Contingency of 10% (\$7,047) for a total cost not to exceed seventy-seven thousand five hundred seventeen dollars (\$77,517).

COMMISSION ACTION

Commissioner Thomas moved approval to contract with Hutch Paving for the repair of the Redford Branch parking lot including ADA access to the building for a total cost not to exceed seventy-seven thousand five hundred seventeen dollars (\$77,517). It was supported and will be presented at the next Commission meeting for ratification.

COMMITTEE ON FINANCE

Approval of Routine Report on Finance

Commissioner Adams reported that the following accounts have been examined and found correct by the staff of Business and Financial Operations and ratification of payment is recommended.

<u>Summary of Expenditures</u>	
<u>PUBLIC FUNDS</u>	
<u>PAYMENTS PROCESSED BY THE CITY OF DETROIT</u>	
1 Total Payroll	\$966,212.05
2 Total For Vouchers – Processed on DRMS Vouchers 594 - 675	\$440,681.18
3 Benefits Plan	\$0.00
4 General Retirement System	\$0.00
5 Central Staffing Services	\$0.00
Total Processed by City of Detroit	<u>\$1,406,893.23</u>

Minutes were approved at the June 16, 2015 Commission Meeting

<u>PAYMENTS PROCESSED BY DPL</u>		
1. Public Funds/Comerica Checking	Checks 1232	\$5,143.00
2. Branch & Main Library Deposit Checking Account	Checks 3525 - 3556	\$24,209.62
3. Professional Service Contracts		\$0.00
Total Processed by DPL		<u>\$29,352.62</u>
GRAND TOTAL		<u>\$1,436,245.85</u>
<u>Summary of Expenditures</u>		
<u>RESTRICTED/DESIGNATED FUNDS</u>		
1 Burton Endowment Checking	Checks 8270	\$854.00
2 O'Brien Checking	Checks 4409 - 4413	\$2,570.30
3 Programs & Gifts	Checks 1976 - 1992	<u>\$28,159.32</u>
GRAND TOTAL		<u>\$31,583.62</u>
<u>CREDIT CARD EXPENDITURES</u>		
Executive Director		\$54.09
Executive Director's Office – used for general office purpose		\$0.00
Chief Financial Officer		\$323.50
Human Resources Department		\$14.95
Marketing Department		\$1,981.82
Technical Services		\$962.85
Facilities Department		\$1,999.32
Branch Services		<u>\$3,132.21</u>
GRAND TOTAL		<u>\$8,469.55</u>
Note: These are March 2015 Credit Card Purchases		

COMMISSION ACTION

Commissioner Adams moved approval of the routine report on finance. It was supported and will be presented at the next Commission meeting for ratification.

NEW BUSINESS

Commissioner Adams, Liaison to the DPL Friends Foundation, announced that the Friends Foundation Executive Committee made a decision to terminate the Friends Foundation Executive Director Ms. Sharon Luckerman's employment effective April 24, 2015.

The Executive Committee deliberated on the matter and believed it was in the best interest of the Friends Organization to part ways with Ms. Luckerman. No other details were available.

The meeting was adjourned at 2:15 p.m.

Minutes were approved at the June 16, 2015 Commission Meeting