

DETROIT LIBRARY COMMISSION PROCEEDINGS

ANNUAL MEETING

JANUARY 17, 2017

**NOTED**

President Adams stated that at its December 29, 2016 Special meeting, the Commission approved returning to the prior method of the succession of Commission officers. 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.

President Adams turned over the gavel to incoming President Franklin Jackson.

President Jackson called the Annual Meeting of the Detroit Library Commission to order at 1:35 p.m.

Present: President Jackson, Commissioners Adams, Inniss-Edwards,  
Thomas, Weaver

Administrative Staff: Mondowney, Brown, Bruni, Call, Funchess,  
Ibegbu, Johnson, Moore, Norfolk, Powell, Simmons, Williams

Present Also: Enid Clark, Barbara Cohn, Margaret De Santis, Deborah Dorsey,  
Carolyn Mosley, David Rambeau, Yvette Rice, Tiffani Simon, Jim  
Stimac, Viola Taylor, Jacqueline Williams

**APPROVAL OF MEETING MINUTES**

The minutes of the Regular Meeting of December 20, 2016 and the Special Meeting of December 29, 2016 were approved as recorded.

Minutes were approved at the March 21, 2017 Commission Meeting

## **PUBLIC COMMENTS**

**Dr. David Rambeau** – Expressed his interest in the Detroit Public Library participating in black literacy forums. He extended an invitation to the Commission and staff to attend a black literacy forum that was developed by several organizations he belongs to. The event will take place on Tuesday, February 5, 2017 from 5 p.m. – 8 p.m. at the Charles H. Wright Museum. Dr. Rambeau also said he appreciates the library and has added “hundreds of dollars of knowledge to his intellectual capacity” reading library materials.

**Jim Stimac** – Expressed his concerns regarding the discontinuation of the Friends of DPL used book sale. He wanted to know why did it stop and who made the decision. He said he was a long-time volunteer of the book sale.

Mrs. Mondowney stated that the Friends Foundation decided to discontinue the used book sale because of declining sales and not enough volunteers to handle the intake of books.

President Jackson asked Mrs. Mondowney to investigate the matter.

## **REPORT OF THE PRESIDENT**

President Jackson stated that he has been a member of the Commission for six years. He noted that the library has weathered several storms but now has stability. He would like to see the library secure an endowment in the future to sustain financial stability.

President Jackson announced that Judge Edward M. Thomas would serve as Vice-President and Jean-Vierre Adams would serve as Secretary. He said that committee assignments would be announced at a later date.

## **REPORT OF THE EXECUTIVE DIRECTOR**

### **Learning Circles Program**

Mrs. Mondowney reported that in December, eight participants completed one of two “Massive Open Online Course” learning circles at the Parkman Branch Library. The six-week sessions focused on entrepreneurship, resume building and job interviewing skills. Two graduates of the entrepreneurship circle will go on to facilitate new sessions beginning in February. Learning circles are facilitated study groups for individuals who are taking free online courses. The Library will continue to build its learning circles program throughout 2017 with free consultation and technical support from the national Peer 2 Peer University’s Knight Foundation Grant. We are one of 10 public libraries in the U.S. working with Peer 2 Peer University.

### **Tax Capture Relief Bill**

Mrs. Mondowney reported that on January 5, 2017, Governor Rick Snyder signed into law Senate Bills 619-624, now Public Acts 505-510 of 2016 that exempt separate library millages from future tax capture by Tax Increment Financing (TIF) authorities. It is anticipated that the impact of this legislation will save DPL millions of dollars in the future.

### **Lion King**

Mrs. Mondowney reported that DPL is participating in a Disney “Lion King” promotion and ticket giveaway in January. Four families can win four tickets to the February performances at the Detroit Opera House. Entries are being accepted at Main Library and the deadline is January 25, 2016.

### **Detroit Public Television Meet & Greet – (Clifford, the Big Red Dog, Buddy from the Dinosaur Train and Super Why!)**

Mrs. Mondowney reported that on Thursday, January 26, 2017, DPL will host a Detroit PBS KIDS Character Breakfast. The event will include a buffet breakfast, story time, games and activities related to a new kids channel that launched on January 16, 2017.

### **Branch Programs**

Mrs. Mondowney reported that the Parkman Branch held a Vision Board Party on January 3, 2017, where children created a board of their hopes for 2017. On January 28th, children at Conely Branch will learn about the traditions of Chinese New Year in a presentation by Ming Liu, which will feature origami crafts along with fortune cookies and tea.

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### **Tax Preparation Assistance**

Mrs. Mondowney reported that at Main Library, the Accounting Aid Society will offer tax preparation assistance two additional days per week. Beginning in late January and running through April 15, 2017, their staff will be in Main on Tuesday, Wednesday and Saturday. Tuesday and Wednesday will be by appointment only. Appointments are made directly with Accounting Aid Society. Saturday remains first come, first serve as it has been for several years. Campbell, Chandler Park, Conely, Duffield, Hubbard, Parkman, Redford, and Sherwood Forest will also offer tax preparation assistance service.

### **Hackley Concert**

Mrs. Mondowney reported that the 73rd Annual Hackley Concert will be held at 7 p.m., on Wednesday, February 15, 2017, in the Clara Stanton Jones Friends Auditorium. Dr. Daniel Washington, President of the Detroit Musicians' Association (the local chapter of National Association of Negro Musicians) and a Professor of Music at the University of Michigan will be performing. Stanley Waldon is the pianist for the evening. The concert is dedicated to the Detroit Musicians' Association. Seventy-five years ago, the association organized a series of concerts to raise funds that would later establish the E. Azalia Hackley Collection. The concert is free and open to the public.

### **Duffield Branch Library Ribbon Cutting/Oratorical Contest**

Mrs. Mondowney reported that the grand re-opening of the Duffield Branch will be held on Saturday, February 18, 2017 at 1 p.m. Following the re-opening event, the Albert H. Mallory 2017 Black Hero Oratorical Contest will take place.

## **COMMITTEE ON ADMINISTRATION**

### **Approval of the Human Resources Report**

Commissioner Thomas reported that the Human Resources Report provides information regarding personnel actions taken from December 1, 2016 through December 31, 2016. These actions have been approved by Administration.

### **APPOINTMENTS (0)**

### **RETIREMENTS (0)**

Minutes were approved at the March 21, 2017 Commission Meeting

**SICK LEAVE PAYOUTS (0)****Total Payouts = \$0****POTENTIAL RETIREMENTS (1) Pending COD Approval**

<b>Employee Name</b>	<b>Last Day Worked</b>	<b>Retirement Date</b>
Derrick Durrell	March 18, 2017	To be calculated by COD

**SEPARATIONS (1)**

<b>Employee Name</b>	<b>Title</b>	<b>Last Day Worked</b>
Saran Martin	Customer Service Representative	December 3, 2016

**EMPLOYEE HEADCOUNT\***

<b>Headcount – December 2016</b>	<b>Headcount – December 2015</b>
Budgeted Positions = 334	Budgeted Positions = 334
Active Employees = 290	Active Employees = 292
Vacant Positions = 44	Vacant Positions = 42

\*Headcount Process based on Actual Headcount not Budgeted Numbers as in the past.

**VACANT POSITIONS**

<b>Position</b>	<b># of Budgeted Positions</b>	<b># of Filled Positions</b>	<b>Vacant Positions</b>
Managers	25	22	3
Librarian III	33	33	0
Librarian II	24	17	7
Librarian I	1	1	0
Pre-Professional Librarian In-Training	3	2	1
Senior Clerk	9	8	1
Technical Training Associate	9	7	2
Clerk	31	31	0
Janitor	13	10	3
Bookmobile Operator	2	2	0
**Customer Service Representative	100	78	22
Facilities	17	14	3
Associate Director	1	0	1

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Position	# of Budgeted Positions	# of Filled Positions	Vacant Positions
Senior Accountant	2	1	1
Purchasing Manager	1	1	0
Security	16	16	0
Total			44

\*\*Vacant Positions that are Part-time 20 hours/week

## **DISCUSSION**

Commissioner Adams asked if the number of Technical Training Associate (TTA) positions would increase.

Ms. Trinee Moore, Human Resources Director, said that the direction of the workforce was being reviewed to determine how many TTAs are needed.

Commissioner Adams said she would like to have a process in place to monitor the vacant positions and the length of time they have been vacant.

Ms. Moore stated that DPL has had a hiring freeze for the past three years and just recently started recruiting and hiring new staff for critical positions.

## **COMMISSION ACTION**

Commissioner Thomas moved approval of the human resources report. Commissioner Adams supported. The motion passed unanimously.

## **COMMITTEE ON FINANCE**

Commissioner Adams reported 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>December 2016 Expenses</u>		
<b><u>PUBLIC FUNDS</u></b>		
<b><u>PAYMENTS PROCESSED BY THE CITY OF DETROIT</u></b>		
1	Payroll	\$1,424,467.15
2	Total Vouchers – processed on Fusion 279 - 325	\$553,816.70
3	FY 2017 Benefits Plan	\$0.00
4	FY 2017 General Retirement System (GRS)	\$0.00
5	FY 2017 Central Staffing Services	\$0.00
<b>Total Processed by City of Detroit</b>		<b>\$1,978,283.85</b>

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<b><u>PAYMENTS PROCESSED BY DPL</u></b>		
1. Public Funds Interest Checking Account	Checks 1269 – 1273	\$6,662.21
2. Branch & Main Library Deposit Checking Account	Checks 4538-4543	\$25,381.27
3. Professional Service Contracts	None	<u>\$0.00</u>
<b>Total Processed by DPL</b>		<b>\$32,043.48</b>
<b>GRAND TOTAL</b>		<b><u>\$2,010,327.33</u></b>
<b><u>Summary of Expenditures</u></b>		
<b><u>RESTRICTED/DESIGNATED FUNDS</u></b>		
1. Burton Endowment Checking	Checks 8296	\$4,820.00
2. O'Brien Checking	Checks 4538 – 4543	\$2,975.05
3. Programs & Gifts	Check 2246	<u>\$160.00</u>
<b>GRAND TOTAL</b>		<b><u>\$7,955.05</u></b>
<b><u>CREDIT CARD EXPENDITURES</u></b>		
Executive Director		\$29.90
Executive Director's Office – used for general office purpose		\$0.00
Chief Financial Officer		\$546.70
Human Resources Department		\$353.40
Marketing Department		\$790.94
Facilities Department		\$1,982.20
Branch Services		\$2,147.80
Technical Services		(376.60)
<b>GRAND TOTAL</b>		
<b>Note: These are September 2016 Credit Card Purchases</b>		<b><u>\$5,474.34</u></b>

### **COMMISSION ACTION**

Commissioner Adams moved approval of the finance report. Commissioner Edwards supported. The motion passed unanimously.

**NEW BUSINESS**

President Jackson reminded the Commissioners to submit the Executive Director's evaluation to Commissioner Edwards.

**OLD BUSINESS**

President Jackson acknowledged former Commissioner M. Margaret De Santis in the audience and thanked her for her service as a member of the Detroit Library Commission.

The meeting was adjourned at 2:10 p.m.