

DETROIT LIBRARY COMMISSION PROCEEDINGS**ANNUAL MEETING****JANUARY 19, 2016****1:30 P.M.**

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

Present: President Quarterman, Commissioners Adams, Davis, Inniss-Edwards, Jackson, Thomas

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

Also Present: Janet Batchelder, Cheryl Blessett, Lurine Carter, Enid Clark, Deborah Dorsey, Mike McElgunn, Carolyn Mosley, Yvette Rice, Laurie Stuart

APPROVAL OF MEETING MINUTES

The minutes of the December 15, 2015 Regular Meeting were approved with any necessary corrections.

PUBLIC COMMENTS

There were no public comments.

REMARKS OF THE OUTGOING PRESIDENT

As outgoing President Quarterman turned over her presidential duties, she stated that it was an honor and a privilege to serve in this capacity. She thanked the Commissioners for their dedicated service.

Minutes were approved at the March 15, 2016 Commission Meeting

President Quarterman distributed a compilation of the vision statements that was submitted by most of the Commissioners. She said each day the Commission has to rededicate themselves to their governance role of being an advocate for the library.

President Quarterman acknowledged and thanked Patrice Merritt who served on the Commission from May 19, 2015 to December 31, 2015.

ELECTION OF OFFICERS

President Quarterman accepted the nominations from the Commissioners for the following officers:

PRESIDENT

Commissioner Thomas nominated Commissioner Adams. Commissioner Edwards supported. Commissioner Adams accepted the nomination.

Commissioner Jackson nominated Commissioner Thomas. Commissioner Adams supported. Commissioner Thomas declined the nomination.

VICE-PRESIDENT

Commissioner Adams nominated Commissioner Thomas. Commissioner Jackson supported. Commissioner Thomas accepted the nomination.

Commissioner Quarterman nominated Commissioner Inniss-Edwards. Commissioner Davis supported. Commissioner Inniss-Edwards accepted the nomination.

SECRETARY

Commissioner Adams nominated Commissioner Jackson. Commissioner Thomas supported. Commissioner Jackson accepted the nomination.

Noted

Commissioner Thomas stated that there were two nominations for Vice-President and since he had served in this capacity several times, he withdrew his nomination.

COMMISSION ACTION

Commissioner Thomas moved to accept the following Slate of Officers for 2016:

Jean-Vierre Adams President
 Victoria Inniss-Edwards.....Vice President
 Franklin Jackson.....Secretary

Commissioner Inniss-Edwards supported. The motion passed unanimously.

President Adams assumed the Chair and presided over the remainder of the meeting.

REMARKS OF THE INCOMING PRESIDENT

President Adams thanked the Commissioners for their support and she looked forward to working closely with Mrs. Mondowney as well as members of the Commission to build upon the foundation that was set by Commissioner Quarterman.

REPORT OF THE EXECUTIVE DIRECTOR

Mrs. Mondowney presented an engraved gift to Commissioner Quarterman, acknowledging her service as the President in 2015.

150th Gala Event

Mrs. Mondowney reported that DPL will conclude its year-long 150th anniversary celebration on Saturday, March 19, 2016, with a fundraiser entitled “Children Who Can Read, Succeed: An Evening with Walter Mosley.” The proceeds from the fundraiser will support a literary initiative to improve the reading skills of students in grades K-3. Formal invitations will be mailed February 1.

Annual Hackley Concert

Mrs. Mondowney reported that the 72nd Annual E. Azalia Hackley Collection Concert will be held at 7 p.m., Wednesday, February 17, 2016, in the Clara Stanton Jones-Friends Auditorium. This year’s performer is Sterling Glenn Sangoma, a pianist and flautist, who has toured as a musician with the Alvin Ailey American Dance Theater. His accompanists include Marion Hayden on string bass and Theo Chillis on percussion. The evening is free and open to the public.

Minutes were approved at the March 15, 2016 Commission Meeting

Detroit Tigers 2016 Winter Caravan

Mrs. Mondowney reported that in honor of the Library's 150th anniversary, the 2016 Detroit Tigers Winter Caravan will make a stop at Main Library at 2:30 p.m., on Thursday, January 21, 2016.

McGregor Fund

Mrs. Mondowney reported that the McGregor Fund is funding a study entitled "Leveraging the Value of Libraries in Urban America: A Community Conversation," directed by OrangeBoy Inc., an organization that has worked with several public libraries around the country. The components of the study include data analysis and community conversations designed to measure in part how DPL is meeting current and expected community needs. The results will be useful as DPL develops its strategic plan.

Wayne County

Mrs. Mondowney reported that on December 21, 2015, DPL received a payment of \$58,323 from Wayne County for delinquent property taxes.

Friends Foundation Donations

Mrs. Mondowney thanked the DPL Friends Foundation for its check in the amount of \$23,500 received on January 11, 2016. Children's Library at Main received \$22,000 to fund the "Light Up Literacy" project. Working with professional artists, Gail Rosenbloom Kaplan and Dani Katsir, Detroit's school children will design and create four mosaic murals for the Children's Reading Room. In support of the 72nd Annual E. Azalia Hackley Collection Concert, Comerica Bank donated \$1,500 to the Foundation.

CLARENCE M. BURTON MEMORIAL FOUNDATION DONATION

Mrs. Mondowney thanked Attorney Carlton R. Roeser, great grandson of Clarence M. Burton and the Clarence M. Burton Memorial Foundation for the retroactive distribution of funds from the Foundation, for the years 2008 through 2014, in the amount of \$32,000, received January 15, 2016.

COMMITTEE ON ADMINISTRATION

Approval of the Human Resources Report

Commissioner Inniss-Edwards reported that the Human Resources Department Report provides information regarding personnel actions taken from December 1, 2015 – December 31, 2015. These actions have been approved by Administration.

APPOINTMENTS (0)

RETIREMENTS (4)

Employee Name	Last Day Worked	Retirement Date
Edward Solomon	December 1, 2015	December 2, 2015
Kelly Miller	December 18, 2015	December 19, 2015
Kathleen Yasenchak	December 4, 2015	December 5, 2015
Kevin B Sullivan	February 13, 2015	December 5, 2015

SICK LEAVE PAYOUTS (0)

POTENTIAL RETIREMENTS (1)

Employee Name	Last Day Worked	Retirement Date
Ruth Biersdorf	October 12, 2015	January 29, 2016

SEPARATIONS (0)

EMPLOYEE HEADCOUNT

Headcount – November 2015	
334 Budgeted Positions	
288 Active Employees	
46 Vacant Positions	

COMMISSION ACTION

Commissioner Davis moved approval of the Human Resources Report. Commissioner Thomas supported.

DISCUSSION

Commissioner Jackson requested that the comparison data (employee headcount) from the previous year be included in the report.

Commissioner Thomas asked if the forty-six vacant positions had any impact on library services to the public and should some of those positions be filled.

Ms. Trinee Moore, Director of Human Resources, said that DPL has a hiring freeze and there is an "Exception to A Hiring Freeze" policy that was approved by the Commission in 2014. She said currently the "critical" positions will be filled and they are posted internally.

Judge Thomas asked what are the "critical" positions?

Ms. Moore explained that the current "critical" positions are Security, Technical Training Associate and Technical Services Assistant.

Commissioner Inniss-Edwards requested a list of positions that are open.

Commissioner Quarterman requested the total number of "critical" vacant positions.

Ms. Moore stated that based on the definition of "critical", there are only 5 positions vacant that are considered "critical."

Commissioner Thomas asked if the Commission identified the "critical" positions or if this was it done by administrative staff. He said library branches are closing and shifting around employees on a regular basis because of the lack of librarians. He wanted to know why librarians were not considered "critical" positions since the library services provided to the public are managed by librarians.

Ms. Moore acknowledged that she was not the expert to address the question but the determination of "critical" positions are based on the services requested. Currently, the majority of services requested can be facilitated by a Technology Training Assistant. The information in terms of what services are requested is provided by the Public Services Office.

Commissioner Thomas requested that this issue be referred to the Committee on Administration.

Minutes were approved at the March 15, 2016 Commission Meeting

Commissioner Quarterman suggested a joint meeting between the Committee on Administration and Committee on Finance to review the Exceptions to A Hiring Freeze Policy.

President Adams requested the job titles of the retirees be included in the Human Resources report.

COMMISSION ACTION CONT'D

Commissioner Jackson abstained because the report did not include the comparison data. The motion passed.

COMMITTEE ON BUILDINGS/FINANCE

Approval to Contract for Pest Control Services at All DPL Locations

Mr. Cledos Powell, Assistant Director for Facilities, reported that Pest Control Service is a necessity for all Detroit Public Library locations to help maintain the health and safety of employees and customers. Covered pest are ants, cockroaches, mice and rats. Bed bugs are treated based on location inspections and recommended treatments.

A Request for Bid (RFB) was sent to the MITN (Michigan Inter-governmental Trade Network), advertised in the Michigan Chronicle, Legal News and DPL's web site. There were three (3) bids.

Becks Pest Control Burton, MI 48519	\$9,342	\$2,000.00 Bed Bug Contingency
Ehrlich-Pest Control Troy, MI 48083	\$12,480	\$2,000.00 Bed Bug Contingency
Terminix Madison Heights, MI 48071	\$15,048	\$2,000.00 Bed Bug Contingency

After reviewing the bids, The Facilities Department is recommending Ehrlich-Pest Control as the lowest qualified bidder at \$12,480 annually with two additional one-year options for renewal based on service and mutual agreement of both parties.

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An additional \$2,000 annual contingency will be added to this contract to cover Bed bug treatment as needed during the course of the year.

Note: Although Becks Pest Control is the lowest bidder, there is no information available outside of listings in the local and general advertising media providing location/telephone number and they did not provided any references to check.

COMMISSION ACTION

Commissioner Thomas moved approval to contract with Ehrlich-Pest Control in an amount not to exceed twelve thousand four hundred eighty dollars (\$12,480) plus a \$2,000 contingency annually with two additional one-year options for renewal based on service and mutual agreement of both parties. Commissioner Quarterman supported. The motion passed unanimously.

Approval of Refuse Renewal

Mr. Powell reported that the current vendor for refuse services for the Detroit Public Library, Waste Management, is in the last year of three one-year renewal agreements. Based on their past performance, the Library's Facilities Department is recommending the renewal for 2016 in the amount of \$21,000 which is in-line with their original contract.

The renewal contract will begin January 1, 2016 and end December 31, 2016.

A new RFP for refuse removal will be sent out in August 2016 for the year 2017.

COMMITTEE ACTION

Commissioner Thomas moved approval to renew Waste Management's 2016 refuse contract for the original amount not to exceed twenty one thousand dollars (\$21,000). Commissioner Jackson supported. The motion passed unanimously.

Approval to Install Rubber Flooring at Duffield Branch Library

Mr. Powell reported that the old floor carpet at the Duffield Branch Library is dirty, torn, tattered and needs to be replaced.

On November 13, 2015, a Request-For-Proposal for removal of the old carpet and the installation of new rubber floor tiles was posted on the DPL website, published in the Detroit Legal News, the Michigan Chronicle, the Michigan Minority Business Development Council (MMBDC), Michigan Black Chamber of Commerce, Michigan Small Business Bureau and the Construction Association of Michigan (CAM).

Two (2) floor installers made the mandatory walk through on Monday, November 30, 2015 and bids were due on Thursday, December 3, 2015 no later than 2:30 PM.

Out of the two (2) qualified flooring contractors that made the mandatory walk through, the following two bids were received:

Cross Renovation Livonia, MI	\$99,019
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Master Craft Carpet Service, Inc. Redford, MI	\$52,777 plus a 5% contingency (\$2,639).
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COMMISSION ACTION

Commissioner Thomas moved approval to contact with Master Craft Carpet Service, Inc., in an amount not to exceed fifty two thousand seven hundred seventy seven dollars (\$52,777) plus a 5% contingency (\$2,639). Commissioner Jackson supported. The motion passed unanimously.

Noted

Commissioner Jackson stated that it was important to include all the bids to be considered for contract approval.

COMMITTEE ON FINANCE

Approval to Renew Inland Marine/Fine Arts Insurance Policy with The Travelers Insurance Group

Commissioner Quarterman reported that DPL's insurance broker, Cranbrook General Underwriters, had requested quotes from the following insurance carriers to provide DPL with Inland Marine/Fine Arts policy coverage:

Minutes were approved at the March 15, 2016 Commission Meeting

1. The Travelers Insurance Group – \$25,000
2. The Hartford – No Response
3. CNA Insurance – No Response

The Travelers Insurance Group, DPL's current provider, was the only carrier that responded.

Comment

President Adams asked if DPL knew the amount of the policy and the deductible. Mr. Antonio Brown, Chief Financial Officer, replied he did not know the exact amount offhand, but stated that the policy covered all of DPL's fine art.

COMMISSION ACTION

Commissioner Quarterman moved approval to renew the Inland Marine/Fine Arts insurance policy with the Travelers Insurance Group for the 2016/2017 calendar year for an amount not to exceed twenty five thousand dollars (\$25,000). Commissioner Thomas supported. The motion passed unanimously.

Approval of the Routine Report on Finance

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		\$910,644.22
2	Total For Vouchers – Processed on DRMS Vouchers 324 – 370		\$414,181.97
3	Benefits Plan		\$0.00
4	General Retirement System		\$0.00
5	Central Staffing Services		\$0.00
		Total Processed by City of Detroit	<u>\$1,324,826.59</u>
<u>PAYMENTS PROCESSED BY DPL</u>			
1.	Public Funds/Comerica Checking	Checks 1245 – 1247	\$3,161.84
2.	Branch & Main Library Deposit Checking Account	Checks 3783 – 3813	\$32,822.29
3.	Professional Service Contracts	Checks 3814	<u>\$15,072.32</u>
		Total Processed by DPL	<u>\$51,056.45</u>
GRAND TOTAL			<u>\$1,375,883.04</u>

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Summary of Expenditures**RESTRICTED/DESIGNATED FUNDS**

1	Burton Endowment Checking	Checks		\$0.00
2	O'Brien Checking	Checks	4470	\$8,085.00
3	Programs & Gifts	Checks	2103 – 2109	<u>\$3,260,666.66</u>
GRAND TOTAL				<u>\$3,268,751.66</u>

CREDIT CARD EXPENDITURES

Executive Director	\$54.90
Executive Director's Office – used for general office purpose	\$0.00
Chief Financial Officer	\$0.00
Human Resources Department	\$453.07
Marketing Department	\$1,309.10
Technical Services	\$2,032.76
Facilities Department	\$4,691.08
Branch Services	\$941.55
GRAND TOTAL	<u>\$9,482.46</u>

Note: These are November 2015 Credit Card Purchases

COMMISSION ACTION

Commissioner Quarterman moved approval of the routine report on finance. Commissioner Davis supported. The motion passed unanimously.

OLD BUSINESS

Commissioner Quarterman thanked Ms. Alma Simmons, Special Assistant to the Executive Director, for providing an electronic version of DPL's 150th Anniversary Gala invitations. She also urged each of the Commissioners to invite at least 10 guests to support the event.

President Adams thanked Commissioner Quarterman for her services as President in 2015, adding that she did a wonderful job.

President Adams asked the Commissioners to contact her via email regarding the committees they would like to serve on.

The meeting was adjourned at 2:20 p.m.

Minutes were approved at the March 15, 2016 Commission Meeting