

DETROIT LIBRARY COMMISSION PROCEEDINGS**ANNUAL MEETING****JANUARY 20, 2015****11:00 A.M.**

President Hicks called the Annual Meeting of the Detroit Library Commission to order at 11:06 a.m.

Present: President Hicks, Commissioners Davis, Inniss-Edwards, Jackson, Quarterman

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

Excused: Commissioner Thomas

Also Present: Cheryl Blessett, Deborah Dorsey, Sean Everett, Mike McElgunn, Carolyn Mosley, Yvette Rice, C. Rihani, Laurie Stuart, Jackie Williams and others

NOTED

Commissioner Russ Bellant attended the meeting. His official term expired December 31, 2014. President Hicks stated that in past practice outgoing members remained in position until a new member was sworn-in. It was also noted that Ms. Jean-Vierre Adams had been appointed to the Detroit Library Commission by the former Detroit Public Schools Emergency Manager Mr. Jack Martin

APPROVAL OF MEETING MINUTES

The minutes of the December 16, 2014 Regular Meeting were approved with three yes votes: Commissioners Davis, Hicks and Quarterman. Commissioners Inniss-Edwards and Jackson abstained.

PUBLIC COMMENTS

There were no public comments.

Minutes were approved at the February 17, 2015 Commission Meeting

NOTED

President Hicks stated that he had received communication from Commissioner Thomas requesting that in his absence he would like Commissioner Jackson to act as his proxy in the election of officers. The letter read as follows:

Dear President Hicks,

I am designating Commissioner Franklin Jackson as my proxy to vote for the President of the Detroit Library Commission. I am directing him to vote for Franklin Jackson to become President of the Detroit Library Commission for the term beginning January 20, 2015 and ending January 20, 2016.

/s/ Edward M. Thomas

For the purpose of clarification, President Hicks adjourned the meeting at 11:11 a.m. for a short recess to review the Detroit Library Commission Rules and Regulations regarding the election of officers.

The meeting reconvened at 11:16 a.m.

President Hicks relinquished the chair to Ex-Officio Davis in order to vote in the election of officers.

DISCUSSION

President Hicks stated that after reviewing the Detroit Library Commission Rules and Regulations, he did not see any provisions for a proxy vote.

Commissioner Jackson stated that the Commission operates under *Robert's Rules and Order* in which a proxy vote is allowed.

After a thorough review and discussion of the DLC Rules and Regulations, it was noted that President Hicks did not have to relinquish the chair in order to vote and he resumed chairing the meeting.

Minutes were approved at the February 17, 2015 Commission Meeting

Ms. Jean-Vierre Adams provided an order from the former Detroit Public Schools Emergency Manager, Mr. Jack Martin appointing her to the Detroit Library Commission. President Hicks stated that neither he nor the Executive Director had received notification of the order prior to the meeting. (Please see attachments)

NOTED

The corrected version of the order that was presented at the meeting was sent via email by Ms. Adams to Yvette Rice on January 22, 2015.

Commissioner Davis said that the order had not been provided to the Commission prior to the meeting and should not be accepted until its authenticity is proven.

COMMISSION ACTION

Commissioner Davis moved **not** to accept the order until authentication has been documented. Commissioner Bellant supported. A roll call vote was taken with the following results:

Commissioner Davis	Yes
Commissioner Edwards	No
Commissioner Jackson	No
Commissioner Quarterman	No
President Hicks	Yes

The motion failed.

REPORT OF THE PRESIDENT

As outgoing President Hicks turned over his presidential duties, he reflected on the accomplishments under his leadership including: the millage renewal; the bankruptcy issues and resolutions; the Detroit Public Library's ability to opt out of certain tax captures where a portion of DPL's dedicated millage is diverted to the Detroit Economic Growth Corporation for big development projects; and the renewal of the Executive Director's contract. He said that his decisions were always in the best interest of the library.

NOTED

President Hicks stated that the appointment of Jean-Vierre Adams for him resulted in a conflict of interest and, therefore, he would resign from the Commission, effective immediately.

Commissioner Quarterman thanked President Hicks for his leadership, honesty, commitment and wisdom.

SWEARING IN OF NEW COMMISSIONER

Jean-Vierre Adams was sworn in as a Commissioner for a six-year term at the January 20, 2015 Annual Detroit Library Commission meeting.

OATH OF OFFICE

Commissioner Jean-Vierre Adams

I, Jean Vierre-Adams, 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/ Jean-Vierre Adams

Subscribed and sworn to before me this 20th day of January, A. D., 2015

/s/ Cheryl Blessett
Notary Public, Wayne County, MI
My commission expires July 14, 2015

ELECTION OF OFFICERS

President Hicks accepted the nominations of officers from the Commissioners.

The results of the election of officers for 2015 are as follow:

Carole Jasper Quarterman.....	President
Victoria Inniss-Edwards.....	Vice President
Jean-Vierre Adams.....	Secretary

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

COMMENT

Commissioner Jackson stated for the record that Commissioner Thomas' vote by proxy was not recognized.

REPORT OF THE EXECUTIVE DIRECTOR

Wayne County

Mrs. Mondowney reported that on December 22, 2014 DPL received a payment of \$74,185 for delinquent property taxes.

Detroit Reads! In December, 2014, Mr. Christopher Bisha made a generous donation of \$1,000 to support the DPL's work with Detroit Reads! Since becoming a tutor in 2010, Mr. Bisha has contributed \$1,700 to the program. DPL thanks him for investing his time and financial resources in Detroit Reads!

Douglass & Redford Update

Mrs. Mondowney reported that renovation work continues at the Douglass and Redford branches. Work at the Douglass Branch is expected to be completed and the facility ready to reopen to the public by mid-February. The Redford Branch is expected to be completed and ready to reopen by early spring. Plans are underway for formal ribbon cutting ceremonies.

Minutes were approved at the February 17, 2015 Commission Meeting

Library Customers Survey

Mrs. Mondowney reported that in 2009, DPL began an ongoing process of surveying customers to determine their satisfaction with library services. Visitors to the library are given the opportunity to complete a brief questionnaire about their experiences with the library's facilities, staff, materials and computer resources.

The results of surveys completed in 2014 continue the positive feedback received from customers in recent years. Of the 1,383 customers who participated in the survey, 11.8% rated their overall experience at the library as "Satisfactory"; while 80.7% rated their overall experience as "Excellent".

Author Presentation and Book Signing

Mrs. Mondowney reported that on February 10, 2015 DPL will host an author presentation and book signing by Michael Hamlin. The presentation entitled "Black Workers Power in Detroit: Then & Now" will be held at 6 pm in the Clara Stanton Jones – Friends Auditorium. Mr. Hamlin is the author of *A Black Revolutionary's Life in Labor: Black Workers Power in Detroit* coauthored with Michele Gibbs. Mr. Hamlin, a key organizer of DRUM and a leader of The League of Revolutionary Black Workers, described his role in the 1960's and early 1970's when black assembly line workers shut down Chrysler Detroit's Dodge Main and Eldon Road auto plants to protest racial discrimination, safety violations and poor working conditions.

This special event will also feature art by Black Cultural Roots Artist, Rockeith Jackson. Mr. Jackson will showcase paintings honoring Eubie Blake, one of the most important figures in early-20th-century African-American music, and one whose longevity made him a storehouse of the history of ragtime and early jazz music and culture.

71st E. Azalia Hackley Collection Concert - "An Evening Inspired by the Collection"

Mrs. Mondowney asked everyone to please mark their calendar for the 71st Annual E. Azalia Hackley Collection Concert on February 11, 2015, 7 pm., in the Clara Stanton Jones – Friends Auditorium. This year's concert entitled, "An Evening Inspired by the Collection" will feature an audio-visual performance by Alvin Hill, gospel from a four-person a cappella group, Masters of Harmony, and jazz pianist, Pamela Wise featuring reed instrumentalist, Wendell Harrison. The concert is free and open to the public. Sponsors for the evening include the DPL Friends Foundation, Friends of the Hackley Collection, Comerica Bank and ABM Janitorial Services.

Donald Vest

Mrs. Mondowney reported that Mr. Donald Vest, a longtime supporter of DPL, passed away on January 17, 2015. He was a member of the Friends Foundation and he was also the treasurer of DPL's 2004 millage campaign. A memorial resolution in his memory will be forthcoming at the next Commission meeting.

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

The Human Resources Department Report provides information regarding personnel actions taken from December 1, 2014 – December 31, 2014. These actions have been approved by Administration.

APPOINTMENTS (0)

Employee Name	Title	Hire date

RETIREMENTS (3)

Employee Name	Last Day Worked	Retirement Date
Dori Middleton	12/12/2014	12/20/2014
Trudy Jones	12/17/2014	01/02/2015
Veronica Obianwu	12/27/2014	1/16/2015

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

Employee Name	Last Day Worked	Retirement Date

SEPARATIONS (0)

Employee Name	Last Day Worked	

EMPLOYEE HEADCOUNT

Headcount – December 2014	Headcount – December 2013
337 Active Employees	334 Employees

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

COMMISSION ACTION

Commissioner Jackson moved to accept the report as presented. Commissioner Adams supported. The motion passed unanimously.

COMMITTEE ON BOOKS AND LITERACY**Approval to Require Library Cards to Be Only Used By The Card Holder**

Detroit Public Library (DPL) requests authorization to standardize DPL policy by requiring that only the person issued a library card can check out materials and use public access computers with that library card.

This is current practice for the approximately 310,000 DPL library cards issued to adults. However, it is not the practice for the approximately 100,000 library cards issued to children.

Implementation of this policy will happen after procedures to ensure standardize practices are developed and staff training occurs.

COMMISSION ACTION

Commissioner Innis-Edwards moved approval to require library cards to only be used by the card holder. Commissioner Jackson supported. The motion passed unanimously.

COMMITTEE ON FINANCE**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.

Summary of Expenditures**PUBLIC FUNDS****PAYMENTS PROCESSED BY THE CITY OF DETROIT**

1	Total Payroll		\$952,402.68
2	Total For Vouchers – Processed on DRMS Vouchers 265 - 334		\$368,249.12
3	Benefits Plan		\$0.00
4	General Retirement System		\$0.00
5	Central Staffing Services	Voucher	\$0.00
		Total Processed by City of Detroit	<u>\$1,320,651.80</u>

PAYMENTS PROCESSED BY DPL

1.	Public Funds/Comerica Checking	Checks	None	\$0.00
2.	Branch & Main Library Deposit Checking Account	Checks	3426 - 3443	\$31,104.57
3.	Professional Service Contracts		None	\$0.00
		Total Processed by DPL		<u>\$31,104.57</u>

GRAND TOTAL**\$1,351,756.37**Summary of Expenditures**RESTRICTED/DESIGNATED FUNDS**

1	Burton Endowment Checking	Checks 8267 - 8268	\$19,356.06
2	O'Brien Checking	Checks 4392 - 4394	\$4,316.67
3	Programs & Gifts	Checks 1921 - 1928	<u>\$1,060.46</u>

GRAND TOTAL**\$24,733.19****CREDIT CARD EXPENDITURES**

Executive Director	\$54.90
Executive Director's Office – used for general office purpose	\$0.00
Human Resources Department	\$1,212.64
Marketing Department	\$1,572.02
Technical Services	\$677.97
Facilities Department	\$1,813.36
Branch Services	\$0.00
GRAND TOTAL	<u>\$5,330.89</u>

Note: These are November 2014 Credit Card Purchases**COMMISSION ACTION**

Commissioner Davis moved to approve the finance report. Commissioner Inniss-Edwards supported. The motion passed unanimously.

Minutes were approved at the February 17, 2015 Commission Meeting

NEW BUSINESS

President Quarterman welcomed Commissioner Jean-Vierre Adams. She also asked if any Commissioner had an interest to serve on a particular committee, please let her know.

The meeting was adjourned at 1:03 p.m.