

**DETROIT LIBRARY COMMISSION PROCEEDINGS****ANNUAL MEETING****JANUARY 21, 2014**

President Bellant called the Annual Meeting of the Detroit Library Commission to order at 10:11 a.m.

Present: President Bellant, Commissioners Hicks, Quarterman and Thomas  
Administrative Staff: Mondowney, Machie, Moore, Norfolk and Powell

Absent: Commissioners Jackson and Lemmons

Present Also: Cheryl Blessett, Margaret Bruni, J. Randolph Call, Enid Clark, Deborah Dorsey, A.J. Funchess, Mike McElgunn, Patrice Merritt, Carolyn Mosley, Katherine Myers, Vickie Pride, Yvette Rice, Alma Simmons, Ben Washburn, Jacqueline Williams and others

**APPROVAL OF MEETING MINUTES**

The minutes of the Re-Scheduled Regular meeting of December 10, 2013 and the minutes of the Special Meeting of December 13, 2013 were unanimously approved as presented.

**PUBLIC COMMENTS**

There were no public comments.

**REPORT OF THE OUTGOING PRESIDENT**

Outgoing President Bellant said he felt progress had been made in 2013 in several areas including the repair of the Cass Circular Drive and the waterproofing of the CSJ Friends Auditorium. He also said the library has strong community support.

Minutes were approved at the February 18, 2014 Commission Meeting

Mrs. Mondowney presented an engraved gift to Commissioner Bellant acknowledging his service as President in 2013.

Incoming President Hicks assumed the role of chairing the meeting.

### **REMARKS OF THE INCOMING PRESIDENT**

President Hicks stated that his main concentration would be on the upcoming millage. The slate of officers is as follows:

|                   |   |                |
|-------------------|---|----------------|
| Gregory Hicks     | - | President      |
| Carole Quarterman | - | Vice President |
| Russ Bellant      | - | Secretary      |

President Hicks said he would email the Commissioners in regards to their committee preference.

### **REPORT OF THE EXECUTIVE DIRECTOR**

#### **DPL Exhibit's Opening Reception**

Mrs. Mondowney reported that DPL will host an opening reception to preview the exhibit, "The Detroit Public Library: 150 Years of Serving Detroit and Beyond," on Friday, January 24, 2014, 5:30 – 8 pm, at the Detroit Historical Museum. This exhibit, which opens to the public on January 25, 2014, celebrates the DPL as it approaches 150 years of service in 2015. The exhibit will be available for viewing through April 13, 2014.

#### **Wayne County**

Mrs. Mondowney reported that on December 23, 2013 DPL received a payment from the Wayne County Treasurer in the amount of \$23,573 for prior year's delinquent property taxes.

#### **Meeting with UAW Attorneys**

Mrs. Mondowney reported that on December 16, 2013, she met with UAW attorneys, Michael Nicholson and William Wetherimer who represent select DPL current and former staff. She provided them with a historical overview of the Library's pension plan that is administered through the City of Detroit's General Retirement System.

Minutes were approved at the February 18, 2014 Commission Meeting

Laurie Stuart, President of UAW Local 2200, facilitated the meeting that was also attended by UAW members Mary Jo Vortkamp, Eastside Steward – Association of Professional Librarians and Stacey Brooks, Recording Secretary – UAW Local 2200 as well as Trinee Moore, Director of DPL Human Resources.

### **Meeting with Ernst & Young Representative**

Mrs. Mondowney reported that as part of the City's restructuring plan, the City has put in place a payment review process that is being administered by Ernst & Young (EY). On January 14, 2014, she met with Chelsea Forrest, a member of (EY) transaction advisory team for the purpose of clarifying the Library's financial relationship with the City.

### **Meeting with City of Detroit Chief Financial Officer**

Mrs. Mondowney reported that she met with John Hill, the newly appointed City of Detroit, Chief Financial Officer, on January 14, 2014. She provided him with a brief history of the Library and discussed the financial relationship between the City and DPL.

### **HYPE Makerspace Workshops**

Mrs. Mondowney reported that the Winter-Spring Makerspace workshops in the HPYE Center include a series of seven free classes for teens that will be offered weekly, beginning January 21 through April 26, 2014. The classes include electronic music production, 3-D printing, printmaking, sewing, crafts and robotics. Makerspace is an opportunity for teens to take their creativity to the next level and the workshops are well attended.

### **Hackley Concert**

Mrs. Mondowney reported that the 70<sup>th</sup> Annual E. Azalia Hackley Concert will take place at 7:00 p.m., on Wednesday, February 12, 2014. This year's concert will feature the premiere of "The Legacy of Roland Hayes," a composition by Patrice Rushen, performed by George Shirley and The Cut Time Players. The concert is open to the public and is free of charge. An exhibit honoring the Hackley's 70-year history will be installed at Main Library in February and will provide a look at this very unique collection.

### **Art Exhibition**

Mrs. Mondowney reported that from January 24 – March 2, 2014, DPL will host an exhibit entitled, "1812 Star Spangled Nation: Commemorating the Bicentennial of the War of 1812." The exhibit will feature the art work of members of the American Society of Marine Artists, the nation's oldest and largest marine art educational organization.

### **Detroit Collaborative Design Center Exhibit**

Mrs. Mondowney reported that the Main Library will host an exhibit by The Detroit Collaborative Design Center that celebrates the center's 20<sup>th</sup> anniversary. The Center is a multi-disciplinary, nonprofit architecture and urban design firm at the University of Detroit Mercy School of Architecture. It is dedicated to creating sustainable spaces and communities through quality design and the collaborative process. The exhibit will open February 7 and run through February 15, 2014.

### **Library Acts of Culture**

Mrs. Mondowney reported that DPL has partnered with the Knight Foundation and the Sphinx Organization to bring "Library Acts of Culture" to the Detroit Public Library. The program's goal is to expose library customers to the arts by creating unexpected cultural opportunities that bring people together. Over the next two months, concluding in March, Sphinx artists will visit each branch and the Main Library during peak times and will provide random musical experiences and performances. The "Library Acts of Culture" is a spin off from the Knight Foundation's already established "Random Acts of Culture," which can be sighted at shopping malls and other public venues.

### **Tax Assistance Programs at DPL**

Mrs. Mondowney reported that this year, volunteers will offer free income tax preparation to low income individuals and families at 12 DPL sites. The service is provided in partnership with Accounting Aid Society, the American Association of Retired Persons (AARP), and DPL's newest partner, Wayne Metro Community Action Agency.

## **COMMITTEE ON ADMINISTRATION**

### **Authorization to Approve the Human Resources Routine Report**

The Human Resources Department Report provides information regarding personnel actions taken from December 1, 2013 – December 31, 2013. These actions have been approved by Administration.

**APPOINTMENTS (0)****RETIREMENTS (0)**

| Employee Name | Last Day Worked | Retirement Date |
|---------------|-----------------|-----------------|
|               |                 |                 |

**SICK LEAVE PAYOUTS (0)****POTENTIAL RETIREMENTS (0)****SEPARATIONS (0)****EMPLOYEE HEADCOUNT**

| Headcount – 2013     | Headcount – December 2012 |
|----------------------|---------------------------|
| 334 Active Employees | 333 Employees             |

**COMMISSION ACTION**

Commissioner Quarterman moved to approve the Routine Resources Report. Commissioner Bellant supported. The motion unanimously passed.

**COMMENT**

President Hicks requested a list of personnel contracts that have lapsed and should have been closed out.

**Authorization to Approve Revised Language to the Detroit Library Commission Rules and Regulations Under D3-Purchase Authority**

Commissioner Bellant presented an amendment to the Detroit Library Commission Rules and Regulations. The amendment read as follows:

“Any Commissioner or Library employee who willfully causes unauthorized encumbrances on the Library can be held personally liable for those costs and the DLC can pursue collection as it sees fit.”

## **COMMISSION ACTION**

After a brief discussion, Commissioner Bellant moved to table this item until the next Commission meeting. Commissioner Quarterman supported. The motion unanimously passed.

## **COMMITTEE ON FINANCE**

### **Authorization to Approve the Routine Report on Finance**

President Hicks requested to hold the approval of the routine report on finance until the next Commission meeting.

## **NEW BUSINESS**

### **Friends Foundation Update**

Ms. Merritt welcomed Mr. Gregory Hicks as President of the Detroit Library Commission on behalf of the Friends Board of Directors.

Ms. Merritt reported that the Friends Year- End Appeal for unrestricted gifts increased 25% over 2012 results. These funds assist The Friends in paying salaries and maintaining general operations.

Ms. Merritt reported that the Friends have received a bequest from Carl and Alice Dalligan. Mrs. Dalligan, a former head of the Burton Historical Collection, worked at DPL for 40 years. The Friends would like to use her bequest to produce a piece celebrating the 100th anniversary of the Burton Historical Collection. Because the bequest was unrestricted, a request to use the funds for a specific purpose must be approved by The Friends Board and Ms. Merritt will do so at The Friends Board meeting on [January 23](#). She will inform Ms. Juliet Machie, Deputy Director, regarding the proposal and will then share with the Marketing Department how the funds will be allocated toward the Burton Historical Collection celebration if approved.

Ms. Merritt reported that the implementation of the DPL Tour program has exceeded all expectations with its launch on December 7. Over 55 people participated in the tour. The January 3rd tour had 50 reservations and over 75 people appeared. The tour volunteers have added a January 22nd tour with 25 attendees.

The reservations for the February tour are over capacity. An additional mid- February tour will be arranged. Over 225 people have toured the Main Library since the tour launched.

Minutes were approved at the February 18, 2014 Commission Meeting

Ms. Merritt reported that private tours are being re-evaluated. A fee may be charged given the special needs of those groups: time of tour, need to call in a docent, parking, etc. An \$8 per person fee is being considered in line of what the DIA charges for PRIVATE tours only. All funds raised will be recycled back into the program for print needs, restoration and moving of art objects, docent tools (flashlights, water, pointers, nametags, etc.

Amazing stories and personal recollections have been shared by our visitors. Ms. Merritt brought a piece of art that was found in a drawer in the Parkman Branch. It was a depiction signed by none other than Dr. Seuss for his Friends at the Parkman Branch. Tour funds will cover the cost of reframing and restoration of the piece for the DPL Archives.

The tour Program success is requiring that the Friends review its sign-up strategy. The Program has a Facebook page, linked to the DPL site and is utilizing Eventbrite, an on-line sign up system. This will allow the Program to better monitor and place a cap on the number of people who sign up, limiting public tours to 40, allowing for an additional 10 walk-ins. Each docent can only handle 20 people per group. The online system requires the collection of zip codes in order to register for tours.

Also, it is important to the docents that tours are given to DPL staff. Tours have been offered to the Business Office, the Digital Lab, Children's Services and Human Resource Departments. All departments are invited. She hopes to work out a date in order for a tour may be offered as part of the Branch Services meeting so that branch managers have the opportunity to offer the tour to neighborhood groups throughout the city.

Ms. Merritt thanked Ms. Barbara Parker, HYPE Center, for her patience and support. The Tour begins in HYPE and she and the staff have been wonderful ambassadors as groups descend upon that space. She also thanked Carla Reczek, Digital Lab, for changing dates on the DPL website and assisting their social media adviser in going live with their on-line registration. Lastly, she thanked Khamisi Benford, Graphics Department, for creating signage to direct our visitors and to promote the upcoming dates of the tour.

Ms. Merritt reported that AAA of Michigan has approved a grant in the amount of \$3,000 for Bike Tech Programs at the HYPE Center and Redford Branch Teen Center.

### Tax Sharing Agreement/Tax Capture Resolution

President Hicks presented a tax sharing agreement and a tax capture resolution that would allow the Detroit Public Library to opt out of the tax arrangement that was being proposed by the City of Detroit Downtown Development Authority.

### **COMMISSION ACTION**

Commissioner Quarterman moved to approve the tax sharing agreement and the tax capture resolution. Commissioner Bellant supported.

After a brief discussion, a roll call vote was taken with the following results:

|                         |     |
|-------------------------|-----|
| Commissioner Bellant    | Yes |
| Commissioner Quarterman | Yes |
| Commissioner Thomas     | Yes |
| President Hicks         | Yes |

The motion passed unanimously.

### **COMMENTS**

Commissioner Thomas thanked Mrs. Mondowney for providing the information to the Commissioners for review prior to the meeting.

Commissioner Hicks asked for the record the name of the attorney that reviewed the tax sharing agreement.

Mrs. Mondowney said his name was Richard Butler of the law firm Bloom Sluggett Morgan.

### Millage Discussion

President Hicks invited attorney Ben Washburn to join the discussion regarding the millage. Mr. Washburn volunteered his services and expertise to help with the upcoming millage. He reviewed some of the key points as they relate to the legal process of the millage:

- The ballot language should be the same as the original millage renewal language.
- The timeframe to file the proposed ballot language with the City Clerk has been changed to 84 days instead of 70 days.
- To be placed on the August 5, 2014 ballot, the deadline to file is May 13, 2014.

Minutes were approved at the February 18, 2014 Commission Meeting

- To be placed on the November 4, 2014 ballot, the deadline to file is August 12, 2014.
- The Campaign Finance Act prohibits the use of any public property, public funds or any public person to promote the millage.
- An outside ballot issue committee should be formed to promote the ballot issue because they are allowed to accept corporate contributions. There is no limit to the amount of contributions they can accept.

Mrs. Mondowney stated for the point of clarification it was her understanding that the Detroit Public Library will have to go before the Detroit City Council to have them place the library's millage on the ballot. The Detroit City Council would then forward the information to the City of Detroit Emergency Manager for final approval.

President Hicks said that on-going discussions of the upcoming millage would continue at future meetings.

#### Authorization to Approve Personnel Matter

Commissioner Bellant moved to enter into a closed session to approve a personnel matter. Commissioner Quarterman supported. A roll call vote was taken with the following results:

|                         |     |
|-------------------------|-----|
| Commissioner Bellant    | Yes |
| Commissioner Quarterman | Yes |
| Commissioner Thomas     | Yes |
| President Hicks         | Yes |

With more than two-thirds voting in the affirmative, President Hicks declared that the closed session would begin. The members of the public and library staff were excused.

The closed session began at 12:15 p.m.

The closed session ended at 12:34 p.m. and the public meeting reconvened at 12:35 p.m.

Minutes were approved at the February 18, 2014 Commission Meeting

**COMMISSION ACTION**

Commissioner Bellant moved to approve the 2014 contract for the Executive Director on the same compensation terms as the 2013 contract terms with the addition of revised objectives for 2014 and a settlement document regarding past personnel issues including payment of up to \$30,000 in legal fees. Commissioner Quarterman supported. The motion unanimously passed.

The meeting was adjourned at 12:36 p.m.