

DETROIT LIBRARY COMMISSION PROCEEDINGS**REGULAR MEETING****FEBRUARY 18, 2014**

President Hicks called the Regular Meeting of the Detroit Library Commission to order at 10:14 a.m.

Present: President Hicks, Commissioners Bellant, Inniss-Edwards, Jackson, Quarterman, Thomas
Commissioner Lemmons joined the meeting at 10:40 a.m.

Administrative Staff: Mondowney, Call, Moore, Myers, Norfolk, Powell, Simmons, T. Williams

Present Also: Cheryl Blessett, Enid Clark, Deborah Dorsey, Yvette Rice, Alma Simmons, Laurie Stuart, Ben Washburn, Jacqueline Williams

President Hicks requested to amend the agenda by removing the Millage Update from Old Business and placing it under the Report of the President.

The swearing-in of the new Commissioner was also moved under the Report of the President.

PUBLIC COMMENTS

There were no public comments.

REPORT OF THE PRESIDENT

Tax Sharing Agreement

President Hicks asked for an update regarding the Tax Sharing Agreement with the Downtown Development Authority that was approved by the Commission at the January 21, 2014 meeting.

Mrs. Mondowney replied the agreement had been fully executed and the transaction is completed.

Office Space for Commissioners

President Hicks reported that the Commissioners now have an office located in the Administrative Wing of the library. The office will consist of desk space, file cabinets and telephone access.

Swearing in of the New Commissioner

Mrs. Mondowney stated that on February 6, 2014, she met with Mr. Jack Martin, Emergency Manager of the Detroit Public Schools, and he informed her that he had appointed Ms. Victoria Inniss-Edwards to the Commission for a six-year term that began January 2014. The official order is in the Executive Director's office.

Commission Bellant noted for the record that the oath of office administered to Victoria Inniss-Edwards does not waive the legal rights of the Commission.

Commissioner Thomas said he objected to the statement because the Commission has no authority to appoint or remove members. The appointments are authorized by either the Detroit Board of Education or the Emergency Manager of the Detroit Public Schools.

OATH OF OFFICE – COMMISSIONER VICTORIA INNIS-EDWARDS

Commissioner Victoria Inniss-Edwards

I, Victoria Inniss-Edwards, 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/ Victoria Inniss-Edwards

Subscribed and sworn to before me this 18th day of February, A.D., 2014

/s/ Cheryl Wright-Blessett

Notary Public, Wayne County
My Commission expires July 14, 2015

President Hicks noted that there were six Commissioners present.

Millage Update

Mr. Ben Washburn, Volunteer Millage Consultant, reviewed the proposed millage ballot language.

He said that in regards to the millage renewal, he combined the ballot language from the library millage proposals L & M that were approved in the November 2, 2004 election and will expire June 30, 2015.

He also said the ballot language has to mirror what has been previously approved.

After discussion and input by the Commission, the following ballot language was presented for approval:

Authorization to Approve Ballot Language for Proposal L: Library Operating Millage Renewal

PROPOSAL L: LIBRARY OPERATING MILLAGE RENEWAL

Shall the tax limitation on taxable property for operating and maintaining the Detroit Public Libraries, be renewed for up to 3.9943 mills (\$3.9943 on each \$1,000.00 of taxable value) for 10 years (July 1, 2015 to June 30, 2025). This renewal combines two millages that voters approved on November 2, 2004, which expire June 30, 2015. 3.9943 mills will raise estimated revenue of \$37,700,000 the first year, if approved, levied, and 100% collected. Of this, _____% may be captured by the tax increment authorities under the Detroit Economic Growth Corporation, as required by state law.

COMMISSION ACTION

Commissioner Thomas moved to approve the ballot language for Proposal L: Library Operating Millage Renewal. Commissioner Bellant supported. The motion passed unanimously with seven Commissioners present.

Millage Update Cont'd

Mr. Washington discussed a document he had distributed in regards to how to move forward in having a millage approved. He recommended the following document to be shared with the staff:

REGARDING LIBRARY EMPLOYEE POLITICAL CONDUCT

As an employee of the Detroit Public Library, there are several things that you absolutely need to know, not only about politically related conduct which is prohibited by law, but also when **some** of that conduct is protected by constitutional and labor law.

The operation and maintenance of our public library is mainly funded by revenue from a tax paid by the property owners of Detroit. **None** of the things supported by that revenue, such as, library computers, phones, copy machines, and **almost** none of your paid time, may be used to campaign for or against a political candidate or ballot issue, including a ballot proposal to renew or increase the library tax.

You do, however, have certain legally protected rights to express your personal political views even when on the job. Please be assured that we will respect those rights, at the same time that we comply with legal prohibitions on the use of library funds for political campaigning. In this paper, we try to make the line between these two objectives as clearcut as we can.

You have all of the following legally protected rights, and we will not favor and reward you in any manner for expressing them, and we will also not disfavor and punish you for doing so:

- * Be a member of a political activities committee.
- * Be a precinct delegate or other delegate to a political party.
- * Be a candidate for any elective office.
- * Work for or against any political candidate or ballot issue.
- * Wear a candidate or ballot issue button.
- * Have the mere possession of campaign literature.
- * Display a political bumper sticker on your car, or have political signs and material stored in your car, even when it is parked on library property.
- * Circulate newspaper articles about political candidates or issues, including endorsements of candidates or issues.
- * Circulate materials which qualify as public education materials under Section 501 (C-4) of the IRS Code.
- * Circulate a newsletter from your union which addresses political subjects including opinions and endorsements.

(NOTE, HOWEVER, that if your position is one of the few paid from federal funds, there is federal law which prohibits some of the foregoing rights, such as, running for a partisan office. In this case, please consult with your supervisor regarding these special limitations.)

You may not coerce or pressure another library employee to pay, lend, or contribute anything of value to a political party, committee, organization, or person for the benefit of a person seeking or holding elected office, or to support or defeat a ballot issue. A violation of this kind is a State misdemeanor punishable by up to 90 days in jail, a \$500 fine, or both.

You may not use the **paid time** of yourself or any other library employee to manage or promote a campaign for a political office or issue. Paid time does **not** include your vacation time or holiday time, but it does include sick leave and personal business time.

You may not use an item, parcel, or article of library-owned property to benefit a campaign for a political office or ballot issue. These include among others: vehicles, placement of political signs in or on library premises, copy machines, phones, storage space, office space and equipment, computers, paper cutters, postage, copy paper, envelopes, staplers, etc.

A violation of these kinds by an individual is a crime punishable by up to one year in prison, a fine of \$1,000, or both. A violation by the library system is subject to a fine of \$20,000.

Library meeting room facilities and audio-visual equipment may be made available to political groups, but only if all such groups are served and treated equally. Metered copy machines may also be used by political groups so long as they pay the posted price and receive no privileges.

Under no circumstances may you release a listing of library patrons and supporters to any political group. This is a violation of both the Campaign Finance Act and the Library Privacy Act.

APPROVAL OF MEETING MINUTES

Commissioner Thomas moved to approve the minutes of the Regular meeting of January 21, 2014. Commissioner Quarterman supported. Commissioner Jackson abstained. The minutes were approved as presented.

REPORT OF THE EXECUTIVE DIRECTOR

Jack Martin Visit and New Commissioner

Mrs. Mondowney reported that on February 6, 2014, Jack Martin, Emergency Manager, Detroit Public Schools, visited Main Library. During his visit he informed her that he had appointed Mrs. Victoria Inniss-Edwards to a six-year term on the Library Commission beginning January, 2014.

Wayne County

Mrs. Mondowney reported that on January 27, 2014, DPL received a payment from the Wayne County Treasurer for \$103,958 for prior years' delinquent property taxes.

Financial Update

Mrs. Mondowney reported that DPL's FY2013 Audit has been delayed because the City of Detroit is in the process of seeking a legal opinion on the Pension Obligation Certificate debt.

The FY2015 budget was originally due to the City's Budget Office in December 2013. However, because of the City's declaration of bankruptcy, the deadline for submitting the budget has been postponed until further notice.

City Council Members Contacts

Mrs. Mondowney reported that she has sent letters to the nine City of Detroit council members requesting a meeting with each of them to discuss the services and programs DPL provides to community members as well DPL's upcoming millage and the 150th Anniversary celebration.

Paul Bridgewater Radio Interview

Mrs. Mondowney reported that on February 6, 2014, she was interviewed by Paul Bridgewater of Senior Solutions and was able to share information with his listening audience about the Hackley 70th Annual Concert, DPL's 150th Anniversary and a variety of programs and services designed for children, teens and adults.

Hackley Concert

Mrs. Mondowney reported that an appreciative and enthusiastic crowd attended the 70th Annual Hackley Concert. The concert was held on Wednesday, February 12, 2014 in the Clara Stanton Jones – Friends Auditorium. The highlight of the evening was the premiere of "The Legacy of Roland Hayes," a composition by Patrice Rushen, performed by tenor George Shirley, The CutTime String Quartet and pianist Alvin Waddles. This year's concert was sponsored by the Detroit Public Library Friends Foundation, The Friends of the Hackley Collection, Detroit Public Library Staff Association, ABM Services, The Michigan Humanities Council and The Michigan Council for Arts & Cultural Affairs.

Mrs. Mondowney thanked Friends Board member Carol Huckleby who facilitated support received from Comerica Bank. She also thanked DPL's Special Collections staff, Romie Minor, curator of the Hackley and Mark Bowden, coordinator for Special Collections; DPL's Marketing, Graphics and Printing staff including A.J. Funchess, Assistant Director of Marketing, Tracey Wyatt, Clerk, Khamisi Benford, Publications Manager, Romondo Locke, Publications Specialist, Ronald Brooks, Printing Manager and Alma Simmons, Special Assistant to the Director.

Minutes were approved at the March 18, 2014 Commission Meeting

Mrs. Mondowney thanked the librarians who served as members of the selection committee for the 2014 African American Booklist that honored the E. Azalia Hackley 70th Annual Concert: Vickie Baker, Stacy Brooks, Lurine Carter, Tonya DuPree, Carole Hale, Tracy Massey, Christine Peele and Jackie Sullen.

Exhibit Opening

Mrs. Mondowney reported that on January 24, 2014, DPL hosted an opening reception for its exhibit, "The Detroit Public Library: 150 Years of Serving Detroit and Beyond." The exhibit, located in the Community Gallery of our neighboring Detroit Historical Museum, provides an overview of the library's history while featuring some of DPL's most treasured possessions. Deputy Mayor Ike McKinnon brought greetings on behalf of Mayor Mike Duggan. Commissioner Carole Jasper Quarterman brought greetings on behalf of the Commission and encouraged those in attendance to vote YES on the library's upcoming millage renewal.

Mrs. Mondowney thanked Robert Bury and staff of Detroit Historical Museum for their work in support of the exhibit. She also thanked the staffs of the Marketing, Graphics, and Printing Departments and Special Collections for creating a most informative and interesting exhibit. Admission to the Detroit Historical Museum is free and the exhibit will be available for viewing through April 13, 2014.

Duffield Branch Oratorical Contest

Mrs. Mondowney reported that the 36th Annual Black Hero Oratorical Contest was held Saturday, February 15, 2014 at the Duffield Branch Library. The contest was established by the late Albert and Mary Mallory as an opportunity for students to research and learn more about African American History.

The Friends of the Duffield Branch are longtime supporters of the program, which focuses on students from third grade through ninth. This year's contest theme was "The Black influence in Government Before 1970." DPL thanked Henry Ford Hospital for its sponsorship.

This year's winners were Perry Brooks (4th grade), Deena Allen (6th grade), Masrur Tajwar (7th grade) and Rajwan Kadir (8th/9th grade). The highest overall scorer was Deena Allen.

DPL also extended their condolences to the Mallory family in the passing on January 23, 2014 of Mrs. Mary Mallory. She was a longtime volunteer at the Duffield Library.

Minutes were approved at the March 18, 2014 Commission Meeting

Lincoln Branch

Mrs. Mondowney reported that the Lincoln Branch, located at 1221 E. Seven Mile Road, is temporarily closed due to a facilities issue. To accommodate residents in the Lincoln community during the closure, the Wilder Branch will open 40 hours per week. Library users may continue to use the Lincoln drop box, which will be emptied regularly.

Health Care Information

Mrs. Mondowney reported that DPL is continuing to allow space through March 31, 2014 for several organizations to provide health insurance marketplace information and application support for the community. The trained specialists are from Advantage Health Centers, Community Bridges Management, Inc., Wayne Metro Community Action Agency and the Catholic Social Services Retired Senior Volunteer Program.

Comments

President Hicks suggested the videotaped Hackley Concert be aired on the public cable channels as well as DPL's website.

President Hicks also suggested having a retreat for the Commissioners in the near future to bring everyone up to speed.

Commissioner Lemmons stated that it is the position of the Detroit Board of Education that all Commission appointments made under Public Act 4 or Public Act 436 are subject to be revisited immediately either upon the termination of the Detroit Public Schools Emergency Manager or the overturning of Public Act 4 and Public Act 436.

COMMITTEON ADMINISTRATION**Approval of Human Resources Routine Report**

Commissioner Lemmons reported that the Human Resources Department Report provides information regarding personnel actions taken from January 1, 2014 – January 31, 2014. These actions have been approved by Administration.

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

Employee Name	Last Day Worked	Retirement Date

Minutes were approved at the March 18, 2014 Commission Meeting

SICK LEAVE PAYOUTS (0)**POTENTIAL RETIREMENTS (0)****SEPARATIONS (1)**

Customer Service Representative

EMPLOYEE HEADCOUNT

Headcount – January 2014	Headcount – January 2013
333 Active Employees	333 Employees

COMMISSION ACTION

Commissioner Lemmons moved to approve the Human Resources routine report. Commissioner Quarterman supported. The motion passed unanimously.

Approval of Revised Language to the Detroit Library Commission Rules and Regulations Under D3-Purchase Authority

This action item was tabled until the next Committee on Administration meeting.

COMMITTEE ON FINANCE**Approval of Routine Reports on Finance – December 2013 and January 2014**

These action items were tabled until the next Committee on Finance meeting.

NEW BUSINESS

President Hicks scheduled a Committee on Finance meeting for Monday, March 17, 2014 at 11:00 a.m.

President Hicks added incoming Commissioner Inniss-Edwards to the Finance Committee and the Books & Literacy Committee.

The meeting was adjourned at 11:26 a.m.

Minutes were approved at the March 18, 2014 Commission Meeting