

DETROIT LIBRARY COMMISSION PROCEEDINGS

REGULAR MEETING

MARCH 15, 2016

President Adams called the Regular Meeting of the Detroit Library Commission to order at 1:50 p.m.

Present: President Adams, Commissioner Davis
Commissioner Inniss-Edwards joined the meeting at 2:05 p.m.

Administrative staff: Mondowney, Brown, Bruni, Johnson,
Moore, Norfolk, Powell, Simmons, T. Williams

Excused: Commissioners Jackson, Thomas

Present Also: Janet Batchelder, Cheryl Blessett, Lurine Carter, Enid Clark,
Deborah Dorsey, Mike McElgunn, Carolyn Mosley, Yvette Rice,
Jameka Robison, Laurie Stuart, Derick Suppon, Jacqueline Williams

NEW COMMISSIONERS SWORN IN OFFICE

Ms. M. Margaret DeSantis and Ms. Carol Weaver were sworn in as Commissioners. Cheryl Blessett, Notary Public, administered the oath of office to both new Commissioners.

OATH OF OFFICE – COMMISSIONER M. MARGARET DESANTIS

I, M. Margaret DeSantis, 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/ M. Margaret DeSantis

Subscribed and sworn to before me this 15th day of March, A. D., 2016.

/s/ Cheryl Blessett

Notary Public, Wayne County, Michigan
My commission expires July 14, 2021

Minutes were approved at the April 19, 2016 Detroit Library Commission Meeting

OATH OF OFFICE – COMMISSIONER CAROL WEAVER

I, Carol Weaver, 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/ Carol Weaver

Subscribed and sworn to before me this 15th day of March, A. D., 2016.

/s/ Cheryl Blessett

Notary Public, Wayne County, Michigan
My commission expires July 14, 2021

PUBLIC COMMENTS

There were no public comments.

REPORT OF THE PRESIDENT

President Adams reported that along with the administrative staff, she had visited several library branches. The branches were Campbell, Bowen, Conely, Redford, Chaney and Douglass. She thanked the branch staff for their hospitality. Some of the concerns raised by the staff included safety and security. She asked that the Commission help strengthen the relationship between the library and the Detroit Police Department to provide more police protection.

President Adams suggested that the Commission consider possible ways to raise capital funds to replace the aging DPL Bookmobile and the Library on Wheels vans that deliver materials to homebound customers. She also said the Commission will focus on capital improvements and staffing.

APPROVAL OF MEETING MINUTES

The minutes of the Regular Meeting of February 16, 2016 were approved as presented with any necessary corrections.

RATIFICATION OF THE COMMITTEE OF THE WHOLE ACTION OF FEBRUARY 16, 2016

- Annual Meeting Minutes of January 19, 2016
- Routine Human Resources Report
- The Fiscal Year 2016 Budget to Actual Comparison Report
- Routine Finance Report

COMMISSION ACTION

After taking a few moments to review the documents, Commissioner Davis moved approval to ratify the Committee of the Whole actions of February 16, 2016. Commissioner DeSantis supported. Commissioner Inniss-Edwards abstained. The motion carried.

REPORT OF THE EXECUTIVE DIRECTOR

150th Gala Event

Mrs. Mondowney reported that DPL's 150th anniversary concluding event was days away. On March 19, DPL will host "Children Who Can Read, Succeed: An Evening with Walter Mosley." This is a fundraiser in support of a literacy initiative to improve the reading skills of students in grades K-3. The initiative, "Reading Teacher in the Library," will bring certified reading teachers into selected branch libraries to provide assistance to young students with reading challenges. Tickets are available at the library's website.

Parkman Branch

Mrs. Mondowney reported that on March 10, 2016, Katie Couric, national news reporter for Yahoo News, was at the Parkman Branch Library where she interviewed Detroit Reads student James Samuel about his journey to literacy. Thank you to the Parkman Branch staff, led by manager Regina Smith, for their ongoing partnership with Reading Works, an organization that works to improve adult literacy in metro Detroit.

2016 Shakespeare Festival

Mrs. Mondowney reported that on March 8, 2016, 269 students and several adults attended a fun trivia program and performance of Shakespeare's "Romeo & Juliet" by the Michigan Shakespeare Festival from Jackson, Michigan. This program was offered to support *First Folio! The Book That Gave Us Shakespeare*, a traveling exhibition that is being hosted by Wayne State University in collaboration with the Detroit Institute of Arts and the Library. Students from the Detroit School of Arts, Inter-City Baptist School, University Prep Middle School and Wayne County Community College participated in the program. The Library's Friends Foundation and Special Collections will sponsor a lecture, "Everything You Always Wanted to Know about Shakespeare but Were Afraid to Ask," at Main Library on Friday, March 18, 6-8 p.m.

E. Azailia Hackley Collection Concert

Mrs. Mondowney reported that an enthusiastic crowd of 275 people enjoyed the 72nd Annual Hackley Collection Concert held on February 17th. The concert featured Sterling Glen Sangoma, a well known pianist and flautist. Mr. Sangoma's program included classical, spirituals and jazz selections. A highlight of the concert was the audience's "perfect pitch" sing along of several requested spirituals. She thanked the Special Collections staff, Mark Bowen and Romie Minor for coordinating the program as well as the Friends Foundation and Comerica Bank for their continuous support.

Mosaics in Children's Library

Mrs. Mondowney reported that the "Lighting Up Literacy and Learning" mosaics, funded with a generous donation from the Friends Foundation, have been installed in Children's Library. Artists Gail Rosenbloom Kaplan and Dani Katsir worked with Detroit school children to create colorful murals that celebrate the joy of reading. On Friday, April 15, 2016, at 10:30 a.m., Children's Library staff will host a special dedication and appreciation program for the students from Bagley, University Prep, Burton and Boggs schools who created the mosaics.

Children's Library

Mrs. Mondowney reported that Children's Library was the site of two "Once Upon a time and More" programs recently. On February 18th the Teddy Bear Sleepover Storytime and African American History Breakfast featured a visit by Ronald McDonald. On March 2nd, Children's Library celebrated the National Education Association's Read across America with Dr. Seuss' "The Cat in the Hat." First and second graders from Spain Elementary School enjoyed listening to Dr. Seuss stories, seeing magic tricks and participating in several other fun activities.

Author Talk @ Main Library

Mrs. Mondowney reported that Sister Souljah, New York Times Best Sellers author, will visit Main Library at 3 p.m., on Saturday, April 9, 2016. She will discuss her newest book, *A Moment of Silence*, and a book signing will follow the discussion.

Comerica Bank Java & Jazz 16th Annual Series

Mrs. Mondowney reported that the Comerica Bank 16th Annual Java & Jazz Series begins Tuesday, March 19th at 6p.m. in the Clara Stanton Jones Friends Auditorium with the Detroit-based all-female group Straight Ahead. This free monthly concert series will continue every third Tuesday at 6 p.m. thru July. The series includes Herbie Russ, Brandon Williams, Balance (Marcus Elliot and Michael Malis), and Maurice Davis.

Wayne County

Mrs. Mondowney reported that on February 17, 2016, DPL received a payment of \$163,543.65 for delinquent property taxes.

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 February 1, 2016 through February 29, 2016. These actions have been approved by Administration.

APPOINTMENTS (1)

Employee Name	Title	Hire date
Courtney Kirby	Customer Support Representative	February 29, 2016

RETIREMENTS (0)**SICK LEAVE PAYOUTS (2)**

TOTAL PAYOUTS = \$57,483.48

POTENTIAL RETIREMENTS PENDING COD APPROVAL (0)

Minutes were approved at the April 19, 2016 Detroit Library Commission Meeting

SEPARATIONS (1)

Employee Name	Title	Last Day Worked
Amanda Moore	Senior Accountant	February 25, 2016

EMPLOYEE HEADCOUNT*

Headcount – February 2016	Headcount – February 2015
Budgeted Positions = 334	Budgeted Positions = 334
Active Employees = 287	Active Employees = 315
Vacant Positions = 47	Vacant Positions = 19

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

COMMISSION ACTION

Commissioner Inniss-Edwards moved approval of the Human Resources report as presented. Commissioner Davis supported. The motion passed unanimously.

NOTED

President Adams asked Ms. Trinee Moore, Human Resources Director, to provide a list of vacant positions to the Committee on Administration for review to determine the critical positions that need to be filled.

COMMITTEE ON FINANCE**Approval of the Routine Report on Finance**

Commissioner Davis reported that 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	\$977,111.72
2	Total For Vouchers – Processed on DRMS Vouchers 454 – 603	\$706,570.27
3	FY 2016 Benefits Plan	\$0.00
4	FY 2016 General Retirement System (GRS)	\$0.00
5	FY 2016 Central Staffing Services	\$0.00
Total Processed by City of Detroit		\$1,683,681.89

Minutes were approved at the April 19, 2016 Detroit Library Commission Meeting

<u>PAYMENTS PROCESSED BY DPL</u>		
1. Public Funds/Comerica Checking	Checks 1249	\$1,750.00
2. Branch & Main Library Deposit Checking Account	Checks 3865 – 3928	\$61,665.55
3. Professional Service Contracts		<u>\$0.00</u>
Total Processed by DPL		<u>\$63,415.55</u>
GRAND TOTAL		<u>\$1,747,097.54</u>
<u>Summary of Expenditures</u>		
<u>RESTRICTED/DESIGNATED FUNDS</u>		
1 Burton Endowment Checking	Checks 8285 – 8287	\$2,964.18
2 O'Brien Checking	Checks 4471 – 4473 and 4475 – 4478	\$7,663.75
3 Programs & Gifts	Checks 2121 – 2136	<u>\$23,810.53</u>
GRAND TOTAL		<u>\$34,438.46</u>
<u>CREDIT CARD EXPENDITURES</u>		
Executive Director		\$89.80
Executive Director's Office – used for general office purpose		\$0.00
Chief Financial Officer		\$403.97
Human Resources Department		\$63.95
Marketing Department		\$1,801.11
Technical Services		\$803.10
Facilities Department		\$1,387.52
Branch Services		\$2,405.57
Annual Fees		<u>\$250.00</u>
GRAND TOTAL		<u>\$7,205.02</u>
Note: These are January 2016 Credit Card Purchases		

COMMISSION ACTION

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

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