

DETROIT LIBRARY COMMISSION

REGULAR MEETING

MARCH 18, 2014

10:00 A.M.

President Hicks called the Regular Meeting of the Detroit Library Commission to order at 10:05 a.m.

Present: President Hicks, Commissioners Inniss-Edwards, Jackson, Quarterman
Commissioner Lemmons joined the meeting at 11:45 a.m.

Administrative Staff: Mondowney, Machie, Bruni, Call, Funchess,
Ibegbu, Moore, Myers, Norfolk, Powell, Simmons, D. Williams, T.
Williams

Absent: Commissioners Bellant and Thomas

Present Also: Cheryl Blessett, Enid Clark, Deborah Dorsey, Patrice Merritt, Roger
Morton, Carolyn Mosley, Yvette Rice, Carole Rihani, Aaron Stevens,
Jacqueline Williams

President Hicks noted that he was adjusting the agenda to address the proposed
Triennial Budget – FY 2015, 2016, 2017 under the Report of the President.

APPROVAL OF MEETING MINUTES

Commissioner Quarterman moved to approve the minutes of the Regular meeting of
February 18, 2014. Commissioner Inniss-Edwards supported. The minutes were
approved as presented.

PUBLIC COMMENTS

There were no public comments.

Minutes were approved at the April 15, 2014 Commission Meeting

REPORT OF THE PRESIDENT

President Hicks requested that any action item that has not been reviewed and authorized by the Executive Director not be presented to the Commission or the Committees for approval.

President Hicks also requested several items from the Executive staff relating to the Proposed Triennial Budget – FY 2015, 2016, 2017. He said he would like to see the savings from the pension obligation certificate and the anticipated new structure for the fringe benefits allocated into three areas: one-third into the fund balance, one-third into legal counsel and one-third into an internal educational millage campaign.

Mrs. Mondowney explained that the savings had already been allocated to maintaining operations and staff salaries and wages for FY 2015. She further explained that if DPL did not have those savings, then staffing would be cut.

Commissioner Jackson said funds should not be allocated for legal fees when some of DPL facilities needed immediate repairs.

President Hicks requested a Special Commission meeting on Thursday, March 20, 2014 at 12:00 p.m. to review additional documents relating to the Triennial Budget that showed the savings were allocated to maintain operations and staffing levels. The Triennial Budget is due to the City of Detroit Budget Department by Friday, March 21, 2014.

REPORT OF THE EXECUTIVE DIRECTOR

Delinquent Tax Settlement

Mrs. Mondowney reported that the Wayne County treasurer sent a payment of \$120,161 for delinquent taxes on February 21, 2014.

Pension and Health Benefit Issues

Mrs. Mondowney reported that on February 20, 2014, she and Trinee Moore, Director of Human Resources, held a telephone conference with Laurie Townsend Stuart, President UAW Local 2200 and attorney Peter DeChiara, representing Cohen, Weiss and Simon, a New York law firm working with the UAW regarding pensions and benefits for Library retirees. The meeting was about the City of Detroit's proposed changes to health care benefits and how it impacted retirees of the Library.

Minutes were approved at the April 15, 2014 Commission Meeting

Mrs. Mondowney said she had a telephone conference on February 24, 2014 with Jones Day attorneys Heather Lennox, Evan Miller and Mrs. Moore. The subject was specifically about health care benefits for library retirees.

A comprehensive review of historical documents concerning pensions and health care benefits for library retirees and employees have clarified to some degree, why for purposes of pension and health care benefits, staff and retirees are treated as though they are employees or retirees of the City of Detroit. These documents have been shared with both Jones Day and the UAW attorneys. The UAW has requested a 30-day Tolling Agreement to review the documents. Tim Howlett of Dickinson Wright has advised that this type of agreement is standard practice. As of the writing of this report, DPL has not received any follow-up questions from the respective attorneys.

Millage Update

Mrs. Mondowney reported that she, Commissioner Gregory Hicks and Ben Washburn, DPL's volunteer millage legal advisor met on March 6, 2014 with Becky Navin, General Counsel, Detroit Economic Growth Corporation and Art Papapanos, Vice President-Board Administration of DEGC. The meeting included a discussion of what the DEGC's estimated percentage of the millage that may be lawfully captured from the library's millage. No estimate was provided at the meeting, however, as a result of Commissioner Hick's request Mr. Papapanos agreed to send the information at a later time. She provided the documents that were distributed at the February 11, 2014 workshop on the nuts and bolts of elections and millage campaigns sponsored by the Mideastern Michigan Library Cooperative.

Financial Update

Mrs. Mondowney reported that the City's budget department staff, Ron Chenault and Floyd Stanley met with her, Trinee Moore, Maria Norfolk and Katherine Myers on March 13, 2014. At the meeting they discussed the budgets for fiscal years 2015, 2016 and 2017. They were told to expect a 10% projected decline in property tax revenue for 2015. Mr. Stanley promised to provide clarification on the projected decline for fiscal years 2016 and 2017 early during the week of March 16, 2014.

Meeting with Councilmember Andre L. Spivey- District 4

Mrs. Mondowney reported that she, Councilmember Spivey, Margaret Bruni, Assistant Director of Branch Services and Christine Peele, Branch Manager, Jefferson Branch Library met at the branch on February 24, 2014 to discuss how libraries enhance the quality of life for the citizens of Detroit. They also discussed the Library's upcoming millage and its 150th anniversary in 2015. There are three libraries (Chandler Park, Jefferson and Monteith) in District 4.

Minutes were approved at the April 15, 2014 Commission Meeting

“Assisting Customers with Legal Needs”

Mrs. Mondowney reported that “*Assisting Customers with Legal Needs*”, a workshop sponsored by the National Legal Services Corporation in cooperation with the American Library Association, allowed several staff members to learn about free online resources that are available to support the legal needs of DPL’s customers. It was presented by Laura Mancini, Director of the Adams-Pratt Oakland County Law Library at Main on February 6, 2014. Many other staff members attended the workshop at other locations throughout the area.

Money Smart Week

Mrs. Mondowney reported that Governor Snyder will visit the Campbell Branch Library on April 7 as part of the 2014 Money Smart Week, April 5 -12.

Temperature Monitors

Mrs. Mondowney reported that the Facilities Department is in the process of installing temperature monitors in all branch libraries. When the system is completely installed by early April, Facilities will be notified by email when a branch goes above or below the temperature thresholds that are set. This system utilizes an inexpensive technology that is used to monitor building environments.

Poetic Voices of the Muslim World

Mrs. Mondowney reported that the DPL is one of six U.S. libraries selected to host the exhibit entitled “Poetic Voices of the Muslim World,” sponsored by the New York City-based Poets House and City Lore. This project incorporates dialogue and performance, music, and visual art to highlight the poetry of Islamic cultures. The Program features an exhibit which is now located on the first floor of Main Library. The first of four public programs was held on Saturday, March 15, 2014 at Main Library and featured Dr. Michael Sells who discussed an ancient Arabic poetic form that is still used today. A musical performance followed. “Poetic Voices of the Muslim World” is funded by the National Endowment for the Humanities and the American Library Association. Details about three remaining programs are available on the DPL website.

Trial Date

Mrs. Mondowney reported that the trial date for Timothy Cromer, former Chief Administrative Officer, has been rescheduled for April 8, 2014.

Author W. David Tarver

Mrs. Mondowney reported that W. David Tarver, author of the book *Proving Ground: A Memoir* will appear at Main to speak to over 150 young people from Detroit Public Schools on March 26, 2014. *Proving Ground* is an inspirational and motivational story that documents an African American owned high-technology business from a dream to a multimillion-dollar international success. Students who will attend the discussion have been provided with copies of the book.

2014 National Library Week April 13-19

Mrs. Mondowney reported that the 2014 National Library Week is April 13- 19, with a theme of “Lives change @your library.”

It is a pleasure to note that the staff at DPL for nearly 150 year has remained committed to helping to change the lives of children, teens and adults on many levels.

DPL FRIENDS FOUNDATION UPDATE

Ms. Merritt, on behalf of the DPL Friends Foundation Board of Directors, welcomed Commissioner Victoria Inniss-Edwards to the Library and thanked her for her service to the Library.

Ms. Merritt reported that the DPL Friends Foundation recently begun a partnership with the Harry Potter Alliance, an activism organization that creates social change campaigns based on literary themes. In 2013, the Alliance members collected over 30,000 books and distributed them to organization in need world- wide. The Alliance has discussed an “*Apparating Library*”, which is essentially a book giveaway event, which will be hosted at a summer reading kick-off, an end-of-school or back-to-school event.

Ms. Merritt reported that the Helen Kay Foundation awarded the DPL Friends Foundation a \$5,000 grant in support of travel for Summer Reading Program activities. The funds will allow the Friends to expand the Park and Read Summer Program and to possibly reinstate the visit to the Detroit Zoo.

Ms. Merritt reported that the 36th Annual African American Essay Oratorical Contest at Duffield Library was a resounding success with support from the Friends Foundation partners, Henry Ford Hospital, The Friends of the Duffield Branch and the Estate of Helga Herz. One of the first place winners was with Penny Brooks who is writing about Coleman Andrew Young stated *“Mayor Coleman Young will always be known for his famous quotes. He was very blunt and outspoken.”*

Ms. Merritt reported that the Annual Girl’s Tea Party will be held on June 14, 2014. She and Ms. Lurine Carter will be the co-chairs with the assistance of Friends board member, Crystal Powell and the Co-Ette Club of Detroit. This will be a very elegant affair requiring that the girls dress *“Princess ready.”* There will be a dance performance, a “girly girl” craft and an etiquette expert who will assist the young ladies with their table manners.

Ms. Merritt reminded the Commissioners about the April 9th event sponsored by the NAHC Trustees honoring Board Chairman, Dr. Charles Hyde, for his service and publication of his newest title, *“Arsenal of Democracy: The American Automobile in World War II.”* Nearly all of the content of the book was compiled using the extensive collections at NAHC.

COMMITTEE ON ADMINISTRATION

Authorization to Approve the Human Resources Routine Report

Commissioner Jackson reported that the Human Resources Department Report provides information regarding personnel actions taken from February 1, 2014 – February 28, 2014. These actions have been approved by Administration.

APPOINTMENTS (0)

RETIREMENTS (0)

Employee Name	Last Day Worked	Retirement Date
Gail Gilman	February 9, 2014	February 10, 2014

SICK LEAVE PAYOUTS (0)

POTENTIAL RETIREMENTS (0)

Minutes were approved at the April 15, 2014 Commission Meeting

SEPARATIONS (0)**EMPLOYEE HEADCOUNT**

Headcount – February 2014	Headcount – February 2013
332 Active Employees	333 Employees

COMMISSION ACTION

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

COMMITTEE ON BOOKS AND LITERACY**Authorization to Approve the DPL Program Policy**

Commissioner Quarterman reported that the Detroit Public Library enhances the quality of life for the diverse and dynamic community in the City of Detroit. The library enlightens and empowers its citizens to meet their lifelong learning needs through open and equitable access to information, technology, and cultural/educational programs.

The selection of library materials is a primary function of the Detroit Library Commission, delegated to librarians through the library's executive director. The current Collection Development and Local Authors policies that guide this function were approved by the Detroit Library Commission on October 14, 2013.

The Committee on Books & Literacy provided input to staff on the Program Policy at its March 10, 2014 meeting.

COMMISSION ACTION

Commissioner Quarterman moved to approve the DPL Program Policy. Commissioner Inniss-Edwards supported. The motion passed unanimously.

President Hicks suspended the Regular meeting of the Detroit Library Commission at 11:15 a.m. to resume the Detroit Library Cooperative Meeting.

The Detroit Library Commission Regular meeting resumed at 11:35 p.m.

Minutes were approved at the April 15, 2014 Commission Meeting

President Hicks relinquished the chair to Vice-President Quarterman so he could present the Routine Report of Finance.

COMMITTEE ON FINANCE

Authorization to Approve the Routine Report on Finance – December 2013, January 2014 and February 2014

President Hicks 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.

December 2013 Expenses

<u>Summary of Expenditures</u>			
<u>PUBLIC FUNDS</u>			
<u>PAYMENTS PROCESSED BY THE CITY OF DETROIT</u>			
1.	Total Payroll		\$996,269.54
2.	Total for Vouchers-processed on DRMS	Vouchers 274 – 332	\$193,890.85
3.	Benefits Plan		\$0.00
4.	General Retirement System		<u>\$1,211,366.34</u>
Total processed by the City of Detroit			<u>\$2,401,526.73</u>
<u>PAYMENTS PROCESSED BY DPL</u>			
1.	Public Funds/Comerica Checking	Checks (none)	\$0.00
2.	Branch & Main Library Deposit Checking Account	Checks 2891 – 2955	<u>\$95,719.85</u>
Total processed by DPL			<u>\$95,719.85</u>
Grand Total			<u>\$2,497,246.58</u>

<u>Summary of Expenditures</u>			
<u>RESTRICTED/DESIGNATED FUNDS</u>			
1.	Burton Endowment Checking	Checks (none)	\$0.00
2.	Knight Foundation	Checks 1453 – 1459	\$32,797.49
3.	O'Brien Checking	Checks 4342 – 4347	\$5,332.86
4.	Programs & Gifts	Checks 1798 – 1802	<u>\$12,496.27</u>
Grand Total			<u>\$50,62662</u>

Minutes were approved at the April 15, 2014 Commission Meeting

<u>CREDIT CARDS EXPENSES</u>	
Executive Director	\$97.51
Executive Director's Office – used for general office purpose	\$79.95
Deputy Director	\$0.00
Human Resources Department	\$44.42
Marketing Department	\$238.57
Technical Services	\$138.13
Facilities Department	\$425.00
Credit Card Bank Charges	<u>\$0.00</u>
Grand Total	<u>\$1,023.58</u>
Note: These are November 2013 Credit Card Expenses	

COMMISSION ACTION

President Hicks moved to approve the December 2013 Routine Report on Finance. Commissioner Jackson supported. The motion passed unanimously.

January 2014 Expenses

<u>Summary of Expenditures</u>				
<u>PUBLIC FUNDS</u>				
<u>PAYMENTS PROCESSED BY THE CITY OF DETROIT</u>				
1.	Total Payroll			\$1,480,790.34
2.	Total for Vouchers-processed on DRMS	Vouchers 333-406		\$487,950.16
3.	Benefits Plan			\$0.00
4.	General Retirement System			<u>\$0.00</u>
Total processed by the City of Detroit				<u>\$1,968,740.50</u>
<u>PAYMENTS PROCESSED BY DPL</u>				
1.	Public Funds/Comerica Checking	Checks	1161- 1163	\$15,375.00
2.	Branch & Main Library Deposit Checking Account	Checks	2891 - 2955	<u>\$60,509.72</u>
Total processed by DPL				<u>\$75,884.72</u>
Grand Total				<u>\$2,044,625.22</u>
<u>Summary of Expenditures</u>				
<u>RESTRICTED/DESIGNATED FUNDS</u>				
1.	Burton Endowment Checking	Checks	8244 – 8245	\$887.50
2.	Knight Foundation	Checks	1460 - 1465	\$12,208.98
3.	O'Brien Checking	Checks	4348 – 4350	\$313.17
4.	Programs & Gifts	Checks	1804 – 1817	<u>\$25,693.16</u>
Grand Total				<u>\$39,192.81</u>

Minutes were approved at the April 15, 2014 Commission Meeting

<u>CREDIT CARDS EXPENSES</u>	
Executive Director	\$362.90
Executive Director's Office – used for general office purpose	\$378.63
Deputy Director	\$273.17
Human Resources Department	\$0.00
Marketing Department	\$2,034.25
Technical Services	\$4,312.60
Facilities Department	\$2,906.59
Credit Card Bank Charges	-\$5.99
Grand Total	<u>\$10,252.15</u>
Note: These are December 2013 Credit Card Expenses	

COMMISSION ACTION

President Hicks moved to approve the January 2014 Routine Report on Finance. Commissioner Jackson supported. The motion passed unanimously.

February 2014 Expenses

<u>Summary of Expenditures</u>				
<u>PUBLIC FUNDS</u>				
<u>PAYMENTS PROCESSED BY THE CITY OF DETROIT</u>				
1.	Total Payroll			\$981,188.46
2.	Total for Vouchers-processed on DRMS	Vouchers 407-489		\$291,931.89
3	Total FY14 Central Services			\$1,599,488.00
4.	Benefits Plan			\$1,053,042.87
5.	General Retirement System			\$599,133.52
Total processed by the City of Detroit				<u>\$4,524,784.74</u>
<u>PAYMENTS PROCESSED BY DPL</u>				
1.	Public Funds/Comerica Checking	Checks	1164 - 1168	\$10,087.50
2.	Branch & Main Library Deposit Checking Account	Checks	2956 - 2964	<u>\$42,808.08</u>
Total processed by DPL				<u>\$52,895.58</u>
Grand Total				<u>\$4,577,680.32</u>

<u>Summary of Expenditures</u>				
<u>RESTRICTED/DESIGNATED FUNDS</u>				
1.	Burton Endowment Checking	Checks (none)		\$0.00
2.	Knight Foundation	Checks (none)		\$0.00
3.	O'Brien Checking	Checks (none)		\$0.00
4.	Programs & Gifts	Checks 1818-1823		<u>\$3,607.16</u>
Grand Total				<u>\$3,607.16</u>

Minutes were approved at the April 15, 2014 Commission Meeting

<u>CREDIT CARDS EXPENSES</u>	
Executive Director	\$209.66
Executive Director's Office – used for general office purpose	\$0.00
Deputy Director	\$0.00
Human Resources Department	\$0.00
Marketing Department	\$2,911.11
Technical Services	\$13,686.15
Facilities Department	\$2,617.97
Credit Card Bank Charges	<u>0.00</u>
Grand Total	<u>\$19,424.89</u>
Note: These are January 2014 Credit Card Expenses	

COMMISSION ACTION

President Hicks moved to approve the February 2014 Routine Report on Finance. Commissioner Jackson supported. The motion passed unanimously.

President Hicks resumed chairing the meeting.

OLD BUSINESS

Millage Update

Mrs. Mondowney explained that the Detroit Library Commission and the Detroit City Council each has to prepare a resolution for the millage ballot language that has to be submitted to the City of Detroit Emergency Manager for approval to be placed on the ballot. The City of Detroit Emergency Manager would then send it to the City Clerk for certification to be placed on the ballot.

Mrs. Mondowney said the three dates to be placed on the ballot were August 5, 2014, November 4, 2014 and February 2015.

President Hicks and Commissioner Lemmons suggested the August 5, 2014 date because the November 4, 2014 ballot will have a myriad of items to vote on and the February 2015 date is unavailable. The August 5, 2014 date will also give DPL a second opportunity to be placed on the November 4, 2014 ballot if the first one fails.

President Hicks asked Mrs. Mondowney to read the following resolution:

Detroit Public Library

Operating Millage Proposition Resolution

WHEREAS, the Detroit Library Commission has presented the following question for submission to the voters at the August 5, 2014 Primary Election, and

WHEREAS, the mission of the Detroit Public Library is to enhance the quality of life for Detroit's diverse and dynamic community by enlightening and empowering citizens of all ages to meet their lifelong learning needs through open and equitable access to information, technology, and cultural/educational programs, and

WHEREAS, the Detroit Public Library requires an operational millage to support its mission of providing library services to the citizens of Detroit, and

NOW THEREFORE BE IT RESOLVED, that the Detroit Library Commission seeks a renewal of funding by placing the following proposition on the August 5, 2014 ballot:

Renew 4.00 mills

In order to provide funds necessary to operate and maintain the library system, shall there be a renewal of existing millages totaling 4.0 mills previously approved by electors that will expire on June 30, 2015. If this proposal is approved, the limitation of the amount of taxes which may be imposed on all taxable property in the City of Detroit will be renewed for a period of ten (10) years from July 1, 2015 through June 30, 2025 by Four Dollars (\$4.00) per one thousand dollars (\$1,000) (4 mills) of state equalized valuation of taxable property.

BE IT FURTHER RESOLVED, that the Detroit City Council submits the Library Operating Millage Proposition set forth in this Resolution to the ballot for the August 5, 2014 Primary Election and,

BE IT FURTHER RESOLVED, that a copy of this Resolution be transmitted to the Detroit Emergency Manager, Mayor of the City of Detroit, the Detroit City Council and the City of Detroit Election Commission to certify this question to the County of Wayne for placement on the August 5, 2014 Primary Election ballot.

COMMISSION ACTION

President Hicks asked for a roll call vote to submit the resolution to the Detroit City Council to be placed on the August 5, 2014 ballot.

A roll call vote was taken with the following results:

Commissioner Innis-Edwards	Yes
Commissioner Jackson	Yes
Commissioner Lemmons	Yes
Commissioner Quarterman	Yes
President Hicks	Yes

The motion passed unanimously.

The meeting was adjourned at 12:15 p.m.