

DETROIT LIBRARY COMMISSION**REGULAR MEETING**

APRIL 15, 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 Innis-Edwards, Jackson, Thomas
Commissioner Bellant joined the meeting at 10:15 a.m.
Commissioner Lemmons joined the meeting at 10:35 a.m.

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

Absent: Commissioner Quarterman

Present Also: Cheryl Blessett, Enid Clark, Deborah Dorsey, Mike McElgunn,
Carolyn Mosley, Yvette Rice, Laurie Stuart

APPROVAL OF MEETING MINUTES

Commissioner Thomas moved to approve the minutes of the Regular meeting of March 18, 2014. Commissioner Jackson supported. The minutes were approved as presented.

PUBLIC COMMENTS

There were no public comments.

REPORT OF THE PRESIDENT

President Hicks asked about a resolution relating to DPL's procurement policy that he requested the staff to draft at the April 9, 2014 Committee on Finance meeting.

Mrs. Mondowney apologized citing that it was an oversight and the information will be forwarded to the Commission.

Commissioner Hicks stated the information could be presented at the next full Commission meeting.

President Hicks stated that he has had conversations with the other Commissioners regarding a search committee for the Executive Director's position. The current Executive Director's contract will expire in 2014. It is the expectation of the Commission to get that process completed in order to make a seasoned decision.

REPORT OF THE EXECUTIVE DIRECTOR

Millage Update

Mrs. Mondowney reported that on April 3, 2014, she appeared before the Detroit City Council's Neighborhood and Community Services Committee to discuss the Library's upcoming millage renewal. Following the discussion, the Council's legal representative indicated that clarification was needed regarding the City Council's role in the process of placing the Library's millage renewal on the August 5, 2014 ballot.

Pension and Health Benefit Issues Update

Mrs. Mondowney reported that the agreement tolling the grievance-filing deadline of the UAW on behalf of the DPL's retirees has been extended to April 24, 2014. As noted previously, the matter pertains to the City of Detroit's proposed changes to health care benefits and how it impacts retirees of the Library.

Financial Update

Mrs. Mondowney reported that the Commission approved FY2015 budget along with projected revenues and expenses for fiscal years 2016 and 2017. These budgets were submitted to the City of Detroit on March 28, 2014. The budget hearing before the City Council is scheduled to be held on May 15, 2014.

DPL received a payment for delinquent taxes from the Wayne County treasurer in the amount of \$207,591. Additionally, \$20,535.72 was received in State Aid for the Library for the Blind and Physically Handicapped (LBPH).

Minutes were approved at the May 20, 2014 Commission Meeting

Meetings with Detroit City Council Members

Mrs. Mondowney reported that over the past several weeks, Margaret Bruni, Assistant Director of Branch Services, joined her for individual meetings with Council members Mary Sheffield, James Tate, and Gabe Leland. They discussed how DPL enhances the quality of life for the citizens of Detroit through the delivery of library services. These meetings also provided an opportunity to discuss the Library's upcoming millage and its 150th anniversary in 2015. Branch Manager Karen Johnson participated in the meeting with council person Sheffield at the Elmwood Park Branch.

Poetic Voices of the Muslim World

Mrs. Mondowney reported that on Saturday, April 12, 2014, Main Library hosted its second program in support of the exhibit "Poetic Voices of the Muslim World." Dr. Sylviane Diouf, award-winning historian of the Schomburg Center for Research in Black Culture presented a program entitled, "Islam and the Blues." Dr. Diouf discussed how the blues, which originated in the American South, may have evolved from the techniques of the recitation of the Qur'an and the call to prayer in West Africa.

Annual Storytelling Festival

Mrs. Mondowney reported that DPL's Children's and Teen Services Office hosted its Annual Storytelling Festival on April 8 and April 9, 2014. Michelle McKinney shared African tales and music on April 8 and the Wild Swan Theater entertained the April 9 audience. Approximately 250 students from seven schools participated in the festival.

Money Smart Week

Mrs. Mondowney reported that Governor Snyder visited the Campbell Branch Library on April 7 as part of the 2014 Money Smart Week. Money Smart Week provides financial information for children, teens and adults through a series of classes and activities. State Representative Rashida Tlaib also visited the Campbell Branch on April 7 and read to a lively group of children in support of Money Smart Week. A special thank you goes to the staff at the six DPL locations that participated: Campbell, Conely, Parkman, Redford, and Skillman branches, and Main Library.

Comerica Java & Jazz

Mrs. Mondowney reported that jazz guitarist Ed Stone will perform for Comerica Java & Jazz on April 15, 2014 at 6 p.m. in the Clara Stanton Jones-Friends Auditorium. The event is offered without charge and is open to the public.

DIA's Inside Out Program

Mrs. Mondowney reported that starting in April, the Parkman Branch Library will host a reproduction of Van Gogh's "Portrait of a Postman" as part of the Detroit Institute of Art's Inside Out Program.

Minutes were approved at the May 20, 2014 Commission Meeting

The Inside Out program brings high quality reproductions of masterpieces from the DIA's collection to the streets and parks of metro Detroit. Educational opportunities and fun activities are being planned around the various art installations, including bicycle and walking tours. The "Portrait of a Postman" will be on display throughout the summer.

Duffield Branch Library

Mrs. Mondowney reported that the West Grand Boulevard Collaborative received approval from the City of Detroit to begin work on Phase 2 of the Mary and Albert H. Mallory Memorial Reading Garden at the Duffield Branch Library. This work is funded by a Neighborhood Opportunity Fund/Community Block Development Grant to the Collaborative. Special recognition goes to DPL staff member Deborah Dorsey, a resident of that neighborhood, who played an active role as a volunteer to make this project possible.

Staff Training

Mrs. Mondowney reported that DPL was a live broadcast site for "Securing Your Library in Troubling Times," a statewide library staff development opportunity sponsored by the Cooperative Directors Association, the Library of Michigan and the Michigan Consortium for Library Services. The session included training from the Michigan State Police, a panel presentation from librarians who have dealt with violence in their workplaces, and a discussion of how to manage critical incidents. Twenty-two DPL staff members attended.

COMMITTEE ON ADMINISTRATION

Authorization to Approve the Human Resources Routine Report

The Human Resources Department Report provides information regarding personnel actions taken from March 1, 2014 – March 31, 2014. 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)

Minutes were approved at the May 20, 2014 Commission Meeting

SEPARATIONS (1)

Customer Service Representative

EMPLOYEE HEADCOUNT

Headcount – March 2014	Headcount – March 2013
331 Active Employees	341 Employees

COMMISSION ACTION

Commissioner Bellant moved to approve the Human Resources Report. Commissioner Thomas supported. The motion passed unanimously.

COMMITTEE ON BUILDINGS

Commissioner Thomas requested that the items on the Committee on Buildings report and the Committee on Finance report be combined for Commission approval because they were identical. President Hicks agreed with Commissioner Thomas' request.

COMMISSION ACTION

Commissioner Thomas moved to approve the following items:

- Authorization to Pay Expert Mechanical Services, Inc. for the Emergency Replacement of One Pneumatic Air Compressor at Main Library
- Authorization to Amend the Purchase Order for Expert Mechanical Services, Inc. for the Emergency Repair of the Three-Inch (3") Steam Pipe at the Service Building
- Authorization to Amend the Purchase Order for Snow Plowing and Salt Throwing at all DPL Facilities for 2013/2014 Snowfall Season
- Authorization to Replace Chiller at Redford Branch Library
- Authorization to Install Rubber Flooring at Redford Branch Library
- Authorization to Install Rubber Flooring at Douglass Branch Library
- Authorization to Pay Outstanding Invoice from Hamilton Anderson For Phase 1 of the Fire Suppression System

Commissioner Bellant supported. The motions passed unanimously.

COMMITTEE ON FINANCE

Authorization to Approve the Routine Report on Finance – March 2014

Minutes were approved at the May 20, 2014 Commission Meeting

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 CITY OF DETROIT:</u>			
1. Total Payroll			\$969,789.07
2. Total for Vouchers-processed on DRMS	Vouchers	490 -561	474,847.68
3. Benefits Plan			\$886,510.99
4. General Retirement System			\$298,453.00
		Total processed by City of Detroit	\$2,629,600.74
<u>PAYMENTS PROCESSED BY DPL:</u>			
1. Public Funds/Comerica checking	Checks	1169 - 1171	\$7,706.25
2. Branch & Main Library Deposit Checking account	Checks	2880-2884 and 2965-3001	\$27,854.04
		Total processed by DPL	\$35,560.29
Grand Total			<u>\$2,665,161.03</u>

<u>Summary of Expenditures</u>			
<u>Restricted/Designated Funds</u>			
1. Burton Endowment Checking	Checks	8246	\$155.00
2. Knight Foundation	Checks	NONE	\$0.00
3. O'Brien Checking	Checks	4351	\$165.00
4. Programs & Gifts	Checks	1825 - 1831	\$3,875.73
Grand Total			<u>\$4,195.73</u>

<u>Credit Card Expenditures</u>			
Executive Director			\$85.87
Executive Director's Office-used for general office purpose			\$0.00
Deputy Director			\$347.99
Human Resources Department			\$24.00
Marketing Department			\$860.08
Technical Services			\$2,869.00
Facilities Department			\$3,162.59
Credit Card bank charges (Miscellaneous credits)			(\$168.23)
Grand Total			<u>\$7,181.30</u>

Minutes were approved at the May 20, 2014 Commission Meeting
Note: These are January 2014 credit card purchases

COMMISSION ACTION

Commissioner Thomas moved to approve the Routine Report on Finance. Commissioner Innis-Edwards supported. The motion passed unanimously.

Authorization to Amend the FY 2014 Budget

On December 12, 2012 the Library submitted a budget in the amount of **\$32,266,367** for approval by the Detroit City Council. On April 12, 2013, due to the City's decrease in DPL's projected revenues and increases in its projected expenses, and further the need to present a balanced budget, the City appropriated **\$3,540,708** from DPL's fund balance. This action brought DPL's budget to **\$33,747,567** which was adopted by the Detroit City Council for Fiscal Year 2013-2014 (FY14).

Subsequently, the Library expects to receive **\$3,371,985** in Renaissance Zone reimbursements in FY14. This amount exceeds the City's projection of **\$1,000,000**. Additionally, the Library will receive **\$113,000** from E-rate reimbursement and **\$41,074** in State Aid. The Library budgeted **\$2,007,923** in FY14 for the Pension Obligation Certificate (POC) which has been suspended by the City of Detroit. The Library negotiated with its union employees and was able to suspend longevity pay in the amount of **\$118,921**.

The increases in revenues and the reductions in expenses for FY14 budget eliminates the need to use **\$3,540,708** budgeted from fund balance. This brings FY14 revenue budget to **\$32,732,918** and the FY14 expense budget to **\$31,620,723**. This gives the Library a remaining balance of **\$1,112,195**.

COMMISSION ACTION

Commissioner Thomas moved to amend the FY 2014 budget. Commissioner Innis-Edwards supported. The motion passed unanimously.

The meeting was adjourned at 10:40 a.m.