

DETROIT LIBRARY COMMISSION PROCEEDINGS

REGULAR MEETING

APRIL 18, 2017

President Jackson called the Regular Meeting of the Detroit Library Commission to order at 1:40 p.m.

Present: President Jackson, Commissioners Adams, Thomas and Taylor,
Ex-Officio

Administrative Staff: Mondowney, Brown, Bruni, Call, Funchess,
Ibegbu, Johnson, Moore, Norfolk, Simmons, Williams

Excused: Commissioners Inniss-Edwards, Weaver

Present Also: Cheryl Blessett, Enid Clark, Barbara Cohn, Lurine Carter, Nadya
Cherup, Deborah Dorsey, Sean Everett, Carolyn Mosley, Mike
Rangos, Yvette Rice, Tiffani Simon, Laurie Stewart, Viola Taylor,
Charles Thompson, Jacqueline Williams, Karlyta Williams

OATH OF OFFICE – EX-OFFICIO

I, Dr. Iris Taylor, accept the office of ex-officio of the Detroit Library Commission,
and promise to discharge its duties to the best of my ability.

/s/ Dr. Iris Taylor

Subscribed and sworn to before me this 18th day of April, A. D., 2017.

/s/ Cheryl Blessett

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

APPROVAL OF MEETING MINUTES

The minutes of the Regular Meeting of March 21, 2017 and the Special Meeting of March 28, 2017 were approved as recorded.

PUBLIC COMMENTS

Barbara Cohn – She announced that she had co-authored a book with Patrice Merritt, former Director of the Friends Foundation, entitled “*The Detroit Public Library – An American Classic.*” The book will be available to purchase on May 1, 2017 and an official book launch will be held on Wednesday, May 17, 2017 from 6:00 – 8:00 p.m. at the Main Library. All royalties from the book sales will go to the Friends Foundation.

REPORT OF THE EXECUTIVE DIRECTOR

Retirees’ Settlement Agreement Payout- Case No 15-006495-CL

Mrs. Mondowney reported that on December 16, 2016, a hearing was held in the Wayne County Circuit Court to consider giving final approval to the proposed settlement of the lawsuit entitled “*Detroit Public Library Commission and Detroit Public Library v International Union, United Auto Workers, et al., Case No 15-006495-CL.*” The lawsuit was filed on May 15, 2015 and sought a declaratory judgement “that the modification of pension and other post-retirement benefits provided to Detroit Public Library (DPL) employees and retirees in accordance with the City of Detroit’s 2014 bankruptcy proceeding did not violate any collective bargaining agreements between DPL and its employee unions, the Michigan Public Employment Relations Act, the Michigan Constitution, or any other law.” Library unions (UAW, IUOE, and AFSCME) grieved the matter. As a result of Federal Bankruptcy Court mediators, the Detroit Library Commission (DLC) and DPL unions entered into a Memorandum of Understanding (MOU) in order to “resolve all issues arising out of the changes to the pension and post-retirement healthcare benefits plans.” Because there were no objections to the proposed settlement, Judge Leslie Kim Smith, approved the settlement and noted that it was fair, reasonable, and adequate under all the circumstances.

Under the actions of the settlement agreement, DPL is required to make annual payments for certain Pre-2015 DPL Retirees and Surviving Spouses as well as for certain Post-2014 DPL Retirees and Surviving Spouses. "For those Class Members who: (1) were a DPL retiree, or a surviving spouse of a deceased DPL retiree, as of December 31, 2014 or are currently or subsequently become a surviving spouse of a deceased DPL retiree who retired on or before December 31, 2014; and (2) are otherwise entitled to receive a pension payment from the City of Detroit General Retirement System (GRS), DPL will make a \$1,000 annual payment to such DPL retiree, or surviving spouse, for each of the calendar years 2016 through and including 2030." The annual \$1,000 payments are in addition to the recipients' GRS pension benefits otherwise payable to them.

"For those Class Members who: (1) retired from DPL after December 31, 2014, and on or before June 30, 2016, or are currently or subsequently become surviving spouses of such deceased DPL retirees; and (2) are otherwise entitled to receive a pension payment from the City of Detroit GRS, DPL will make a \$1,500 annual payment to such DPL retiree or surviving spouse for each calendar years 2016, 2017, 2018, 2019, and 2020. Such \$1,500 annual payments are in addition to the recipients' GRS pension benefit otherwise payable to them."

The settlement agreement stipulates that the annual payouts must be included in the March 1st pension check of the following calendar year to eligible recipients. **The Library's total cost for the first payout for 2016 was \$349,000; payments were distributed to all eligible recipients in March, 2017. The total estimated cost thru March 1, 2031 is \$5.9 million dollars.**

Burton Historical Collection Sponsors Local History Conference

Mrs. Mondowney reported that the Burton Historical Collection was a major sponsor, along with Meijer and the Detroit Historical Society, of the 59th Annual Michigan in Perspective: The Local History Conference, held in Sterling Heights on March 3-4, 2017. This multi-track, two-day conference, which drew nearly 600 attendees, featured keynotes by William Anderson on the Detroit Tigers, Shea Howell on the life and legacy of activist Grace Lee Boggs, and Jack Lessenberry on Michigan and the 2016 presidential election. The twenty-five breakout sessions included Michigan war production during WWI, Ukrainians and Muslims in Detroit, Jazz in Detroit, the Detroit Symphony Orchestra, the 1967 Rebellion, Black Bottom and Paradise Valley neighborhoods, and St. Matthew's Church and the Underground Railroad.

“All About STEM”

Mrs. Mondowney reported that "All About STEM" (Science, Technology, Engineering and Math) was held March 4, 2017 in Main Library. The program was sponsored by the Detroit Regional Office of the United States Patent and Trademark Office and was held at DPL, which is a Patent and Trademark Resource Center. It was an all-day session with programming in Adam Strohm Hall, Old Fine Arts, HYPE and Children's Library. USPTO staff and volunteers made presentations on intellectual property, held consultations with participants, and answered questions on programs and resources supporting entrepreneurship and innovation in Michigan. Children's Library hosted a mini-makers space for kids under the age of 10. HYPE showcased Detroit Public Library Student Film Festival participants from last year plus robotics demonstrations. Strohm Hall hosted exhibits as well as robotics teams from Hamtramck and Novi high schools plus the Michigan Science Center.

Wayne State University Career Demo Day

Mrs. Mondowney reported that on Wednesday, March 29, 2017, DPL participated in Wayne State University's Career Demo Day. The event was held at the Student Center and had a more casual atmosphere when compared to the more traditional career fair set up. Approximately 40 people visited the DPL booth. DPL offered an interactive "locate-the-branch" activity that attracted participation. A special thank you goes to the DPL staff who hosted the Library's booth: Karen Johnson, assistant director for branch services, Tiffani Simon, HR specialist, and Amisha Harijan, assistant manager of the HYPE Teen Center.

Annual Storytelling Festival

Mrs. Mondowney reported that DPL's Annual Storytelling festival was held on April 5th and 6th at Main Library. On April 5th, 290 students, teachers and parents from Martin Luther King and Golightly Schools provided an engaged audience for the Wild Swan Theater. On April 6th, a member of the Detroit Chapter of the National Association of Black Storytellers, Theodis Collins, brought his Story Puppets, to an audience of 57 children from Good Shepherd Day Care, Mayflower Day Care and the Spain Elementary Pre-School.

2017 Money Smart Week

Mrs. Mondowney reported that DPL will participate in the annual Money Smart Week created by the Federal Reserve Bank of Chicago, April 22-29, 2017. The event brings together financial institutions, non-profits, libraries, universities and government agencies to offer free financial education classes.

Minutes were approved at the May 16, 2017 Commission Meeting

DPL's partner this year is the Thomas Financial Group, which will provide story readers for programs. Young readers will receive copies of *A Dollar for Penny*, the story of a lemonade stand entrepreneur.

Twelve DPL branches (Bowen, Campbell, Chaney, Chase, Conely, Jefferson, Knapp, Lincoln, Parkman, Redford, Skillman and Wilder) and Main Library will provide activities for all ages, including financial workshops and storytelling.

Branch Programs

Mrs. Mondowney reported that on Monday, April 3, 2017, the Jefferson Branch sponsored "Recycled Poetry for Tweens and Teens," an opportunity to turn old school poetry into new poetic forms. The Knapp Branch is sponsoring a "Mobile Technology Workshop" series from 11 am – 1 pm on April 22nd and April 29th and May 6th and 13th. This series is designed to help cell phone users learn more about the capabilities of their mobile devices.

DPL E-Mail System Migration

Mrs. Mondowney reported that the Information Systems Department continued to make progress on the DPL email system migration from Zimbra to Microsoft Office 365. Training for DPL's administrative staff was held in mid-March.

Comerica Java Jazz

Mrs. Mondowney reported that the 2017 Comerica Java and Jazz series was launched on March 21, 2017 with an enthusiastic and most appreciative capacity crowd to hear Detroit's own all female jazz group, Straight Ahead. On Tuesday, April 18, 2017, the second concert in the series featured Sean Dobbins Organ Quartet, a high energy ensemble that provides a unique sound and creative approach to music. The concert was held at 6 p.m. in the Clara Stanton Jones Friends Auditorium.

Clarence M. Burton Memorial Foundation

Mrs. Mondowney reported that on March 23, 2017, DPL received a check in the amount of \$2,193 from the Clarence M. Memorial Foundation, which represented a disbursement to the Burton Endowment Fund for 2016. The funds will be used to purchase materials exclusively for the Burton Historical Collection.

DPL Friends Foundation

Mrs. Mondowney reported that on March 23, 2017, DPL received a \$1,000 grant from the DPL Friends Foundation for the purchase of STEM educational toys and supplies to be used at the Campbell Branch.

LBPH State Aid

Mrs. Mondowney reported that on March 13, 2017, DPL received a State Aid payment of \$20,537 for the Detroit Advisory and Outreach Center Library for the Blind & Physically Handicapped. In FY 2016, LBPH had a circulation increase of 4%, a 17% increase in program attendance and a 9% increase in computer use. LBPH circulates digital audio books, magazine, descriptive DVDs and related materials to a current service population of 800 individuals who have been certified as unable to read or physically handle traditional reading materials.

Wayne County

Mrs. Mondowney reported that on March 16, 2017, DPL received from Wayne County a payment of \$148,742 for delinquent property taxes.

FRIENDS FOUNDATION UPDATE

Ms. Karlyta Williams, Friends Foundation Development Coordinator, invited everyone to attend the Friends Foundation Annual Meeting at the Skillman Branch Library on June 19, 2017 at 6:30 p.m. George Roberts of Rock Ventures LLC will be the keynote speaker.

Ms. Williams reported that following:

- The Michigan Humanities Council announced the Great Michigan Read title selection for 2017/2018. "X: A Novel" by Ilyasah Shabazz and Kekla Magoon. The Friends Foundation is working with the council to bring the authors to the library later in the year and they are excited to participate.

- The Friends Foundation is celebrating its 75th Anniversary this year and they are looking forward to centering their fundraising efforts on this celebration. They will conduct a sprint campaign in addition to another effort which will be announced at a later date.

- The Friends Foundation is participating in the Kroger Community Rewards Program! Upon enrolling, a percentage of each purchase that is made using your Kroger Member card will go to the foundation.
- The Friends Foundation has also become a partner of the Hippo Give program. HippoGive is a product of the Network for Good and the official launch will take place later this year. This program provides an app that rounds up your daily purchases to the next dollar and donate that amount to the selected non-profit organization. The DPL Friends Foundation is the first and only participating library organization in Michigan.

COMMITTEE ON ADMINISTRATION

Approval of the Human Resources Report

The Human Resources Department Report provides information regarding personnel actions taken from March 1, 2017 through March 31, 2017. These actions have been approved by Administration.

APPOINTMENTS (0)

RETIREMENTS (1)

Employee Name/Title	Title	Last Day Worked	Retirement Date
Derrick Durrell	Library-Branch Janitor	March 18, 2017	Calculated by COD

SICK LEAVE PAYOUTS (0)

TOTAL PAYOUTS = \$0

POTENTIAL RETIREMENTS (2) Pending COD Approval

Employee Name	Last Day Worked	Retirement Date
Glen Massey	May 11, 2017	To be calculated by COD
Laurie Stuart	May 26, 2017	To be calculated by COD

SEPARATIONS (2)

Employee Name	Title	Last Day Worked
Donald Southern	Bldg. Trades - General	March 1, 2017
Jamie Chmara	Customer Service Representative	March 10, 2017

General Position Summaries (in-part) for:

Minutes were approved at the May 16, 2017 Commission Meeting

***Technical Training Assistant (TTA)**

- Provides customer service, assistance and support in the use of library technologies;
- assists in the resolution of minor computer and software issues; provides training assistance to staff and customers in technology use;
- assists in the planning and facilitation of classes and programs related to library technology;
- serves as the first line of service between the branch departments and the IS department.

****Customer Service Representative (CSR) AKA-Library Page****Part-time (20 hours a week) Position**

- Performs routine library customer service functions and tasks within the Detroit Public Library (DPL);
- greeting customers, assisting with routine circulation activities, entering and retrieving data from automated systems, and assisting library users.

EMPLOYEE HEADCOUNT*

Headcount	March 2017	Headcount	March 2016
Budgeted Positions =	334	Budgeted Positions =	334
Active Employees =	293	Active Employees =	285
Vacant Positions =	41	Vacant Positions =	49

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

VACANT POSITIONS

POSITION	# OF BUDGETED POSITIONS	# OF FILLED POSITIONS	VACANT POSITIONS
Manager	25	22	3
Librarian II	24	17	7
Pre-Professional Librarian In-Training	3	2	1
Senior Clerk	9	8	1
Technical Training Associate	11	8	3
Janitor	13	9	4
**Customer Service Representative	100	83	17
Facilities	17	13	4
Senior Accountant	2	1	1
Total			41

Only Position Titles with vacancies are listed.

Minutes were approved at the May 16, 2017 Commission Meeting

**Customer Service Representative are Part-time 20 hours/week

Approval is requested to accept the Human Resources Report as presented

COMMISSION ACTION

President Jackson moved approval. Commissioner Thomas supported. The motion passed unanimously.

COMMITTEE ON BUILDINGS/FINANCE

Approval to Enter into a Five-Year Lease Agreement for the Elmwood Park Branch Library

The Elmwood Park Branch, located at 550 Chene in the Elmwood Park Plaza, opened to the public in 1975. The leased space is approximately 5,000 square feet. In December 2014, ownership of the property changed from P&P Real Estate Investment, Inc. to Sesi & Sesi, P.C. Sesi & Sesi honored P&P's long-standing agreement with the Detroit Public Library, including holding in place the rental fee of \$50,000 per year (\$10/sq ft), plus approximately \$5,000 in shared maintenance costs for the plaza's common areas.

In 2015, Sesi and Sesi and DPL began the process of reviewing and updating the lease agreement for the Elmwood Park Branch. Significant provisions of the new proposed agreement include:

- A 5-year lease period at a base rate of \$4,167 per month (or \$50,004 per year)
- The option to extend the lease for an additional 5 years at a base rate of \$4,583.70 per month (or \$55,004.40 per year)
- Additional rent to cover maintenance costs for the plaza's common areas, beginning at approximately \$5,000 per year, with a 1% or less increase in subsequent years
- The DPL to be responsible for utilities
- The landlord to maintain the structure, including the HVAC system
- The DPL to repair doors and windows, when not covered by the landlord's insurance
- The landlord and DPL to both maintain necessary insurances

The new proposed agreement has been reviewed by the Library's legal counsel. The rental rate, which at its peak would be about \$12/sq. ft., is comparable to the current rate of \$11.85 paid by the Library for the Campbell Branch.

Approval is requested to enter into a five-year lease agreement with Sesi & Sesi, P.C., for the Elmwood Park Branch beginning July 1, 2017 at an annual cost not to exceed \$56,000.00. The total expected cost over the five-year period is approximately \$280,000.

COMMISSION ACTION

Commissioner Thomas moved approval. Commissioner Adams supported. The motion passed unanimously.

COMMITTEE ON FINANCE

Approval of the Routine Report on Finance

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		\$929,904.61
2	Total For Vouchers – Processed on Fusion	490 – 605	\$1,304,481.83
3	FY 2017 Benefits Plan		\$0.00
4	FY 2017 General Retirement System (GRS)		\$349,000.00
5	FY 2017 Central Staffing Services		\$0.00
Total Processed by City of Detroit			<u>\$2,583,386.44</u>
<u>PAYMENTS PROCESSED BY DPL</u>			
1.	Public Funds Interest Checking Account	Checks 1276 – 1278	\$1,893.83
2.	Branch & Main Library Deposit Checking Account	Checks 4608 – 4699	\$31,986.04
3.	Professional Service Contracts	Checks None	\$0.00
Total Processed by DPL			<u>\$33,879.87</u>
GRAND TOTAL			<u>\$2,617,266.31</u>

Minutes were approved at the May 16, 2017 Commission Meeting

<u>Summary of Expenditures</u>			
<u>RESTRICTED/DESIGNATED FUNDS</u>			
1. Burton Endowment Checking	Checks	None	\$0.00
2. O'Brien Checking	Checks	4552 – 4556	\$24,392.93
3. Programs & Gifts	Checks	2263 – 2281	<u>\$10,065.47</u>
GRAND TOTAL			<u>\$34,458.40</u>
<u>CREDIT CARD EXPENDITURES</u>			
1. Executive Director			\$29.90
2. Executive Director's Office – used for general office purpose			\$355.40
3. Chief Financial Officer			\$361.95
4. Human Resources Department			\$0.00
5. Marketing Department			\$2,262.63
6. Technical Services			\$135.57
7. Facilities Department			\$2,314.16
8. Branch Services			<u>\$4,554.84</u>
GRAND TOTAL			<u>\$10,014.45</u>
Note: These are February 2017 Credit Card Purchases			

COMMISSION ACTION

Commissioner Adams moved approval. Commissioner Thomas supported. The motion passed unanimously.

NEW BUSINESS

Commissioner Adams said that there had been some conversation at a previous meeting in regards to creating a Strategic Planning Ad-Hoc Committee and she asked if any consideration had been given to this matter.

President Jackson stated that he supported the formation of a Strategic Plan Ad-Hoc committee.

The meeting was adjourned at 2:11 p.m.