

DETROIT LIBRARY COMMISSION PROCEEDINGS

REGULAR MEETING

April 19, 2016

President Adams called the Regular Meeting of the Detroit Library Commission to order at 2:00 p.m.

Present: President Adams, Commissioners DeSantis, Jackson, Thomas

Administrative staff: Mondowney, Brown, Bruni, Call, Johnson, Moore, Norfolk, Powell, Simmons

Excused: Commissioners Davis, Inniss-Edwards, Weaver

Present Also: Cheryl Blessett, Lurine Carter, Enid Clark, Randy Gies, Mike McElgunn, Carolyn Mosley, Yvette Rice, Laurie Stuart, Derick Suppon

APPROVAL OF MEETING MINUTES

The minutes of the Regular Meeting of March 15, 2016 were approved as presented with any necessary corrections.

PUBLIC COMMENTS

There were no public comments.

Minutes were approved at the May 17, 2016 Commission Meeting.

REPORT OF THE PRESIDENT

President Adams announced the following committee assignments for 2016:

Committee on Administration

Victoria Inniss-Edwards, Chair
Jean-Vierre Adams
Franklin Jackson

Audit Committee

Chair, TBD
Herman Davis
M. Margaret DeSantis
Franklin Jackson

Committee on Books and Literacy

Franklin Jackson, Chair
Victoria Inniss-Edwards
Carol Weaver

Committee on Buildings

Judge Edward M. Thomas, Chair
Jean-Vierre Adams
M. Margaret DeSantis

Committee on Finance

Herman Davis, Chair
Jean-Vierre Adams
Judge Edward M. Thomas

Liaison to the DPL Friends Foundation

Carol Weaver

President Adams reported that along with the administrative staff, she had completed the visits to the library branches.

Minutes were approved at the May 17, 2016 Commission Meeting.

President Adams reported that a question was raised in regards to having public comments at the committee meetings. After researching the Open Meetings Act, it was determined that it is required to allow public comments at committee meetings.

COMMISSION ACTION

Commissioner Thomas moved to adopt the same policy and procedures for public comments at the committee meetings that exist for the regular Commission meetings. Commission Jackson supported. The motion passed unanimously.

President Adams requested a copy of the Detroit Library Commission Governance Vision Statement that former Commissioner Quarterman summarized based on submissions from Mrs. Mondowney, Commissioner Thomas, former Commissioners Merritt and Quarterman in December 2015. Each Commissioner was asked to submit individual short-term vision statements.

REPORT OF THE EXECUTIVE DIRECTOR

150th Anniversary Gala

Mrs. Mondowney reported that DPL's 150th Anniversary Gala event, "Children Who Can Read, Succeed: An Evening with Walter Mosley," was held on March 19, 2016, at Main Library. It was a wonderful evening: the staff welcomed about 200 guests who enjoyed an engaging conversation between Mr. Mosley and Huel Perkins, news anchor for Fox 2. The evening's planning committee was chaired by Mrs. Betty Brooks, who played a major role in raising funds for the "Reading Teacher in the Library" initiative. A special thanks to staff members, Alma Simmons, A.J. Funchess, Deborah Dorsey, Carolyn Mosley, Yvette Rice and Tracey Wyatt who coordinated the event.

NOTED

On behalf of the Commission, President Adams thanked the staff on the wonderful job they did at the 150th Anniversary Gala. She said it was a great event and she hoped more Commissioners would consider attending the next event and supporting the staff and the library.

2016 African American Booklist

Mrs. Mondowney reported that *Writing the River: Black Life Stories* is the title of the 2016 African American Booklist, published in March. This year's booklist features African American biographies and autobiographies, with a special essay on the history of these genres by Stephen Ward, Ph.D., associate professor in the University of Michigan's Department of Afroamerican and African Studies.

DPL was pleased to have received permission from Judge Damon J. Keith to feature his life story and to recognize the publication of his biography, *Crusader for Justice*, by Peter Hammer and Trevor Coleman. Former Library Commissioner Luther Keith generously contributed a personal reflection on his Uncle Damon. This year's Booklist was supported by the Detroit area McDonald's restaurant owners. A special thank you is extended to the DPL staff who worked on the Booklist—Vickie Baker, Stacy Brooks, Christine Peele, Taneca Chapman, Lurine Carter, Tonya Dupree, Tracy Massey, Khamisi Benford, A.J. Funchess, Romondo Locke and Alma Simmons.

Parkman/Focus: Hope Initiative Featured in IMLS Study

Mrs. Mondowney reported that DPL's participation in the Focus: Hope Neighborhood Network is featured in a newly released Institute of Museum and Library Services (IMLS) study. The "Museums, Libraries and Comprehensive Initiatives: A First Look at Emerging Experience," explores the role that libraries and museums can play in revitalizing communities. The study, conducted by the Local Initiatives Support Corporation (LISC) on behalf of the IMLS, features two library and six museum programs that "best represent . . . efforts that connect to broader efforts to revitalize communities or deliver social and public services more effectively."

Sister Souljah

Mrs. Mondowney reported that on April 9, 2016, approximately 400 people gathered in the Clara Stanton Jones – Friends Auditorium to hear Sister Souljah share her life story and to discuss many of her books including her latest, *A Moment of Silence*. Prior to the program, library branch book club members from across the City met Sister Souljah at a special reception. Following the program, the author signed books for several hours. Special thanks to the DPL staff Author Committee and Hosts: Christine Peele, Stacy Brooks, Annette Stocks, Taneca Chapman Mills, Glenda Cornelious, Tracey Wyatt, Cheryl Wright-Blessett, Donna Sherrill, Zakiya Kelly and Shinauda Jones.

Lighting Up Literacy and Learning

Mrs. Mondowney reported that as a part of National Library Week, the dedication ceremony for the “Lighting Up Literacy and Learning” mosaics in Children’s Library was held on Friday, April 15, 2016. Children’s Library welcomed about 150 student artists, their parents and teachers from Boggs, Bagley, University Prep and Burton schools. Artists Gail Rosenbloom Kaplan and Dani Katsir worked with the children to create the colorful murals that celebrate the joy of reading. Funding for the project was provided by the DPL Friends Foundation, David E. Costa, the Beatrice and Reymont Paul Foundation and an anonymous donor.

The Cannon Truck Equipment Company and the Juvenile Law Group generously sponsored the pizza lunch. Special thanks to DPL staff members, A.J. Funchess and Janet Batchelder.

Comerica Java and Jazz Concert

Mrs. Mondowney reported that the second program of this season’s Comerica Java Jazz series will feature singer/saxophonist Herbie Russ, on Tuesday, April 19 at 6 p.m., in the Clara Stanton Jones – Friends Auditorium. Mr. Russ describes his musical sound as “new adult contemporary,” a broad mix of smooth jazz, Motown and everything in between. The performance is free and open to the public.

DPL Customer Interviews- Orange Boy, Inc.

Mrs. Mondowney reported that as DPL turns its sight to the next 150 years, work is being undertaken to update the Library’s strategic plan. Orange Boy Inc., is conducting interviews of library users at 13 DPL locations during the week of April 18. A two-person team will conduct about 20 one-on-one interviews at each location. The information collected will provide a greater understanding of how DPL is used by the community and how it can improve services and programs to the public.

The McGregor Fund is funding the work of Orange Boy. The firm has worked for over twenty years with various organizations, including public libraries around the country, to provide data analysis and facilitate community conversations designed to support strategic planning work.

Money Smart Week

Mrs. Mondowney reported that several DPL locations will participate in Money Smart Week, April 23-30, 2016. This annual event is sponsored by the Federal Reserve Bank of Chicago and provides more than 500 non-commercial classes, events and activities to meet the financial education needs of people of all ages.

DPL's programs will be held at Bowen, Campbell, Chaney, Chase, Conely, Hubbard, Jefferson, Parkman, Sherwood Forest, Skillman branches and Main Library

DPL FCC – 2010 E-Rate Funds Reimbursement

Mrs. Mondowney reported that in 2011, the Federal Communications Commission denied E-Rate funding to DPL for its Internet Services provided to the public. DPL filed an appeal in 2012 and in 2013 the Library paid Merit Network, Inc., its Internet service provider, for the Internet services rendered in 2010.

In November, 2015, the Library received approval notification from the FCC that indicated DPL's 2010 E-Rate application denial decision had been reviewed and the appeal was granted. On March 29, 2016, DPL received from Merit Network, Inc., the reimbursement check in the amount of \$300,541.61.

Wayne County- Delinquent Property Taxes

Mrs. Mondowney reported that DPL received two payments for delinquent property taxes: March 26, 2016, \$152,349; and April 11, 2016, \$192,456.

Glenn L. Graham: A Hero

Mrs. Mondowney reported that on March 23, 2016, the staff learned that the late Glenn L. Graham, a DPL staff member, was named a civilian recipient of the Carnegie Medal Award for heroism. In 2015 Glenn rescued a nephew from the family's burning house; he re-entered the house to save his great niece. Sadly, Glenn and his niece died in the fire. Glenn is one of 24 people in the U.S. and Canada, and the only one from Michigan, to receive the 2016 recognition. Glenn was employed at DPL for twenty-nine years.

COMMITTEE ON ADMINISTRATION

Approval to Designate the Rose and Robert Skillman Branch Library Site as a “Network to Freedom Site”

Commissioner Jackson reported that the Detroit River Project Initiative is seeking designation of the Rose and Robert Skillman Branch Library site as a U.S. National Park Service National Underground Railroad Network to Freedom site. This designation will complete the recognition of the 19th century journey to freedom by Thornton and Lucie Blackburn and their historically significant roles in American and Canadian history.

The Skillman Branch Library, located at 121 Gratiot, Detroit, Michigan, stands on the site of the original Detroit City Jail, where the Blackburn Riots of 1833 took place, marking the first racial uprising in Detroit’s history. Thornton and Lucie Blackburn were fugitive slaves who escaped from Louisville, Kentucky, were captured in Detroit, and held in the Detroit City Jail pending their court-ordered return to Kentucky. This action was in keeping with the Fugitive Slave Law of 1793, which mandated the return of freedom-seeking persons.

On June 16, 1833, Mrs. Blackburn was smuggled out of the Detroit City Jail; she crossed the Detroit River by boat and fled to Canada.

On June 17, 1833, an angry crowd of black Detroiters, along with a few African Canadians, and some white supporters, stormed the jail, and during the chaos that followed, Mr. Blackburn escaped, made his way to the Detroit River, where he also fled to Canada by boat.

The Blackburns presence in Canada resulted in the passage of that country’s Fugitive Offenders Act of 1833, which provided the basis of Canada’s present day extradition policy. In 2002, Thornton and Lucie Blackburn were designated by Canada as persons of national historic significance, and also were designated by Kentucky as having state historic significance, with twin commemorative plaques erected in Toronto and Louisville in that year.

COMMISSION ACTION

Commissioner Jackson moved approval to designate the Rose and Robert Skillman Branch Library site as a “Network to Freedom Site”. Commissioner Thomas supported. The motion passed unanimously.

Approval of the Human Resources Report

Commissioner Jackson reported that the Human Resources Department Report provides information regarding personnel actions taken from March 1, 2016 through March 31, 2016. These actions have been approved by Administration.

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

Total Payouts = \$0

POTENTIAL RETIREMENTS (2) Pending COD Approval

Employee Name	Last Day Worked	Retirement Date
Patricia Dandridge		July 1, 2016
David Kaszubowski		September 1, 2016

SEPARATIONS (2)

Employee Name	Title	Last Day Worked
Jasmine Clark	Customer Service Representative	3/4/2016
Shannon Carter	Customer Service Representative	3/7/2016

EMPLOYEE HEADCOUNT*

Headcount – March 2016	Headcount – March 2015
Budgeted Positions = 334	Budgeted Positions = 334
Active Employees = 285	Active Employees = 315
Vacant Positions = 49	Vacant Positions = 19

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

VACANT POSITIONS

Position	# of Budgeted Positions	# of Filled Positions	Vacant Positions
Managers	25	23	2
Librarian III	33	33	0
Librarian II	27	16	11
Librarian I	1	1	0
*Pre-Professional Librarian In-Training	3	3	0
Senior Clerk	9	7	2

Minutes were approved at the May 17, 2016 Commission Meeting.

**Technical Training Associate	9	8	1
Clerk	33	31	2
Janitor	13	10	3
Bookmobile Operator	1	0	1
***Customer Service Representative	97	72	25
Facilities	17	16	1
Associate Director	1	0	1
Senior Accountant	2	1	1
Total			49

NOTED

A correction was made to indicate that there are 25 vacant Customer Service Representatives.

*Pre-Professional are Librarians in training and are strategically positioned to fill Librarian I positions within (6) months after the completion of a Masters in Library Science.

General Position Summaries (in-part):

****Technical Training Assistant (TTA)**

Responsible for showing customers how to use moderate & advanced computer functions i.e., completing on-line applications for public benefits, unemployment, food stamps and academic financial aid, online job applications, creating a resume, conducting an online job search, searching DPL's online databases. Develop curricula for classes on topics of interest to customers. Provide individual/group instruction for customers on a wide variety of computer uses; train and communicate with staff to ensure uniformity in computer usage; reset Wi-Fi router when directed, troubleshoot failed equipment, including servers and security gates; refer issues to higher level as appropriate; configure computer preferences & patron files.

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

Greet customers, answer simple questions and direct customers to appropriate library area, room or staff person, receive, screen and route phone calls/e-mails, resolve minor customer issues, encourage people to register for a library card, clear materials from drop box, sort/stack materials for re-shelving, re-shelve books.

Minutes were approved at the May 17, 2016 Commission Meeting.

DISCUSSION

Commissioner DeSantis asked about the high number of Customer Services Representative vacancies. Ms. Trinee Moore, Director for Human Resources, explained that there is an active search to fill the vacancies, however, these are part-time positions and many people are seeking full-time employment.

President Adams stated that the high vacancy rate for the Customer Service Representative (CSR) position and the increasing need for the Technical Training Assistant (TTA) was discussed at the April 12th Committee on Administration meeting. She said that she asked Ms. Moore to provide data to support the possible recommendation of re-budgeting some of the CSR positions to TTA positions where the need is greater.

COMMISSION ACTION

Commissioner Jackson moved approval of the Human Resources report. Commissioner Thomas supported. The motion passed unanimously.

COMMITTEE ON BUILDINGS/FINANCE**Approval to Repair and Paint Wall and Ceiling at Duffield Branch Library**

Commissioner Thomas reported that the east wall in the adult area is in need of repair from years of leaks due to a steam pipe or an in-wall down spout. The wall has to be torn open to repair the leak and then it needs to be repaired and painted. The high oval ceiling needs painting and patching in areas throughout the first floor. (See photos attached)

On December 16, 2015, a Request-For-Proposal was issued for the much needed repairs in the adult and other areas including the painting the first floor ceiling with a set allowance to make the leak repairs. The RFP was posted on the DPL website, published in the Detroit Legal News, the Michigan Chronicle, the Michigan Minority Business Development Council (MMBDC), Michigan Black Chamber of Commerce, Michigan Small Business Bureau and the Construction Association of Michigan (CAM).

Four (4) General Contractors made the mandatory walk through. The bids were due on Thursday, February 4, 2016 no later than 2:30 PM. Three (3) General Contractors responded. (List Attached)

Minutes were approved at the May 17, 2016 Commission Meeting.

After reviewing all the bids and conferring with the Purchasing Department, the Facilities Department is recommending contracting with JCW Construction, located in Detroit, MI, for the base sum of \$23,767.

The Facilities Department is also requesting a Contingency of 10% (\$2,377) and that a \$3,000 allowance be reserved for the steam line and/or down spout replacement inside the wall once the wall is torn open.

This allowance was added to each bidders bid as indicated.

COMMISSION ACTION

Commissioner Thomas moved approval to repair and paint wall and ceiling at the Duffield Branch Library. Commissioner Jackson supported. The motion passed unanimously.

COMMITTEE ON FINANCE

Approval of the Routine Report on Finance

President Adams 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		\$905,913.13
2	Total For Vouchers – Processed on DRMS Vouchers – Blackout vouchers not in March 2016		\$0.00
3	FY 2016 Benefits Plan		\$0.00
4	FY 2016 General Retirement System (GRS)		\$0.00
5	FY 2016 Central Staffing Services		<u>\$0.00</u>
Total Processed by City of Detroit			<u>\$905,913.13</u>
<u>PAYMENTS PROCESSED BY DPL</u>			
1.	Public Funds/Comerica Checking	Checks 1250 – 1253	\$2,203.72
2.	Branch & Main Library Deposit Checking Account	Checks 3930 – 4022	\$56,099.60
3.	Professional Service Contracts		<u>\$0.00</u>
Total Processed by DPL			<u>\$58,303.32</u>
GRAND TOTAL			<u>\$964,216.45</u>

Minutes were approved at the May 17, 2016 Commission Meeting.

<u>Summary of Expenditures</u>				
<u>RESTRICTED/DESIGNATED FUNDS</u>				
1	Burton Endowment Checking	Checks	8288 – 8291	\$1,299.43
2	O'Brien Checking	Checks	4479 – 4486	\$4,233.31
3	Programs & Gifts	Checks	2137 – 2147	<u>\$19,016.43</u>
GRAND TOTAL				<u>\$24,549.17</u>
<u>CREDIT CARD EXPENDITURES</u>				
	Executive Director			\$59.90
	Executive Director's Office – used for general office purpose			\$0.00
	Chief Financial Officer			\$763.69
	Human Resources Department			\$189.45
	Marketing Department			\$799.73
	Technical Services			\$1,683.67
	Facilities Department			\$1,066.86
	Branch Services			<u>\$93.88</u>
GRAND TOTAL				<u>\$4,657.18</u>
Note: These are February 2016 Credit Card Purchases				

COMMISSION ACTION

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

The meeting was adjourned at 2:40 p.m.