

**DETROIT LIBRARY COMMISSION PROCEEDINGS****REGULAR MEETING****APRIL 21, 2015****1:30 P.M.**

President Quarterman called the Regular Meeting of the Detroit Library Commission to order at 1:34 p.m.

Present: President Quarterman, Commissioners Adams, Davis, Jackson, Thomas

Administrative Staff: Mondowney, Brown, Bruni, Funchess, Moore, Norfolk, Powell, Simmons, T. Williams

Excused: Commissioner Inniss-Edwards

Present Also: Cheryl Blessett, Lamont Bolding, Barbara Cohn, Lurine Carter, Enid Clark, Deborah Dorsey, Victor Ibegbu, Sharon Luckerman, Mike McElgunn, Carolyn Mosley, Yvette Rice, Rich Stinson, Laurie Stuart, Jaqueline Williams and others

**APPROVAL OF MEETING MINUTES**

The minutes of the Special Meeting of March 17, 2015 and the Regular Meeting of March 17, 2015 were approved with any necessary corrections.

**PUBLIC COMMENTS**

There were no public comments.

Minutes were approved at the June 5, 2015 Special Commission Meeting

### **REPORT OF THE PRESIDENT**

President Quarterman commented on the overwhelming success of DPL's 150<sup>th</sup> Anniversary celebration and complimented the staff for a wonderful job organizing the event.

President Quarterman stated that the Commission needs to start discussions on a strategic plan.

President Quarterman announced that Patrice Merritt is the newly appointed Commissioner filling the vacancy of former Commissioner Gregory Hicks, who resigned on January 20, 2015. Ms. Merritt's term will expire December 31, 2015.

### **REPORT OF THE EXECUTIVE DIRECTOR**

Mrs. Mondowney asked Ms. Margaret Bruni, Interim Director for Public Services, for an update on a request from Carole Rihani, Children's Librarian, asking to adjust the hours at the Children's Library at Main to accommodate more students.

Ms. Bruni responded that an investigation was underway and more information would be forthcoming.

#### **Wayne County**

Mrs. Mondowney reported that on March 23, 2015, the Library received a monthly payment of \$161,500 from the Wayne County treasurer for delinquent property taxes. On April 20, 2015 the Library received another payment from Wayne County in the amount of \$202,432, also for delinquent property taxes.

#### **150<sup>th</sup> Anniversary Kick-off Celebration**

Mrs. Mondowney reported that more than 800 people attended the Library's 150<sup>th</sup> birthday kick-off celebration held Wednesday, March 25, 2015 in the Old Fine Arts Room and Adam Strohm Hall. Among the several resolutions presented during a brief program was a proclamation from Mayor Duggan declaring the week of March 22, Detroit Public Library Week. The Historical Society of Michigan presented a Sesquicentennial Milestone Award to the Library.

The overwhelming success of the kick-off was due in part to the untiring efforts of many and special thanks are owed to Alma Simmons, Special Assistant to the Executive Director, A.J. Funchess, Assistant Director of Marketing, Deborah Dorsey, Executive Assistant II, Carolyn Mosley, Administrative Specialist and Yvette Rice, Executive Assistant II. Video footage of the celebration will be posted on DPL's YouTube page.

### **Redford Branch Re-opening**

Mrs. Mondowney reported that a grand re-opening of the Redford Branch was held on Thursday, April 16, 2015. Renovations to the 20,000 square foot building included new flooring and furniture, updated air conditioning and lighting systems, and the addition of more than 50 public access computers. A special thank you is extended to DPL's Facilities and Information Systems Department for their hard work in making this branch a model for the type of facility that can deliver 21<sup>st</sup> century library services.

### **Money Smart Week**

Mrs. Mondowney reported that DPL is one of many libraries, schools and other community organizations sponsoring financial literacy programs during Money Smart Week in Southeast Michigan, April 18 – 25. DPL's programs are being held at Main Library's Teen HYPE Center and Children's Library and the following branches: Jefferson, Conely, Chandler Park, Bowen Hubbard, Skillman, Franklin, Knapp, Campbell and Chase. All programs are free and open to the public.

### **The Library Lounge**

The public is invited to the DPL's "The Library Lounge" on Wednesday, April 24, from 5 – 7 pm at Craft Work, at 8047 Agnes Street, in the West Village neighborhood. The evening is being co-sponsored by WDET and the DPL Friends Foundation. This is an opportunity for the public to learn about the Library's services and programs in a unique setting.

### **Coleman A. Young Mayoral Collection**

Mrs. Mondowney reported that in partnership with the Detroit Public Library Friends Foundation, the Burton Historical Collection will mark its 100<sup>th</sup> anniversary with the opening of the Coleman A. Young Mayoral Collection on Thursday, May 21, from 5 – 6 pm, in the Clara Stanton Jones Friends Auditorium. A panel discussion entitled "Mayor Coleman A. Young: A Retrospective," will explore Mayor Young's role in the City of Detroit. Panelists will include former mayor Dennis Archer, journalist Bill McGraw, author Kevin Boyle, Mayor Young's press secretary, Bob Berg, and the former director of Detroit's Council of Arts, Shahida Mausi. The event is open to the public but online registration required. Details are available on the Friends website at [dplfriends.com](http://dplfriends.com).

### **78th Annual Detroit Public Schools Exhibition**

Mrs. Mondowney reported that Main Library is the site of the 78<sup>th</sup> Annual Detroit Public Schools Student Exhibition (April 18-May 31, 2015). The exhibition features hundreds of imaginative works created by Detroit Public Schools students in grades K-12, including paintings, prints, drawings, photography, ceramics, videos, jewelry and more. The 78th Detroit Public Schools Student Exhibition was organized by the Detroit Institute of Arts and the Detroit Public Schools and is made possible with support from the Ruth T. Cattell Education Endowment Fund. Additional support was provided by the Detroit Public Schools Foundation.

### **COMMITTEE ON ADMINISTRATION**

#### **Approval of the Human Resources Routine Report**

Commissioner Adams reported that the Human Resources Department Report provides information regarding personnel actions taken from March 1, 2015 – March 31, 2015. These actions have been approved by Administration.

#### **APPOINTMENTS (0)**

<b>Employee Name</b>	<b>Title</b>	<b>Hire date</b>

#### **RETIREMENTS (1)**

<b>Employee Name</b>	<b>Last Day Worked</b>	<b>Retirement Date</b>
Kerry Scott	March 27, 2015	<b>March 30, 2015</b>

#### **SICK LEAVE PAYOUTS (0)**

#### **POTENTIAL RETIREMENTS (0)**

<b>Employee Name</b>	<b>Last Day Worked</b>	<b>Retirement Date</b>

**SEPARATIONS (0)**

Employee Name	Title	Last Day Worked

**EMPLOYEE HEADCOUNT**

Headcount – March 2015	Headcount – March 2014
336 Active Employees	331 Employees

Approval is requested to accept the Human Resources Report as presented.

**COMMISSION ACTION**

Commissioner Davis moved approval of the Human Resources report. Commissioner Thomas supported. The report was unanimously accepted as presented.

**COMMITTEE ON BUILDINGS****Approval to Contract for Lawn Maintenance for all of the Detroit Public Library Facilities**

A Request for Proposal (RFP) for lawn care maintenance was mailed, posted on the DPL website and advertised in the Detroit Legal News, the Michigan Chronicle, the Michigan Minority Business Development Council (MMBDC), Michigan Black Chamber of Commerce, Michigan Small Business Bureau, the Construction Association of Michigan (CAM) and Michigan Inter-governmental Trade Network (MITN). The proposal covers the following:

- All DPL facilities – occupied and vacant
- Shrub trimming twice per cutting season
- Spring and Fall cleanups
- Lawn cutting and edging
- Facilities may add/delete locations without penalty and the cost adjusted based on the base rate

The contract is for the 2015 season (32 weeks).

There were five (5) responses, one was non-compliant.

Premier Group Assoc. Detroit, MI 48226	\$63,200.00
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Greg Davis Landscaping Detroit, MI 48216	\$66,729.00
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JE Jordan Landscaping Detroit, MI 48219	\$95,730.00
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Pore Care Landscaping Southfield, MI 48076	\$174,290.00
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Bowman and Assoc. Clinton, MI 48035	Non-compliant
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After reviewing all aspects of the proposals in the review committee, (Cledos Powell, Facilities, Mike McElgunn, Purchasing and Antonio Brown, Chief Financial Officer), the consensus is that Greg Davis Landscaping is the lowest qualified bidder.

Authorization is requested to contract with Greg Davis Landscaping for 2015 Lawn Maintenance with two one-year renewal options based on performance and agreement by both Greg Davis Landscaping and DPL in an amount not to exceed sixty-six thousand seven hundred twenty nine dollars (\$66,729).

### **COMMISSION ACTION**

Commissioner Thomas moved approval to contract with Greg Davis Landscaping for 2015 Lawn Maintenance with two one-year renewal options based on performance and agreement by both Greg Davis Landscaping and DPL in an amount not to exceed sixty-six thousand seven hundred twenty nine dollars (\$66,729). Commissioner Jackson supported. The motion passed unanimously.

### **COMMITTEE ON FINANCE**

#### **Approval of 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.

Minutes were approved at the June 5, 2015 Special Commission Meeting

<u>Summary of Expenditures</u>		
<b><u>PUBLIC FUNDS</u></b>		
<b><u>PAYMENTS PROCESSED BY THE CITY OF DETROIT</u></b>		
1	Total Payroll	\$972,595.10
2	Total For Vouchers – Processed on DRMS Vouchers 501 – 592	\$588,873.85
3	Benefits Plan Voucher 593	\$1,344,097.63
4	General Retirement System	\$0.00
5	Central Staffing Services Voucher 539	\$379,062.00
	Total Processed by City of Detroit	<b><u>\$3,284,628.58</u></b>
<b><u>PAYMENTS PROCESSED BY DPL</u></b>		
1.	Public Funds/Comerica Checking Checks 1231	\$5,919.00
2.	Branch & Main Library Deposit Checking Account Checks 3486 - 3524	\$28,620.21
3.	Professional Service Contracts	\$0.00
	Total Processed by DPL	<b><u>\$34,539.21</u></b>
<b>GRAND TOTAL</b>		<b><u>\$3,319,167.79</u></b>
<u>Summary of Expenditures</u>		
<b><u>RESTRICTED/DESIGNATED FUNDS</u></b>		
1	Burton Endowment Checking Checks None	\$0.00
2	O'Brien Checking Checks 4399 - 4408	\$6,533.59
3	Programs & Gifts Checks 1943 - 1975	\$18,402.93
<b>GRAND TOTAL</b>		<b><u>\$24,936.52</u></b>
<b><u>CREDIT CARD EXPENDITURES</u></b>		
	Executive Director	\$92.70
	Executive Director's Office – used for general office purpose	\$54.95
	Chief Financial Officer	\$380.00
	Human Resources Department	\$0.00
	Branch Services	\$827.09
	Marketing Department	\$355.18
	Technical Services	\$805.14
	Facilities Department	\$1,803.41
<b>GRAND TOTAL</b>		<b><u>\$4,318.47</u></b>
<b>Note: These are February 2015 Credit Card Purchases</b>		

### **COMMISSION ACTION**

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

Minutes were approved at the June 5, 2015 Special Commission Meeting

### **NEW BUSINESS**

Ms. Sharon Luckerman, Executive Director of the Friends Foundation, reported the following:

- The grand opening of the Coleman A. Young Papers will be held at the Main Library on Thursday, May 21, 2015 at 6:00 p.m. The event is free and open to the public. Chuck Stokes will be the moderator. A private Afterglow reception will follow for the Friends members only hosted by Mayor Mike Duggan.
- The Mandell and Madeleine Berman Foundation contributed a generous gift of \$25,000 to support DPL's Summer Reading Program.
- The Discover the Wonders @ DPL tours has brought over 1,500 visitors to the Detroit Public Library.
- The new Consul General of Japan, Dr. Kazayuki Katayama and his wife, recently visited the Detroit Public Library. Their day of special surprises included a tour of DPL, a photo-op with the signed baseball glove worn by the Japanese Major League Player Ichiro Suzuki and a viewing of the Laura Ingalls Wilder manuscripts.

The meeting was adjourned at 2:50 p.m.