

DETROIT LIBRARY COMMISSION PROCEEDINGS

REGULAR MEETING

MAY 16, 2017

President Jackson called the Regular Meeting of the Detroit Library Commission to order at 1:30 p.m.

Present: President Jackson, Commissioners Inniss-Edwards (left the meeting at 2:00 p.m.), Thomas, Weaver

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

Excused: Commissioner Adams, Taylor (Ex-Officio)

Present Also: Janet Batchelder, Cheryl Blessett, Enid Clark, Deborah Dorsey, Andrew Little, Carolyn Mosley, Christine Peele, Yvette Rice, George Ridenour, Tiffani Simon, Derick Suppon, Viola Taylor, Carl Watts

NOTED

President Jackson noted that the agenda had been amended to address the action items first while a quorum was present. Commissioner Inniss-Edwards had to leave the meeting at 2:00 p.m. because of a prior commitment.

APPROVAL OF MEETING MINUTES

The minutes of the Regular Meeting of April 18, 2017 were approved as presented.

COMMITTEE ON ADMINISTRATION

Approval to Lift the Hiring Freeze

In 2008, the Library was faced with a budget crisis due to declining tax revenues. A hiring freeze was formally adopted on February 4, 2009. Since 2011, the DPL has maintained the hiring freeze for all but essential functions. The City's budget directives for FY/2015 mandated a net decrease of 61 Library positions over a three-year period. As of 2015, the Library had eliminated 53 positions and has kept an additional 8 non-critical positions vacant to meet this mandate.

While the budget crisis has subsided, the DPL still needs to manage with caution, considering:

- I. Several revenue streams are not expected to continue at recent levels:
 - Delinquent property taxes have reached their peak and are now declining.
 - Renaissance Zone funds are at the discretion of the Governor and have also begun to decline.

- II. DPL has also incurred additional expenses:
 - The annual payment of \$389,000 for the Settlement Agreement obligation with the Unions, to continue until 2031, at a total cost of approximately \$5.9 million.
 - The anticipated 2% salary increases offered at Union negotiations.

- III. The Library also anticipates the following financial obligations:
 - The City is expected to request additional pension contributions from the DPL to meet a projected \$200 million shortfall in pension contributions by 2024.
 - As a part of the City of Detroit Bankruptcy Settlement, the DPL received a reduction in annual pension contributions from \$3.5 million to \$2.5 million. Annual contributions could possibly return to pre-bankruptcy levels.
 - With a bookmobile at end of life, DPL will need to purchase a new vehicle within the next year at a cost of approximately \$300,000.

To ensure the Library's ability to maintain operations, the DPL is requesting approval to lift the hiring freeze, with the understanding that vacancies will still be needed to manage the City of Detroit's mandate, budget shortfalls and unanticipated expenses.

COMMISSION ACTION

Commissioner Inniss-Edwards moved approval. Commissioner Thomas supported. The motion passed unanimously.

Minutes were approved at the June 20, 2017 Commission Meeting

Approval of the Staffing Plan

I. Introduction

Staffing, as presented in this document, will include recommendations to hire, promote and/or transfer employees to support staffing gaps, proposed extended hours of operation and the reinstatement of select library services.

The proposed Staffing Plan is consistent with the draft 2017-2022 Strategic Plans relative to customer excellence and engaging community while carrying out the Library's mission. Thus, the implementation of the proposed Staffing Plan is tantamount to accomplishing, in part, strategic goals for Public Services and the Human Resources Department.

II. Planning Process

A review of the current staffing gaps, the number and type of positions needed for the extension of hours and services was discussed and analyzed in consultation with:

- the Executive Director;
- the Interim Director of Public Services;
- the Chief Financial Officer;
- the Assistant Director of Main and Technical Services;
- the Assistant Director of Branches; and,
- the Human Resource Specialist.

Another aspect of the review included a projection and assessment of retirements, overall attrition and succession considerations.

Other tools used for this process included the City of Detroit Position Control Report, the DPL Position Control Report, the approved 2017/2018 Budget and the Vacancy Report and Public Services demographics, interview and recruitment documents.

III. Planning Considerations:

Rational: Planning within the stated parameters makes it more likely to meet the objectives of the staffing plan.

- The initiation of Sunday Service.
- The adherence to the labor contracts.
- The maintenance of Wilder, Lincoln, Chandler Park and Monteith Branches at 20 hours per week.

- The anticipation of an increase of family services/activities because of Sunday Services.
- The re-opening of the Teen Center at Redford.
- The utilization of overtime for union staff working on Sundays.
- The utilization of retired DPL librarians in the absence of staff and/or non- retired DPL substitutes as required.
- The anticipation of greater utilization of Burton Services and the Technology Learning Center on Sundays.

IV. Staffing Configurations:

Rational: To ensure that there is sufficient staff with the right skills and experiences to provide library services for consolidated branches, extended hours of service and support for technology assistance.

→ New Hires

- (3) Librarian II's will support the re-opening of the Teen Center at Redford and staffing needs at various other branches.
- (3) TTA's will support the re-opening of the Teen Center at Redford, the rotation of TTA services at the 20-hour branches, Lincoln and Monteith; and the provision to assign a full-time TTA at larger branches requiring more TTA assistance.
- (2) Pre-Professionals will support the rebuilding of the pipeline of librarians and at the same time provide coverage in various areas.
- Substitutes will be used in the absence of DPL librarians. The primary substitute will be a DPL retiree. If and when a retiree is not available non-retirees will be used to cover staffing gaps.

V. Budget Implications

It is being proposed the salary savings from the 2017/2018 budget be reallocated to cover the new positions and substitutes identified in the staffing plan. The reallocations of funds come from the removal of the *Associate Director and Administrative Assistant* positions totaling \$141,540.00 including benefits. This reallocation will be used to hire (2) TTA's \$106,361.00. There will be a balance of \$35,179.00 that can cover half of the third TTA position. The remaining amount \$18,002.00 will come from the Librarian II budget line.

There are seven vacant Librarian II positions, therefore, the three proposed positions, (salary plus benefits), will come from this budget line, leaving four funded positions. It is proposed that salaries from (2) of these positions be reallocated to fund the pre-pro positions \$67,748.00, and the balance of the TTA position as indicated above.

VI. Planning Challenges

The challenges we anticipate facing in the near future include, reduction in fund balance, anticipated increase in pension fund obligation, a decrease in State Aid / Renaissance Zone funding, and the reduction in delinquent property tax payments.

VII. Budget & Position Matrix

The attached matrix details the staffing costs and positions needed to address staffing gaps and ensure the delivery of Sunday Services and the re-opening of the Redford Teen Center.

Authorization is requested to approve the 2017/2018 Staffing Plan.

COMMISSION ACTION

Commissioner Inniss-Edwards moved approval. Commissioner Weaver supported. The motion passed unanimously.

Approval of the Information Systems Confidentiality Agreement

The Human Resources Department and the Information Systems Department is requesting approval to implement the Information Systems Confidentiality Agreement.

Employees of the Detroit Public Library (DPL) are often exposed to personal and confidential information of customers, employees and vendors. Therefore, as a condition of employment, continued employment, and/or as a contractor with the Library, DPL will require that all employees and contractors sign the Information Systems Confidentiality Agreement.

The Detroit Public Library regards security and confidentiality of data and information to be of the utmost importance and, therefore, seeks to ensure that confidential information, in any format, is not divulged without the explicit approval to so do by the appropriate authority. As such, to ensure maintenance of confidential information, the Library will require all employees to sign a Confidentiality Agreement to acknowledge understanding the importance of this requirement.

The content of the Agreement Reads as follows:

I recognize the need to maintain individual and institutional rights to privacy and confidentiality. I realize that, as an employee of the Detroit Public Library, my assigned responsibilities will or may necessitate access to confidential information. Such confidential information may be verbal, on paper, contained in software, visible on screen displays, in computer- readable form, or otherwise, and may include, but is not limited to, customer and employee records, financial information, institutional data and legal correspondence.

I affirm my intention to preserve the strictest standards of confidentiality in the use of this information. Therefore,

1. I will not disclose information that I obtain in performing my duties to anyone who does not require this information in their official capacity;
2. I will use confidential information only for the purposes for which I am authorized;
3. I will not disclose my password(s) to any person;
4. I will not allow anyone else access to confidential information under my login ID, nor allow casual onlookers to view confidentiality information;
5. I will not participate in unauthorized disclosure of any data or passwords;
6. I will print records only when necessary;
7. I will report any attempted or confirmed violation of institutional or personal security or privacy policies to at least one of the following: my immediate supervisor, Branch Services/Main Library Administration, the Director of Human Resources and/or the Assistant Director of Information Systems.
8. I will not establish separate databases with confidential information;
9. I will report any changes to the library system or accounts that I encounter in the course of my work to the appropriate office.

I understand the intent of this statement and will exercise diligence in performing my duties in accordance with organizational policies. Furthermore, I understand that the Detroit Public Library reserves the right to periodically audit my use of confidential information and to revoke my access if I am not adhering to all applicable policies. Any unwarranted and deliberate violations of the terms of this agreement will subject me to disciplinary action, including termination, legal actions, and/or criminal prosecution under appropriate state and federal laws.

I acknowledge that my signature represents that I have read and understand the tenets of the Confidentiality Agreement.

Name: _____
 Phone: _____
 Signature: _____ Date: _____
 Department/Position: _____

Authorization is requested to approve the Information Systems confidentiality Agreement.

COMMISSION ACTION

Commissioner Inniss-Edwards moved approval. Commissioner Thomas supported. The motion passed unanimously.

Approval of the Human Resources Vacancy Report

Vacancies

Explanations

Manager (3):	Two (2) positions are vacant because of the consolidation of branches, therefore (1) branch manager is responsible for (2) part-time branches; and (1) vacancy is due to a recent resignation. The vacant position was posted internally on March 31 and remains posted thru April 14 th .
Librarian II (7):	Staffing requirements for the smaller branches and departments at Main changed from (3) to (2) librarians as a result of the consolidation of branches and reduction in staff. These positions will remain open if/ and until all branches are opened full-time and departments are once again staffed with (3) librarians.
Pre-Professional (1):	Entry level position for librarians pursuing the MLIS. One graduated and moved into a Librarian I position and has since been promoted to Librarian II. Expecting another graduation this spring and will recruit externally to bring on (3) more Pre-Pro's, which is the maximum allowed according to the UAW Pool Contract.

Vacancies**Explanations**

Senior Clerk (1):	Vacancy occurred due to a retirement. Proposing salary be reallocated to cover critical staff needs.
Technical Training Assistant (3):	Positions identified as critical need and will be filled through the <i>proposed reallocation of salaries</i> from the elimination of two administrative positions no longer needed due to the restructure: the Associate Director's position and the Administrative Assistant position. <i>If reallocation is approved</i> , HR will interview candidates on file (who were previously tested and earned a passing score) the week of May 8 th .
Custodians (4):	By attrition, vacant custodial positions are now contracted through ABM. It is <i>proposed that the salaries for these (4) positions are added to the ABM contract budget</i> .
Customer Service Representative (17):	Part-time position filled as needed.
Facilities (4):	Electrician position was posted April 3 and will remain posted until April 17, 2017; Buildings Trade Generalist was posted April 6 and will remain posted until April 20 th (2) positions, the HVAC and Facilities Janitorial position remain open at this time.
Senior Accountant (1):	The need for this position is currently being evaluated.

Authorization is requested to approve the vacancy report.

COMMISSION ACTION

Commissioner Inniss-Edwards moved approval. Commissioner Thomas supported. The motion passed unanimously.

Approval of the 2017/2018 Calendar of Library Closings and Schedule Changes

The calendar runs from July 1, 2017 to June 30, 2018.

CALENDAR OF LIBRARY CLOSINGS AND SCHEDULE CHANGES
2017 – 2018
REVISED

July 4, 2017 (Tuesday)	Designated Holiday
September 2, 2017 (Saturday)	Designated Holiday (Main Public Service Agencies)
September 4, 2017 (Monday) *	Labor Day For Branches and Support Agencies
October 4, 2017 (Wednesday)	Staff Day
November 10, 2017 (Friday) November 11, 2017 (Saturday)	Veterans Day (Main Adm. & Support Agencies) Designated Holiday (Branches & Main Pub. Serv.)
November 23, 2017 (Thursday)	Thanksgiving Day
November 24, 2017 (Friday)	Day After Thanksgiving Main & Support Agencies
November 25, 2017 (Saturday)	Designated Holiday (Day After Thanksgiving) For Branch Agencies
December 22, 2017 (Friday) December 23, 2017 (Saturday) December 24, 2017 (Sunday) December 25, 2017 (Monday)	Christmas Eve (Main & Support Agencies) Christmas Eve (Branches)/ Christmas Holiday (Main) Christmas (Sunday Branches Closed) Christmas (Main Support Agencies & Branches)
December 29, 2017 (Friday)	New Year's Eve (Main & Support Agencies)
December 30, 2017 (Saturday) December 31, 2017 (Sunday) January 1, 2018 (Monday)	New Year's Eve (Branches) New Year's (Main Public Services) New Year (Sunday Branches Closed) New Year – Support Agencies/ Branches
January 13, 2018 (Saturday)	Designated Holiday (Martin Luther King, Jr. Day) For Main Public Service Agencies
January 15, 2018 (Monday)	Martin Luther King, Jr. Day Branches & Support Agencies)
February 17, 2018 (Saturday)	Designated Holiday (Presidents' Day) For Main Public Service Agencies
February 19, 2018 (Monday)	Presidents' Day (Branches & Support Agencies)
March 30, 2018 (Friday)	Good Friday (Main & Support Agencies)
March 31, 2018 (Saturday) April 1, 2018 (Sunday)	Designated Holiday (Good Friday) For Branch Agencies Easter (Sunday Branches Closed)

Minutes were approved at the June 20, 2017 Commission Meeting

May 26, 2018 (Saturday) **

Designated Holiday (Memorial Day)
For Main Public Service Agencies

May 27, 2018 (Sunday)

Memorial Day (Sunday Branches Closed)

May 28, 2018 (Monday)

Memorial Day
For Branches and Public Support Agencies

* September 8-9, 2017 (Friday – Saturday)

Branch Fall Schedule Begins
(Closed Fridays, Open Saturdays)

** May 27-28, 2018 (Friday – Saturday)

Branch Summer Schedule Begins
(Open Fridays, Closed Saturdays)

(Summer hours at the Branches will begin on the Friday before Memorial Day and end on the Friday before Labor Day)

Approval is requested for the calendar of library closings and schedule changes for 2017 – 2018.

COMMISSION ACTION

Commissioner Thomas moved approval. Commissioner Inniss-Edwards supported. The motion passed unanimously.

Approval of the Human Resources Report

The Human Resources Department Report provides information regarding personnel actions taken from April 1, 2017 through April 30, 2017. 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
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
Shamar Cowan	Customer Service Representative	April 12, 2017
Kaamilya Aliakbar	Customer Service Representative	April 25, 2017

Minutes were approved at the June 20, 2017 Commission Meeting

EMPLOYEE HEADCOUNT*

Headcount	April 2017	Headcount	April 2016
Budgeted Positions =	334	Budgeted Positions =	334
Active Employees =	291	Active Employees =	285
Vacant Positions =	43	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
POSITION	# OF BUDGETED POSITIONS	# OF FILLED POSITIONS	VACANT POSITIONS
Technical Training Associate	11	8	3
Janitor	13	9	4
**Customer Service Representative	100	81	19
Facilities	17	13	4
Senior Accountant	2	1	1
Total			43
Only Position Titles with vacancies are listed.			
**Customer Service Representative are Part-time 20 hours/week			

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

COMMISSION ACTION

Commissioner Inniss-Edwards moved approval. Commissioner Thomas supported. The motion passed unanimously.

Minutes were approved at the June 20, 2017 Commission Meeting

COMMITTEE ON BUILDINGS/FINANCE

Approval to Purchase Furniture for the Edison Branch Library

Phase II of the Edison Renovation Project begins in FY18 with the purchase of shelving, furniture and computer equipment.

The Cooperative Purchasing Network (TCPN) is a not-for-profit purchasing cooperative that serves libraries, schools and other government entities. They award purchasing contracts through a competitive RFP process which has been validated by the Institute for Public Procurement as being compliant with generally accepted public procurement standards and principles. By making purchases under a TCPN contract, the DPL receives competitive pricing on items, saves the time and expense of going through a bid process, and meets the legally required competition for contracts.

The DPL received the following quote from Office Express, an authorized TCPN dealer, for furniture for the Edison Branch:

Office Express	\$143,665.41
Troy, MI	

Approval is requested to purchase furniture for the Edison Branch from Office Express for a total cost not to exceed one hundred forty-three thousand six hundred-sixty five dollars and forty-one cents (\$143,665.41).

COMMISSION ACTION

Commissioner Inniss-Edwards moved approval. Commissioner Thomas supported. The motion passed unanimously.

Approval to Purchase Shelving for the Edison Branch Library

Phase II of the Edison Renovation Project begins in FY18 with the purchase of shelving, furniture and computer equipment.

The Estey brand of shelving was recently installed in Redford and Wilder branches following a competitive bid process. Staff has found this shelving to be well designed, of high quality, and easy to use. The brand also offers a full line of styles, sizes and features that enable it to support DPL's wide range of shelving needs. Purchasing the Estey brand for the Edison project ensures: 1) that staff will be satisfied with their shelving; and 2) that the DPL will have the flexibility to move pieces and units between agencies, as needed.

Library Designs of Plymouth, MI, is an authorized Estey dealer. Through their Ohio office, Library Designs can purchase the Estey product under the State of Ohio's cooperative purchasing program for schools and libraries. (A similar program is not available for the Estey product in Michigan.) The Ohio state contract allows for DPL to receive a 55% discount off the listed price.

The DPL received the following quote from Library Designs for the Estey shelving for the Edison Branch: \$40,524.58.

Approval is requested to purchase shelving for the Edison Branch from Library Designs, of Plymouth, Michigan, for a total cost not to exceed forty thousand five hundred twenty-four dollars and fifty-eight cents (\$40,524.58).

COMMISSION ACTION

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

COMMITTEE ON FINANCE

Approval to Contract with Advance Security (US Security Associates) for Security at All Branch Locations

A Request for Proposal (RFP) for Security Services at Library Branch locations was published in March 2017: advertised on the Michigan Inter-governmental Trade Network (MITN) website; in the Michigan Chronicle; on the DPL website; and with the Michigan Minority Business Development Council. Eighty-two (82) security companies were notified of the RFP, with proposals received from thirteen (13) qualified firms.

Proposals were reviewed and scored by a five (5) person evaluation committee comprised of the Chief Financial Officer, Assistant Director for Branch Services, Assistant Director for Facilities, Security Manager, and Assistant Security Manager.

Each accepted proposal was scored by each member of the evaluation team using a RFP Evaluation Scorecard consisting of 15 criteria. Certain weight was given to each criteria based on level of importance for a maximum points allowed of 165 points. The following is a list of criteria and the maximum points allowed for each:

Ability to meet the requirements for uniformed Security Officers (10 pts.)	Ability To Provide Proof of Quality Assurance Measures (15 pts.)
Ability to provide necessary communications (15 pts.)	Ability to provide a qualified selection of Security Officers (5 pts.)
Security Officer Training (10 pts.)	Ability to perform Security Officer duties (10 pts.)
Ability to provide 24/7 emergency response (15 pts.)	Ability to provide proper scheduling (15 pts.)
Ability to provide optional Patrols (5 pts.)	Ability to provide officer back-ups (15 pts.)
Ability to create and provide post orders and security forms (15 pts.)	Ability to perform background investigation checks prior to hiring (10 pts.)
References (5 pts.)	Provided insurance records for 10 prior years (5 pts.)
Price (15 pts.)	

Reviewers scored all proposals independently, the sum of which were totaled and averaged to determine a short list of qualified firms to be interviewed. The average scores are as follow:

VENDOR	ADDRESS	BID AMOUNT	AVERAGE EVALUATED TOTAL SCORE
Eagle Security Services	500 Griswold Detroit, MI 48226	\$677,414.40	121.4
Advance Security	15565 Northland Dr, Southfield, MI 48075	\$647,204.00	111.4
LaGarda Security	11685 Mt. Elliot Detroit, MI 48212	\$615,148.80	103.6
Guardian Guard Service	18000 W 8 Mile Rd Southfield, MI 48075	\$667,846.40	101.6
Pyratech Security Systems	20150 Livernois Ave. Detroit, MI 48221	\$777,400.00	96.0
H&P Protective Services	400 Renaissance Ctr Detroit, MI 48243	\$638,185.60	91.2
G4S Secure Solutions	22670 Haggerty Rd Farmington Hills, MI 48335	\$880,256.00	90.0

Minutes were approved at the June 20, 2017 Commission Meeting

VENDOR	ADDRESS	BID AMOUNT	AVERAGE EVALUATED TOTAL SCORE
Tenable Protective Services	26761 John R Rd Madison Heights, MI 48071	\$793,187.20	88.4
Liberty Security Group	1400 Biddle Ave Wyandotte, MI 48192	\$661,148.80	78.4
All Pro Security	11000 W McNichols Detroit, MI 48221	\$599,913.60	76.4
Madison Security Group	172 Gardner Sparta, MI 49345	\$694,158.40	63.4
Inter City Protective	16135 Harper Ave Detroit, MI 48224	\$626,704.00	40.2
Allied Universal Security	100 Town Center Southfield, MI 48075	\$970,194.60	38.8

The Evaluation Committee conducted interviews with the top five (5) rated security companies: Eagle Security; Advance Security; LaGarda Security; Guardian Guard Service; and Pyratech Security Systems, Inc. Upon completion of interviews the committee determined Advance Security was the most qualified firm, price and other factors considered.

Authorization is requested to award a contract to Advance Security for security services at library branch locations for one (1) base year (July 1, 2017 to June 30, 2018), with two (2) additional one-year renewal options. The annual cost for this contract is \$647,204.

COMMISSION ACTION

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

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.

Minutes were approved at the June 20, 2017 Commission Meeting

<u>Summary of Expenditures</u>			
<u>PUBLIC FUNDS</u>			
<u>PAYMENTS PROCESSED BY THE CITY OF DETROIT</u>			
1	Total Payroll		\$908,744.05
2	Total For Vouchers – Processed on Fusion	606 - 649	\$251,513.16
3	FY 2017 Benefits Plan		\$0.00
4	FY 2017 General Retirement System (GRS)		\$285,478.06
5	FY 2017 Central Staffing Services		<u>\$0.00</u>
	Total Processed by City of Detroit		<u>\$1,445,735.27</u>
<u>PAYMENTS PROCESSED BY DPL</u>			
1.	Public Funds/Comerica Checking	Checks 1279-1280	\$4,894.55
2.	Branch & Main Library Deposit Checking Account	Checks 4700 - 4744	\$73,580.40
3.	Professional Service Contracts		<u>\$0.00</u>
	Total Processed by DPL		<u>\$78,474.95</u>
GRAND TOTAL			<u>\$1,524,210.22</u>
<u>Summary of Expenditures</u>			
<u>RESTRICTED/DESIGNATED FUNDS</u>			
1.	Burton Endowment Checking	Checks None	\$0.00
2.	O'Brien Checking	Checks 4557 – 4560	\$1,480.50
3.	Programs & Gifts	Checks 2282 – 2295	\$11,276.88
GRAND TOTAL			<u>\$12,727.38</u>
<u>CREDIT CARD EXPENDITURES</u>			
1.	Executive Director		\$29.90
2.	Executive Director's Office – used for general office purpose		\$43.53
3.	Chief Financial Officer		\$183.95
4.	Human Resources Department		\$2,329.43
5.	Marketing Department		\$1,021.38
6.	Technical Services		\$579.29
7.	Facilities Department		\$2,628.32
8.	Branch Services		<u>\$1,889.91</u>
GRAND TOTAL			<u>\$8,707.71</u>
Note: These are March 2017 Credit Card Purchases			

COMMISSION ACTION

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

Minutes were approved at the June 20, 2017 Commission Meeting

PUBLIC COMMENTS

There were no public comments.

REPORT OF THE EXECUTIVE DIRECTOR

ALA 2017 PR Xchange Award

Mrs. Mondowney reported that the 2016 African American Booklist, *Writing the River: Black Life Stories*, featured the life of the Honorable Damon J. Keith and included a comprehensive essay about the value of African American autobiographies and biographies written by Dr. Stephen M. Ward. The booklist has received an American Library Association's 2017 PR Xchange award for the category "Bibliographies/Booklists, Materials promoting Collections, Services, Resources-print."

Detroit 67 Project Activities

Mrs. Mondowney reported that:

- The Detroit Public Library is supporting the Detroit Historical Society's project, "Detroit 67: Looking Back to Move Forward," a commemoration of the events of July, 1967. A centerpiece of the community wide programming is the publication of "Detroit 1967: Origins, Impacts, Legacies," a collection of essays by scholars and journalists. DPL is sponsoring a series of discussions about the book at branches and Main Library beginning in the fall. A free DPL book discussion guide will be available at the May 18th book launch at the Detroit Historical Museum as well as at DPL locations. Copies of the book have been purchased for circulation and will also be available through DPL's *Book Club in a Bag*.
- On Saturday, May 6, 2017, the Duffield Branch Library hosted a standing room only audience of more than 200 people for a presentation, "Through the Fire: The History Before, During and After the 1967 Rebellion." Jamon Jordan, historian and educator, provided an engaging account of what happened on 12th Street and Clairmount in the Virginia Park community on July 23, 1967.

College for Creative Studies

Mrs. Mondowney reported that the students from the College for Creative Studies (CCS) made a presentation of their projects to re-imagine the space layout of the Skillman Branch Library.

The research project was made possible by Rock Ventures LLC, with support of the Library and the DPL Friends Foundation. On April 28, 2017, the students presented their designs which focused on the quality of the user experience relevant to civic and community engagement.

Comerica Java Jazz

Mrs. Mondowney reported that DPL's Comerica Bank Java & Jazz series will continue on Tuesday, May 16, 2017 at 6:00 p.m. with a performance by the Ali Bey Quartet, a jazz fusion group that brings together the best of jazz, blues and swing. This is the 17th year that Comerica Bank has sponsored this series that show cases some of Detroit's finest creative talent.

Branch Programs

Mrs. Mondowney reported that the Knapp Branch was the starting point for the Banglatown Jane's Walk, held on Saturday, May 6th. Jane's Walk is a movement of free, citizen-led walking tours inspired by urban activist Jane Jacobs. The walks encourage people to tell stories about their communities, explore their cities, and connect with neighbors. On Saturday, May 13th, the Jefferson Branch sponsored a "Mother's Day High Tea & Baking Tips" program. A nutritionist from AVC Kitchens demonstrated helpful baking tips and shared recipe cards. The Campbell Branch is hosting a Kids Town Hall on May 24, 2017 which will allow young people the opportunity to earn a community service hour by creating cards for Meals on Wheels recipients and decorating bags for food banks.

Wayne County Child Support Program

Mrs. Mondowney reported that "Wayne County Child Support Help" program was held at Main Library on April 8, 2017. It was co-sponsored by DPL's Business, Science and Technology and Social Service, Education and Religion departments, the Salvation Army, and Michigan's 3rd Circuit Court. Over the course of the day, approximately 75 individual consultations occurred between attorneys, child support professionals, and adults with difficulties meeting child support payments.

First Detroit Day of the Young Child

Mrs. Mondowney reported that "Hope Starts Here," a community partnership initiative, helped the City of Detroit mark its first Annual Day of the Young Child on April 25, 2017. Listening sessions were held throughout the city to hear community perspective on what it will take to make Detroit a kid-friendly city by 2027. Children's Library, the Skillman and Franklin branches were sites for the conversations.

Discovering Michigan History

Mrs. Mondowney reported that the Burton Historical Collection will participate in "Discovering Michigan History," a federally funded, statewide digitization project. This project digitizes paper-only archival collections from "underrepresented communities." Detroit Public Library is a contributor along with Wayne State University, the Arab-American National Museum, LGBT Detroit, and several individual educational experts. DPL's contribution is the archival collection for the "Housewives League of Detroit," an organization founded in the 1930s to "encourage commerce with black-owned businesses."

"Discovering Michigan History" will digitize contributions from participants, make them available to the public through the Digital Public Library of America, and design learning modules about the contributions aimed at K - 12 students, educators, and the general public.

DPL Friends Foundation

Mrs. Mondowney reported that the DPL Friends Foundation gave a \$600 grant for a wall-mounted charging station for mobile devices at the Parkman Branch.

Wayne County

Mrs. Mondowney reported that on April 12, 2017 DPL received a payment of \$223,712 for delinquent property taxes. **NOTED:** The payment was incorrectly stated in the April 2017 report as \$23,712.

OLD BUSINESS

President Jackson congratulated Mrs. Mondowney and the Information Systems staff for being proactive in purchasing a Dell backup/storage system. The system will help protect DPL's operations as the organization faces higher levels of security challenges.

The meeting was adjourned at 2:10 p.m.

Minutes were approved at the June 20, 2017 Commission Meeting

