

**DETROIT LIBRARY COMMISSION PROCEEDINGS**

## REGULAR MEETING

MAY 17, 2016

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

Present: President Adams, Commissioners Davis, DeSantis, Thomas

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

Excused: Commissioners Inniss-Edwards, Jackson, Weaver

Present Also: Krystal Booker, Nadya Cherup, Enid Clark, A. J. Funchess, Paula Kaczmarek, Carolyn Mosley, Donna Opoka, Christine Peele, Yvette Rice, Tiffani Simon, Marie Smith, Derick Suppon, Dwayne Vales, Michael Wells

**COMMISSION ACTION**

President Adams moved to amend the agenda by adding two action items under new business:

- Consideration of the Draft Detroit Library Commission Governance Vision Statement
- Approval to Return to the Prior Method of Succession of Commission Officers

Commission Thomas supported. The motion passed unanimously.

**APPROVAL OF MEETING MINUTES**

The minutes of the Regular Meeting of April 19, 2016 and the Special Meeting of May 4, 2016 were approved as presented.

Minutes were approved at the June 16, 2016 Commission Meeting

### **PUBLIC COMMENTS**

*Marie Smith* – She spoke on behalf of the Marx Street Block Club expressing their concerns of the hours at the Lincoln Branch Library being reduced to two days a week. They would like to request that service be increased to one additional day during the week and every other Saturday. They are also requesting a replacement copier and security measures put in place to help prevent the theft of the copier.

### **DISCUSSION**

Commissioner Davis asked why the Saturday hours had not been restored at the Lincoln Branch and what was the status on the copier?

Mrs. Mondowney replied the restoration of the Saturday hours is pending and the copier was vandalized and there is a process in place to order new copiers.

*Donna Opoka* – She read a resolution on behalf of Local 2200 Retiree Chapter that expressed their refusal to participate in an alternative staffing model using substitute librarians. A copy of the resolution was submitted for the record.

### **DISCUSSION**

Commissioner DeSantis asked if DPL's librarians act as substitutes in other systems.

Ms. Opoka replied "yes" they do.

Commissioner DeSantis continued by asking but yet there is opposition to bring in substitutes presumably from other systems.

President Adams stated that a grievance is pending regarding this matter so comments and questions should be limited.

*Christine Peele, Vice President, UAW LU 2200* – She read a letter on behalf of UAW LU 2200, which was addressed to President Adams, which, expressed their protest of DPL's implementation of its alternative staffing model. The proposed model would use DPL's Technical Training Associates (TTA's) to open and/or close the buildings and employ substitute librarians, first by recruiting retired DPL librarians to address "staffing gaps." A copy of the letter was submitted for the record.

Minutes were approved at the June 16, 2016 Commission Meeting

**NOTED**

President Adams stated that she had not received the original copy of the letter that was addressed to her and she was given a copy just prior to the Commission meeting

*Nadya Cherup* – Expressed her concerns regarding non-librarians performing librarian tasks.

**REPORT OF THE PRESIDENT**

President Adams discussed the role of the Commissioners and the importance of communicating that to DPL's administrators and staff.

She pointed out that real work of the Commission comes through the Committee meetings where most of the discussions, questions and comments are addressed.

She encouraged attendance at the Committee meetings because it is important to receive feedback from the staff and public on proposed action items before they are forwarded to the Commission for final approval.

President Adams reported the following updates:

- The Committee on Administration had an information session with administrators and the Executive Director regarding the status of the proposed Memorandum of Understanding (MOU) on the retirement benefits with various bargaining units and to review proposed staffing changes.
- The Commission was advised that a number of grievances have been filed by bargaining units for what they perceive to be a violation of the collective bargaining agreement.
- The Commission held a special meeting on May 4, 2016 in regards to the Memorandum of Understanding. Special meetings are open to the public and even if the Commission moves to enter into a closed session, all actions are approved before the public.
- In the special meeting, the Commission received legal advice on the still pending agreements with the collective bargaining units over the VEBA PLUS and other matters. The Commission is doing everything possible to finalize these agreements in the spirit of the Memorandum of Understanding.

- The Commission authorized the legal counsel to move forward to negotiate a final settlement agreement in line with the proposed and agreed upon Memorandum of Understanding. Any delay in this matter is not related to the Executive Director, the Commission or staff. Questions regarding this matter should be referred to the appropriate union representative.
- It is not the function of the Commission to interfere with the work of the administration. It is imperative that Commissioners provide feedback, advice and encouragement to the Executive Director, staff and public in the Commission meetings.

President Adams emphasized the importance of the Commissioners committing to spend a sufficient amount of time each month on library matters. She said that Committee meetings should be held regularly even if it is only to receive updates.

President Adams encouraged the Commissioners to attend library functions and community events as it is imperative that they be a public presence for the library within the community.

## **REPORT OF THE EXECUTIVE DIRECTOR**

### **Customer Satisfaction Survey**

Mrs. Mondowney reported that over the past seven years, DPL has surveyed customers to determine their satisfaction with library services. Visitors are given the opportunity to complete a brief questionnaire about their experiences with the library's facilities, staff, materials and computer resources.

The survey results completed in 2015 continue the positive feedback received from customers in recent years. Of the 775 customers who participated in the survey, 12% rated their overall experience at the library as "Satisfactory," while 73% rated their overall experience as "Excellent."

### **Orange Boy Customer Interviews**

Mrs. Mondowney reported that Orange Boy Inc., the firm hired by the McGregor Fund to conduct interviews of our customers, has completed the interviews at 14 DPL locations (Chaney, Redford, Edison, Main, Conely, Douglass, Campbell, Bowen, Skillman, Franklin, Parkman, Jefferson, Chase and Sherwood Forest).

One hundred fifty-two people were interviewed. Of those interviewed, 33.6% said they visited the library daily or nearly every day, and 22.6% said they visited about once a week; 42.8% said they use the Library's free Wi-Fi on a personal device; 57.9% said they come to use a public computer; and 50.3% said they frequently visited the library as a child. The overall results of the interviews have provided greater insight and useful information pertaining to our programs and services.

### **Reading Carnival**

Mrs. Mondowney reported that DPL is partnering with the Wayne County Community College District and the Detroit Public Schools for the 9<sup>th</sup> Annual Chancellor's Reading Carnival for Children on Saturday, May 21, 2016, 11 am - 2 pm. Dr. Curtis Ivery, the chancellor at WCCCD, is an enthusiastic advocate for the importance of reading.

This marks the second year that the Library has participated in the carnival which attracts hundreds of children to the Downtown Campus.

### **Comerica Java and Jazz**

Mrs. Mondowney reported that the third program of this season's Comerica Java Jazz series will feature Brandon Williams, on Tuesday, May 17 at 6 p.m. in the Clara Stanton Jones – Friends Auditorium. Known as one of the premier drummers on Detroit's live music scene, Mr. Williams plays several instruments and his performance will reflect his varied repertoire. The performance is free and open to the public.

### **Authors at DPL**

Mrs. Mondowney reported that on May 16, 2016, Angela Flournoy, author of *The Turner House*, a story set in Detroit, discussed her book at the Hubbard Branch Library. *The Turner House* was a 2015 National Book Award Finalist and is a 2016 Michigan Notable Book. On Wednesday, May 25 at 6 p.m., Desiree Cooper will be at Main Library to talk about her book, *Know the Mother*. Ms. Cooper is a Pulitzer Prize-nominated journalist and a 2015 Kresge Literary Arts Fellow.

### **Capuchin Soup Kitchen**

Mrs. Mondowney reported that twenty teens from the Rosa Parks Children/Youth Program at the Capuchin Soup Kitchen participated in a "Battle of the Books" program on the afternoon of April 8, 2016 at Main Library. The boys and girls faced off by answering questions about *He Said*, *She Said* and *Crossover*, by Kwame Alexander, the 2015 Author Day featured writer.

Sister Nancyann Turner, director of the program and other staff said in a thank you note, "We are so grateful for our partnership with you, especially when it encourages our participants to read! The Battle of the Books is such a clever way to get teens excited about reading."

### **Detroit Public Library Friends Foundation Donations**

Mrs. Mondowney reported that the library would like to thank the DPL Friends Foundation for several generous donations. In support for DPL's "Reading Teacher in the Library" initiative, DPL received \$10,000. Additionally, a Quicken Loans donation to the Friends in the amount of \$5,000 has been approved for the "Reading Teacher in the Library" initiative. Funding in the amount of \$10,000 was donated in support for the 2016 Summer Reading Program. The funds for summer reading were raised from over 100 individuals and corporate donors, including Save On Corporation and the Sills Foundation.

A \$5,500 donation will allow summer reading participants to work with artists Gail Kaplan and Dani Katsir to design and create a mosaic wall mural for the Children's Library at Main. For the Burton Collection and Popular Library, the Friends purchased two copies of *Dance! American Art, 1830-1960* authored by Thomas F. DeFrantz and others. The book is the first in-depth investigation of the visual arts related to American dance.

### **COMMITTEE ON ADMINISTRATION**

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

The Human Resources Department Report provides information regarding personnel actions taken from April 1, 2016 through April 30, 2016. These actions have been approved by Administration.

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

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

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

#### **Total Payouts = \$0**

Minutes were approved at the June 16, 2016 Commission Meeting

**POTENTIAL RETIREMENTS (3) Pending COD Approval**

<b>Employee Name</b>	<b>Last Day Worked</b>	<b>Retirement Date</b>
Patricia Dandridge		July 1, 2016
David Kaszubowski		September 1, 2016
Michael McElgunn		June 3, 2016

**SEPARATIONS (0)****EMPLOYEE HEADCOUNT\***

<b>Headcount – April 2016</b>	<b>Headcount – April 2015</b>
Budgeted Positions = 334	Budgeted Positions = 334
Active Employees = 285	Active Employees = 314
Vacant Positions = 49	Vacant Positions = 20

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

**VACANT POSITIONS**

<b>Position</b>	<b># of Budgeted Positions</b>	<b># of Filled Positions</b>	<b>Vacant Positions</b>
Managers	25	23	2
Librarian III	33	33	0
Librarian II	23	16	7
Librarian I	1	1	0
Pre-Professional Librarian In-Training	3	3	0
Senior Clerk	9	7	2
Technical Training Associate	9	8	1
Clerk	33	31	2
Janitor	13	10	3
Bookmobile Operator	1	0	1
Customer Service Representative*	100	72	28
Facilities	17	16	1
Associate Director	1	0	1
Senior Accountant	2	1	1
<b>Total</b>			<b>49</b>

\*Vacant Positions are Part-time 20 hours/week

General Position Summaries (in-part) for:

***\*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.

**COMMISSION ACTION**

Commissioner Davis moved approval of the Human Resources Report. Commissioner Thomas supported. The motion passed unanimously.

**COMMITTEE ON BUILDINGS**

**Approval to Purchase Furniture for the Wilder Branch**

On October 20, 2015, the Detroit Library Commission approved a renovation plan and budget for the Wilder Branch to be implemented over FY16 and FY17. The FY17 project budget was set at \$171,500 and designated for furnishings, shelving and computers.

A request for bids for furniture was solicited and advertised in the Michigan Chronicle and Detroit Legal News. The bid request also appeared on the Detroit Public Library website, Michigan Inter-Governmental Trade Network (MITN), and the Michigan Minority Business Development Council website. Through the MITN network solicitations were sent out and received by 57 firms. Responses were received and accepted on Thursday, April 21, 2016 at 2:30 pm EST. Only one bid response was received.

The bid result is as follows:

Office Express	Troy, Michigan	\$71,387.53
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Minutes were approved at the June 16, 2016 Commission Meeting

Approval is requested to purchase furniture for the Wilder Branch from Office Express in FY17 at a total cost not to exceed seventy one thousand three hundred eighty-seven dollars and fifty-three cents (\$71,387.53).

### **COMMISSION ACTION**

Commissioner Thomas moved approval to purchase furniture for the Wilder Branch. Commissioner Davis supported. The motion passed unanimously.

### **Approval to Purchase Shelving for the Wilder Branch**

On October 20, 2015, the Detroit Library Commission approved a renovation plan and budget for the Wilder Branch to be implemented over FY16 and FY17. The FY17 project budget was set at \$171,500 and designated for furnishings, shelving and computers.

A request for bids for shelving was solicited and advertised in the Michigan Chronicle and Detroit Legal News. The bid request also appeared on the Detroit Public Library website, Michigan Inter-Governmental Trade Network (MITN), and the Michigan Minority Business Development Council website. Through the MITN network solicitations were sent out and received by 57 firms. Responses were received and accepted on Thursday, May 5, 2016 at 2:30 pm EST. Only one bid response was received.

The bid result is as follows:

Library Design Associates	Plymouth, MI	\$31,026
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Approval is requested to purchase shelving for the Wilder Branch from Library Design Associates in FY17 in an amount not to exceed thirty-one thousand twenty-six dollars (\$31,026).

### **COMMISSION ACTION**

Commissioner Thomas moved approval to purchase shelving for the Wilder Branch. Commissioner Davis supported. The motion passed unanimously.

## **COMMITTEE ON FINANCE**

### **Approval to Enter into an Agreement with Xerox Corporation for Public Use Photocopiers.**

The current lease agreement with Xerox Corporation, which provides copiers for public use will expire June 30, 2016.

To avoid the expense related to the typical RFP process, the Purchasing Department pursued another avenue available to all public entities: securing a lease agreement that has already been formally bid out and contracted through a cooperative agreement.

This was completed by Region 4 Educational Service Center located at 7145 West Tidwell Road, Houston, Texas, on March 3, 2015 via The Cooperative Purchasing Network (TCPN). Through this bid process and subsequent agreement with TCPN, Xerox was selected as the lowest responsive, responsible bidder.

Full service maintenance and all consumable supplies (except paper and machine staples) are included in the agreement.

Upon the recommendation of the Information Systems staff, Main Library and Branch management, 35 machines are needed to provide coverage for Main Library and all of the Branch locations.

#### **Old Agreement:**

35 Xerox 7120 machines at \$226.43 per month would cost  $\$7,925.05 \times 48 \text{ months} = \$380,402.40$ .

Black and white copies had an allowance per month of the first 1,000 copies at no cost, after 1,001 copies the cost was \$0.099 each.

Color copies had an allowance per month of the first 100 copies at no cost, after 101 copies the cost was \$.0890 each.

#### **New Agreement:**

35 Xerox 7220 machines at \$146.82 per month would cost  $\$5,138.70 \times 48 \text{ months} = \$246,657.60$ .

Black and white copies will have an allowance per month of the first 1,000 copies at no cost, after 1,001 copies the cost will be \$.0082.

Color copies had an allowance per month of the first 100 copies at no cost, after 101 copies the cost was \$.0656 each.

Minutes were approved at the June 16, 2016 Commission Meeting

That is a reduction of the basic costs from the old 48 month lease to the new 48-month agreement of \$133,744.80.

The Purchasing Department is also requesting an additional \$10,000.00 to the budget line item for this purchase order to cover copy overages, those copy costs that occur when the monthly allowance is exceeded. These overages **will** occur over the lifetime of the lease.

Xerox has also agreed to provide the opportunity to review each fiscal year the number of copy machines needed. Should the library close any branches, those machines could be removed and the cost of the contract be adjusted accordingly.

Approval is requested to enter into a 48 month lease with Xerox Corporation to provide 35 Xerox 7220 color multifunctional public access copiers to the Main Library and all of the Branch Library locations for \$246,658 with an additional \$10,000 allowance for overages that **will** occur over the lifetime of the lease in an amount not to exceed two hundred fifty-six thousand six hundred fifty-eight dollars (\$256,658).

### **COMMISSION ACTION**

Commissioner Davis moved approval to enter into an agreement with Xerox Corporation for public use photocopiers. Commissioner Thomas supported. The motion passed unanimously.

#### **Approval to Enter into an Agreement with Xerox Corporation for the Administration Copier**

The current Xerox copy machine in the Administration Area is over fifteen years old and it needs to be replaced.

To avoid the expense related to the typical RFP process, the Purchasing Department pursued another avenue available to all public entities: securing a lease agreement that has already been formally bid out and contracted through a cooperative agreement.

This was completed by Region 4 Educational Service Center located at 7145 West Tidwell Road, Houston, Texas, on March 3, 2015 via The Cooperative Purchasing Network (TCPN). Through this bid process and subsequent agreement with TCPN, Xerox was selected as the lowest responsive, responsible bidder.

The W7830PT multifunctional machine, \$231.31 per month for 48 months. Black and white prints will be \$0.0144 per copy. Color copies will be \$0.0885 per copy. All consumable supplies (except paper and machine staples) and maintenance are included in the monthly costs. Prices are fixed for the duration of agreement.

Approval is requested to enter into a 48 month lease with Xerox Corporation to provide one (1), Xerox W7830PT color multifunctional copier for the Administrative staff. This agreement would consist of 48 payments at \$231.31 for a total of \$11,102.88. The Purchasing Department is also requesting a \$5,000.00 allowance for overages that **will** occur over the lifetime of the lease. This total amount shall not to exceed sixteen thousand one hundred two dollars and eighty-eight cents, (\$16,102.88).

### **COMMISSION ACTION**

Commissioner Davis moved approval to enter into an agreement with Xerox Corporation for administration photocopier. Commissioner Thomas supported. The motion passed unanimously.

### **Approval of the 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.

<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		\$906,151.03
2	Total For Vouchers – Processed on DRMS Vouchers		\$569,310.09
3	FY 2016 Benefits Plan		\$0.00
4	FY 2016 General Retirement System (GRS)		\$0.00
5	FY 2016 Central Staffing Services		\$0.00
	<b>Total Processed by City of Detroit</b>		<b>\$1,475,461.12</b>
<b><u>PAYMENTS PROCESSED BY DPL</u></b>			
1.	Public Funds/Comerica Checking	Checks 1254	\$950.00
2.	Branch & Main Library Deposit Checking Account	Checks 4023-4041	\$7,768.77
3.	Professional Service Contracts	None	\$0.00
	<b>Total Processed by DPL</b>		<b>\$8,718.77</b>
<b>GRAND TOTAL</b>			<b>\$1,484,179.89</b>

Minutes were approved at the June 16, 2016 Commission Meeting

<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	4487 – 4489	\$2,270.00
3	Programs & Gifts	Checks	2148 – 2151	\$2,310.89
<b>GRAND TOTAL</b>				<b><u>\$4,580.89</u></b>
<b><u>CREDIT CARD EXPENDITURES</u></b>				
	Executive Director			\$59.90
	Executive Director's Office – used for general office purpose			\$210.00
	Chief Financial Officer			\$23.97
	Human Resources Department			\$14.95
	Marketing Department			\$622.12
	Technical Services			\$14,121.47
	Facilities Department			\$1,816.62
	Branch Services			<u>\$2,328.92</u>
<b>GRAND TOTAL</b>				<b><u>\$19,197.95</u></b>
<b>Note: These are March 2016 Credit Card Purchases</b>				

### **COMMISSION ACTION**

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

### **NEW BUSINESS**

#### **Consideration of the draft Detroit Library Commission Governance Vision Statement**

President Adams referred to the draft Detroit Library Commission Governance Vision Statement dated December 2015. The contents of this statement was submitted by several Commissioners and the Executive Director.

### **COMMISSION ACTION**

President Adams moved forwarding this statement to the Committee on Administration for review and then forwarding it to the full Commission for modifications and approval. Commissioner Thomas supported. The motion carried unanimously.

Minutes were approved at the June 16, 2016 Commission Meeting

### Approval to Return to the Prior Method of Succession of Commission Officers

At its December 10, 2013 re-scheduled regular meeting, the Detroit Library Commission approved electing officers annually at the regular January meeting beginning with the office of President, then Vice-President, then Secretary.

Prior to this action, a succession plan was in place in which each member of the Commission would succeed to the office of the President in the order of the length of continuous service on the Commission. Each member would serve as Vice President in their fourth year prior to becoming President in their fifth year, and on retiring as President would become Secretary in their sixth year.

### **COMMISSION ACTION**

President Adams moved approval to return to the prior method of succession of Commission Officers in accordance with the by-laws as they currently exist. Commissioner Thomas supported.

### **DISCUSSION**

Commissioner DeSantis stated that typically, a change of the by-laws requires a certain number of days to review the proposed changes before approval. She asked if the Detroit Library Commission was subjected to that process.

Mrs. Mondowney stated that several meetings were held before the by-law changes were approved.

### **COMMISSION ACTION CONT'D**

President Adams withdrew the motion and considered this action item to be an Introduction with the changes to be formally presented at the next Commission meeting. Commissioner Thomas withdrew the support. The motion was withdrawn.

### **OLD BUSINESS**

Commissioner Thomas stated that he was unaware that Lincoln has not had a Xerox copier since December 2015. He asked if Lincoln could be the first on the list to receive one of the new copiers that DPL is leasing from Xerox. Mr. Antonio Brown, Chief Financial Officer, stated that it would not be a problem.

**COMMISSION ACTION**

Commissioner Thomas moved approval for Lincoln Branch to have top priority receiving a new Xerox copier when they are installed. President Adams supported. The motion passed unanimously.

President Adams asked that since Wilder Branch is closed for renovations, why was Lincoln Branch only staffed for two days. Ms. Margaret Bruni, Interim Director for Public Services, explained that Wilder Branch staff continued to work in the building to prep it for closure until recently. The staff was then reassigned to other locations.

**COMMISSION ACTION**

President Adams moved approval for the staff at the Wilder Branch be assigned to the Lincoln Branch for one additional day of service either Friday or Saturday as soon as possible. Commissioner DeSantis supported. The motion passed unanimously.

The meeting was adjourned at 2:55 p.m.