

DETROIT LIBRARY COMMISSION PROCEEDINGS**REGULAR MEETING****JUNE 16, 2015****1:30 P.M.**

President Quarterman called the Regular Meeting of the Detroit Library Commission to order at 1:44 p.m.

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

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

Excused: Commissioners Inniss-Edwards, Thomas

Present Also: Cheryl Blessett, Lurine Carter, Enid Clark, Deborah Dorsey, Victor Ibegbu, Mike McElgunn, Carolyn Mosley, Yvette Rice, Carole Rihani, Derick Suppon, Laurie Stuart, Jaqueline Williams, Talisha Williams and others

APPROVAL OF MEETING MINUTES

The minutes of the Committee of the Whole Meeting of May 19, 2015 and the Special Meeting of June 5, 2015 were approved with any necessary corrections.

Minutes were approved at the September 15, 2015 Commission Meeting

PUBLIC COMMENTS

Carole Rihani – Expressed her concerns over the print layout of the “*Park and Read*” program flyer. She said the print was too small and hard to read on the dark background. She suggested a larger print on a lighter background.

REPORT OF THE PRESIDENT

President Quarterman welcomed newly appointed Commissioner Patrice Merritt to the Commission and assigned her to the Committee on Buildings and the Audit Committee.

President Quarterman noted that the Commission will continue to work hard over the summer and will reconvene in September.

REPORT OF THE EXECUTIVE DIRECTOR

New Print Management System

Mrs. Mondowney reported that on May 11, 2015, DPL’s Information Systems Team began work on a critical project to change the DPL’s print management system from iTeam to SIRSI Dynix/Envisionware. This represents a major improvement in the Library’s ability to more efficiently serve the printing needs of the public. To date the system has been implemented at Main Library and the following branches: Redford, Skillman, Campbell, Douglass, Duffield, Parkman and Edison. July 30th is the targeted completion date for remaining branches. Major features of the new system range from remote printing anywhere within the library to new self-service stations that allow users to update their accounts, release print jobs and make computer reservations.

Parking Lot Repairs

Mrs. Mondowney reported that Hutch Paving has completed the repairs of the Hubbard Branch parking lot, including ADA access to the building. Similar work will begin soon at the Redford Branch and the DPL Service Building.

2015 Author Day

Mrs. Mondowney reported that author, playwright and poet Kwame Alexander, recipient of the 2015 Newbery Medal for his book, *The Crossover*, was DPL's 2015 Author Day winner. During Mr. Alexander's May 18 and May 19 visit, he discussed his books *The Crossover* and *He Said She Said* with 954 students and 57 adults. Participating schools included Spain Elementary/Middle School, Priest Elementary/Middle School, Burton International School, Clippert Middle School, Denby High School, Detroit Edison School, Durfee Elementary/Middle School, and University Preparatory School. Mr. Alexander also visited Cass Technical High School where he spoke to three classes in the school's auditorium.

Education Detroit

Mrs. Mondowney reported that the summer 2015 issue of *Education Detroit* includes an article entitled "Best Summer Books for All Ages," which features summer reading recommendations by Lurine Carter, Coordinator of DPL's Children's and Teen Services Office. Ms. Carter said that "A library card is really a driver's license to knowledge," and she encouraged parents to sign-up their children for DPL's Summer Reading program.

Wayne County Community College District

Mrs. Mondowney reported that DPL's Bookmobile visited the Wayne County Community College District's 2015 Summer Reading Carnival on May 16, 2015. The Library also provided several computers that were loaded with fun reading software for young children.

Detroit City Council Award of Recognition

Mrs. Mondowney reported that DPL received an Award of Recognition from the Detroit City Council for hosting tax preparation sites for the 2015 tax season.

Opening of Mayor Young's Papers

Mrs. Mondowney reported that more than 250 people attended the opening of the Coleman A. Young Mayoral Papers and celebration of the Burton Collection's 100th anniversary on May 21, 2015 at Main Library.

The evening featured a lively and enlightening panel discussion that focused on Mayor Young's tenure as Detroit's longest serving mayor.

Panelists included moderator, Chuck Stokes, WXYZ Editorial Director, former Mayor Dennis Archer, Kevin Boyle, Bob Berg, Shahida Mausi and Bill McGraw. Mayor Mike Duggan also shared personal remarks about Mayor Young.

Marvin Jones Trio

Mrs. Mondowney reported that the acclaimed Marvin Jones Trio will perform as part of the 2015 Comerica Bank Java and Jazz series on June 16, 2015 at 6 p.m. The event will be held in the Clara Stanton Jones Friends Auditorium.

Skillman Branch

Mrs. Mondowney reported that Quicken Loans is sponsoring the Skillman Library Author Series which launched in April. The series includes six authors at Skillman for noontime book talks, followed by book signings and light refreshments. On June 17, children's author D. J. Alexander discussed her books *Grimly Jane* and *Spanelli*.

"There's Always Time for Tea"

Mrs. Mondowney reported that on Saturday, June 13, she had the pleasure of attending this year's Princesses and Princes Tea Party program. The most beautifully attired girls and boys were treated to an elegant afternoon of magic, manners, movement and many moments to remember. She congratulated Lurine Carter and staff.

Wayne County

Mrs. Mondowney reported that on May 21, 2015 DPL received a payment of \$55,231 for delinquent taxes from Wayne County.

COMMITTEE ON ADMINISTRATION

Approval of the Human Resources Report

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

APPOINTMENTS (0)

Employee Name	Title	Hire date

RETIREMENTS (1)

Employee Name	Last Day Worked	Retirement Date
Dorothy Jean Williams	May 1, 2015	May 4, 2015

SICK LEAVE PAYOUTS (0)

POTENTIAL RETIREMENTS (2)

Employee Name	Last Day Worked	Retirement Date
Carol Hale	June 1, 2015	June 2, 2015
Kenneth Wyatt	August 28, 2015	August 31, 2015

SEPARATIONS (0)

Employee Name	Title	Last Day Worked

EMPLOYEE HEADCOUNT

Headcount – May 2015	Headcount – May 2014
332 Active Employees	329 Employees

COMMISSION ACTION

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

COMMITTEE ON BUILDINGS/FINANCE

Approval to Renew the Lease for the Campbell Branch Library

The Campbell Branch Library, located at 2773 W. Vernor at Lawndale, opened to the public in March 2006. The space, which is 6,832 square feet, is leased from the Southwest Non-Profit Housing Corporation.

On March 19, 2013, the Detroit Library Commission approved a motion to renew the Campbell Branch lease with Southwest Non-Profit Housing Corporation through June 30, 2014 at an annual cost of \$80,950.02 (\$11.85/sq. ft.). The lease agreement gives DPL the option to exercise up to five one-year lease extensions at the same annual rate. The Detroit Public Library exercised the first of these extensions for FY 14/15.

Library staff is satisfied with the services and responsiveness of the landlord.

Authorization is requested to exercise a one-year lease extension for the Campbell Branch for July 1, 2015 through June 30, 2016 at an annual cost not to exceed eighty thousand nine hundred fifty dollars and two cents (\$80,950.02).

COMMISSION ACTION

Commissioner Jackson moved approval to renew the lease for the Campbell Branch Library. Commissioner Davis 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.

<u>Summary of Expenditures</u>		
<u>PUBLIC FUNDS</u>		
<u>PAYMENTS PROCESSED BY THE CITY OF DETROIT</u>		
1	Total Payroll	\$1,195,215.08
2	Total For Vouchers – Processed on DRMS Vouchers 676 -739	\$284,578.45
3	Benefits Plan	\$0.00
4	General Retirement System	\$0.00
5	Central Staffing Services	\$0.00
	Total Processed by City of Detroit	<u>\$1,479,793.53</u>
<u>PAYMENTS PROCESSED BY DPL</u>		
1.	Public Funds/Comerica Checking	\$0.00
	Checks None	
2.	Branch & Main Library Deposit Checking Account	\$13,091.17
	Checks 3557 - 3580	
3.	Professional Service Contracts	\$0.00
	Total Processed by DPL	<u>\$13,091.17</u>
GRAND TOTAL		<u>\$1,492,884.70</u>
<u>Summary of Expenditures</u>		
<u>RESTRICTED/DESIGNATED FUNDS</u>		
1	Burton Endowment Checking	\$2,904.13
	Checks 8271 - 8272	
2	O'Brien Checking	\$0.00
	Checks None	
3	Programs & Gifts	\$214,855.86
	Checks 1994-2004	
GRAND TOTAL		<u>\$217,759.99</u>
<u>CREDIT CARD EXPENDITURES</u>		
	Executive Director	\$54.90
	Executive Director's Office – used for general office purpose	\$0.00
	Chief Financial Officer	\$0.00
	Human Resources Department	\$120.93
	Marketing Department	\$817.09
	Technical Services	\$362.95
	Facilities Department	\$2,508.57
	Branch Services	<u>\$1,518.75</u>
GRAND TOTAL		<u>\$5,383.19</u>
Note: These are April 2015 Credit Card Purchases		

COMMISSION ACTION

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

The meeting was adjourned at 2:25 p.m.

Minutes were approved at the September 15, 2015 Commission Meeting