

**DETROIT LIBRARY COMMISSION PROCEEDINGS**

Regular Meeting

June 17, 2014

1:30 P.M.

President Hicks called the Regular Meeting of the Detroit Library Commission to order at 1:37 p.m.

Present: President Hicks, Commissioners Bellant, Jackson, Quarterman, Thomas

Administrative Staff: Mondowney, Machie, Bruni, Call, Funchess, Ibegbu, Moore, Norfolk, Powell, Simmons, T. Williams

Excused: Commissioners Inniss-Edward, Lemmons

Present Also: Cheryl Blessett, Lurine Carter, Enid Clark, Mike McElgunn, Patrice Merritt, Carolyn Mosley, Vickie Pride, Yvette Rice

**APPROVAL OF MEETING MINUTES**

Commissioner Thomas moved to approve the minutes of the Special Meeting of May 15, 2014, the Regular Meeting of May 20, 2014 and the Special Meeting of May 28, 2014. Commissioner Quarterman supported. The minutes were approved as presented.

**PUBLIC COMMENTS**

Commissioner Bellant relinquished his position as a Commissioner to speak as a private citizen. He distributed three drafts of "Vote for L" buttons to the Commissioners for the upcoming millage. He asked for their individual input as to which button would be more effective in getting the message to voters. He said the buttons would be purchased with private funds. President Bellant resumed his position as a Commissioner.

## **REPORT OF THE PRESIDENT**

President Hicks reported that notification had been received regarding the dismissal of a legal matter.

President also reported that he and Mrs. Mondowney met with Berg Muirhead and Associates to discuss public relations options for the upcoming millage.

## **REPORT OF THE EXECUTIVE DIRECTOR**

Mrs. Mondowney began her report with the viewing of the 2014 Detroit Public Library Millage video that highlighted the positive services and the broad range of programs that the Detroit Public Library provides to the citizens of Detroit.

### **Comments**

President Hicks suggested acknowledging the Commissioners in the video so that the community knows that there is a governing body behind the Detroit Public Library.

He also suggested conducting brief interviews for the video with Commissioner Quarterman describing her long history of working with children in the community and Commissioner Thomas describing his long history as a Detroit Library Commissioner.

### **Millage Update**

Mrs. Mondowney reported that former Commissioner Luther Keith has generously offered to partner with DPL in educating the community about the August 5, 2014 millage vote. His offer includes distributing educational materials in packets for Neighborhoods Day on August 2, 2014.

### **DPL Financial Updates**

Mrs. Mondowney reported that DPL received two monthly delinquent tax settlements of \$121,904 and \$93,501 from Wayne County.

DPL also received a State Aid payment of \$208,437 for FY14.

DPL's FY14 budget amendment was approved at the June 10, 2014 meeting of the Detroit City Council.

Minutes were approved at the September 23, 2014 Commission Meeting

### **Meeting with Detroit City Council Member**

Mrs. Mondowney reported that on June 9, 2014, she and Margaret Bruni, Assistant Director of Branch Services, met with Council member Scott Benson to discuss the overall services and programs provided by the Library, DPL's upcoming millage on August 5, 2014 and DPL's 150<sup>th</sup> anniversary in 2015. Member Benson expressed his support of DPL. The library branches in his district (3) include: Franklin, Knapp, Lincoln and Wilder.

### **Branch Improvements**

Mrs. Mondowney reported the following branch improvements:

Redford Branch: The chiller for Redford Branch is scheduled to be installed the week of June 23rd. The area where it will be installed has been secured by the repair of the brick wall and a new security gate. Cameras to monitor the system and report directly to the Security Office at Main Library will be installed the day following the completion of the chiller installation. Installation of the flooring is scheduled for the week of July 9<sup>th</sup>, to be completed before August 1, 2014.

Douglass Branch: The installation of the new floor for the Technology Center will take place before August 1, 2014.

Wilder Branch: The support column at the Wilder has been replaced and the front entry and trim have been painted.

Knapp Branch: The water cool condenser for Knapp will be installed by the end of June, 2014.

### **Information Systems Assessment**

Mrs. Mondowney reported that under the direction of the HR/IS Departments, Red Level Network has completed an infrastructure assessment of the DPL's technology. The scope of the assessment included, but was not limited to, a review of DPL's operating systems, applications, and communication status, to identify opportunities to optimize configuration and improve performance.

The results of the assessment will contribute greatly to DPL's ability to make future improvements, to ensure efficiencies and manage costs, and to seek grant funding as appropriate. The recommendations are based on assessment findings and industry best practices.

The assessment generated eight recommendations that are being reviewed. DPL is implementing recommendations that need immediate attention including upgrading the operating systems and purging the active directory. This is an important initiative for the Library.

Mrs. Mondowney thanked the members of the Technology Committee for their input and contributions to the process thus far.

### **Urban Libraries Council**

Mrs. Mondowney reported that DPL joined other U.S. libraries in signing a letter sponsored by the Urban Libraries Council (ULC) letter to President Obama. The letter highlights the important role of “maker spaces” in supporting STEM (Science Technology Engineering and Math) learning initiatives. A portion of the letter said: “Library maker spaces benefit citizens by allowing them hands-on engagement opportunities, opening access to modern software and hardware resources that allow citizens to design, create, and make almost anything they can dream up.” DPL’s Maker Space, located in the HYPE Teen Center, delivers exactly that to the young people who regularly enjoy the creative programs offered.

### **Poetic Voices of the Muslim World**

Mrs. Mondowney reported that on Friday, May 30, 2014, DPL hosted the final event in our “Poetic Voices of the Muslim World” series, sponsored by Poets House, City Lore, and funded through the National Endowment for the Humanities "Bridging Cultures" program. The evening featured Syrian-American spoken word artist Omar Offendum, who was introduced by Dr. Matthew Jaber Siffler from the Arab American National Museum. Over 95 people attended the program.

### **Lululemon Yoga Event**

Mrs. Mondowney reported that Lululemon Athletica hosted a yoga session at the Detroit Public Library on Saturday, May 31, 2014, at 10:30 a.m. This was Lululemon’s first-ever yoga event taught at DPL. There was an enthusiastic crowd of 75 people who participated in the yoga class, including library staff members.

### **Historical Rare Bibles Exhibit**

Mrs. Mondowney reported that as part of the “Detroit Museum Tour” during the International Convention of Jehovah’s Witnesses, (June 5-10, 2014), Main Library hosted an exhibit of the rare historical Bibles from the Burton Collection. Bibles exhibited were printed in Germany, Switzerland, Spain and France. On display was a leaf from the Gutenberg Bible, from about 1455. Visitors also saw a 1596 Geneva Bible, which set a new standard for Bible translation and presentation, and is a prototype for contemporary Bibles. Approximately 1,000 visitors viewed the exhibit, which will be available again July 17-29, 2014.

Minutes were approved at the September 23, 2014 Commission Meeting

### **Summer Reading**

Mrs. Mondowney reported that DPL's Summer Reading program will run June – August with science-based themes of “Fizz! Boom! Read!” for children and “Spark a Reaction” for teens. Each branch and Main Library will offer different programs that support the themes. There will be field trips to the Detroit Zoo, along with visits to parks offered through Michigan's Park and Read program.

This year there will also be a Summer Reading competition offered for K-12 students. A special thank you goes to the DPL Friends Foundation for their continued support of Summer Reading.

### **High Tea Party**

Mrs. Mondowney reported that DPL's Children's Services Office and the DPL Friends Foundation sponsored a Princess High Tea Party on Saturday, June 14, 2014. Approximately 200 people attended, including many young girls dressed in their princess finery. The program included a performance by the Lashelle Dancers and a presentation on etiquette by Jocelyn Davis, also known as Miss Manners. Members of the Co-ETTE Club of Detroit volunteered as hostesses for the afternoon.

### **Comerica Java & Jazz**

Mrs. Mondowney reported that on June 17<sup>th</sup> at 6 p.m., DPL will host a Comerica Java & Jazz performance featuring the Marcus and Joan Belgrave Jazz Ensemble. Marcus, a master jazz trumpeter and Joan, a powerful and engaging singer, will provide an evening of jazz and blues. The concert will take place in the Clara Stanton Jones – Friends Auditorium.

### **Branches Support Communities**

Mrs. Mondowney reported that the Parkman Branch Library is partnering with Quicken Loans to present a special program for job seekers to enhance their interview skills and have their resumes reviewed. Participants will have an opportunity for a “practice” interview with real employer. The program will be offered on July 11, 18, and 25, and August 1, 2014.

Mrs. Mondowney reported that on Saturday, May 17, 2014, the Franklin Branch hosted “Learn about Kiva Detroit's Microloans” program. The same program was hosted on May 15 at the Chaney Branch. Kiva Detroit works with community organizations to provide local small businesses with microloans. Loans to a Kiva Detroit borrower are matched 1-to-1 by the Knight Foundation.

Franklin Branch manager Mary Jo Vortkamp reported that while the turnout was small there were several people there who were interested in starting a small business or were already operating one. One library customer has already applied for a loan. Ms. Vortkamp said that the Kiva presenter commented that he “hadn’t known what a valuable resource the library could be!”

### **Library Appreciation**

Mrs. Mondowney reported that on May 28, 2014, Mr. Iain Gerrard of Toronto visited Main Library. He was very impressed with the history and architectural design of the building and the Special Collections. He came to the Executive Director’s Office, spoke with Ms. Rice, and made a \$20.00 donation to the library.

Mrs. Mondowney reported that the June 8th edition of the Detroit Free Press included a letter to the editor from Kathy Hall Knall of Dayton, Ohio, about her visit to the Burton Historical Collection on May 23. She expressed her “deeply felt gratitude” to DPL staff for making it possible for her to see two handwritten manuscripts by Laura Ingalls Wilder. She noted: “It was a half hour before closing time on the eve of the holiday weekend; there were no other visitors in the Burton. I feared it would be too late to see the books, but the librarian kindly obliged.” That librarian was Dawn Eurich, Burton archivist.

Mrs. Mondowney thanked Ms. Eurich for providing a great level of customer service.

### **Library Community Report**

Mrs. Mondowney reported that the Library’s 2012 – 2013 Community Report is available and is included in the Commission packets. The theme of the report is “Celebrating Connections, Conversations and Community.” The Community Report will be distributed following the Commission meeting and it will be available on DPL’s website.

Special thanks are due to Alma Simmons, Khamisi Benford and AJ Funchess, for their work in producing the report.

### **#hackDPL, July 11 (7 p.m.) until July 12, 2014 (7 p.m.)**

Mrs. Mondowney reported that in partnership with Automation Alley- Technology’s Matchmaker for Business and Grand Circus Detroit, DPL has been chosen as the beneficiary for a “hack-a-thon.” This is a competitive event for computer coders to create a mobile application within 24 hours. The overall goal is to develop a mobile application for DPL. A mobile application will enable us to interact with a segment of DPL’s users in real time to share, promote and receive information.

### **Reading Works Donation to Parkman Branch**

Mrs. Mondowney reported that the Detroit Public Library received a \$5,000 donation from Reading Works to support adult literacy services at the Parkman Branch Library. Reading Works is a collaborative partnership of community leaders and media outlets working together to improve adult literacy in metro Detroit. The Parkman Branch Library, which joined the collaborative in February of this year, is one of nine Reading Works Impact Partners. As an Impact Partner, the Parkman Branch receives financial, promotional and other forms of support from the collaborative. The donation will be used to purchase educational materials for learners.

### **FRIENDS FOUNDATION UPDATE**

Ms. Merritt reported that on June 16, 2014 the Friends Foundation held its 71<sup>st</sup> annual meeting. She thanked Mrs. Mondowney for attending and making very nice remarks.

Ms. Merritt reported that June 16<sup>th</sup> was also the deadline for the Friends Foundation to submit its annual donor report. A copy of the report was given to the Commissioners at the June 17<sup>th</sup> Commission meeting.

Ms. Merritt reported that 110 girls and about 60 parents attended the Princess High Tea Party on Saturday, June 14, 2014. She thanked Ms. Lurine Carter for doing a stellar job hosting the event. She said there was face painting, etiquette classes and a ballet performance.

Ms. Merritt also gave a special thank you to the Co-Ette Club of Detroit which included President Hicks' daughter for serving as mentors to the girls. The Co-Ette Club also gave a cash donation supporting the Princess Tea Party.

Ms. Merritt reported that the Friends Foundation and the Detroit Public Library have contributed \$65,000 to the Digital Asset Management System (DAMS). The system will allow DPL to showcase items from the Burton Historical Collection, Coleman A. Young papers, Ernie Harwell Sports Collection, E. Azalia Hackley Collection, National Automotive History Collection and the Rare Book Collection. The Friends Foundation was also invited by the MotorCities National Heritage Area to apply for a reimbursement grant up to 20%. The Foundation is waiting to hear if they will receive roughly \$12,000 or \$13,000 to add to the DAMS project.

Ms. Merritt reported that the trips to the Detroit Zoo were reinstated to the Summer Reading Program. Two of the Friends Foundation's major donors allocated their donations for transportation for the Summer Reading Program.

## **COMMITTEE ON ADMINISTRATION**

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

Commissioner Thomas reported that the Human Resources Department Report provides information regarding personnel actions taken from May 1, 2014 – May 31, 2014. These actions have been approved by Administration.

### **APPOINTMENTS (2)**

Customer Service Representative(s)

### **RETIREMENTS (0)**

Employee Name	Last Day Worked	Retirement Date
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### **SICK LEAVE PAYOUTS (0)**

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

### **SEPARATIONS (2)**

Customer Service Representative(s)

### **EMPLOYEE HEADCOUNT**

Headcount – May 2014	Headcount – May 2013
329 Active Employees	340 Employees

### **COMMISSION ACTION**

Commissioner Thomas moved to approve the Human Resources Routine Report. Commissioner Bellant supported. The motion passed unanimously.

### **COMMENT**

Commissioner Bellant noted that the Detroit Board of Education has elected a new President and transmittal is forthcoming.

## **COMMITTEE ON BOOKS AND LITERACY**

### **Approval to Amend the Plan of Service for the Library for the Blind & Physically Handicapped**

Commissioner Quarterman reported that The Library for the Blind and Physically Handicapped (LBPH) is a federal program, administered by the Library of Congress, through the Library of Michigan. DPL's LBPH is housed at the Frederick Douglass Branch Library, located at 3666 Grand River Avenue.

It is presently classified as a sub-regional service. Under the current plan of service, DPL's LBPH only provides services to 14 Detroit zip codes. There is an opportunity to amend the plan of service, to allow DPL's LBPH to service all of Detroit. If amended, DPL's LBPH would become an Advisory and Outreach Center (AOC), instead of a sub-regional service.

### **COMMISSION ACTION**

Commissioner Quarterman moved to amend the plan of service for the Library for the Blind & Physically Handicapped. Commissioner Bellant supported. The motion passed unanimously.

### **Approval of Policies for the Use of Meeting Rooms**

Commissioner Quarterman reported that the Detroit Public Library offers free use of meeting rooms for community gatherings, meetings and programs that are consistent with the library's mission.

A team of library employees met for several months to develop the following policies on the use of meeting rooms. The Committee on Books & Literacy provided input to staff during the policy development and review process.

### **COMMISSION ACTION**

Commissioner Quarterman moved to approve the policies for the use of meeting rooms. Commissioner Thomas supported. The motion passed unanimously.

## **COMMITTEE ON BUILDINGS**

### Approval to Renew the Lease for the Campbell Branch Library

Commissioner Thomas reported that 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 library staff is satisfied with the services and responsiveness of the landlord.

### COMMENT

President Hicks stated that the action taken on this item would be on the behalf of the Committee on Buildings and the Committee on Finance because the items were identical.

### **COMMISSION ACTION**

Commissioner Thomas moved to renew the lease for the Campbell Branch Library. Commissioner Jackson supported. The motion passed unanimously.

## **COMMITTEE ON FINANCE**

### Approval of Resolution to Exempt the Detroit Public Library from the City of Detroit Downtown Authority (DDA), Proposed Brownfield Plans for 1) Queen Lillian II Redevelopment and 2) Du Charme Place Redevelopment

The following resolution was presented to the Commission:

**Whereas**, the mission of the Detroit Public Library (DPL) is to enhance the quality of life for the diverse and dynamic community in the city of Detroit by enlightening and empowering citizens to meet their lifelong learning needs through open and equitable access to information, technology and cultural/educational programs; and

**Whereas**, the DPL's 21 neighborhood branches, Main Library and bookmobiles provide information and technology support that enables Detroiters to meet their everyday living needs; and

Minutes were approved at the September 23, 2014 Commission Meeting

**Whereas**, the DPL is able to provide important services as a result of revenue generated from 4.64 mills in property taxes paid by Detroit homeowners, and in FY 2013 this millage generated approximately \$28 million, accounting for 86% of the Library's revenues; and

**Whereas**, declining property values as well as significant reductions in Detroit's population together have created major revenue shortfalls for the Detroit Public Library; and,

**Whereas**, the DPL recognizes that tax captures provide vital financing to projects that might not progress without that funding and also notes that over the last 15 fiscal years, the Library lost \$34.6 million to tax captures; and,

**Whereas**, the proposed Brownfield Plans for 1) Queen Lillian II Redevelopment and 2) Du Charne Place will divert, through tax captures, needed financial resources from the Library and therefore impair the provision of a wide-range of library and information services, including lifelong learning through educational and recreational reading materials, free technology access, one-on-one literacy tutoring, GED preparation, and community programs for children and adults; now be it therefore,

**Resolved**, that the Detroit Library Commission requests to opt out of the **Proposed Brownfield Plans for 1) Queen Lillian II Redevelopment and 2) Du Charne Place Redevelopment**.

#### COMMENT

President Hicks noted that the Commission did not oppose new developments, however, the funding of these developments are not in the best interest of the community.

#### COMMISSION ACTION

Commissioner Quarterman moved to adopt the resolution to exempt the Detroit Public Library from the City of Detroit Downtown Development Authority (DDA), Proposed Brownfield Plans for (1) Queen Lillian II Redevelopment and (2) Du Charne Place Redevelopment. Commissioner Thomas supported. The motion passed unanimously.

### Approval of Budget Amendment – Michigan e-Library Supplemental Funding

The Detroit Public Library received supplemental State Aid funding in 2011, in the amount of \$93,819.00, for the purpose of “expanding public access to computer services.”

On November 15, 2011, the Detroit Library Commission approved the closure of the Children’s Library at the Douglass Branch, and to replace it with a Technology Center. Library staff intended to request to use some of the supplemental state aid funding to purchase computers for the proposed Douglass Technology Center, however; planning for the introduction of the new technology center at Douglass was delayed due to ongoing staffing and budget constraints.

On April 15, 2014, the Detroit Library Commission approved renovation of Redford and Douglass Branches. Forty-eight (48) computer stations are included in the Douglass project and seventy-five (75) computers are included for Redford. The Library staff is requesting to use the funds from the state aid supplemental funding to purchase computers to expand public access computer services at both the Redford and Douglass branches. Projection equipment will also be purchased for computer training.

The computers will be purchased through DPL’s existing computer purchase agreement through Dell.

### **COMMISSION ACTION**

Commissioner Quarterman moved to approve the budget amendment – e-Library supplemental funding. Commissioner Thomas supported. The motion passed unanimously.

### Approval to Renew the Contract for Branch Security Services

A one-year contract for Branch Security Services was approved by the Detroit Library Commission on July 9, 2013. The Commission also approved two one-year renewal options ending June 30, 2016.

The current vendor is Pyratech Security Services. Library staff is satisfied with the services and responsiveness of the vendor.

Authorization is requested to exercise a one-year contract extension for July 1, 2014 through June 30, 2015 at an annual cost of \$546,624.

### **COMMISSION ACTION**

Commissioner Quarterman moved to renew the contract with Pyratech for branch security services. Commissioner Thomas supported. The motion passed unanimously.

Minutes were approved at the September 23, 2014 Commission Meeting

## Approval of 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.

<u>Summary of Expenditures</u>		
<b><u>PUBLIC FUNDS</u></b>		
<b><u>PAYMENTS PROCESSED BY CITY OF DETROIT:</u></b>		
1. Total Payroll		\$970,719.11
2. Total for Vouchers-processed on DRMS	Vouchers 643 – 700	\$333,502.91
3. Benefits Plan	Vouchers 699	\$443,255.49
4. General Retirement System		\$0.00
5. Professional Service Contracts July 1, 2013 to May 2014	Vouchers 684	<u>\$7,425.00</u>
<b>Total Processed by the City of Detroit</b>		<b><u>\$1,754,902.51</u></b>
<b><u>PAYMENTS PROCESSED BY DPL:</u></b>		
1. Public Funds/Comerica Checking	Checks 1181 – 1183	\$7,888.50
2. Branch & Main Library Deposit Checking Account	Checks 3054 – 3093	<u>\$18,651.04</u>
<b>Total Processed by DPL</b>		<b><u>\$26,539.54</u></b>
<b>GRAND TOTAL</b>		<b><u>\$1,781,442.05</u></b>

<u>Summary of Expenditures</u>		
<b><u>RESTRICTED/DESIGNATED FUNDS</u></b>		
1. Burton Endowment Checking	Checks 8254	\$260.00
2. O'Brien Checking	Checks 4369 -4376	\$2,254.80
3. Programs & Gifts	Checks 1840 – 1850	<u>\$6,322.35</u>
<b>GRAND TOTAL</b>		<b><u>\$8,837.15</u></b>

<b><u>CREDIT CARD EXPENDITURES</u></b>	
Executive Director	\$54.90
Executive Director's Office – used for general office purpose	\$492.37
Deputy Director	\$0.00
Human Resources Department	\$0.00
Marketing Department	\$368.95
Technical Services	\$15,766.71
Facilities Department	<u>\$386.92</u>
<b>GRAND TOTAL</b>	<b><u>\$17,069.85</u></b>
<b>Note: These are April 2014 Credit Card Purchases</b>	

## **COMMISSION ACTION**

Commissioner Bellant moved to approve the routine report on finance. Commissioner Thomas supported. The motion passed unanimously.

Minutes were approved at the September 23, 2014 Commission Meeting

### Approval of Budget for Douglass & Redford Branch Projects

On November 15 2011, the Detroit Library Commission approved the closure of the Children's Library at the Douglass Branch, and to replace it with a Technology Center. Planning for the proposed technology center at Douglass was delayed due to ongoing staffing and budget constraints.

On April 15, 2014, the Detroit Library Commission approved the closure of Redford and Douglass Branches for renovations. The FY15 General Funds budget includes \$319,122, budgeted for Facilities – Special Projects (Object code – 628500).

The following is an estimate for the items needed to complete the Douglass and Redford branch projects:

ITEM	Budget Request	Funding Source
Task Chairs: 90 – Redford 60 – Douglass <i>estimated at \$350 per chair</i>	\$52,500	FY15 – 628500 -Facilities – Special Projects
Computer Tables: 48 – Redford 70 – Douglass	\$70,000	FY15 – 628500 -Facilities – Special Projects
Shelving - Redford	\$25,278	FY15 – 628500 -Facilities – Special Projects
Casual Seating & other fixtures	\$20,000	FY15 – 628500 -Facilities – Special Projects
Electrical - Douglass	\$9,000	FY15 – 628500 -Facilities – Special Projects
Frisbee - Moving	\$18,000	FY15 – 628500 -Facilities – Special Projects

Total request - \$194,778

An RFP process for the shelving for Redford has been completed. Bids for the task chairs and other furniture and equipment will be published and the results will be presented to Commission for approval.

FY15 - Budgeted Amount \$319,122  
628500 Facilities Special Projects  
 Funding Source

\$124,344  
 Budgeted Amount Balance

## **COMMISSION ACTION**

Commissioner Quarterman moved to approve budget for Douglass & Redford Branch Projects. Commissioner Thomas supported. The motion passed unanimously.

## **NEW BUSINESS**

### **Approval to Contract with Library Design for Shelving for the Redford Branch Library**

The Redford Branch is in the process of being upgraded to meet the current demands for increased available technology for public use and a safe environment.

To accommodate this need, the public space has been redefined to provide the much the much needed additional computers in a service friendly environment that's open and airy with greater service visibility.

New design incorporating low profile shelving is a key component to providing increased service in an open airy space and increase safety in the public area.

On March 3, 2014, a Request-For-Proposal with a shelving layout for new low profile shelving was sent to local Metro Detroit shelving contractors, 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).

Out of eight (8) qualified contractors, two (2) bids were received and six (6) no bids.

An estimated budget of \$35,000 was presented at the June 10, 2014 Committee on Finance meeting. The lowest bid came in at \$25,278.

After spot checking the references of the lowest qualified bidder and conferring with the Purchasing Department, the Facilities Department is recommending contracting with **Library Design, located in Plymouth, MI, for the lump sum not to exceed \$25,278.**

## **COMMISSION ACTION**

Commissioner Thomas moved to contract with Library Design for shelving for the Redford Branch Library. Commissioner Bellant supported. The motion passed unanimously.

The meeting was adjourned at 3:05 p.m.

Minutes were approved at the September 23, 2014 Commission Meeting