

**DETROIT LIBRARY COMMISSION PROCEEDINGS**

## REGULAR MEETING

June 21, 2016

President Adams called the Regular Meeting of the Detroit Library Commission to order at 1:47 p.m.

Present: President Adams, Commissioners Davis, DeSantis, Jackson

Administrative staff: Mondowney, Funchess, Ibegbu, Johnson, Moore, Norfolk, Powell, Simmons, T. Williams

Excused: Commissioners Inniss-Edwards, Thomas, Weaver

Present Also: Cheryl Blessett, Lurine Carter, Nadya Cherup, Enid Clark, Deborah Dorsey, Carolyn Mosley, Yvette Rice, Marie Smith, Laurie Stuart, Derick Suppon, Dwayne Vales

**APPROVAL OF MEETING MINUTES**

The minutes of the Regular Meeting of May 17, 2016 were approved as presented with an abstention from Commissioner Jackson.

**PUBLIC COMMENTS**

*Marie Smith* – She spoke on behalf of the Marx Street Block Club thanking the Commission and Administration for restoring Lincoln Branch Library hours of service from two days per week to three days per week. She also asked when Lincoln Branch will receive a replacement copier.

Mr. Victor Ibegbu, Interim Assistant Director for Information Systems, stated that the copiers had been ordered and Lincoln Branch would be one of the first branches to receive a copier once they are deployed.

## **REPORT OF THE PRESIDENT**

President Adams announced that the Commission would be in recess until September 2016. She asked the Commission to take time during the break to review the proposed Detroit Library Commission vision statement and to think about strategic planning. She wished everyone a good summer.

## **REPORT OF THE EXECUTIVE DIRECTOR**

### **American Library Association Awards**

Mrs. Mondowney reported that DPL's 150<sup>th</sup> Anniversary publication along with its 2015 African American Booklist, "The Broadside Legacy of Dudley Randall," won recognition from the American Library Association's 2016 PR Xchange Competition. Both publications will be on display at the ALA's Annual Conference in Orlando, Florida and the awards will be presented at a ceremony during that time. A panel of 17 judges received nearly 400 entries from libraries across the country.

### **Merit Network**

Mrs. Mondowney reported that DPL was a 2016 recipient of Merit Network's Meritorious Service Award. The Award recognized the Library's work in making a difference by providing connectivity to the Detroit community and also by participating on the Merit Advisory Council.

### **2016 Author Day**

Mrs. Mondowney reported that Jewell Parker Rhodes, author of *Sugar*, a Coretta Scott King 2013 Honor Book visited DPL for Author Day, May 16 – May 17, 2016. The participating schools brought approximately 800 students to hear Ms. Rhodes' engaging presentation. Guest schools included Bates Academy, Burton International School, Clinton Community School, Spain Elementary School, Durfee Middle School, Clark JE Prep Academy, Clippert Academy, Detroit School of Arts, Munger Elementary/Middle School, Priest Elementary/Middle School, and University YES Academy. Ms. Rhodes also visited the Detroit International Academy for Young Women where 240 young women participated in a special Author Day program.

### **Parkman Branch Library**

Mrs. Mondowney reported that Reading Works, a collaborative partnership of community leaders and media outlets working together to improve adult literacy in metro Detroit, recently donated \$10,000 toward the Parkman Branch Library's adult literacy programs. Since 2014, the Parkman Library has been one of nine Reading Works Impact Partners and has received ongoing financial support for its numerous adult literacy programs.

The Parkman Branch was also featured in a May 22, 2016 New York Times article entitled "Unemployed Detroit Residents Are Trapped by a Digital Divide." The article noted the role the Parkman Library plays in providing Internet access and computer training to area residents.

### **Jim Evenhuis**

Mrs. Mondowney reported that Jim Evenhuis, DPL's volunteer archivist and a retired librarian and administrator who has served the Library for 56 years, was the honored guest at a surprise 80<sup>th</sup> birthday gathering on May 13, 2016. He said seeing all of those smiling faces, including those of several DPL retirees, was the "high point of my DPL career." Jim's work in organizing the Library's archives was invaluable to us during the City's bankruptcy, our 2014 Millage renewal and the celebration of our 150<sup>th</sup> anniversary.

### **2016 Tea Party**

Mrs. Mondowney reported that on Saturday, June 11, 2016, Children's Services sponsored "Tea is Instant Knowledge—Just Add Water," a tea party for boys and girls in their special attire along with their parents. Over two hundred guests attended the afternoon celebration of etiquette lessons, poetry and African dance. She thanked Lurine Carter and India Davis who planned this year's event. The party's sponsors included the DPL Friends Foundation and the Co-Ette Club of Detroit whose volunteers helped to make the event a success.

### **2016 Summer Reading Kick-Off**

Mrs. Mondowney reported that DPL's 2016 Summer Reading kick-off was held on Saturday, June 18, 2016 at Main Library. This year's theme is "Get on Your Mark, Get Set, Read!" Young readers turned out for an afternoon of fun that included free books, face painting, games, music, and sidewalk art. This year's sponsors are the DPL Friends Foundation, Delta Dental, Forgotten Harvest and the Noon Rotary Club of Detroit.

### **Comerica Java and Jazz**

Mrs. Mondowney reported that the fourth program of this season's Comerica Java and Jazz will feature "Balance," on June 21 at 6 p.m., in the Clara Stanton Jones - Friends Auditorium. "Balance" consists of two talented musicians, Marcus Elliot on sax and Michael Malis on piano.

The final 2016 Comerica Java Jazz concert will be held on Tuesday, July 19 at 6 p.m., and will feature Maurice Davis, "the King of the Party Blues." Based in Flint, Mr. Davis will bring to Detroit his blend of southern soul and old school R & B. This year's Comerica Java and Jazz is on its way to welcoming more than 1,500 music lovers since March.

### **DPL Friends Foundation and NAHC Trustees Donations**

Mrs. Mondowney reported that DPL would like to thank the DPL Friends Foundation for its \$10,000 in funding to support branch programming for fiscal year 2017. DPL would also like to thank the Trustees of the National Automotive History Collection for their \$6,000 contribution for material acquisitions and archival supplies for the NAHC.

### **Wayne County Delinquent Property Taxes**

Mrs. Mondowney reported that DPL received two payments for delinquent property taxes: on May 23, 2016, a payment of \$131,915, and on June 1, 2016, a payment of \$908,061.

## **COMMITTEE ON ADMINISTRATION**

### **Approval of the 2016 – 2017 Calendar of Library Closings and Schedule Changes**

The calendar runs from July 1, 2016 to June 30, 2017.

#### CALENDAR OF LIBRARY CLOSINGS AND SCHEDULE CHANGES 2016 – 2017

July 2, 2016 (Saturday)	Designated Holiday (Main Public Service Agencies)
July 4, 2016 (Monday)	Independence Day (Branches & Main Support Agencies)
September 3, 2016 (Saturday)	Designated Holiday (Main Public Service Agencies)
September 5, 2016 (Monday) *	Labor Day For Branches and Support Agencies
October 5, 2016 (Wednesday)	Staff Day
November 11, 2016 (Friday)	Veterans Day (Main & Support Agencies)
November 12, 2016 (Saturday)	Designated Holiday (Branches)

Minutes were approved at the September 20, 2016 Commission Meeting

November 24, 2016 (Thursday)	Thanksgiving Day
November 25, 2016 (Friday)	Day After Thanksgiving – Main & Support Agencies
November 26, 2016 (Saturday)	Designated Holiday (Day After Thanksgiving) For Branch Agencies
December 23, 2016 (Friday)	Christmas Eve (Main & Support Agencies)
December 24, 2016 (Saturday)	Christmas Eve (Branches)/ Christmas Holiday (Main – Public Service Agencies)
December 26, 2016 (Monday)	Christmas (Support Agencies & Branches)
December 30, 2016 (Friday)	New Year’s Eve (Main & Support Agencies)
December 31, 2016 (Saturday)	New Year’s Eve (Branches) New Year’s (Main Public Services)
January 2, 2017 (Monday)	New Year’s – Support Agencies/ Branches
January 14, 2017 (Saturday)	Designated Holiday (Martin Luther King, Jr. Day) For Main Public Service Agencies)
January 16, 2017 (Monday)	Martin Luther King, Jr. Day Branches & Support Agencies)
February 18, 2017 (Saturday)	Designated Holiday (Presidents’ Day For Main Public Service Agencies)
February 20, 2017 (Monday)	Presidents’ Day (Branches & Support Agencies)
April 14, 2017 (Friday)	Good Friday (Main & Support Agencies)
April 15, 2017 (Saturday)	Designated Holiday (Good Friday) For Branch Agencies)
May 27, 2017 (Saturday) **	Designated Holiday (Memorial Day) For Main Public Service Agencies)
May 29, 2017 (Monday)	Memorial Day For Branches and Public Support Agencies)
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* September 9-10, 2016 (Friday – Saturday)	Branch Fall Schedule Begins (Closed Fridays, Open Saturdays)
** May 26-27, 2017 (Friday – Saturday)	Branch Summer Schedule Begins (Open Fridays, Closed Saturdays)

## **COMMISSION ACTION**

Commissioner DeSantis moved approval of the 2016-2017 Calendar of Library Closings. President Adams supported. The motion passed unanimously.

Minutes were approved at the September 20, 2016 Commission Meeting

### Approval of the Key Control and Key Issuance Policy

The Detroit Public Library key control policy is established for the purpose of promoting a secure work environment and for maintaining a comprehensive system to efficiently manage the dissemination of keys throughout the library system. Individuals may be authorized to receive keys to conduct their work while limiting access where appropriate so as not to compromise security.

Ms. Trinee Moore, Human Resources Director, explained how the keys would be distributed and retrieved upon staff departure. She said that the development of this policy was the result of a grievance that was filed after an employee was disciplined for losing their key to the library.

One of the outcomes of the grievance process was that the Human Resources department would develop a key control and key issuance policy. During the research process, it was discovered that most non-profit and public services organizations had key policies. In these policies, no one was disciplined for losing a key but there was a charge for losing a key.

Commission Jackson asked if the keys were retrieved when an employee had an exit interview.

Ms. Moore replied "yes, as well as their badges."

### **COMMISSION ACTION**

President Adams moved approval of the key control and key issuance policy. Commissioner Davis supported. The motion passed unanimously.

### Approval of the Proposed Change to the Detroit Library Commission Rules and Regulations of May 20, 2014 Under "B. Officers"

#### **B. OFFICERS**

##### **CURRENT:**

The officers of the Detroit Library Commission shall consist of a President, Vice President, and Secretary. The term of office shall be one year.

Officers will be elected yearly in the regular January meeting, beginning with the office of President, then Vice-President, then Secretary.

Minutes were approved at the September 20, 2016 Commission Meeting

The election will occur after the outgoing report from the incumbent President and will be chaired by the most senior non-candidate for office; officers may be removed by a majority vote for cause and replaced no later than the next regular meeting.

### **PROPOSED CHANGE:**

The officers of the Detroit Library Commission shall consist of a President, Vice President, and Secretary. The term of office shall be one year.

Each member of the Commission shall succeed to the office of the President in the order of the length of continuous service on the Commission, and each member shall serve as Vice President the year before becoming President, and on retiring as President shall become Secretary.

Approval is requested of the proposed changes to the Detroit Library Commission Rules and Regulations of May 20, 2014 Under "B. Officers."

### **COMMISSION ACTION**

This item was tabled until the September 2016 Commission meeting.

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

The Human Resources Department Report provides information regarding personnel actions taken from May 1, 2016 through May 31, 2016. These actions have been approved by Administration.

### **APPOINTMENTS (0)**

### **RETIREMENTS (0)**

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

**Total Payouts = \$0**

**POTENTIAL RETIREMENTS (4) 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
Marvin Rysztak		August 13, 2016

**SEPARATIONS (2)**

<b>Employee Name</b>	<b>Title</b>	<b>Last Day Worked</b>
Karen Davis	Customer Service Representative	May 16, 2016
Jessica Goodman	Customer Service Representative	May 19, 2016

**EMPLOYEE HEADCOUNT\***

<b>Headcount – May 2016</b>	<b>Headcount – May 2015</b>
Budgeted Positions = 334	Budgeted Positions = 334
Active Employees = 283	Active Employees = 313
Vacant Positions = 51	Vacant Positions = 21

\*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

Minutes were approved at the September 20, 2016 Commission Meeting



Customer Service Representative*	100	70	30
Facilities	17	16	1
Associate Director	1	0	1
Senior Accountant	2	1	1
Total			51

\*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. President Adams supported. The motion passed unanimously.

**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.

Minutes were approved at the September 20, 2016 Commission Meeting

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 the DPL the option to exercise up to five, one-year lease extensions at the same annual rate. The DPL exercised two of these extensions for FY 14/15 and FY 15/16.

Library staff continue to be satisfied with the services and responsiveness of the landlord.

Approval is requested to exercise the remaining Campbell Branch lease extensions covering FY 16/17, FY17/18 and FY 18/19 at an annual cost not to exceed eighty-thousand nine hundred fifty dollars and two cents ( \$80,950.02).

### **COMMISSION ACTION**

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

#### **Approval to Replace the Air Conditioning Unit at the Chandler Park Branch Library**

The Chandler Park Branch Library's original 1957 water cool air conditioning system stopped working last year and parts are no longer available to make the necessary repairs.

The Chandler Park Branch has no windows that open and the Branch is highly utilized. The summer heat keeps the Branch extremely warm due to no air circulation in the building.

On April 5, 2016, a Request-For-Proposal for a new water cool compressor, condenser and other related repairs was made available to Metro Detroit 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).

There was a mandatory walk through on Friday, April 22, 2016 and bids were due on Thursday, May 5, 2016, no later than 2:30 PM.

Out of the Four (4) contractors that made the mandatory walk through, two (2) bids were received:

- Artic Air.....4918 Fernlee.....Royal Oak, MI 48073.....\$32,660.00, including 4-year extended warranty
- Expert Mechanical.....542 Biddle Ave.....Wyandotte, MI 48192.....\$34,975.00, including 4-year extended warranty

Approval is requested to contract with Expert Mechanical Inc. in an amount not to exceed thirty four thousand nine hundred seventy five dollars (\$34,975).

### **Discussion**

Commissioner Jackson asked why Expert Mechanical Inc. selected was when their bid was higher than Artic Air.

Mr. Cledos Powell replied that Artic Air did not provide good service on a previous project and DPL could not risk bad service on a branch that does not have any air circulation.

### **COMMISSION ACTION**

Commissioner Davis moved approval to replace the air conditioning unit at the Chandler Park Branch Library. President Adams supported. The motion passed unanimously.

## **COMMITTEE ON FINANCE**

### **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.

<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	\$906,823.84
2	Total Vouchers – Processed on Fusion	\$368,670.68
3	FY 2016 Benefits Plan	\$0.00
4	FY 2016 General Retirement System (GRS)	\$0.00
5	FY 2016 Central Staffing Services	<u>\$0.00</u>

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<b>Total Processed by City of Detroit</b>		<b><u>\$1,275,494.52</u></b>
<b><u>PAYMENTS PROCESSED BY DPL</u></b>		
1. Public Funds/Comerica Checking	Checks 1255-1256	\$1,692.00
2. Branch & Main Library Deposit Checking Account	Checks 4042-4074, 4076-4087	\$27,685.88
3. Professional Service Contracts	Check 4075	<u>\$4,000.00</u>
<b>Total Processed by DPL</b>		<b><u>\$33,377.88</u></b>
<b>GRAND TOTAL</b>		<b><u>\$1,308,872.40</u></b>
<u>Summary of Expenditures</u>		
<b><u>RESTRICTED/DESIGNATED FUNDS</u></b>		
1 Burton Endowment Checking	Checks None	\$0.00
2 O'Brien Checking	Checks 4490 – 4493	\$17,346.80
3 Programs & Gifts	Checks 2152 – 2159	<u>\$2,297.38</u>
<b>GRAND TOTAL</b>		<b><u>\$19,644.18</u></b>
<b><u>CREDIT CARD EXPENDITURES</u></b>		
Executive Director		\$59.90
Executive Director's Office – used for general office purpose		\$50.00
Chief Financial Officer		\$481.59
Human Resources Department		\$564.95
Marketing Department		\$457.58
Technical Services		\$145.19
Facilities Department		\$3,270.03
Branch Services		<u>\$3,681.01</u>
<b>GRAND TOTAL</b>		<b><u>\$8,710.25</u></b>
<b>Note: These are April 2016 Credit Card Purchases</b>		

**COMMISSION ACTION**

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

Minutes were approved at the September 20, 2016 Commission Meeting

## **NEW BUSINESS**

### **Approval to Renew the Business Auto Insurance Policy for the Detroit Public Library**

The Detroit Public Library's (DPL) Business Auto insurance policy with current provider, Frankenmuth Mutual Insurance Company, expired on June 9, 2016. There is a grace period of 14 days included in which the policy must be renewed. DPL's insurance broker, Cranbrook General Underwriters requested quotes from several carriers and received correspondence from the following carriers:

1. Citizens Insurance Company
2. Hartford Insurance Company
3. Travelers Insurance Company
4. Frankenmuth Insurance Company

Citizens Insurance Company, Hartford Insurance Company, and Travelers Insurance Company declined to compete with expiring pricing and terms of the existing carrier and terms.

DPL's current carrier has agreed to renew the current policy at a premium of \$29,682.

Approval is requested to renew the Business Auto insurance policy of the Detroit Public Library from Frankenmuth Mutual Insurance Company through Cranbrook General Underwriters for an amount not to exceed twenty nine thousand six hundred eighty two dollars (\$29,682).

### **Noted**

President Adams noted that this item was inadvertently omitted from the June 16, 2016 Committee on Buildings meeting.

### **COMMISSION ACTION**

Commissioner Davis moved approval the business auto insurance policy for the Detroit Public Library. Commissioner DeSantis supported. The motion passed unanimously.

## **OLD BUSINESS**

### **Legal Matter**

### **COMMISSION ACTION**

President Adams moved to enter into a closed session. Commissioner Davis supported. A roll call vote was taken with the following results:

- |                         |     |
|-------------------------|-----|
| ➤ Commissioner Davis    | Yes |
| ➤ Commissioner DeSantis | Yes |
| ➤ Commissioner Jackson  | Yes |
| ➤ President Adams       | Yes |

The closed session began at 2:25 p.m.

## **EXECUTIVE SESSION**

Attorney Eric J. Pelton provided the Commission with an update of the June 6, 2016 mediation meeting pertaining to the Memorandum of Understanding regarding various employee and retiree-related claims against DPL. Mr. Pelton presented the latest proposed amendment to the MOU. The initial MOU was entered into on December 19, 2014.

Upon a motion by Commissioner Davis and supported by Commissioner Jackson the executive session ended at 2:50 p.m.

The Regular public meeting reconvened at 2:50 p.m.

### **COMMISSION ACTION**

Commissioner DeSantis moved approval of the changes and terms of the Memorandum of Understanding (MOU) to include an annual cash payment of \$1,000 for a period of 15-years to retirees with pension rights or their spouses with surviving pension rights for the retirees who retired in 2014 or before. In addition, for the retirees who retired after 2015, an additional \$125 per month for 5-years. Commissioner Davis supported. The motion passed unanimously.

The meeting was adjourned at 2:51 p.m.

Minutes were approved at the September 20, 2016 Commission Meeting