

DETROIT LIBRARY COMMISSION PROCEEDINGS

Regular Meeting

September 15, 2015

President Quarterman called the Regular Meeting of the Detroit Library Commission to order at 1:55 p.m.

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

Administrative Staff: Mondowney, Brown, Call, Johnson, Moore, Norfolk, Simmons

Excused Commissioners Davis, Inniss-Edwards

Present Also: Cheryl Blessett, Lurine Carter, Enid Clark, Deborah Dorsey, Sean Everett, Carolyn Mosley, Derick Suppon, Yvette Rice

APPROVAL OF MEETING MINUTES

The minutes of the Detroit Library Commission June 16, 2015 Regular Meeting and the July 29, 2015 Special Meeting were approved as presented.

PUBLIC COMMENTS

There were no public comments

REPORT OF THE PRESIDENT

President Quarterman thanked the Commissioners for their work and said that she is looking forward to their upcoming Retreat in October to work on new challenges for FY 2015-2016.

Minutes were approved at the October 20, 2015 Commission Meeting

REPORT OF THE EXECUTIVE DIRECTOR

Reading Works Grant

Mrs. Mondowney reported that in June 2015, DPL received a \$5,000 grant 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 to improve adult literacy in metro Detroit. The Parkman Branch is one of nine Reading Works Impact Partners which receive financial, promotional and other forms of support from the collaborative. This grant brings Reading Works total financial support for the Parkman Branch to \$10,000.

Reading Incentives

Mrs. Mondowney reported that for the third year in a row, the DPL is working with the Detroit Wayne County Health Authority's Nurse-Family Partnership program to encourage reading and introduce library services to first-time moms and their babies. Nurses making home visits through the program distribute gift bags to young families that include a free book, a DPL library card application, and an invitation to visit a local branch library. DPL staff anticipates reaching 200 new families this year through the program.

Capuchin Soup Kitchen

Mrs. Mondowney reported that students in the Rosa Parks Youth Program at the Capuchin Soup Kitchen have been very active participants in the 2015 Summer Reading Program. Forty-five children, 10 teens and 8 adults visited the zoo as part of Summer Reading. In a note to Lurine Carter, the Soup Kitchen's director wrote, "We cannot thank you enough for your help and your continued partnership with our program." The Youth Program also participated in the Park and Read program with a visit to Belle Isle.

Saturday Summer Science Fun at Children's Library

Mrs. Mondowney reported that Children's Library was a hub for science programming during the summer. Mr. Jeff Lewis and his teenage son volunteered the "Star Wars Lunch across the Galaxy" Book Club, which attracted 10-15 children, plus parents, at each meeting. The program was held on Saturdays from June 27 through August 1, 2015. The programming included discussion of various Star Wars books and movies and how it all relates to science today. Mr. Lewis also provided lunch for the young Star Wars enthusiasts. Children's Library also offered morning science programming and an afternoon hands-on program entitled "Electronics: Light! Color!"

Minutes were approved at the October 20, 2015 Commission Meeting

Sparty Visits DPL

Mrs. Mondowney reported that Michigan State University mascot, Sparty, visited several DPL locations during July. Sparty's visits were designed to encourage children of all ages to continue reading and learning throughout the summer months. Sparty visited Lincoln, Jefferson, Hubbard, Edison, Knapp, Chaney and Children's Library.

Facilities

Mrs. Mondowney reported that the parking lots for the Redford Branch and the Service Building have been paved and ADA striping and curb cut access points have been installed.

Information Systems

Mrs. Mondowney reported that DPL's Information Systems Team has completed its work to deploy a new print management system to all 22 DPL locations. In addition, all DPL sites are now connected through fiber optics which provides a higher speed resulting in faster Internet service.

DPL at Inventors Expo

Mrs. Mondowney reported that the DPL Friends Foundation sponsored DPL at the Michigan Inventors Coalition Expo in East Lansing on September 10, 2015. This was an opportunity to promote the Library's resources for business and law including access to patent and trademark information.

LibraryBizConnect

Mrs. Mondowney reported that DPL has joined LibraryBizConnect, an Internet based cooperation between southeastern Michigan libraries and educational institutions, small businesses, and not-for-profit business organizations. DPL will use the cooperative's website and social media outlets to promote our collection and resources supporting small businesses including programming and availability of meeting rooms. Initially, the focus points will be services available from Main Library BST-SSER and the TLCs at Parkman and Main.

Family History Festival

Mrs. Mondowney reported that the 10th Annual Family History Festival, "Not Far From the Tree" will be held on Saturday, September 26, 2015 at Main Library. This year's festival features a presentation by Judy G. Russell, known as the "Legal Genealogist,"

and a lecture by Dr. Deborah Abbott, a nationally known genealogist. Co-sponsors for the festival include the DPL Friends Foundation, the Fred Hart Williams Genealogical Society, the Detroit Society for Genealogical Research, and the Louisa St. Clair Chapter of the Daughters of the American Revolution.

Back to School Bash

Mrs. Mondowney reported that the Parkman Branch hosted a "Back to School Bash" on September 2, 2015, a fun afternoon that included free school supplies, snacks, games and prizes. The event was supported by the DPL Friends Foundation, with about 300 children and adults participating. Representatives from several community organizations staffed information tables.

Friends Foundation

Mrs. Mondowney reported on September 10, 2015, Sean Everett, Operations Manager for the Detroit Public Library Friends Foundation, accepted the position of Director of the Foundation. Sean has a background in sales and marketing and began his association with the Foundation as a docent in its tour program. DPL wishes Sean all the best in this new position and looks forward to working with him.

2015 Staff Day

Mrs. Mondowney reported that all DPL locations will be closed on Wednesday, October 7, 2015 for Staff Day. This year's theme is "The 21st Century Library: Optimizing Our Options."

Wayne County

Mrs. Mondowney reported that DPL received three payments for delinquent property taxes: on June 18, 2015, a payment of \$69,458; on July 6, 2015 a payment of \$1,681,367; and on August 19, 2015, a payment of \$1,409,619.

Penal Fines

Mrs. Mondowney reported on August 3, 2015 DPL received a payment of \$595,462 for FY 14-15 penal fines.

State Aid

Mrs. Mondowney reported on July 24, 2015 DPL received a payment of \$212,157 for State Aid.

E-Rate

Mrs. Mondowney reported on August 19, 2015, the Library received a reimbursement of \$112,203 for E-Rate.

AUDIT COMMITTEE

Approval of the Burton Endowment Fund Financial Audit for Fiscal Year Ending June 30, 2014

The government-wide financial statements, fund financial statements, fiduciary funds and notes for the financial statements have been reviewed by management and the Audit Committee members for fiscal year ending June 30, 2014.

Gregory Terrell & Company completed the audits and determined that all accounting principles have been met.

Approval is requested to accept the Burton Endowment Fund Financial Audit for Fiscal Year ending June 30, 2014.

COMMISSION ACTION

Commissioner Jackson moved approval of the Burton Endowment Fund Financial Audit for Fiscal Year Ending June 30, 2014. Commissioner Thomas supported. The motion passed unanimously.

Approval of the Detroit Public Library Financial Audit for Fiscal Year Ending June 30, 2014

The government-wide financial statements, fund financial statements, fiduciary funds and notes for the financial statements have been reviewed by management and the Audit Committee members for fiscal year ending June 30, 2014.

Alan C. Young & Associates, P.C. completed the audits and determined that all accounting principles have been met.

Approval is requested to accept the Detroit Public Library Financial Audit for Fiscal Year ending June 30, 2014.

Minutes were approved at the October 20, 2015 Commission Meeting

COMMISSION ACTION

Commissioner Jackson moved approval of the Detroit Public Library Financial Audit for Fiscal Year Ending June 30, 2014. Commissioner Thomas supported. The motion passed unanimously.

COMMITTEE ON ADMINISTRATION**COMMITTEE ON ADMINISTRATION****Approval of Human Resources Department Report**

The Human Resources Department Report provides information regarding personnel actions taken from June 1, 2015 through August 31, 2015. These actions have been approved by Administration.

APPOINTMENTS (0)**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

SICK LEAVE PAYOUTS (1)

Kenneth Wyatt- Library Manager

POTENTIAL RETIREMENTS (4)

Employee Name	Last Day Worked	Retirement Date
Conja Wright	September 7, 2015	September 8, 2015
Ronnie Robinson	September 29, 2015	September 30, 2015
April Hill	October 1, 2015	October 2, 2015
Kelly Miller	December 18, 2015	December 19, 2015

SEPARATIONS (6)

Employee Name	Title	Last Day Worked
Daniel May	PC Network Maintenance Technician	June 4, 2015
Delano Smith	Customer Service Representative	August 6, 2015
Donnie Embry	Customer Service Representative	August 7, 2015
Kai Boyd	Customer Service Representative	August 14, 2015
Ryan Boyd	Bookmobile Driver	August 21, 2015
Courtney Kirby	Customer Service Representative	August 29, 2015

Minutes were approved at the October 20, 2015 Commission Meeting

EMPLOYEE HEADCOUNT

Headcount – August 2015	Headcount – August 2014
324 Active Employees	328 Employees

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

COMMISSION ACTION

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

COMMITTEE ON FINANCE**Approval to Purchase Monthly Parking Permits from the Opera House Garage for the Skillman Branch Staff**

The Detroit Public Library's union contracts stipulate that the Library will subsidize the cost of parking for employees who are assigned to the Skillman Branch Library. Over the past few years, DPL has used the Opera House Garage, which offers safe, convenient and affordable parking at \$85.00 per car, per month.

Approval is requested to purchase monthly parking permits to the Opera House parking structure for up to 16 staff members during the period October 1, 2015 to September 30, 2016 in an amount not to exceed fourteen thousand nine hundred sixty dollars (\$14,960)

COMMISSION ACTION

Commissioner Thomas moved approval to purchase monthly parking permits from the Opera House garage for the Skillman Branch staff. Commissioner Jackson supported. The motion passed unanimously.

COMMENT

President Quarterman asked if staff could explore the option of the Opera House extending the current rate for more than one-year.

Approval of the Routine Report on Finance

Commissioner Thomas 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	\$976,295.62
2	Total For Vouchers – Processed on DRMS Vouchers 740 - 922	\$1,239,815.67
3	FY 2015 Benefits Plan	\$0.00
4	FY 2015 General Retirement System	\$2,500,000.00
5	Central Staffing Services	\$0.00
	Total Processed by City of Detroit	<u>\$4,716,111.29</u>
<u>PAYMENTS PROCESSED BY DPL</u>		
1.	Public Funds/Comerica Checking	\$20,271.50
2.	Branch & Main Library Deposit Checking Account	\$31,805.80
3.	Professional Service Contracts	\$0.00
	Total Processed by DPL	<u>\$52,077.30</u>
GRAND TOTAL		<u>\$4,768,188.59</u>
<u>Summary of Expenditures</u>		
<u>RESTRICTED/DESIGNATED FUNDS</u>		
1	Burton Endowment Checking	\$18,612.91
2	O'Brien Checking	\$1,925.69
3	Programs & Gifts	\$21,369.05
GRAND TOTAL		<u>\$41,907.65</u>
<u>CREDIT CARD EXPENDITURES</u>		
	Executive Director	\$109.80
	Executive Director's Office – used for general office purpose	\$72.90
	Chief Financial Officer	\$952.51
	Human Resources Department	\$401.90
	Marketing Department	\$1,406.21
	Technical Services	\$6,337.17
	Facilities Department	\$3,629.53
	Branch Services	\$3,911.79
GRAND TOTAL		<u>\$16,821.81</u>
Note: These are May and June 2015 Credit Card Purchases		

Minutes were approved at the October 20, 2015 Commission Meeting

COMMISSION ACTION

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

COMMENT

Commissioner Jackson noted that DPL would pay \$2.5 million annually for the next nine years for the General Retirement payments.

NEW BUSINESS

Commissioner Merritt stated that in June 2015, the Friends Foundation gave a Mosaic to the Children's Library and will provide funding for an additional four Mosaics.

The meeting was adjourned at 2:24 p.m.