

DETROIT LIBRARY COMMISSION PROCEEDINGS

REGULAR MEETING

SEPTEMBER 20, 2016

President Adams called the Regular Meeting of the Detroit Library Commission to order at 1:35 p.m.

Present: President Adams, Commissioners DeSantis, Jackson
Commissioner Weaver joined the meeting at 1:55 p.m.

Administrative Staff: Mondowney, Brown, Bruni, Call, Funchess,
Ibegbu, Johnson, Moore, Norfolk, Powell, Williams

Excused: Commissioners Inniss-Edwards, Thomas

Present Also: Cheryl Blessett, Lamont Bolding, Enid Clark, Barbara Cohn,
Deborah Dorsey, Sean Everett, Carolyn Mosley, Yvette Rice,
Derick Suppon, Dorothy J. Williams

PUBLIC COMMENTS

Lamont Bolding- Expressed his concerns regarding the staff at Knapp Branch allegedly bullying and gossiping about a new employee at the branch that extended him extra computer usage time.

NOTED

President Adams asked Ms. Trinee Moore, Human Resources Director, to investigate this matter.

Minutes were approved at the October 18, 2016 Commission Meeting

REPORT OF THE PRESIDENT

President Adams welcomed everyone back from summer hiatus. She also welcome Mr. LaMar Lemmons, President, Detroit Public Schools Board of Education and noted that he was the new Commission Ex-Officio member.

Mr. Herman Davis, former President, Detroit Public Schools Board of Education, joined the meeting at 2:05 p.m.

President Adams stated to Mr. Davis that it was her understanding that Mr. Lemmons was the new school board president.

Mr. Davis stated that was not correct.

President Adams asked Mr. Lemmons and Mr. Davis to refrain from voting on any action items until clarification was obtained on the status of the current school board president. Mr. Lemmons asked to be excused to prevent any further disruption. President Adams acknowledged his request.

President Adams reported that the Commission signed the settlement agreement (MOU) in respect to some pension obligations and is awaiting approval from the various collective bargaining units.

President Adams reminded the Commissioners of the upcoming Commission/Cabinet retreat. She said the retreat will allow the Commission to work with staff on formulating a plan for updating the library's strategic plan.

President Adams asked the Commission to refrain from taking action on the Detroit Library Commission Vision Statement until after the retreat to decide if there are any modifications to be made to the statement.

FRIENDS FOUNDATION UPDATE

Mr. Sean Everett, Director, Friends Foundation and Ms. Barbara Cohn, Friends Foundation, presented a framed Detroit Pistons jersey on behalf of the Detroit Pistons Foundation. The jersey was embellished with DETROIT PUBLIC LIBRARY and the number 150 in honor of DPL's 150th Anniversary. The inscription on the frame read as follows: "Congratulations to the Detroit Public Library on 150 years of enlightening and empowering the citizens of the metro Detroit Community."

REPORT OF THE EXECUTIVE DIRECTOR

ProjectArt After-School Program

Mrs. Mondowney reported that the award-winning ProjectArt will bring an after-school arts enrichment program to four DPL locations beginning this fall. The New York City-based non-profit will use Wayne State University students as teaching artists to conduct classes once a week from October through July at Conely, Jefferson, Parkman branches and Main Library. ProjectArt is a unique arts education organization that has worked with at-risk-youth and immigrant communities. These free after-school classes allow students to use their creativity in artistic exploration that will include a variety of media, ranging from watercolor and acrylic, to scrap and collage materials. At the end of each session, students' artwork will be part of a special exhibition. The initiative is supported by the Applebaum Family Philanthropies. Everyone is invited to the program, scheduled at the Conely Branch on Saturday, October 1, 2016 at 2 p.m.

Skillman Branch Outdoor Reading Garden

Mrs. Mondowney reported that the Skillman Branch is contributing to the growing vibrancy of downtown Detroit by making better use of its outdoor space. The project, which began in May and will continue through the fall, includes improved landscaping and the introduction of casual outdoor seating and a reading garden. Special activities are also taking place outdoors, including drop-in chess tournaments, book talks, and concerts. This initiative was made possible through the generosity of Bedrock Real Estate Services and Rock Ventures, which provided planning expertise, volunteer workers and donated outdoor furniture and supplies. A special thank you to Sean Everett of the DPL Friends Foundation who facilitated the initial contacts that made this project possible.

Parkman Branch

Mrs. Mondowney reported that the United Way for Southeastern Michigan partnered with the Parkman Branch Library on June 29, 2016, to host a "Meet Up and Eat Up and Summer Reading Kick-off Block Party." More than 700 children and adults enjoyed an afternoon that included food, bounce house fun, face painting, and nutrition education. A resource area provided parents with information about additional health and social services available. In recognition for this successful event, the Parkman Branch received a "Spirit of Detroit Award," which noted the staff's "dedication to improving the quality of life" in the community.

16th Comerica Bank Java & Jazz Music Series Finale:

Mrs. Mondowney reported that Maurice Davis not only sings and plays the Blues, he loves the Blues, and that commitment comes through to his audiences. His performance at Main Library on July 19, 2016 was non-stop, energetic and inspirational. He is known for what he calls "party blues," a blend of southern soul and old school R & B. Mr. Davis hosts the "King of Party Blues" radio show at Kettering University in Flint at 94.3 FM and online on Monday evenings and Saturday mornings. Maurice Davis ended DPL's 16th Comerica Bank Java & Jazz Music Series on a high note and DPL is very thankful for the continued support from Comerica Bank.

Arise Detroit Neighborhoods Day

Mrs. Mondowney reported that on August 6, 2016, as part of ARISE Detroit's Neighborhoods Day, DPL presented a "Neighborhoods Day Appreciation & Celebration," on Main Library's Woodward Lawn, at Kirby Street. The annual event was well attended by young and old alike. Guests enjoyed free book giveaways for adults and kids; jumped around in the Bounce House; made arts & crafts projects; received animal balloons by Bo Bo John John the Clown and cooled off with delicious Italian icees.

Marc Lamont Hill

Mrs. Mondowney reported that Dr. Marc Lamont Hill, author of *Nobody: Casualties of America's War on the Vulnerable, from Ferguson to Flint and Beyond*," and host of VH1 Live! spoke to an audience of more than 150 people on Saturday, August 13, 2016 at Main Library. His perspective on mass incarceration, voter apathy and police brutality led to a thoughtful conversation with the audience during the question and answer segment.

American Girl Doll

Mrs. Mondowney reported that the Detroit Public Library was pleased to be a part of the launch of "Melody Ellison," the new American Girl doll from Detroit. On August 20, 2016 over 400 people came to the Main Library to hear Denise Lewis Patrick. Ms. Patrick is the author of the two books about Melody Ellison entitled, *No Ordinary Sound* and *Never Stop Singing*, Melody is a nine-year old girl who grows up in Detroit in the mid-1960s during a time of great change. DPL thanks American Girl for its generous donation of over \$175,000 which included dolls, books and a \$50,000 cash donation to DPL. Additionally, DPL thanks Lurine Carter for hosting this historic event that drew media coverage from near and far.

DPL Friends Foundation

Mrs. Mondowney reported that this past July, the Friends Foundation approved a grant to the DPL in the amount of \$4,000 for the purchase of Spanish language books and materials for the Bowen, Campbell and Conely branches. On September 6, 2016 DPL received notification that the Friends Board and NAHC Trustees approved two reimbursement grants. A \$30,000 grant will support the Library's digitization strategies that provide access to DPL's special collections and a \$5,000 grant will support the redesign of the Library's website.

Wayne County

Mrs. Mondowney reported that on June 28, 2016, DPL received a payment of \$2,240,657 for delinquent property taxes. This was the final payment for FY 2016 which ended June 30. On August 18, 2016, DPL received a payment of \$393,753.63, the first FY2017 payment for delinquent property taxes.

State of Michigan

Mrs. Mondowney reported that on June 30, 2016, DPL received 50% of its State Aid payment in the amount off \$231,829. The final State Aid payment of \$234,923 for FY 2016 was received on August 2, 2016.

COMMITTEE ON ADMINISTRATION

Approval of the Human Resources Report

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

APPOINTMENTS (6)

Employee Name	Title	Hire date
Jessica Goodman	Customer Service Representative	7/25/2016
Mohammed Ahmed	Customer Service Representative	8/8/2016
Katie Adams	Customer Service Representative	8/22/2016
Maria Kent	Customer Service Representative	8/22/2016
Olanda O'Neal	Customer Service Representative	8/22/2016
Ashley Ridley	Customer Service Representative	8/22/2016

Minutes were approved at the October 18, 2016 Commission Meeting

RETIREMENTS (4)

Employee Name/Title	Title	Last Day Worked	Retirement Date
Patricia Dandridge	Librarian II	June 30, 2016	July 1, 2016
David Kaszubowski	Park Maintenance Foreman	August 31, 2016	September 1, 2016
Michael McElgunn	Purchasing Manager	June 3, 2016	June 4, 2016
Marvin Rysztak	Master Electrician	August 12, 2016	August 13, 2016

SICK LEAVE PAYOUTS (0)**Total Payouts = \$0****POTENTIAL RETIREMENTS (3) Pending COD* Approval**

Employee Name	Last Day Worked	Retirement Date
Peggy Hart	October 14, 2016	To be calculated by COD*
Joseph Flake	November 4, 2016	To be calculated by COD*
Minnie Calvin	November 30, 2016	To be calculated by COD *

City of Detroit*SEPARATIONS (4)**

Employee Name	Title	Last Day Worked
Antonio Penick	Technical Training Associate	June 27, 2016
Juned Ahmed	Customer Service Representative	July 11, 2016
Lauren Crawford	Customer Service Representative	August 4, 2016
Mendejah Abram	Customer Service Representative	August 15, 2016

EMPLOYEE HEADCOUNT*

Headcount – September 2016	Headcount – September 2015
Budgeted Positions = 334	Budgeted Positions = 334
Active Employees = 281	Active Employees = 302
Vacant Positions = 53	Vacant Positions = 32

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

VACANT POSITIONS

Position	# of Budgeted Positions	# of Filled Positions	Vacant Positions
Managers	25	23	2
Librarian III	33	33	0
Librarian II	23	15	8
Librarian I	1	1	0
Pre-Professional Librarian In-Training	3	3	0
Senior Clerk	9	7	2
Technical Training Associate	9	7	2
Clerk	33	31	2
Janitor	13	10	3
Bookmobile Operator	1	0	1
Customer Service Representative*	100	73	27
Facilities	17	14	3
Associate Director	1	0	1
Senior Accountant	2	1	1
Purchasing Manager	1	0	1
Total			53

COMMISSION ACTION

Commissioner DeSantis moved approval of the Human Resources report. Commissioner Jackson supported. The motion passed unanimously.

COMMITTEE ON FINANCE**Approval to Contract with Dell for Additional Lease of Desktop Computers**

Dell is the sole source desktop computer vendor for the Detroit Public Library. The computers to be leased will be used to replace obsolete computers at DPL branches which have reached the end of their life cycle.

Leasing the new desktops will allow DPL to continue to keep pace with changing trends in technology as well as provide required management and maintenance. The current average age of computers in DPL is 6.5 years, far exceeding the industry standard of 4 years.

Minutes were approved at the October 18, 2016 Commission Meeting

This is the second set of leasing for DPL bringing the total to 400 out of 900 computers that are dedicated to public use. As a result of this new lease, the percentage of overaged computers in DPL will be reduced to 65%.

This second set of 200 computers will be used at several branches of the Detroit Public Library. (This includes both Wilder and Duffield Branches that are under renovation)

Authorization is requested to contract with Dell for the lease of these computers. The total cost for this 4-year lease is \$118,980.00 at an annual cost of \$32,752.81. This amount has been encumbered in the current approved budget.

COMMISSION ACTION

Commissioner DeSantis moved approval to contract with Dell for additional lease of desktop computers. Commissioner Jackson supported. The motion passed unanimously.

Approval to Renew the Policy for Property Insurance for the Detroit Public Library

The Detroit Public Library's (DPL) Property insurance policy expired on August 7, 2016 and it was extended to October 1, 2016. The Detroit Library's property insurance broker, AON, was able to negotiate a rate guarantee with AIG. This is a three-year rate guarantee.

The charges for the insurance are as follows:

	Year One 10/1/16-9/30/17	Year Two 10/1/17- 9/30/18	Year Three 10/1/18-9/30/19
Property Premium	409,754	389,267	362,018
Premium	17,504	16,628	15,464
Total Premium	427,258	405,895	377,482

If DPL elects to bind a three-year policy with AIG, the annual program cost would average:

\$1,210,635 divided by 3 Years; at the Annual Cost of **\$403,545**.

Authorization is requested to renew the insurance policy for the property of the Detroit Public Library from AIG through AON for a three years 10/1/16 to 9/30/19 for an annual amount not to exceed four hundred and three thousand five hundred and forty five dollars (\$403,545).

Minutes were approved at the October 18, 2016 Commission Meeting

COMMISSION ACTION

President Adams moved approval to renew the policy for property insurance for the Detroit Public Library. Commissioner DeSantis supported. The motion passed unanimously.

Approval to Renew the Policy for General Liability Insurance for the Detroit Public Library

The Detroit Public Library's (DPL) general liability policy with current provider, Selective Insurance expired on September 1, 2016. The general liability insurance provides broad form coverage for Library properties against bodily injuries and property damage by others. DPL's insurance broker, Cranbrook General Underwriters requested quotes from several carriers and received correspondence from the following carriers:

1. Hartford Insurance Company - \$24,461
2. Selective Insurance Company - \$25,985
3. Citizens – Declined
4. Nationwide, Harleysville, Travelers, Chubb – Declined
5. CNA and Hastings Mutual - Could not compete with the current price

Authorization is requested to renew the insurance policy for general liability of the Detroit Public Library from Hartford Insurance Company through Cranbrook General Underwriters for an amount not to exceed twenty four thousand four hundred and sixty one dollars (\$24,461).

COMMISSION ACTION

President Adams moved approval to renew the policy for general liability insurance for the Detroit Public Library. Commissioner Jackson supported. The motion passed unanimously.

Approval to Renew the Insurance Policy for the Directors & Officers for the Detroit Public Library

The Detroit Public Library's (DPL) Directors and Officers insurance policy with current provider, Lloyd's of London expired on August 21, 2016 and it was extended to September 21, 2016. DPL's insurance broker, Cranbrook General Underwriters requested quotes from several carriers and received correspondence from the following carriers:

1. Lloyd's of London - \$39,590.63 (exact number as last year)
2. USLI and Liberty - Declined due to demographics
3. Maxum and James River - Declined due to the class of business
4. ACE/Chubb and Great American - Declined due to financials
5. RSU – Declined - cannot compete with the current carrier
6. Catlin – Declined due to the class of business

DPL'S current carrier has agreed to renew the current policy at a premium of \$39,590.63 which is the exact number as last year.

Authorization is requested to renew the insurance policy for the Directors and Officers of the Detroit Public Library from Lloyds of London through Cranbrook General Underwriters for an amount not to exceed thirty nine thousand five hundred ninety one dollars (\$39,591).

COMMISSION ACTION

Commissioner DeSantis moved approval to renew the insurance policy for the Directors and Officers for the Detroit Public Library. Commissioner Jackson supported. The motion passed unanimously.

Approval to Contract for Janitorial Services for Main Library and Nine Branches

In March of 2015, the Detroit Library Commission approved to contract with ABM to provide Janitorial services for the Main Library and nine branches. This contract approval came with a 2 year renewal option.

Authorization is requested to exercise the second renewal option of the Janitorial contract with ABM for the Fiscal Year Ending June 30, 2017, in the amount not to exceed six hundred forty four thousand five hundred fifteen dollars and eleven cents (\$644,515.11).

COMMISSION ACTION

Commissioner Jackson moved approval of the contract for janitorial service for Main library and nine branches. Commissioner DeSantis supported. The motion passed unanimously.

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, 2016 to September 30, 2017 in an amount not to exceed fourteen thousand nine hundred sixty dollars (\$14,960).

COMMISSION ACTION

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

Approval of the Routine Finance Report

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		\$906,154.11
2	Total For Vouchers – Processed on DRMS Vouchers	734 – 970	\$1,749,736.06
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>
	Total Processed by City of Detroit		<u>\$2,655,890.17</u>
<u>PAYMENTS PROCESSED BY DPL</u>			
1.	Public Funds/Comerica Checking	Checks 1257 – 1258	\$3,549.67
2.	Branch & Main Library Deposit Checking Account	Checks 4088 – 4162	\$79,141.61
3.	Professional Service Contracts	Check	<u>\$0.00</u>
	Total Processed by DPL		<u>\$82,691.28</u>
GRAND TOTAL			<u>\$2,738,581.45</u>

Minutes were approved at the October 18, 2016 Commission Meeting

<u>Summary of Expenditures</u>				
<u>RESTRICTED/DESIGNATED FUNDS</u>				
1	Burton Endowment Checking	Checks	8292 – 8293	\$4,295.50
2	O'Brien Checking	Checks	4494 – 4500	\$6,361.91
3	Programs & Gifts	Checks	2162 – 2183	<u>\$15,843.33</u>
GRAND TOTAL				<u>\$26,500.74</u>
<u>CREDIT CARD EXPENDITURES</u>				
	Executive Director			\$1,209.13
	Executive Director's Office – used for general office purpose			\$793.49
	Chief Financial Officer			\$1,043.09
	Human Resources Department			\$992.35
	Marketing Department			\$1,321.13
	Technical Services			\$9,592.01
	Facilities Department			\$6,255.27
	Branch Services			<u>\$7,871.25</u>
GRAND TOTAL				<u>\$29,077.72</u>
Note: These are May and June 2016 Credit Card Purchases				

COMMISSION ACTION

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

Fiscal Year 2016 Budget to Actual Comparison

The Finance and Business Office of the Detroit Public Library (DPL) has not completed all of its journal entries as of June 30, 2016. The attached document reports on the Library's financial position, comparing the amended FY16 budget revenues and expenditures with the actual revenues and expenditures as of June 30, 2016. This report is intended to provide the Finance Committee with a year-end position for the Library as of the date of September 12, 2016. The statement is unaudited and it is important to note that some numbers will change.

The Detroit Public Library has recorded total revenues of \$30,706,072 for fiscal year 2016. Current year property taxes have come in at \$24,726,676, roughly \$710,000 more than budget. Delinquent property taxes are significantly higher than the budgeted amount of \$1,578,170. As of June 30, 2016, \$3,689,469 has been collected on behalf of the Library. This increase in revenues is due to back tax payments of many properties being acquired from Wayne County. As of the date of this report, the State of Michigan has not yet made the contribution for the \$3,501,369 for the Renaissance Zone Tax, however, the Library is expected to receive it.

Minutes were approved at the October 18, 2016 Commission Meeting

The major increase in prior year property tax collections are positive for the Library. The Library has received payments for the e-Rate, LBPH, and State Funding. There is a reimbursement of \$300,541 recorded in Other revenue. This reimbursement was a result of DPL filing an appeal with the Federal Communications Commission (FCC) in 2012, which the FCC originally denied E-rate funding in 2010. DPL paid Merit Network, Inc., DPL's internet service provider, \$300,541, for internet services during the 2013 fiscal year. In November of 2015, the FCC reversed its original ruling in 2012, and Merit Network reimbursed the Library for the funds paid in 2013. It is important to note that the \$300,541 paid to Merit in 2013 was taken from fund balance. Other property tax revenue and journal entries have been entered into the new Oracle software by the City of Detroit.

The actual total expenditures for the Detroit Public Library through June 2016 is \$4,999,667 less than the budgeted expenditures. This variance is mostly due to the final employee salaries, wages, and employee benefits entries being outstanding. These entries are made by the City of Detroit on behalf on the Library. As of the date of this report, all entries have not been processed by the City. The \$2,500,000 pension payment was made and expended as of June 30, 2016.

Operating expenditures were \$1,828,864 less than the budgeted expenditures. Operational expenditures were managed and only the most critical expenditures were expended (i.e. Utilities, insurance, permit, and approved repairs and maintenance items). Please note that actual expenditures of Acquisitions- Library Materials for print and non-print items are under budget by \$705,287. This was due to a budgeted project not being completed during the year. The budgeted expenditures that were not used will go into fund balance.

Tax captures expenditures for the DDA are \$703,848 higher than the budgeted amount of \$1,749,701. This is due to the increased number of Brownfield and DDA projects approved by the Detroit City Council. All taxing authorities and millage recipients are subject to approved tax captures.

NOTED

This was an information only item.

APPROVAL OF MEETING MINUTES

The minutes of the Regular Meeting of June 21, 2016 were approved as presented.

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

Minutes were approved at the October 18, 2016 Commission Meeting