

DETROIT LIBRARY COMMISSION PROCEEDINGS

REGULAR MEETING

OCTOBER 17, 2017

President Jackson called the Regular Meeting of the Detroit Library Commission to order at 1:58 p.m.

Present: President Jackson, Commissioners Adams, Bellant, Gray
Administrative Staff: Mondowney, Brown, Bruni, Call, Funchess, Ibegbu, Johnson, Moore, Norfolk, Powell, Simmons, Williams

Excused: Commissioners Inniss-Edwards, Taylor (Ex-Officio), Thomas

Present Also: Cheryl Blessett, Stacy Brooks, Lurine Carter, Enid Clark, Elaine Houston, Christina Ladson, Noemi Miramontes, Carolyn Mosley, Yvette Rice, Tiffani Simon, Marie Smith, Derick Suppon, Dorothy Williams, Jacqueline Williams, Karlyta Williams

APPROVAL OF MEETING MINUTES

The minutes of the September 19, 2017 Detroit Library Commission meeting were approved as presented.

PUBLIC COMMENTS

Marie Smith – Expressed her concerns regarding the Lincoln Branch Library. She wanted to know why the branch hours and the number of computer stations were reduced. She was also concerned that the branch was only open two consecutive days and not on Saturdays. She would like to see another day of service restored, preferably a Saturday.

Mrs. Mondowney responded by stating that she was reviewing opportunities with staff in regards to restoring hours at the Lincoln Branch Library and making the hours more convenient for the community.

Minutes were approved at the November 21, 2017 Commission Meeting

Elaine Houston - Expressed her gratitude regarding the assistance she received at the Douglass Branch Library from Seantelle Williams, Technical Training Assistant. She said she appreciated the one-on-one service Ms. Williams provided showing her how to use her smartphone, tablet and smartwatch. She said the entire staff was extremely nice.

Ms. Houston said she had also visited the Parkman Branch Library and participated in their computer classes, which showed her how to use the computer. She wanted to know what she could do to help promote the services that the library has to offer.

President Jackson stated that her positive feedback was promoting library services.

REPORT OF THE EXECUTIVE DIRECTOR

Staff Development Day

Mrs. Mondowney reported that Health and Wellness was the theme for the 2017 Staff Development Day held October 4, 2017. Peter Nielsen, fitness expert and life coach, provided an engaging keynote presentation about the “Dimensions of Wellness.” The 42 new employees hired since 2015, were introduced, and 31 employees who reached milestone service of 5 – 30 years, were recognized.

Sunday Service

Mrs. Mondowney reported that Sunday service was launched on October 8, 2017 at two branches, Wilder and Redford, and restored at Main Library, with special celebrations at each location. Special activities included children’s games, and arts and crafts for children and adults. Main Library welcomed Denene Millner, author of *Early Sunday Morning*. Refreshments were provided at each location. The public offered many positive comments about the return of Sunday hours. Allan Lengel of Deadlinedetroit.com wrote about Main Library, “For the first time in 36 years, the doors swung back open and folks of all ages filled the halls with life and joy.” Approximately 225 people attended the Wilder celebration, along with 200 at Redford, and 400 at Main Library. City Council President Brenda Jones sponsored a testimonial resolution recognizing the restoration and expansion of Sunday Service. Mayor Mike Duggan issued a proclamation declaring Sunday, October 8, 2017, “Sunday Family Funday,” in the City of Detroit.

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A successful comprehensive marketing campaign to educate and promote "Sunday Family Fundays" included digital video and online advertisements, neighborhood billboards near the Redford and Wilder branches and Main Library, and print and radio announcements. Major broadcast, newspaper and online media networks shared the information as well, including WDIV, the Michigan Chronicle, the Free Press and Deadline Detroit.

DPL Newsletter

Mrs. Mondowney reported that DPL published a newsletter that highlights library events through the end of the year. The newsletter was included in the October 4, 2017 issue of The Michigan Chronicle and was also distributed at all DPL locations. The publication will be published three times per year – Fall, Winter and Spring/Summer.

Information Systems

Mrs. Mondowney reported that Information Systems has completed the deployment and configuration of Uninterrupted Power Protection with American Power Conversion Surge Protection devices on 19 library locations. Skillman and Sherwood Forest have not been completed to date. This is an important component of protecting the library's IT infrastructure.

DPL Red Cross Training

Mrs. Mondowney reported that DPL's security staff attended Red Cross bi-annual training and recertification for CPR, First Aid and AED on Friday, September 29, 2017.

Author Visits

Mrs. Mondowney reported that Resmaa Menakem, author of *My Grandmother's Hands: Radicalized Trauma and the Pathway to Mending Our Hearts and Bodies*, will be at Main Library at 6 p.m., on Wednesday, October 25, 2017. Mr. Menakem is a nationally recognized expert in the fields of diversity and trauma therapy. Beverly Jenkins, winner of the 2017 Romance Writers of America Lifetime Achievement Award, will visit the Duffield Branch Library at 2 p.m., Saturday, November 4, 2017, to talk about her latest novel, *Chasing Down a Dream*.

Renaissance Zone

Mrs. Mondowney reported that on September 19, 2017, DPL received a Renaissance Zone payment of \$1,969,404 from the State of Michigan.

Wayne County

Mrs. Mondowney reported that on September 28, 2017, DPL received a payment of \$192,591 for delinquent property taxes.

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

The Human Resources Department Report provides information regarding personnel actions taken from September 1, 2017 through September 30, 2017. These actions have been approved by Administration.

APPOINTMENTS (6)

Employee Name	Title	Hire date
Nina Fancher	Librarian I	September 4, 2017
Deaidre Jones	Librarian I	September 4, 2017
Mandy Kenney	Customer Service Representative	September 4, 2017
Allia McCoy	Customer Service Representative	September 4, 2017
Kieron Bonner	Customer Service Representative	September 4, 2017
Karen Davis	Customer Service Representative	September 18, 2017

RETIREMENTS (1)

Employee Name/Title	Title	Last Day Worked	Retirement Date
Jo Ann Poske	Librarian II	September 22, 2017	Calculated by COD

SICK LEAVE PAYOUTS (0)**TOTAL PAYOUTS = \$0****POTENTIAL RETIREMENTS (0) Pending COD Approval**

Minutes were approved at the November 21, 2017 Commission Meeting

SEPARATIONS (1)

Employee Name	Title	Last Day Worked
Veronica Lewis	Security Officer	September 11, 2017

<u>EMPLOYEE HEADCOUNT*</u>			
Headcount	September 2017	Headcount	September 2016
**Budgeted Positions =	325	Budgeted Positions =	334
Active Employees =	301	Active Employees =	278
Vacant Positions =	24	Vacant Positions =	56
*Headcount Process based on Actual Headcount not Budgeted Numbers as in the past			
**The budgeted positions total has been adjusted as reflected on the City of Detroit Position Control Report			
<u>VACANT POSITIONS</u>			
POSITION	# OF BUDGETED POSITIONS	# OF FILLED POSITIONS	VACANT POSITIONS
Manager	25	21	4
Librarian I & II	24	20	4
Pre-Professional Librarian In-Training	3	2	1
Senior Clerk	9	7	2
Janitor	13	8	5
**Customer Service Representative	91	86	5
Facilities	17	16	1
Senior Accountant	2	1	1
Security Officer	14	13	1
Total			24
Only Position Titles with vacancies are listed.			
**Customer Service Representative are Part-time 20 hours/week			

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

Minutes were approved at the November 21, 2017 Commission Meeting

COMMISSION ACTION

Commissioner Adams moved approval. Commissioner Bellant supported. The motion passed unanimously.

NOTED

Commission Adams stated that there was a correction on the headcount. It should read September 2017 versus September 2016. The correction was made.

COMMITTEE ON BUILDINGS/FINANCE

Approval of the Budget for the Franklin Branch Renovations

Facilities is seeking approval to renovate the Franklin Branch, located at 13651 E. McNichols (built in 1950, 5,670 square feet). This branch provides library services to customers primarily located in the far northeast section of Detroit (McNichols/Gratiot area). This renovation project will be completed in two phases at a total estimated cost of **\$374,766**. The Franklin Branch will need to close on December 30, 2017 and reopen the second week of September, 2018.

Due to the estimated time of completion of each phase, the project's funding will be spread across two fiscal years FY2018 and FY2019. Phase One total estimated renovation cost for FY2018 is **\$180,266**. The cost will be expended from the FY2018 Capital Outlay account 644124, leaving a funding balance of **\$120,190**. Phase Two total estimated renovation cost is **\$194,500**. The cost will be expended from the FY2019 Capital Outlay account 644124. In the FY2018 – FY2021 Budget, Commission approved **\$404,000** in this line item for capital improvements. If the Phase Two project is approved at the estimated cost, there will be a funding balance of **\$209,500** for FY2019.

The details of Phase One and Phase Two of the Franklin Branch Renovation Project are listed below. Please note, that all future required official bids and proposals will be brought before Commission for approval.

Phase One Renovations:

Consists of the abatement of the floors that contain asbestos and installing a new rubber floor. A new suspended grid ceiling and the installation of LED light fixtures and LED lights. New electrical outlets along the perimeter walls and saw cuts in the floor for power and data as needed. The installation of a unisex American with Disabilities Act (ADA) door to restroom with power door. The electrical system will be up-graded to handle a new roof HVAC system necessary to properly heat and cool the building. On the exterior of the building, there will be minor concrete work and new signage.

The Franklin renovations will include the removal of library materials and equipment that will be stored during Phase One. Phase One is projected to be completed by mid-June, 2018.

Phase Two Furniture and Fixtures:

Consists of the interior design furniture layout, the purchase and installation of the new furniture and fixtures. This phase of the project is the responsibility of the Public Services Department.

The entire project will span across two fiscal years, FY18 for building renovation and FY19 for furniture and fixtures (computers).

The estimated Construction cost for **Phase One** is as follows:

\$11,650	Asbestos floor tile and mastic	Asbestos abatement of floor tiles and mastic (MWV Environmental Services, Inc.)
\$2,000	Saw cut floor for power/data	Detroit Diamond Drill
\$2,000	Up-grade Suspended ceiling Grid	Purchase in-house
\$9,000	New LED fixtures and LED lights	Purchase in-house. Electrical permit and pre-inspection by outside Master Contractor
\$2,000	Electrical Permit and Inspection	

\$6,000	Installation additional electrical outlets recessed in-floor after saw cut floor	Detroit Diamond Drill
\$4,000	Installation of Unisex ADA compliant restroom	In-House
\$8,000	Packing, moving, and storage of library materials	Frisbee
\$3,000	Minor concrete and new signage	
\$78,000	New HVAC roof top Heating and cooling mechanical cooling system	Please note: RFP for bids has been completed and scheduled to go out in January, 2018.

PROJECT FUNDING:

Estimated cost for Phase One approval is **\$125,650**. (Please note, Detroit Library Commission approved flooring replacement for Franklin at the September 20, 2017 meeting at a cost of **\$54,616**). Total estimated cost for Phase One renovations for Franklin Branch is **\$180,266**.

Estimated cost for Phase Two furniture and fixtures is **\$105,000**.

Estimated cost for Information Technology is **\$89,500**. The IT cost is inclusive of Data and Infrastructure. It also includes the cost of computers and accessories.

The total estimated cost for Phase Two furnishings, fixtures, and Information Technology is **\$194,500**.

DISCUSSION

Commissioner Gray asked where would the library customers that live in the Franklin community be directed for library services.

Mrs. Mondowney stated that there would be signage on the Franklin Branch doors directing customers to the Wilder Branch and the Knapp Branch.

COMMISSION ACTION

Commissioner Bellant moved approval. Commissioner Jackson supported. The motion passed unanimously.

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 parking. The costs for parking in downtown Detroit has increased significantly over the past two years. The Purchasing Department made inquiries to other parking garages in the same area for group parking:

- Z Parking, 1234 Library St., Detroit, MI – \$300 per month per vehicle
- Compuware Garage managed by Ultimate Parking Management LLC, 1001 Woodward Ave., Detroit, MI – One year waiting list for group parking
- Premiere Parking Garage, 2-28 E. Grand River, Detroit, MI - \$150 per month per vehicle
- Opera House Parking, 1426 Broadway, Detroit, MI - \$135 per month per vehicle

Due to the increased demand for parking, the cost for Opera House Garage increased from \$85 per month per vehicle in FY2016, to \$135 per month Opera House Garage has agreed to continue to provide the Library with a \$45 per month per parking permit discount, otherwise the cost would be \$180 per month per vehicle.

Minutes were approved at the November 21, 2017 Commission Meeting

Administration is attempting to align contracts with our fiscal year ending dates, therefore, approval is requested to purchase monthly parking permits to the Opera House Parking structure for up to 15 staff members during the period of November 1, 2017 to June 30, 2018, in the amount not to exceed sixteen thousand two hundred dollars (\$16,200). Administration will seek approval for FY2019 parking permits at a later period. Cost will be paid from the Employee Parking line item.

DISCUSSION

Commissioner Adams asked if the Opera House been contacted to possibly consider a long-term fixed rate parking agreement.

Mr. Antonio Brown, Chief Financial Officer, stated that they would not agree to long-term fixed rate parking because the parking was market rate.

Commissioner Adams when does the collective bargaining agreement expire and is there any room for negotiations regarding this matter.

Ms. Trinee Moore, Human Resources Director, said that this matter could be put on the table for UAW to discuss.

COMMISSION ACTION

Commission Bellant moved approval. Commissioner Gray supported. The motion passed unanimously.

Approval of the Detroit Public Library Financial Auditors Renewal for FY 2017, 2018 and 2019

The Detroit Public Library's (DPL) audit engagement with Alan C. Young & Associates, P.C. for three (3) fiscal years FY2014, FY 2015, and FY2016 has expired.

Authorization is requested to renew the current auditor's Alan C. Young & Associates, P.C. contract for three fiscal years FY2017, FY2018, and FY2019 for an amount not to exceed forty-six thousand dollars (\$46,000) each year; a total of one hundred and thirty-eight thousand dollars (\$138,000).

The extension is in compliance with the Detroit Library Commission policy approved September 17, 2013 which states that "an auditor will provide no more than seven (7) years of auditing".

COMMISSION ACTION

Commissioner Adams moved approval. Commissioner Jackson supported. The motion passed unanimously.

Approval of the Burton Endowment Fund Financial Auditors Renewal for FY 2017, 2018 and 2019

The Burton Endowment Fund's (BEF) audit engagement with Gregory Terrell & Company for three (3) fiscal years FY2014, FY2015, and FY2016 has expired.

Authorization is requested to renew Gregory Terrell & Company contract for three fiscal years, FY2017, FY2018, and FY2019 for an amount not to exceed six thousand three hundred and forty-five (\$6,345) dollars for FY2017, six thousand five hundred and ninety-eight dollars (\$6,598) for FY2018, and six thousand eight hundred and sixty-two dollars (\$6,862) for FY2019; a total of nineteen thousand eight hundred and five dollars (\$19,805).

The extension is in compliance with the Detroit Library Commission policy approved September 17, 2013 which states that "an auditor will provide no more than seven (7) years of auditing".

NOTED

Mr. Brown explained that after having conversations with Gregory Terrell & Company, they agreed to reduce the original contract increase of ten percent to four percent, which is in line with regulatory inflation.

COMMISSION ACTION

Commissioner Adams moved approval. Commissioner Jackson supported. The motion passed unanimously.

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.

Minutes were approved at the November 21, 2017 Commission Meeting

<u>Summary of Expenditures</u>		
<u>PUBLIC FUNDS</u>		
<u>PAYMENTS PROCESSED BY THE CITY OF DETROIT</u>		
1	Total Payroll July 2017 – September 2017	\$2,778,966.57
2	Total For Vouchers – Processed on FUSION FY17: 829 – 919 FY18: 1-143	\$2,266,933.42
3	FY 18 Benefits Plan July 2017 to September 2017	\$471,723.16
4	FY 17 General Retirement System (GRS)	\$0.00
5	FY 17 Central Staffing Services	\$0.00
6	Fy 17 Hybrid Pension Payment	\$0.00
Total Processed by City of Detroit		<u>\$5,517,623.15</u>
<u>PAYMENTS PROCESSED BY DPL</u>		
1.	Public Funds/Comerica Checking Checks 1283 - 1286	\$8,233.82
2.	Branch & Main Library Deposit Checking Account Checks 4879 - 5064	\$96,280.21
3.	Professional Service Contracts Checks - None	\$0.00
Total Processed by DPL		<u>\$104,514.03</u>
GRAND TOTAL		<u>\$5,622,137.18</u>
<u>Summary of Expenditures</u>		
<u>RESTRICTED/DESIGNATED FUNDS</u>		
1	Burton Endowment Checking Checks 8299 - 8303	\$3,127.65
2	O'Brien Checking Checks 4566 - 4583	\$10,080.17
3	Programs & Gifts Checks 2327 - 2391	<u>\$52,643.36</u>
GRAND TOTAL		<u>\$65,851.18</u>
<u>CREDIT CARD EXPENDITURES</u>		
Executive Director		\$29.90
Executive Director's Office – used for general office purpose		\$950.49
Chief Financial Officer		\$401.06
Human Resources Department		\$467.00
Marketing Department		\$105.98
Technical Services		\$7,579.31
Facilities Department		\$2,023.12
Information Technology		\$87.59
Purchasing		\$1,531.84
Branch Services		\$4,888.69
GRAND TOTAL		<u>\$18,064.98</u>
Note: These are July 2017 Credit Card Purchases		

COMMISSION ACTION

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

Minutes were approved at the November 21, 2017 Commission Meeting

OLD BUSINESS

Approval of the Amended Website Accessibility Policy and the Accessibility Policy

Policy

The Detroit Public Library (DPL) will make all reasonable effort to ensure that the pages of the DPL Website and related web based applications are accessible to all disabled persons in accordance with Section 508 of the Federal Rehabilitation Act.

In addition, prior to the posting of any content or information on the DPL Website, assigned DPL staff will evaluate such content for any accessibility issues to ensure that the posting is in compliance with the accessibility standards and guidelines contained in the World Wide Web Consortium's (W3C), Web Content Accessibility Guidelines (WCAG) 2.0, to evaluate and determine user accessibility of its Website content, including by users with visual, hearing, or manual impairments or who otherwise may require adaptive assistance technology to access information.

Staff will utilize relevant accessibility tools such as automated and/or using testing, assessment using the WCAG 2.0 checklist guidelines and the U.S. Access Board's Electronic and Information Technologies Accessibility Standards.

DPL also follows the U.S. Access Board's Electronic and Information Technologies Accessibility Standards. Periodic reviews will be done to ensure that content provided for the DPL website by third-party developers conform to these standards.

Purpose

The creation and dissemination of knowledge is a defining characteristic of a public library and is fundamental to the DPL's mission to promote open and equitable access to information technology and cultural/educational programs. The use of digital and Web-based delivery of information is increasingly central to carrying out DPL's mission. This policy establishes minimum standards for the accessibility of Web-based information and services considered necessary to meet the DPL's goals and ensure compliance with applicable law.

Scope of Policy

This policy applies to all DPL branches and administrative units that create and maintain websites and web-based applications used in the programs and activities of the DPL.

Web Accessibility Coordinator

The [DPL Executive Director] shall select assign the duties of a Web Accessibility Coordinator [to staff] who will be responsible for the monitoring and oversight of the DPL's overall compliance with this policy.

Policy Review and Training

The Human Resources Department in tandem with Public Services will initiate a review of and make recommendations for necessary revisions to this policy at least one time every two years with the input of a review group. The review group will include, but not be limited to, designees from the Office of the Executive Director, and the Information Systems and Marketing and Communications Departments.

The Human Resources Department will facilitate periodic training on the application of this policy, legal compliance, and related Website accessibility subjects to appropriate stakeholders. Periodic training is required for staff responsible for the development, maintenance and management of the DPL Website and the content posted therein.

Comments on the accessibility of the website should be sent to the Information Systems Department.

Related Policies and Applicable Laws

Electronic Communications Policy and the Accessibility Policy
Americans with Disability Act (ADA)

COMMISSION ACTION

Commissioner Adams moved approval. Commissioner Jackson supported. The motion passed unanimously.

NOTED

Commissioner Adams left the meeting at 2:44 p.m.

DETROIT PUBLIC LIBRARY FOUNDATION UPDATE

Ms. Karlyta Williams, Development Director at Detroit Public Library Foundation, gave a brief update of the DPL Foundation. She reported that the Foundation hosted a Toast and Jam event on Sunday, October 8th celebrating the Detroit Public Library's reinstated Sunday services. She said sixty-five guests attended the event.

Minutes were approved at the November 21, 2017 Commission Meeting

Ms. Williams reported that seventy-eight guests attended the Rare Book lecture, which was a record number.

Ms. Williams reported that the Detroit Public Library Foundation is celebrating its seventy-fifth anniversary.

COMMENT

President Jackson stated that the extension of Sunday service is a sign of DPL's physical health. It shows the citizens of Detroit that their tax dollars are used productively at the Detroit Public Library.

Commissioner Bellant stated that he has received positive feedback relating to DPL's Sunday service.

The meeting was adjourned at 2:50 p.m.