

DETROIT LIBRARY COMMISSION PROCEEDINGS

Regular Meeting

October 20, 2015

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

Present: President Quarterman, Commissioners Davis, Jackson, Merritt

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

Excused Commissioners Adams, Inniss-Edwards, Thomas

Present Also: Nicholas Aggor, Samuel Aggor, Cheryl Blessett, Lurine Carter, Enid Clark, Deborah Dorsey, Mike McElgunn, Carolyn Mosley, Vickie Pride, Derick Suppon, Yvette Rice, Dwayne Vales

**APPROVAL OF MEETING MINUTES**

The minutes of the Detroit Library Commission September 15, 2015 Regular meeting, September 24, 2015 Special meeting and September 29, 2015 Special meeting were all approved as presented.

**PUBLIC COMMENTS**

**Nicholas Aggor** – Expressed his concerns regarding DPL not purchasing his mathematical educational programs, DVD's and books for its collection. He wanted the Commission to vote on purchasing his products.

President Quarterman responded by stating that the Commission is a policy-making body and does not make decisions on day-to-day operations. The decision to review and purchase materials is made by the staff. Staff was instructed to reconsider his request.

Minutes were approved at the November 17, 2015 Commission Meeting.

## **REPORT OF THE PRESIDENT**

President Quarterman commended Mrs. Mondowney and the staff on hosting DPL's first Book Lovers Buffet. She said it was a wonderful event that was enjoyed by all who attended.

President Quarterman also reported that the Commission had attended an intense all-day retreat. The purpose of the retreat was for the Commissioners to reflect more deeply on their roles as they move forward working on the Commission's Strategic Plan.

## **REPORT OF THE EXECUTIVE DIRECTOR**

### **Book Lovers Buffet**

Mrs. Mondowney reported that DPL's year-long 150<sup>th</sup> celebration continued on October 16, 2015, with a "Book Lovers Buffet," an evening celebration of the love of reading. About 130 people were present as four special guests – Maggie DeSantis, Keith Owens, Janet Webster Jones and Bill Harris – "book talked" their favorite, must-read books.

The selected titles were: Wally Lamb's *I Know This Much is True*; Clive Barker's *The Scarlet Gospels*; Mark Twain's *Huckleberry Finn*; and Tom Reiss' *The Black Count: Glory, Revolution, Betrayal, and the Real Count of Monte Cristo*.

Mrs. Mondowney thanked Alma Simmons, Special Assistant to Executive Director, A.J. Funchess, Assistant Director for Marketing, Yvette Rice, Executive Assistant II, Deborah Dorsey, Executive Assistant II, Carolyn Mosley, Administrative Specialist, Glenda Cornelious, Executive Assistant I, Tracey Wyatt, Executive Assistant I and Donna Sherrill, Executive Assistant I and a host of others for all of their hard work in making this event a success.

### **150<sup>th</sup> Anniversary Publication**

Mrs. Mondowney reported that in recognition of DPL's 150<sup>th</sup> anniversary, the Library has published a special book that highlights significant moments in the Library's history. It clearly illustrates the debt we owe to the people of Detroit for their unwavering support; and to commissioners and staff who over the years worked tirelessly to build a library system that has positively impacted lives of thousands. Special thanks to Jim Evenhuis whose ongoing work to organize DPL's archives proved invaluable to this project and to Alma Simmons who served as editor.

Minutes were approved at the November 17, 2015 Commission Meeting.

### **Summer Reading 2015**

Mrs. Mondowney reported that children and teens enjoyed the 2015 Summer Reading program with the themes of “Every Hero Has a Story” and “Unmask.” More than 2,000 students registered for the reading incentive program. The Library offered 850 summer activities including special branch programs, trips to the Detroit Zoo and visits to several state parks. Attendance for these activities totaled 18,800 children, teens and adults.

Mrs. Mondowney thanked Lurine Carter, Children’s Services Coordinator, and staff for the role they play engaging children in the Summer Reading program.

### **2015 Staff Development Day**

Mrs. Mondowney reported that the theme for DPL’s 2015 Staff Day, held October 7, 2015, was “The 21<sup>st</sup> Century Library: Optimizing Our Options.” The day featured nine workshops including “Navigating Change,” “Interpersonal Skills for Managers,” “Building Better Work Relationships,” and “Customer Service Excellence.” These workshops were based on staff input and conducted by excellent presenters.

Mrs. Mondowney thanked Trinee Moore, Director of Human Resources and the HR and Payroll staff for their roles in making Staff Day a success.

### **Two Author Talks**

Mrs. Mondowney reported that on Tuesday, November 3, 2015 at 6 p.m., Main Library will host author Leonard Pitts Jr., who will discuss his new book, *Grant Park*. Mr. Pitts, a nationally syndicated columnist, is no stranger to DPL, having been here in 2010 when his book, *Before I Forget*, was the featured title of DPL’s One Book program.

At 6 p.m. on Wednesday, November 18, author Peter Leonard, will be at Main Library to discuss his novels including the national best-seller, *Voices of the Dead*. Mr. Leonard is the son of the late Elmore Leonard, an internationally acclaimed novelist.

### **DPL NAHC Digital Collection**

Mrs. Mondowney reported that DPL’s National Automotive History Digital Collection has been nominated for the 2015 Award of Excellence given by the Motor Cities National Heritage Area. The organization is a non-profit corporation affiliated with the National Park Service whose mission is to preserve, interpret and promote the region’s rich automotive and labor heritage. The NAHC Digital Collection’s nomination is in the category of preservation. The announcement will be made in Lansing on November 10, 2015, during the celebration of Michigan Auto Heritage Day.

Minutes were approved at the November 17, 2015 Commission Meeting.

### **Community Health Automated Medicaid Processing System (CHAMPS)**

Mrs. Mondowney reported that starting in October; home health care providers who receive Medicaid payments are required to file their claims using the State of Michigan's new online CHAMPS system. Prior to the October deadline, hundreds of home health care providers, many having little or no experience using a computer, turned to the Library for computer access and assistance. DPL's front line staff recognized this emerging need, learned the CHAMPS system, developed appropriate support services, and helped hundreds of home health care providers meet the October deadline.

### **Mayor Young Portrait Dedication**

Mrs. Mondowney reported that a portrait of Mayor Young is being relocated from the Cobo Center to the Coleman A. Young Municipal Center. DPL has been invited to participate in the dedication ceremony on Thursday, November 19, 2015.

### **LBPH State Aid**

Mrs. Mondowney reported that on August 6, 2015 DPL received a State Aid payment of \$20,536 for the Library for the Blind and Physically Handicapped.

### **Renaissance Zone**

Mrs. Mondowney reported that on October 5, 2015 DPL received its FY 2015 Renaissance Zone payment of \$3,259,221.

### **Wayne County**

Mrs. Mondowney reported that on September 21, 2015 DPL received a payment of \$276,641 for delinquent property taxes.

## **COMMITTEE ON ADMINISTRATION**

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

Commissioner Merritt reported that the Human Resources Department Report provides information regarding personnel actions taken from September 1, 2015 through September 30, 2015. These actions have been approved by Administration.

Minutes were approved at the November 17, 2015 Commission Meeting.

**APPOINTMENTS (1)**

<b>Employee Name</b>	<b>Title</b>	<b>Hire date</b>
Michael Turner	Security Officer	5/18/2015

**RETIREMENTS (2)**

<b>Employee Name</b>	<b>Last Day Worked</b>	<b>Retirement Date</b>
Ronnie Robinson	September 29, 2015	September 30, 2015
April Hill	October 1, 2015	October 2, 2015

**SICK LEAVE PAYOUTS (0)****POTENTIAL RETIREMENTS (5)**

<b>Employee Name</b>	<b>Last Day Worked</b>	<b>Retirement Date</b>
Shirley Jean Smith	October 30, 2015	October 31, 2015
Grover M Joyner	October 30, 2015	October 31, 2015
Edward Solomon	December 1, 2015	December 2, 2015
Kelly Miller	December 18, 2015	December 19, 2015
Kathleen Yasenchak	December 4, 2015	December 5, 2015

**SEPARATIONS (3)**

<b>Employee Name</b>	<b>Title</b>	<b>Last Day Worked</b>
Tracy Woodard	Customer Support Representative	6/17/2015
Kendra West	Customer Support Representative	8/29/2015
Nicol Paige	Manager, HRIS	9/28/2015

**EMPLOYEE HEADCOUNT**

<b>Headcount – September 2015</b>	<b>Headcount – September 2014</b>
320 Active Employees	336 Employees

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

**COMMISSION ACTION**

Commissioner Merritt moved approval of the Human Resources report as presented. Commissioner Jackson supported. The motion passed unanimously.

Minutes were approved at the November 17, 2015 Commission Meeting.

## **COMMITTEE ON BUILDINGS/FINANCE**

### **NOTED**

President Quarterman stated that a joint Committee on Buildings and Committee on Finance meeting was held to discuss the following actions:

#### **Approval to Renew Snow Removal Contract with Premier Group Associates**

Commissioner Jackson reported that Premier Group performed adequately at snow plowing and salting last season. The first of two one-year renewal options at the original contract rate is recommended.

The winter snow plowing for DPL facilities is based on twenty (20) snow pushes and thirty (30) salt throws per site which will be initiated for any snow fall of one (1) inch accumulation or greater, if the snow fall and/or accumulation of ice should occur during business hours. Snow plowing(pushes)/salting (throws) for snow that falls after hours that reaches one (1) inch or greater will commence once the snow fall has ceased or four hours prior to regular business hours. If the snow continues to fall, the snow removal process will continue the plowing cycle for the duration of the normal business hours.

If additional plowing and/or salting is required beyond normal twenty (20) pushes and Thirty (30) throws due to extreme weather conditions, the additional services will be based on the itemized cost per location break down.

Approval is requested to issue a Purchase Order in an amount not to exceed \$137,650 to Premier Group Associates of Detroit, MI, for the 2015/2016 Snow removal leaving one additional one-year renewal option with approval of both DPL and Premier Group Associates.

### **COMMISSION ACTION**

Commissioner Jackson moved approval to renew snow removal contract with Premier Associates. Commissioner Davis supported. The motion passed unanimously.

#### **Approval of a Budget for Renovations at Wilder Branch**

Commissioner Jackson reported that the Library is seeking approval to renovate the Wilder Branch. This branch provides library services to customers primarily located in the northeast section of Detroit. The renovation project will be completed in two phases.

Minutes were approved at the November 17, 2015 Commission Meeting.

Phase One consists of physical renovations and construction. The interior project renovation includes abating old floors that contain asbestos and installing new rubber floors. Additionally, new LED light fixtures, electrical outlets along the perimeter walls, and three charging stations will be installed. Interior renovations will conclude with the installation of an American with Disabilities Act (ADA) Compliant restroom.

On the exterior of the building, the garden area's roofing fascia will be cleaned and repaired, and support beams painted. The aged brick wall enclosing the parking lot will also be repaired. Finally, cost for Wilder's library materials and equipment to be packed, moved, and stored will be included in Phase One. Phase One is projected to be completed by the end of June 2016.

Phase Two includes the purchase of furniture and equipment for the newly renovated branch. This phase is projected to be completed and ready for a soft opening in November 2016. Wilder Branch will need to close from November 2015 to November 2016. The entire project will span across two fiscal years, FY16 and FY17.

### **COSTS**

The estimated costs for **Phase One** are as follows:

\$97,000	Rubber Floor	See attached photo of Redford Branch floor as example. Please note: RFP for bids has been issued and are due back on October 8, 2015. At that time, a review committee consisting of Mr. Powell, Mr. Brown (CFO), Mr. McElgunn (Purchasing Manager), and Mrs. Bruni (Public Service Director) will review bids and provide recommendations to Commission.
\$25,000	Double Tube LED light fixtures	See attached photo of Douglass Branch lighting fixtures as example. Please note that a RFP is being prepared for bidding. Once bids have been issued and returned, a review committee consisting of Mr. Powell, Mr. Brown (CFO), Mr. McElgunn (Purchasing Manager), and Mrs. Bruni (Public Service Director) will review bids and provide recommendations to Commission.
\$10,000	Floor Asbestos abatement	
\$9,000	Installation of electrical outlets and 3 charging stations	
\$3,000	Installation of ADA	

Minutes were approved at the November 17, 2015 Commission Meeting.

	compliant restroom	
\$2,000	Repair and clean-up of garden	See attached photo
\$12,000	Packing, moving, and storage of library materials	
\$8,000	Repair of brick wall	See attached photo

### **PROJECT FUNDING**

**Total estimated cost of Phase One is \$166,000.**

The funding for Phase One renovations will come from two sources: the Library General Fund at \$83,000, and Library Cooperative at \$83,000.

**Total estimated cost for Phase Two is \$171,500.**

The funding for Phase Two furnishings and equipment will commence during FY 17 and will be incorporated into the FY17 budget.

### **TIMELINE**

#### **Wilder Branch Project Schedule:**

First Stage: Preparation of the space for renovation (November 2015 – March 2016)

Second Stage: Installation of lighting, repair of the garden, and restrooms (April 2016 – May 2016)

Third Stage: Installation of floor and repair of brick wall (June 2016)

Fourth Stage: Furniture, shelving, computers and other support requirements (July 2016 – September 2016)

Fifth Stage: Final work and preparation for re-opening (October 2016)

Approval is requested for Phase One renovations of the Wilder Branch in FY2016 at a budgeted amount of \$166,000. The request is for \$83,000 to come from the Library General Fund and an approval to completing Phase Two of the project in FY2017.

### **COMMISSION ACTION**

Commissioner Jackson moved approval of a budget for renovations at Wilder Branch. Commissioner Merritt supported. The motion passed unanimously.

Minutes were approved at the November 17, 2015 Commission Meeting.



### Approval to Install Rubber Flooring at Wilder Branch

Commissioner Jackson reported that on September 8, 2015, a Request-For-Proposal for removal of the old carpet and the installation of new rubber floor tiles was 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).

Four (4) floor installers made the mandatory walk through on Monday, September 28, 2015 at 10:00 AM and bids were due on Thursday, October 8, 2015, no later than 2:30 P.M.

Out of the four (4) qualified flooring contractors that made the mandatory walk through only three (3) bids were received.

After reviewing the RFP's with the Purchasing Committee, it is recommended to contract with Master Craft Carpet Service, Inc., located in Redford, MI for the base sum of \$70,077.

A contingency of 5% is also requested (\$3,504).

Approval is requested for an amount not to exceed \$73,581.

### **COMMISSION ACTION**

Commissioner Jackson moved approval to install rubber flooring at Wilder Branch. Commissioner Davis supported. The motion passed unanimously.

### **COMMITTEE ON FINANCE**

#### Approval of the Routine Report on Finance

Commissioner Davis 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.

Minutes were approved at the November 17, 2015 Commission Meeting.

<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	\$3,404,876.39
2	Total For Vouchers – Processed on DRMS Vouchers 1 – 182	\$1,424,104.92
3	FY 2016 Benefits Plan	\$0.00
4	FY 2016 General Retirement System (GRS)	\$0.00
5	FY 2016 Central Staffing Services	\$0.00
	Total Processed by City of Detroit	<b><u>\$4,828,981.31</u></b>
<b><u>PAYMENTS PROCESSED BY DPL</u></b>		
1.	Public Funds/Comerica Checking	Checks 1236 - 1241 \$17,316.56
2.	Branch & Main Library Deposit Checking Account	Checks 3647 - 3705 \$42,433.93
3.	Professional Service Contracts	\$0.00
	Total Processed by DPL	<b><u>\$59,750.49</u></b>
<b>GRAND TOTAL</b>		<b><u>\$4,888,731.80</u></b>
<u>Summary of Expenditures</u>		
<b><u>RESTRICTED/DESIGNATED FUNDS</u></b>		
1	Burton Endowment Checking	Checks 8278 - 8279 \$6,100.00
2	O'Brien Checking	Checks 4420 - 4444 \$16,614.85
3	Programs & Gifts	Checks 2037 - 2078 <u>\$251,659.19</u>
<b>GRAND TOTAL</b>		<b><u>\$274,374.00</u></b>
<b><u>CREDIT CARD EXPENDITURES</u></b>		
	Executive Director	\$259.80
	Executive Director's Office – used for general office purpose	\$374.95
	Chief Financial Officer	\$537.90
	Human Resources Department	\$216.15
	Marketing Department	\$199.46
	Technical Services	\$1,573.07
	Facilities Department	\$3,243.97
	Branch Services	<u>\$1,841.88</u>
<b>GRAND TOTAL</b>		<b><u>\$8,247.18</u></b>
<b>Note: These are July and August 2015 Credit Card Purchases</b>		

**COMMISSION ACTION**

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

Minutes were approved at the November 17, 2015 Commission Meeting.

## Approval of the Fiscal Year 2016 Budget to Actual Comparison Report

Commissioner Davis reported that the Finance and Business Office of the Detroit Public Library has completed its journal entries through the month of September 2015.

The Detroit Public Library has received approximately 42% of total budgeted revenues 3 months into the fiscal year. Current year property taxes are coming in at 48% of the budgeted amounts, which is slightly above estimates. Wayne County has distributed \$1,409,619 through the month of September for delinquent property taxes. Other taxes journal entries are performed by the City of Detroit.

Governor Rick Snyder has dedicated an additional \$1,000,000 in State Aid for all Michigan libraries. The purpose of these funds is to support early learning and preschool reading program initiatives. The Library is expects to receive approximately \$140,000 in State Aid, restricted for the use of early childhood literacy programs.

In addition to increasing State Aid for Michigan libraries, Gov. Snyder has also increased the Renaissance Zone Tax for Michigan libraries. The Library estimates that it will receive an additional \$430,466 in revenues for the Renaissance Zone.

The Library will receive \$204,616 from the Cooperative as an administrative charge back for FY16.

The Library has received approximately 25% of budgeted revenues in the first quarter. Due to the increase in state funding, amendments to the budget will be necessary to reflect the increase in revenue. The governmental revenues are generally received in 2 checks with the exception of court fines, which is received annually. As of September 2015, the Library has not received payments for the e-Rate, LBPH, and State Funding; however, the Library expects to receive the budgeted amounts. The other revenue items are showing zero in the actuals because these journal entries have not been entered into the DRMS software by the City of Detroit.

The actual total expenditures for the Library through September 2015 are at 17% of the budgeted expenditures. Total salaries and wages are being expended at approximately 20% of budget, which is right on target for the quarter. Employee benefits, including employee pension expenditures are posted by the City of Detroit, there is no indication that expenditures are going to be more than the budgeted expenditures. Operating expenditures as of September are roughly 24% of the budgeted expenditures.

### **COMMISSION ACTION**

Commissioner Davis moved approval of the FY 2016 budget to actual comparison report as presented. Commissioner Merritt supported. The motion passed unanimously.

The meeting was adjourned at 2:38 p.m.

Minutes were approved at the November 17, 2015 Commission Meeting.