DETROIT LIBRARY COMMISSION PROCEEDINGS

REGULAR MEETING

NOVEMBER 15, 2016

Commissioner Inniss-Edwards called the Regular Meeting of the Detroit Library Commission to order at 1:43 p.m.

Present: Commissioners De Santis, Inniss-Edwards, Jackson, Thomas, Weaver

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

Excused: President Adams

Present Also: Cheryl Blessett, Lamont Bolding, Lurine Carter, Deborah Dorsey, Carolyn Mosley, Derick Suppon, Michael Rangos, Yvette Rice, Tiffani Simon, Jacqueline Williams

APPROVAL OF MEETING MINUTES

The minutes of the October 18, 2016 Detroit Library Commission meeting were approved as presented.

PUBLIC COMMENTS

There were no public comments.

NOTED

Commissioner Inniss-Edwards, on behalf of the Commission, extended condolences to President Adams on the passing of her brother.

Commissioner Inniss-Edwards also reminded staff and Commission of the upcoming retreat on Saturday, November 19, 2016.

REPORT OF THE EXECUTIVE DIRECTOR

Hype Teen Center Film Festival

Mrs. Mondowney reported that on Saturday, October 15, 2016, the DPL HYPE Teen Center held its first HYPE Film Festival. During the festival three submissions were screened as well as several other short films that were created during filmmaking workshops that were provided by the "Get Ahead, Stay Ahead Project." Plans are being made to grow the festival into an annual competition that celebrates and encourages the creativity of teens.

Skillman Branch Network to Freedom Designation

Mrs. Mondowney reported that on Saturday, October 29, 2016, the Skillman Branch Library hosted a panel discussion on behalf of the branch's designation as a National Park Service Underground Railroad Network to Freedom site. This designation recognized the site as the 1833 location of the Detroit City Jail, from which slaves Lucie and Thornton Blackburn escaped to Canada in their search for freedom. A panel of historians and scholars engaged in a conversation entitled, "Detroit, The Fluid Frontier: Slavery, Resistance, Abolition and Freedom." The panel was part of a series of programs presented in conjunction with the American Library Association, the United Nations' Remember Slavery program, Fox Searchlight Pictures and BazanED.

Parkman Library Literacy Tutors Honored

Mrs. Mondowney congratulated Parkman Branch Library volunteer literacy tutors, Jeannine Hamilton and Rose Marie Abate, who were honored for their service at the 25th Annual National Philanthropy Day dinner held November 10, 2016 at Cobo Center. This annual event is sponsored by the Association of Fundraising Professionals, Greater Detroit Chapter.

Detroit Theatre Discussion Project

Mrs. Mondowney reported that DPL hosted the Detroit Theatre Discussion Project on Tuesday, November 15, at 6pm at Main Library. The director and actors in the play, "100 Saints You Should Know," were present to lead a "behind the scenes" conversation about this play that is being produced by the University of Detroit Mercy's Theatre Company.

DPL Galleria- Exhibits

Mrs. Mondowney reported that the DPL Galleria at Main Library will feature four simultaneous exhibits beginning November 16, 2016 through February 29, 2017. Students who have participated in ProjectArt Detroit will exhibit their artwork created during the free after-school program that is held at Main Library and the Conely, Jefferson and Parkman branches. Three local artists will also participate:

- SuVon & Siana Treece of Artistic Expressions Gallery, will show oil & latex paintings on canvas;
- Alonso del Arte will exhibit “Tailgating: A Celebration of Football Fans,” a photo exhibition; and
- John Sobczak will present “Dance/Box/Lens, Portraits in Motion.”

Patricia Petrone

Mrs. Mondowney sadly reported that Patricia Petrone, a 31-year DPL employee, died on October 25, 2016. Pat joined DPL in 1985 and worked at several locations including Chandler Park, Monteith, Elmwood Park, Wilder and Lincoln branches.

Purchasing Administrator

Mrs. Mondowney reported that on November 14, 2016, Michael Rangos joined DPL as the purchasing administrator. Mr. Rangos brings more than 30 years of government purchasing experience to the Library, most recently having served as purchasing manager for the Oakland Intermediate School District.

2016 Noel Night

Mrs. Mondowney reported that Main Library will be a major venue for the 44th Annual Noel Night on Saturday, December 3, 2016, from 5 -10 p.m. Over 70 institutions participate in this Cultural Center-wide holiday celebration that is sponsored by Midtown Detroit, Inc. DPL will be the site of family activities including face painting; arts and crafts by Arts & Scraps; and musical performances in the Clara Stanton Jones Auditorium. Hundreds of visitors will once again enjoy cider, donuts and a DJ in Old Fine Arts. And, finally, Santa Claus will also greet children and will be available for photos.

Wayne County

Mrs. Mondowney reported that on October 18, 2016, DPL received a payment of $163,891 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 October 1, 2016 through October 31, 2016. These actions have been approved by Administration.

APPOINTMENTS (10)

Employee Name	Title	Hire date
Colleen Gibbs`	Customer Service Representative	October 3, 2016
Martie Johns	Customer Service Representative	October 3, 2016
Javin Stewart	Customer Service Representative	October 3, 2016
Myaia Holmes	Customer Service Representative	October 3, 2016
Karen Garrette	Customer Service Representative	October 3, 2016
Carol Brown	Customer Service Representative	October 3, 2016
Rakib Ali	Customer Service Representative	October 3, 2016
Micha Nunn	Customer Service Representative	October 17, 2016
Alison Gies	Librarian II	October 17, 2016
Crystal Jolly	Librarian II	October 17, 2016

RETIREMENTS (1)

Employee Name/Title	Title	Last Day Worked	Retirement Date
Peggy Hart	Librarian II	October 14, 2016	calculated by COD

SICK LEAVE PAYOUTS (0)

Total Payouts = $0

POTENTIAL RETIREMENTS (2) Pending COD Approval

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

SEPARATIONS (2)

Employee Name	Title	Last Day Worked
Yolanda Diaz	Customer Service Representative	October 28, 2016
Patricia Petrone	Branch Manager	October 25, 2016

EMPLOYEE HEADCOUNT*

Headcount – October 2016	Headcount – October 2015
Budgeted Positions = 334	Budgeted Positions = 334
Active Employees = 286	Active Employees = 297
Vacant Positions = 48	Vacant Positions = 37

***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	22	3
Librarian III	33	33	0
Librarian II	25	17	8
Librarian I	1	1	0
Pre-Professional Librarian In-Training	3	3	0
**Senior Clerk	9	**8	**1
Technical Training Associate	9	7	2
**Clerk	33	**32	**1
Janitor	13	10	3
Bookmobile Operator	0	2	0
Customer Service Representative*	100	78	22
Facilities	17	13	4
Associate Director	1	0	1
Senior Accountant	2	1	1
Purchasing Manager	1	0	1
Security	15	14	1
Total			48

*Vacant Positions are Part-time 20 hours/week

****1 Senior Clerk position and 1 Clerk position used for bookmobile operators (Corrections)**

NOTED

Commissioner DeSantis noted there were typos and numeric errors on the Human Resources report. Ms. Trinee Moore, Director for Human Resources, stated she would revise the report and make the necessary corrections.

COMMISSION ACTION

Commissioner DeSantis moved approval of the Human Resources report pending corrections. Commissioner Thomas supported. The motion passed unanimously.

UPDATE

Corrections were made to the Human Resources report and noted in the minutes of the November 15, 2016 Commission meeting.

COMMITTEE 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.

Summary of Expenditures

October 2016 Expenses

PUBLIC FUNDS

PAYMENTS PROCESSED BY THE CITY OF DETROIT

1	Total Payroll		$911,047.20
2	Total Vouchers – processed on Fusion	129 – 182	$713,081.58
3	FY 2017 Benefits Plan		$0.00
4	FY 2017 General Retirement System (GRS)		$0.00
5	FY 2017 Central Staffing Services		$0.00
	Total Processed by City of Detroit		**$1,624,128.78**

PAYMENTS PROCESSED BY DPL

1.	Public Funds/Comerica Checking	Checks	1267 – 1268	$2,292.66
2.	Branch & Main Library Deposit Checking Account	Checks	4389 – 4403	$6,324.93
3.	Professional Service Contracts	None		$0.00
	Total Processed by DPL			$**8,617.59**

GRAND TOTAL			**$1,632,746.37**

Summary of Expenditures

RESTRICTED/DESIGNATED FUNDS

1	Burton Endowment Checking	Checks	None	$0.00
2	O'Brien Checking	Checks	4515 - 4521	$1,836.30
3	Programs & Gifts	Checks	2238 – 2239	$770.09
GRAND TOTAL				**$2,606.39**

CREDIT CARD EXPENDITURES

Executive Director	$29.90
Executive Director's Office – used for general office purpose	$107.50
Chief Financial Officer	$329.95
Human Resources Department	$57.56
Marketing Department	$175.71
Facilities Department	$3,975.62
Branch Services	$4,630.17
Technical Services	$7,509.57
GRAND TOTAL	**$16,815.98**

Note: These are September 2016 Credit Card Purchases

COMMISSION ACTION

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

The meeting was adjourned at 1:58 p.m.