

DETROIT LIBRARY COMMISSION PROCEEDINGS

Regular Meeting

November 17, 2015

President Quarterman called the Regular Meeting of the Detroit Library Commission to order at 1:30 p.m.

Present: President Quarterman, Commissioners Adams, Davis, Inniss-Edwards, Jackson, Merritt

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

Excused: Commissioner Thomas

Present Also: Nicholas Aggor, Janet Batchelder, Cheryl Blessett, Lamont Bolding, Ronald Brooks, Lurine Carter, Enid Clark, Deborah Dorsey, Sean Everett, Mike McElgunn, Carolyn Mosley, Yvette Rice, Jameka Robinson, James Smith

**APPROVAL OF MEETING MINUTES**

The minutes of the Detroit Library Commission October 20, 2015 Regular meeting were approved as presented.

**PUBLIC COMMENTS**

**NOTED:** There were no public comments at the beginning of the meeting. Mr. Bolding and Mr. Aggor gave public comments near the end of the meeting with the approval of the Commission.

***Lamont Bolding*** – Expressed his concerns regarding electronic issues at the Knapp Branch.

Minutes were approved at the December 15, 2015 Commission Meeting

**Nicholas Aggor** – Expressed his concerns regarding DPL not purchasing his mathematical educational programs, DVD's and books for its collection. This issue has been addressed and the library will not purchase additional mathematical materials from Mr. Aggor.

### **REPORT OF THE PRESIDENT**

President Quarterman noted that the Commission had received a copy of the Commission Retreat Report. She asked them to review it and have recommendations for the 2016 work plan at the December 15, 2015 Commission meeting.

### **REPORT OF THE EXECUTIVE DIRECTOR**

#### **Wayne County- Delinquent Property Taxes**

Mrs. Mondowney reported that on October 3, 2015 DPL received a payment of \$204,631 from Wayne County for delinquent property taxes.

#### **Reading Works**

Mrs. Mondowney reported that in November 2015, the Library received a \$2,000 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 together to improve adult literacy in metro Detroit. The Parkman Branch Library 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 financial support for the Parkman Branch to \$7,000 in 2015 and to a total of \$12,000 since DPL joined the collaborative in 2014.

#### **Metro Detroit Youth Day on Belle Isle – July 15, 2015**

Mrs. Mondowney reported that DPL received an "Organizational Sponsor Award" from the Metro Detroit Youth Day and the Michigan Youth Appreciation Foundation for the Library's support of its 33<sup>rd</sup> Annual Metro Detroit Youth Day, attended by more than 34,000 young people. DPL's bookmobile and Children and Teens Services staff were also present for the event.

**Bookmobile Special Recognition**

Mrs. Mondowney reported that Detroit City Council Member Raquel Castaneda-Lopez recognized the Bookmobile's 75 years of service to the people of Detroit through a testimonial resolution on October 20, 2015. The resolution notes that the bookmobile has provided many years of effective outreach to the people of Detroit.

In 2014 the Bookmobile circulated over 40,000 items to approximately 15,000 school children, homebound adults and nursing home residents, and participated in numerous community events.

**Hackley After Dark Lecture Series**

Mrs. Mondowney reported that the final presentation in the "2015 Hackley after Dark Lecture Series" will be held at 6 p.m., on November 18, 2015. Hackley curator Romie Minor will present, "Unforgettable Christmas: Nat King Cole and Johnny Mathis." The event, which is free and open to the public, will be held in the Hackley Reading Room at 6 pm.

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

Commissioner Inniss-Edwards reported that the Human Resources Department Report provides information regarding personnel actions taken from October 1, 2015 through October 31, 2015. These actions have been approved by Administration.

**APPOINTMENTS (0)**

<b>Employee Name</b>	<b>Title</b>	<b>Hire date</b>

**RETIREMENTS (2)**

<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

**SICK LEAVE PAYOUTS (0)**

Minutes were approved at the December 15, 2015 Commission Meeting

**POTENTIAL RETIREMENTS (3)**

<b>Employee Name</b>	<b>Last Day Worked</b>	<b>Retirement Date</b>
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 (0)**

<b>Employee Name</b>	<b>Title</b>	<b>Last Day Worked</b>

**EMPLOYEE HEADCOUNT**

<b>Headcount – October 2015</b>	<b>Headcount – October 2014</b>
318 Active Employees	335 Employees

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

**COMMISSION ACTION**

Commissioner Inniss-Edwards moved approval of the Human Resources report as presented. Commissioner Davis supported. The motion passed unanimously.

**Approval to Close Selected Branches During the Holiday Due to Staffing Issues**

Given the long-standing hiring freeze, staffing levels over the holidays will be especially tight. In an effort to reduce sporadic branch closures due to staffing issues, it is proposed that DPL close the following facilities from Monday, December 21, 2015 through Saturday, January 2, 2016:

1. Bowen (closed 6 days)
2. Duffield (closed 6 days)
3. Lincoln/Wilder (closed 6 days)
4. Monteith (closed 4 days)

Branches would resume their regular schedule on Monday, January 4, 2016. Staff at affected branches would be required to use vacation time or be reassigned to another branch to provide support.

Minutes were approved at the December 15, 2015 Commission Meeting

Advantages to modifying the schedule at these branches include:

1. Planned branch closures will reduce the need for sporadic closures which, given staffing levels, are certain to happen over the holidays.
2. The holidays are normally a slow time in the branches and the closure of selected facilities would not have a significant impact on public service.
3. City residents are accustomed to limited public service over the holidays due to the City of Detroit's practice of closing city departments at this time of year.
4. The schedule would allow staff to freely use the vacation benefits that they have earned without having to limit and coordinate their days off in consideration of their colleagues.

Approval is requested to close Bowen, Duffield, Lincoln/Wilder and Monteith branches from Monday, December 21, 2015 through Saturday, January 2, 2016.

### **COMMISSION ACTION**

Commissioner Inniss-Edwards moved approval to close Bowen, Duffield, Lincoln/Wilder and Monteith branches from Monday, December 21, 2015 through Saturday, January 2, 2016. Commissioner Davis supported. The motion passed unanimously.

### **COMMITTEE ON FINANCE**

#### **Approval to Pay Paesano Akkashian, PC for Legal Services Rendered**

Commissioner Davis reported that the Detroit Library Commission at its April 15, 2015 Special Commission meeting, moved to contract with Paesano Akkashian, PC in an amount not to exceed \$15,000 in legal fees. The law firm has settled the claim against the Hanover Insurance Group.

The legal fees have exceeded the amount of \$15,000 by \$352.34.

Approval is requested to pay Paesano Akkashian the remaining balance of \$352.34 for legal services rendered.

### **COMMISSION ACTION**

Commissioner Davis moved approval to pay Paesano Akkashian \$352.34 for legal services rendered. Commissioner Merritt supported. The motion passed unanimously.

Minutes were approved at the December 15, 2015 Commission Meeting

## 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.

<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		\$934,899.40
2	Total For Vouchers – Processed on DRMS Vouchers 183 - 263		\$200,613.36
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>\$1,135,512.76</u></b>
<b><u>PAYMENTS PROCESSED BY DPL</u></b>			
1.	Public Funds/Comerica Checking	Checks 1242 - 1243	\$5,722.67
2.	Branch & Main Library Deposit Checking Account	Checks 3706 - 3742	\$58,773.03
3.	Professional Service Contracts		\$0.00
	Total Processed by DPL		<b><u>\$64,495.70</u></b>
<b>GRAND TOTAL</b>			<b><u>\$1,200,008.46</u></b>
<u>Summary of Expenditures</u>			
<b><u>RESTRICTED/DESIGNATED FUNDS</u></b>			
1	Burton Endowment Checking	Checks 8280 - 8282	\$20,831.50
2	O'Brien Checking	Checks 4445 - 4452	\$7,346.18
3	Programs & Gifts	Checks 2079 - 2090	<u>\$9,631.28</u>
<b>GRAND TOTAL</b>			<b><u>\$37,808.96</u></b>
<b><u>CREDIT CARD EXPENDITURES</u></b>			
	Executive Director		\$54.90
	Executive Director's Office – used for general office purpose		\$0.00
	Chief Financial Officer		\$5.00
	Human Resources Department		\$843.58
	Marketing Department		\$1,138.60
	Technical Services		\$4,568.40
	Facilities Department		\$4,795.03
	Branch Services		<u>\$3,854.65</u>
<b>GRAND TOTAL</b>			<b><u>\$15,260.16</u></b>
<b>Note: These are September 2015 Credit Card Purchases</b>			

Minutes were approved at the December 15, 2015 Commission Meeting

**COMMISSION ACTION**

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

**NEW BUSINESS**

Ms. Trinee Moore, Director for Human Resources, distributed a confidential packet to each Commissioner containing the annual evaluation for the Executive Director.

Commissioner Inniss-Edwards asked that the Commissioners adhere to the enclosed time-line as strictly as possible.

Commissioner Inniss-Edwards asked the Commissioners to send her the completed evaluations and she would coordinate the information to be presented at the next Commission meeting.

The meeting was adjourned at 2:00 p.m.