

DETROIT LIBRARY COMMISSION PROCEEDINGS**REGULAR MEETING**

November 21, 2017

President Jackson called the Regular Meeting of the Detroit Library Commission to order at 1:32 p.m.

Present: President Jackson, Commissioners Bellant, Gray (Thomas joined via telephone)

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

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

Present Also: Cheryl Blessett, Lurine Carter, Deborah Dorsey, Sean Everett, Randy Gies, Christina Ladson, Noemi Miramontes, Carolyn Mosley, Crystal Powell, Yvette Rice, Derick Suppon, Dwayne Vales

APPROVAL OF MEETING MINUTES

The minutes of the October 17, 2017 Detroit Library Commission meeting were approved as presented.

NEW BUSINESS**Approval for Snow Removal and De-Icing Services for Eastside Locations**

A request was made by the Facilities Department to secure a new contract for snow removal and de-icing services for the Detroit Public Library's Eastside locations. Given the wide span of library facilities and land, it was determined that the Library would be better served by having a contractor specifically for the Eastside and another for the Westside.

Minutes were approved at the December 19, 2017 Commission Meeting

By dividing the award, it is believed that snow plowing at each of the branches and other locations would occur faster during inclement weather; this would ensure continuity of service and enhance safety for our staff and customers.

The branches and locations that are included in the scope of this RFP are the following:

<i>Branch/Location</i>	<i>Address</i>
Main Library	5201 Woodward Ave., Detroit, MI 48202
Chandler Park Branch	12800 Harper, Detroit, MI 48213
Franklin Branch	13651 E. McNichols, Detroit, MI 48205
Jefferson Branch	12350 E. Outer Drive, Detroit, MI 48224
Lincoln Branch	1221 E Seven Mile, Detroit, MI 48203
Monteith Branch	14100 Kercheval, Detroit, MI 48215
Knapp Branch	13330 Conant, Detroit, MI 48212
Skillman Branch	121 Gratiot, Detroit, MI 48226
Mark Twain	8500 Gratiot, Detroit, MI
Wilder Branch	7140 E. Seven Mile, Detroit, MI 48234
Service Building	5828 Third Street, Detroit, MI 48202
801 W. Baltimore	801 West Baltimore, Detroit, MI 48202
Lothrop Property	1529 W. Grand Blvd/Warren 48208

A Request for Proposal (RFP), #DPL-1802, was solicited and advertised in the Michigan Chronicle and Detroit Legal News. The RFP was also posted and available for download from the Michigan Inter-Governmental Trade Network (www.bidnetdirect.com/mitn) and the Detroit Public Library's web page (www.detroitpubliclibrary.org). Lastly, in cooperation with the Michigan Minority Supplier Development Council (MMSDC), email notifications were sent to the snow removal firms for which they provide development services.

The Purchasing Department received four responses to the RFP. The evaluation committee reviewed the proposals submitted and scored each proposal based upon the following criteria:

Minutes were approved at the December 19, 2017 Commission Meeting

Criteria	Possible Points
Responsiveness to the Scope of Services	25
Staffing/Equipment	25
Pricing	20
Past Performance on Similar Contracts	15
References	15

The evaluation results are as follows:

Supplier	Base Bid	C. Ladson	A. Brown	C. Powell	Average Score
Xpert Lawn and Snow 2437 Wolcott Street Ferndale, MI 48220	\$76,680.00	80	75	75	76.667
The Greener Side 2642 Princess Street Inkster, MI 48141	\$108,883.80	85	90	80	85
United Lawnscape 62170 Van Dyke Washington, MI 48094	\$171,824.00	30	40	35	35
A-Team Snow and Ice 459 Antoinette Detroit, MI 48202	\$220,150.00	45	65	60	56.667

Minutes were approved at the December 19, 2017 Commission Meeting

Although Xpert Lawn and Snow was the lowest bidder, after review of the site for equipment and number of employees, administration does not believe Xpert has the capacity to service the entire Library system. Therefore, the Facilities Department is requesting approval of a contract with the highest ranked proposal, The Greener Side, for a one-year period with the option to renew for an additional one-year period for an estimated cost of \$108,883.80. Please note, The Greener Side would service our Eastside locations from its facility located in Highland Park, Michigan.

COMMISSION ACTION

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

Approval for Snow Removal and De-Icing Services for Westside Locations

A request was made by the Facilities Department to secure a new contract for snow removal and de-icing services for the Detroit Public Library's Westside locations. Given the wide span of library facilities and land, it was determined that the Library would be better served by having a contractor specifically for the Westside and another for the Eastside. By dividing the award, it is believed that snow plowing at each of the branches and other locations would occur faster during inclement weather; this would ensure continuity of service and enhance safety for our staff and customers.

The branches and locations that are included in the scope of this RFP are the following:

Branch	Address
Bowen Branch	3648 W. Vernor, Detroit, MI 48216
Chaney Branch	16101 Grand River, Detroit, MI 48227
Chase Branch	17731 W. Seven Mile, Detroit, MI 48235
Conely Branch	4600 Martin, Detroit, MI 48210
Douglass Branch	3666 Grand River, Detroit, MI 48208
Edison Branch	18400 Joy Road, Detroit, MI 48228

Minutes were approved at the December 19, 2017 Commission Meeting

Fort Street	3345-3427 W. Fort St., Detroit, MI 48216
Hubbard Branch	12929 W. McNichols, Detroit, MI 48235
Duffield Branch	2507 W. Grand Blvd., Detroit, MI 48208
Parkman Branch	1766 Oakman Blvd., Detroit, MI 48238
Redford Branch	21200 Grand River, Detroit, MI 48219
Richard Branch	9876 Grand River, Detroit, MI 48204
Sherwood Forest Branch	7117 W. Seven Mile, Detroit, MI 48221

A Request for Proposal (RFP), #DPL-1803, was solicited and advertised in the Michigan Chronicle and Detroit Legal News. The RFP was also posted and available for download from the Michigan Inter-Governmental Trade Network (www.bidnetdirect.com/mitn) and the Detroit Public Library's web page (www.detroitpubliclibrary.org). Lastly, in cooperation with the Michigan Minority Supplier Development Council (MMSDC), email notifications were sent to the snow removal firms for which they provide development services.

The Purchasing Department received two responses to the RFP. The evaluation committee reviewed the proposals submitted and scored each proposal based upon the following criteria:

Criteria	Possible Points
Responsiveness to the Scope of Services	25
Staffing/Equipment	25
Pricing	20
Past Performance on Similar Contracts	15
References	15

Minutes were approved at the December 19, 2017 Commission Meeting

The evaluation results are as follows:

Supplier	Base Bid	C. Ladson	A. Brown	C. Powell	Average Score
Xpert Lawn and Snow 2437 Wolcott Street Ferndale, MI 48220	\$55,690.00	80	85	75	80
United Lawnscape 62170 Van Dyke Washington, MI 48094	\$171,824.00	30	35	35	33.333

The Facilities Department is requesting approval of a contract with the highest ranked proposal, Xpert Lawn and Snow, for a one-year period with the option to renew for an additional one-year period for an estimated cost of \$55,690.00.

COMMISSION ACTION

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

COMMITTEE ON ADMINISTRATION

Approval of the Human Resources Report

The Human Resources Department Report provides information regarding personnel actions taken from October 1, 2017 through October 31, 2017. These actions have been approved by Administration.

APPOINTMENTS (1)

Employee Name	Title	Hire date
Amanda Seppala	Librarian I	October 2, 2017

RETIREMENTS (0)

SICK LEAVE PAYOUTS (0)

TOTAL PAYOUTS = \$0

POTENTIAL RETIREMENTS (0) Pending COD Approval

SEPARATIONS (1)

Employee Name	Title	Last Day Worked
Jordan Melton	Customer Service Representative	September 7, 2017
Ronald Wansley	Electrician	October 13, 2017

<u>EMPLOYEE HEADCOUNT*</u>			
Headcount	October 2017	Headcount	October 2016
**Budgeted Positions =	325	Budgeted Positions =	334
Active Employees =	300	Active Employees =	286
Vacant Positions =	25	Vacant Positions =	48
*Headcount Process based on Actual Headcount not Budgeted Numbers as in the past			

Minutes were approved at the December 19, 2017 Commission Meeting

**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	21	3
Pre-Professional Librarian In-Training	3	2	1
Senior Clerk	9	7	2
Janitor	13	8	5
**Customer Service Representative	91	85	6
Facilities	17	15	2
Senior Accountant	2	1	1
Security Officer	14	13	1
Total			25
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.

COMMISSION ACTION

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

COMMISSION ACTION

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

PUBLIC COMMENTS

There were no public comments

REPORT OF THE EXECUTIVE DIRECTOR**Wayne County Child Support Program**

Mrs. Mondowney reported that on Saturday, October 2, 2017, DPL joined with the Third Judicial Circuit of Michigan and the Salvation Army to co-sponsor a free “Wayne County Child Support Help Program” at Main Library. Attorneys and child support professionals were present to help 125 people with child support issues. The Third Judicial Circuit also presented a Distinguished Service Award to DPL staff members Tracey Wyatt, Roger Morton and Brian Vance, for their “generous commitment of time, support and continued inspiration,” for this program that is held several times during the year at Main Library.

Michigan Great Read

Mrs. Mondowney reported that Ilyasah Shabazz, author of *X: A Novel*, was at Main Library on October 14, 2017. Her book, co-authored with Kekla Magoon, is the 2017 Michigan Humanities Council’s “Great Michigan Read.” An audience of 90 people were present to hear Ms. Shabazz talk about the book, which is a fictionalized account of the early years of the life of her father, Malcolm X. In addition, 12 branch libraries sponsored discussions about the books and distributed free copies of the books that were provided by the Michigan Humanities Council. The Detroit Public Library Foundation was one of the local sponsors of this event. Lectures by local historians about Malcolm X were held at the Wilder and Hubbard branches and Main Library.

Duffield Branch

Mrs. Mondowney reported that DPL continues to provide opportunities for discussion of the 50th anniversary of Detroit's 1967 rebellion. On Saturday, October 28, 2017, Peter J. Hammer, professor at the Wayne State University Law School and Director of the Damon J. Keith Center for Civil Rights, lead a group discussion at the Duffield Branch Library. Professor Hammer's presentation was based on the essay he authored, "Detroit 1967 and Today: Spatial Racism and Ongoing Cycles of Oppression," from the book *Detroit 1967: Origins, Impacts, Legacies*.

Redford Mini-Comic Con

Mrs. Mondowney reported that the Redford Branch hosted a first-time ever Mini-Comic Con on Sunday, October 29, 2017. The afternoon event featured Paris Cullins, an accomplished artist who has drawn for DC and Marvel comics, as well as other comic publishers.

He presented a lecture on "cartoonism vs realism" in art and spent the entire afternoon engaged with the 100 people who attended. There were several other activities including a presentation on the history of comic books by local artist Russ Van Ness, and a hands on workshop computer animation for beginners. The event was coordinated by librarian Emily Thomson

Campbell Branch

Mrs. Mondowney reported that during the week of October 30, the Campbell Branch hosted a week-long program to honor the traditions of "The Day of the Dead." The week culminated on Saturday, November 4, 2017, when 125 children and 75 adults viewed a performance Ballet Folklorico and participated in the crafting of sugar skulls. The "Day of the Dead" altar was set up by the Mexican Consulate and was a great attraction for the community. As a result of that collaboration, the Mexican Consulate has committed to providing rare Spanish language movies for viewing at the Campbell Branch during 2018.

Author Talk

Mrs. Mondowney reported that Ibi Zoboi, author of *American Street*, a young adult novel and a 2017 National Book Award finalist, was at Main Library on Sunday, November 5, 2017. *American Street*, is Ms. Zoboi's debut novel and has been on the "must-read" lists of *Ebony Magazine* and *Teen Vogue*.

Michigan Opera Theater

Mrs. Mondowney reported that the E. Azalia Hackley Collection and Ernie Harwell Sports Collection cooperated with Michigan Opera Theater for a special program on November 1, 2017. This program was a prelude to a 2018 DPL program focusing on Negro Baseball League power-hitter Josh Gibson, who will be the subject of an opera performed in the spring. An audience of 100 gathered in the Clara Stanton Jones Friends Auditorium to hear Rochelle Riley's live radio show interview with Ron Teasley, former Negro League player, and opera singer George Shirley. Several musical performances were interspersed as well as short video biographies of Josh Gibson and Marian Anderson.

Skillman Branch

Mrs. Mondowney reported that on Friday, November 17, 2017, the Skillman Branch welcomed many people who attended the annual Holiday Tree Lighting ceremony at Campus Martius. Hot cocoa, cider and donuts were served, compliments of the DPL Foundation. We wish to thank Bedrock for decorating the branch's exterior with lights and holiday flower boxes.

Noel Night

Mrs. Mondowney reported that the 45th Annual Noel Night, a festive evening of family fun, will be held on Saturday, December 2, 2017. Main Library will offer an opportunity for photos with Santa Claus and special fun in Children's Library, a DJ in Old Fine Arts, and performances by Kaleo Kids Worship, poet Keir Jackson and Audrey Northington in the Clara Stanton Jones Friends Auditorium.

DPL Foundation

Mrs. Mondowney reported that the DPL Foundation has secured a \$10,000 grant from the Annenberg Foundation for a HYPE Teen Radio Station. The foundation has also provided a grant of \$2,500 for the Parkman Branch's peer-to-peer learning circles program and a grant of \$1,000 for the repair of the "Reading Garden" sculpture at the Conely Branch.

Edison Branch

Mrs. Mondowney reported that the Edison Branch Library is scheduled for a "soft" re-opening on Monday, December 4, 2017, with a formal ribbon cutting on Wednesday, January 17, 2018.

Thanksgiving Crafts Programs

Mrs. Mondowney reported that several branches are providing special Thanksgiving activities for children. The Bowen, Chaney, Franklin, Knapp and Skillman branches are offering arts and crafts and story times. The Conely Branch sponsored a "Kindness Saturday" on November 18, 2017, where neighborhood children decorated stuffed animals for Christmas distribution to children in local shelters.

Wayne County

Mrs. Mondowney reported that on October 13, 2017, DPL received a payment of \$152,642 for delinquent property taxes.

DETROIT PUBLIC LIBRARY FOUNDATION UPDATE

Mr. Sean Everett, Director, Detroit Public Library Foundation, reported that at its November 9, 2017 board meeting, the Detroit Public Library Foundation approved the DPL Foundation FY2017 audit.

Mr. Everett reported that Rock Ventures LLC and Quicken Loans Inc. featured several DPL branches on their website as Detroit destinations.

Mr. Everett distributed copies of the Detroit Public Library Foundation's 2017 Annual Report to the Commission. The report featured a story on Mr. James Evenhuis, DPL's volunteer archivist and a retired librarian and administrator who has served the library for over 50 years.

The meeting was adjourned at 2:01 p.m.