

**DETROIT LIBRARY COMMISSION PROCEEDINGS****REGULAR MEETING****DECEMBER 16, 2014****1:30 P.M.**

President Hicks called the Regular Meeting of the Detroit Library Commission to order at 1:37 p.m.

Present: President Hicks, Commissioners Bellant, Quarterman, Thomas  
Commissioner Davis joined the meeting at 1:42 p.m.  
Commissioner Jackson joined the meeting at 1:46 p.m.

Administrative Staff: Mondowney, Brown, Bruni, Call,  
Funchess, Moore, Norfolk, Powell, Simmons,  
D. Williams

Excused: Commissioner Inniss-Edwards

Also Present: Cheryl Blessett, Enid Clark, Deborah Dorsey, Sean Everett, Mike McElgunn, Patrice Merritt, Nora Montgomery, Carolyn Mosley, Yvette Rice, C. Rihani, Tiffani Simon, Derek Suppon, Jackie Williams

**NOTED**

President Hicks requested to have three items added to the agenda under New Business:

- Approval of the Memorandum of Understanding (MOU) between the Detroit Public Library and the Unions.
- Approval of the Settlement of the Class Action Lawsuit in order for the MOU to remain effective.
- Approval of the Executive Director's Employment Agreement.

**APPROVAL OF MEETING MINUTES**

The minutes of the November 13, 2014 Special Meeting and the November 19, 2014 Rescheduled Regular Meeting were approved with any necessary corrections.

Minutes were approved at the January 20, 2015 Commission Meeting

## **PUBLIC COMMENTS**

There were no public comments.

## **REPORT OF THE PRESIDENT**

President Hicks asked Commissioner Bellant to present the following resolution to Ms. Patrice Merritt, Executive Director of the Friends Foundation on behalf of the Commission and the DPL staff:

**Whereas**, Ms. Patrice Merritt joined the Detroit Public Library Friends Foundation as Executive Director in June, 2001 and fully embraced its mission “to stimulate and secure for the Library through gifts, grants, and general contributions, the ability to purchase books and materials to support the ongoing programming and material needs of the Detroit Public Library;”

**Whereas**, for the past 13 years she supported the Friends organizations of branch libraries where the focus was on serving their neighborhoods by providing relevant programming and services;

**Whereas**, under her leadership the Library’s Special Collections – the Burton Historical Collection, the E. Azalia Hackley Collection and the National Automotive History Collection – were supported and encouraged in their roles as significant archival collections available to scholars and the general public;

**Whereas**, she provided important leadership in securing a grant from the Council on Library and Information Resources to process the Coleman A. Young Mayoral Collection held in the Burton Collection;

**Whereas**, her work included securing funding to support the Library’s Junior Great Books and Summer Reading programs, as well as other Library programs that encourage a love reading and the development of critical thinking skills for young people;

**Whereas**, Ms. Merritt and the Friends Foundation sponsored the Used Book Sale that always attracts large numbers of Detroit book lovers;

**Whereas**, she welcomed Ms. Barbara Cohn’s idea to launch “Discover the Wonders of the Detroit Public Library: An Art and Architectural Tour” of Main Library that has successfully reminded the public about the beauty of this building; and

**Whereas**, she has, over the years, supported various activities for DPL staff including establishment of the DPL Choir; now, therefore, be it

**RESOLVED** that the administration and staff extend best wishes to Ms. Patrice Merritt as she leaves the DPL Friends Foundation and offers sincere appreciation and thanks for all of her

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work that resulted in financial resources, support for community programming, health and wellness for children, and seasonal activities for children and youth; and, be it further

**RESOLVED** that the Detroit Library Commission hereby recognize the valuable contributions made by Ms. Patrice Merritt with regards to building individual, foundation and corporate support of the Detroit Public Library; we thank her and wish her continued success.

## **REPORT OF THE EXECUTIVE DIRECTOR**

### **Welcome New Chief Financial Officer**

Mrs. Mondowney reported that Antonio Brown joined the DPL on December 8, 2014 as Chief Financial Officer. Prior to joining DPL Mr. Brown served as Deputy Director of Finance for the City of Flint. In this capacity he was responsible for the preparation and implementation of the City of Flint's Biennial Budget. He was also responsible for assisting with planning, coordinating and directing the activities of the Department of Finance whose budget is in excess of \$200 million. Mr. Brown holds an MBA and Bachelor of Business Administration (Finance) from the University of Michigan – Flint. He is a Certified Public Accountant and a member of the American Institute of Certified Public Accountants, the Michigan Association of Certified Accountants and the Government Financial Officers Association. The staff is pleased to welcome Mr. Brown to DPL.

### **Burton Endowment Fund FY 2014 Audit**

Mrs. Mondowney reported that Gregory Terrell & Company has completed the FY14 Burton Endowment Fund audit.

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

Mrs. Mondowney reported that on November 20, 2014 DPL received a payment of \$75,279 for delinquent property taxes.

### **Restitution Order for Timothy Cromer**

Mrs. Mondowney reported that DPL received notice that Judge George Steeh entered a Restitution Order against Timothy Cromer in the amount of \$3,913,890.42. Last week DPL received \$43,190.13 that was seized from Mr. Comer by the Department of Justice.

### **NAHC: Temporary Service Hours**

Mrs. Mondowney reported that the resignation of the librarian assigned to the National Automotive History Collection has added to the ongoing staffing issues facing the DPL system. While the Administration investigates scheduling and staffing options for the Special Collections, in-person service at the NAHC will be available by appointment. Telephone and email inquiries will be answered by the Burton staff.

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### **42<sup>nd</sup> Annual Noel Night**

Mrs. Mondowney reported that more than 8,000 people visited Main Library during the 42<sup>nd</sup> Annual Noel Night on Saturday, December 6, 2014. The evening's musical entertainment included performances by the DPL Choir, the Sean Blackman Quartet, Mosaic Singers, Urban Stringz and the Winans Academy of Performing Arts. She thanked the many volunteers, the Marketing staff, especially Tracey Wyatt and AJ Funchess, who worked to make this a successful event.

### **Hoopla**

Mrs. Mondowney reported that DPL is now providing "Hoopla," a digital media service, to all Library cardholders. Hoopla allows each user to instantly borrow free a selection of music, movies, television shows, and audiobooks via a browser, smartphone, or tablet. Movies and TV shows are checked out for 3 days; music albums for 7 days; and audiobooks for 21 days. Each title automatically "disappears" from the user's mobile device at the end of its check-out period.

### **Get Detroit Covered**

Mrs. Mondowney reported that to assist Detroiters with obtaining healthcare coverage through the Affordable Care Act, on Saturday, December 13, 2014, DPL hosted a press conference and daylong workshop to help the uninsured who wanted to meet the December 15 deadline for coverage to begin January 1, 2015. Participants in the press conference included Mayor Mike Duggan, Kathleen Falk, Regional Director of Region V of the U.S. Department of Health and Human Services and Vernice Anthony, Department of Health & Wellness Promotion Director. Following the press conference, at his request, she took the Mayor on a brief tour of the Burton Collection. He mentioned that he was a history buff and was interested in being a part of our upcoming 150<sup>th</sup> Anniversary celebration.

### **Christmas in Detroit II Concert**

Mrs. Mondowney reported that several hundred enthusiastic guests attended the "Christmas in Detroit II" concert held in the Clara Stanton Jones Friends auditorium on December 13, 2014. The concert was performed by the Detroit Youth Choir Performing Arts Company.

### **Funding for Acquisitions for Bowen, Campbell and Conely Branches**

Mrs. Mondowney reported that the DPL Friends Foundation provided funding in the amount of \$3,000 for the purchase of books for the following branches:

- \$1,000 for acquisitions for the Bowen Branch
- \$1,000 for acquisitions for the Campbell Branch
- \$1,000 for acquisitions for the Conely Branch

### **FRIENDS FOUNDATION UPDATE**

Ms. Merritt reported the following updates:

She had the privilege of meeting with Mr. Antonio Brown, DPL CFO, and provided him with a tour of the Main Library. Learning he had served as a docent at the Flint Museum of Art, she provided him with a docent badge and made him a "docent in training."

Craft in America (craftinamaerica.org) came to the DPL on Monday, December 15, 2014 in the afternoon for a filming of the famous Pewabic Fireplace. DPL was in good company as the video team filmed Rivera Court at the DIA, Cranbrook Academy and of course Pewabic Pottery. She thanked Talisha Williams and the Security Team for their assistance in providing building access and exit late in the day.

The Friends Foundation annual appeal was mailed in mid-November. She thanked the Commissioners who had already made their gifts in support of the DPL.

Mayor Mike Duggan has been confirmed for the May 21, 2015 event honoring the opening of the Coleman A. Young Mayoral Collection. It was the last piece of the event planning that needed to be completed.

The DPL Friends Foundation under the direction of Friends Board Member Barbara Cohn will be offering a directed study at Wayne State University via the Honors College. Six students have enrolled to learn docent techniques and to assist the tour program with further identification of the art within the Main Library.

The Board of Trustees of the National Automotive History Collection and its membership selected the 2015 Ford Mustang as the 2014 Collectible Vehicle of the Future via an online vote conducted during the months of October and November 2014.

She thanked the Commission noting that it was an honor and privilege to service the staff of the DPL and the residents of the city for over 13 years. Recognizing that there many challenge facing the Commission over the next two years, she wished them Godspeed in their decision making process.

### **COMMITTEE ON ADMINISTRATION**

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

The Human Resources Department Report provides information regarding personnel actions taken from November 1, 2014 – November 30, 2014. These actions have been approved by Administration.

Minutes were approved at the January 20, 2015 Commission Meeting

**APPOINTMENTS (3)\***

Employee Name	Title	Hire date
Latrese Taylor	Customer Service Representative	11/3/2014
Tracey Ward	Customer Service Representative	11/3/2014
Keith Parker	Refrigerator Equipment Operator 1 <sup>st</sup> Class	11/17/2014

*\*Appointments made to address critical staffing needs.*

**RETIREMENTS (0)**

Employee Name	Last Day Worked	Retirement Date

**SICK LEAVE PAYOUTS (0)****POTENTIAL RETIREMENTS (1)**

Employee Name	Last Day Worked	Retirement Date
Trudy Jones	December 17, 2014	January 2, 2015

**SEPARATIONS (0)**

Employee Name	Last Day Worked	

**EMPLOYEE HEADCOUNT**

Headcount – November 2014	Headcount – November 2013
337 Active Employees	334 Employees

**COMMISSION ACTION**

Commissioner Thomas moved to approve the Human Resources report as presented. Commissioner Quarterman supported. The motion passed unanimously.

**COMMITTEE ON FINANCE**

Approval to Pay Law Firm Gold, Lange, Majoros, P.C. for Services Rendered October 2014

The Law Firm Gold, Lange & Majoros, P.C. is representing the Detroit Public in ongoing bankruptcy issues.

The Detroit Library Commission at a Special Meeting July 7, 2014 approved contracting with GLM for one (1) year in an amount not to exceed \$39,000.00. Invoices submitted July-September 2014 total \$22,023.70 leaving a balance of \$16,976.60.

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Due to the unanticipated mediation sessions during the month of October, the estimated cost of \$39,000.00 was exceeded by \$4,558.90.

Authorization is requested to approve payment in the amount of \$4,558.90 to Gold, Lange, Majoros, P.C. for services rendered October 2014.

### **COMMISSION ACTION**

Commissioner Quarterman moved to approve payment in the amount of \$4,558.90 to Gold, Lange, Majoros, P.C. for services rendered October 2014. Commissioner Bellant 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.

<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		\$977,593.89
2. Total for Vouchers-Processed on DRMS Vouchers 233 – 264		\$157,568.91
3. Benefits Plan		\$0.00
4. General Retirement System		\$0.00
5. Central Staffing Services		<u>\$0.00</u>
<b>Total Processed by City of Detroit</b>		<b><u>\$1,335,162.80</u></b>
<b><u>PAYMENTS PROCESSED BY DPL:</u></b>		
1. Public Funds/Comerica Checking	Checks 1219 – 1226	\$41,679.25
2. Branch & Main Library Deposit Checking Account	Checks 3414 – 3425	\$36,064.37
3. Professional Services Contract		<u>\$0.00</u>
<b>Total Processed by DPL</b>		<b><u>\$77,743.62</u></b>
<b>GRAND TOTAL</b>		<b><u>\$1,212,906.42</u></b>

<u>Summary of Expenditures</u>		
<b><u>RESTRICTED/DESIGNATED FUNDS</u></b>		
1. Burton Endowment Checking	Check 8266	\$280.78
2. O'Brien Checking		\$0.00
3. Programs & Gifts		<u>\$0.00</u>
<b>GRAND TOTAL</b>		<b><u>\$280.78</u></b>

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<b><u>CREDIT CARD EXPENDITURES</u></b>	
Executive Director	\$54.90
Executive Director's Office – used for general office purpose	\$206.11
Human Resources Department	\$401.00
Marketing Department	\$136.69
Technical Services	\$2,563.32
Facilities Department	\$4,178.27
Branch Services	<u>\$1,173.90</u>
<b>GRAND TOTAL</b>	<b><u>\$8,714.19</u></b>

### **COMMISSION ACTION**

Commissioner Quarterman moved to approve the finance report with a correction to remove the check numbers listed under restricted/designated funds. Commissioner Bellant supported. The motion passed unanimously.

### **NEW BUSINESS**

#### **Approval of the Memorandum of Understanding Between UAW, AFSCME and the Detroit Public Library**

On December 19, 2014, the Detroit Library Commission, on behalf of the Detroit Public Library, UAW and AFSCME entered into a Memorandum of Understanding (MOU). The purpose of the MOU is to describe a mechanism for settlement of various employees and retiree-related claims against DPL.

Ms. Trinee Moore stated that the respective unions had ratified the MOU and DPL had received a confirmation of the ratification.

### **COMMISSION ACTION**

Commissioner Bellant moved to approve the Memorandum of Understanding between UAW, AFSCME and the Detroit Public Library. Commissioner Thomas supported. The motion passed unanimously.

#### **Approval to Authorize the Settlement of the Class Action: Proposed Settlement Terms**

DPL intends to commence class action litigation in a court of competent jurisdiction (“the Class Action”). The Parties agree to promptly pursue and support settlement of the Class Action with the understanding that in order for the MOU to remain effective, the settlement of the Class Action must be approved by a final, non-appealable order of court of competent jurisdiction on or before July 1, 2015.



**COMMISSION ACTION**

Commissioner Quarterman moved to authorize the settlement of the Class Action: Proposed Settlement Terms. Commissioner Davis supported. The motion passed unanimously.

**Approval of the Executive Director's Employment Agreement****COMMISSION ACTION**

Commissioner Bellant moved to enter into a closed session. Commissioner Davis supported. A roll call vote was taken with the following results:

- |                           |     |
|---------------------------|-----|
| ➤ Commissioner Bellant    | Yes |
| ➤ Commissioner Davis      | Yes |
| ➤ Commissioner Jackson    | No  |
| ➤ Commissioner Quarterman | Yes |
| ➤ Commissioner Thomas     | No  |
| ➤ President Hicks         | Yes |

With 4 yes votes and 2 no votes, the closed session began at 2:25 p.m.

The closed session ended at 3:10 p.m. and the Regular public meeting reconvened at 3:10 p.m.

**COMMISSION ACTION**

Commissioner Bellant moved to approve a three-year Employment Agreement for the Executive Director commencing January 1, 2015 and expiring December 31, 2018. Commissioner Quarterman supported.

**DISCUSSION**

Commissioner Thomas stated that he objected to the process that was utilized in terms of the Employment Agreement by the Commission because he did not have the opportunity to thoroughly review it. He stated that his objection had nothing to do with the Executive Director in terms of going forward and her performance.

Commissioner Jackson stated that his objections were similar to Commissioner Thomas' and he did not have the opportunity to thoroughly review the Employment Agreement.

Commissioner Bellant asked that the objection to the process utilized by the Commission regarding the Employment Agreement be discussed amongst the Commission. He said the vote to approve the Employment Agreement should be based on the Executive Director's substantial criminal investigation work regarding Mr. Tim Cromer, former Chief Administrative Officer, the massive amount work involved with the Detroit bankruptcy and the successful millage campaign. He said the Commission should review those results and decide if the Executive Director should have a three-year contract.

### **COMMISSION ACTION CONT'D**

A roll call vote was taken with the following results:

- |                           |           |
|---------------------------|-----------|
| ➤ Commissioner Bellant    | Yes       |
| ➤ Commissioner Davis      | Yes       |
| ➤ Commissioner Jackson    | No        |
| ➤ Commissioner Quarterman | Yes       |
| ➤ Commissioner Thomas     | Abstained |
| ➤ President Hicks         | Yes       |

The motion passed.

### **Update**

Mr. Cledos Powell, Assistant Director for Facilities, gave a brief update regarding the security at Bowen, Duffield, Lincoln and Monteith branches because they will be closed during the Christmas holiday due to staffing issues. He said additional security cameras will be installed at each of closed branches and will serve as a support function for DPL's current Sonitrol Security Company. The cost is around \$350.00 per branch.

The meeting was adjourned at 3:21 p.m.