

DETROIT LIBRARY COMMISSION PROCEEDINGS**REGULAR MEETING****DECEMBER 20, 2016**

President Adams called the Regular Meeting of the Detroit Library Commission to order at 1:40 p.m.

Present: President Adams, Commissioners De Santis, Jackson, Thomas.

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

Excused: Commissioners Inniss-Edwards, Weaver

Present Also: Lamont Bolding, Lurine Carter, Enid Clark, Deborah Dorsey, Vernadette McAllister, Carolyn Mosley, Mike Rangos, Yvette Rice, Derick Suppon, Viola Taylor, Dwayne Vales

COMMISSION ACTION

Commissioner Thomas requested approval to amend the agenda by adding an "Information Only" item from the Committee on Buildings under Old Business.

Commissioner Jackson moved approval. Commissioner De Santis supported. The motion passed unanimously.

APPROVAL OF MEETING MINUTES

The minutes of the Regular Meeting of November 15, 2016 and the Special Meeting Minutes of December 1, 2016 were approved as recorded.

Minutes were approved at the January 17, 2017 Annual Commission Meeting

PUBLIC COMMENTS

Lamont Bolding – Expressed his concerns regarding the alleged use of profanity towards him by the Knapp Branch staff. He stated that when he responded to the profanity, he was banned from DPL as disturbance to the library.

President Adams asked Mrs. Mondowney to investigate his allegations.

REPORT OF THE PRESIDENT

President Adams stated that the by-laws regarding the succession of officers will be reviewed and voted on at the January 2017 Commission meeting.

President Adams stated that it has been her pleasure working with Mrs. Mondowney and the staff as well as attending library events and visiting branches.

President Adams announced that it was Commissioner De Santis's last Commission meeting under her term ending December 31, 2016. It was not known if she would be reappointed until January 2017, when the newly elected Detroit Public Schools Community District Board of Education is in session to make a decision on appointees. She thanked Commissioner De Santis for her dedication and attendance at DPL's events.

President Adams stated that moving forward in the upcoming year, the Commission should be mindful of the following items:

- Approving the DLC Vision and Mission Statement
- Working with the Strategic Planning Committee
- Establishing an Ad hoc Committee of Commissioners to work with staff on the Strategic Plan
- Working more closely with the Detroit Public Library Friends Foundation to ensure that everyone is on the same path including community outreach and fundraising efforts

President Adams thanked the Commission and the staff for their guidance and hard work. She wished everyone a happy holiday.

REPORT OF THE EXECUTIVE DIRECTOR

Settlement of Class Action Lawsuit- December 16, 2016

Mrs. Mondowney reported that on December 16, 2016, a hearing was held in the Wayne County Circuit Court to consider giving final approval to the proposed settlement of the lawsuit called *Detroit Public Library Commission and Detroit Public Library v International Union, United Auto Workers, et al., Case No. 15-006495-CL*. The lawsuit was filed on May 15, 2015 and sought a declaratory judgment “that the modification of pension and other post-retirement benefits provided to DPL employees and retirees in accordance with the City of Detroit’s 2014 bankruptcy proceeding did not violate any collective bargaining agreements between DPL and its employee unions, the Michigan Public Employment Relations Act, the Michigan Constitution, or any other law.” Library unions (UAW, IUOE, and AFSCME) grieved the matter. As a result of Federal Bankruptcy Court mediators, the DLC and Library unions entered into a Memorandum of Understanding in order to “resolve all issues arising out of the changes to the pension and post-retirement healthcare benefit plans.” Because there were no objections to the proposed settlement, Judge Leslie Kim Smith, approved the settlement and noted that it was fair, reasonable, and adequate under all the circumstances. Mrs. Mondowney expressed a special thanks to Trinee Moore, Director of Human Resources, for the critical role she played for over two years in helping to resolve this matter.

Wilder Branch

Mrs. Mondowney reported that the Laura Ingalls Wilder Branch celebrated its grand-reopening with a ribbon-cutting for the newly renovated branch on the afternoon of November 29, 2016. Renovations to the 11,000 square-foot branch include new flooring and furniture, updated lighting, and new computers for public use. The Nortown Community Development Corporation honored Patricia Petrone, former Wilder Library manager, who passed away on October 25, 2016. The successful renovation of the Wilder Library is due to: Margaret Bruni, Interim Director for Public Services and staff Karen Johnson and Glenda Cornelious; Cledos Powell and his entire team of tradesmen; Victor Ibegbu and the IS staff, especially Kenneth Gabriel; the Marketing Department, especially Khamisi Benford; Technical Services, the Business Office and Security Staff; Sue Nairn, Redford Library Manager; and the Duffield Branch staff, especially, Maria Bryson. And most especially, DPL recognizes the hard work of the Wilder staff: Jennifer Dye, JW Brown, Alice Hudgins, Cyrus Embry, Courtney Kirby and Joyce Owens.

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Noel Night

Mrs. Mondowney reported that Main Library participated in the 44th Annual Noel Night held on December 3, 2016. A special highlight of the evening was a giveaway contest of over 20 American Girl Melody Ellison dolls. Santa Claus was "in the house" listening to kids' requests and taking photos. Once again, the free cider and Dutch Girl doughnuts attracted a large crowd and DJ Emmett had everyone moving all night to dance those calories away. Talented musicians, singers and dancers were featured throughout the library as thousands of guests strolled through the building and enjoyed the numerous activities and wonderful sounds of the holiday. Thanks to the many volunteers and staff including Children's Library, Children Services, Security, Marketing, especially Tracey Wyatt, and DPL's ABM maintenance team.

DPL Friends Foundation

Mrs. Mondowney reported that the Friends Foundation generously provided a \$10,000 grant for the purchase of new furniture for the HYPE Teen Center at Main Library. The original well-used furniture was purchased in 2005.

Detroit ID Card Now Accepted for Library Card Applications

Mrs. Mondowney reported that DPL is now accepting the City of Detroit's Municipal Identification Card as proof of identification and residency for the purpose of obtaining a DPL library card. The Detroit ID Card is intended to provide Detroit residents, especially those who are marginalized, with a recognized form of government issued identification. The ID card is recognized as a valid form of identification by all City of Detroit departments and by local businesses and community organizations.

New additions to Digital Library

Mrs. Mondowney reported that two notable items have been added to DPL's Digital Library: "Huck Finn and Tom Sawyer Among the Indians," the handwritten manuscript by Mark Twain. The manuscript is the unfinished sequel to "The Adventures of Huckleberry Finn." Also digitized was the 1957 comic book, "Martin Luther King and the Montgomery Story."

ALA Leadership Institute

Mrs. Mondowney reported that Amisha Harijan, Assistant Manager of DPL's Teen Center and Children's Library, was one of 40 library professionals selected to participate in the fourth annual American Library Association's Leadership Institute. The immersive leadership development program covered topics such as leading in turbulent times, the art of convening groups and creating a culture of inclusion, innovation, and transformation. Amisha said of her experience: "the opportunity has renewed my focus to provide new and dynamic young adult programming, as well as an increased effort in team-building within my department."

Wayne County- Delinquent Property Taxes

Mrs. Mondowney reported that DPL received two payments for delinquent property taxes: November 21, 2016, \$119,973, and December 3, 2016, \$116,299.76.

COMMITTEE ON ADMINISTRATION

Approval of the Human Resources Report

The Human Resources Department Report provides information regarding personnel actions taken from November 1, 2016 through November 30, 2016. These actions have been approved by Administration.

APPOINTMENTS (6)

Employee Name	Title	Hire date
Dara Price-Vance	Customer Service Representative	October 31, 2016
Michael Rangos	Purchasing Administrator	November 14, 2016
Verna Hill	Security Officer	November 14, 2016
David Johnston	Plumber	November 28, 2016
Donald Southern	Bldg. Trades-General	November 28, 2016
Veronica Lewis	Security Officer	November 28, 2016

RETIREMENTS (2)

Employee Name/Title	Title	Last Day Worked	Retirement Date
Joseph Flake	Plumber	November 4, 2016	calculated by COD
Minnie Calvin	Clerk	November 30, 2016	Calculated by COD

Minutes were approved at the January 17, 2017 Annual Commission Meeting

SICK LEAVE PAYOUTS (0)**Total Payouts = \$0****POTENTIAL RETIREMENTS (0) Pending COD Approval****SEPARATIONS (0)****EMPLOYEE HEADCOUNT***

Headcount – November 2016	Headcount – November 2015
Budgeted Positions = 334	Budgeted Positions = 334
Active Employees = 291	Active Employees = 297
Vacant Positions = 43	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	24	17	7
Librarian I	1	1	0
Pre-Professional Librarian In-Training	3	2	1
Senior Clerk	9	8	1
Technical Training Associate	9	7	2
Clerk	31	31	0
Janitor	13	10	3
Bookmobile Operator	2	2	0
**Customer Service Representative	100	79	21
Facilities	17	14	3
Associate Director	1	0	1
Senior Accountant	2	1	1
Purchasing Manager	1	1	0
Security	16	16	0
Total			43

**Vacant Positions are Part-time 20 hours/week

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NOTED

Commissioner De Santis stated that there were some discrepancies with the bookmobile operator and the security officer positions that need to be clarified.

President Adams asked that the corrections reflect the proper clarification for the bookmobile operator and the security officer positions.

Ms. Trinee Moore, Director for Human Resources, stated that clarification would come from the Payroll Department.

COMMISSION ACTION

Commissioner Jackson moved approval of the Human Resources Report. Commissioner Thomas supported. The motion passed unanimously.

UPDATE

Corrections were made to the Human Resources report regarding the bookmobile operator and the security officer positions and noted in the minutes of the December 20, 2016 Commission meeting.

Procedure for Performance Evaluation of the Executive Director

Ms. Trinee Moore, Director for Human Resources, distributed a confidential packet of information to each Commissioner containing the evaluation for the Executive Director and explained the procedure to assist them in conducting the performance evaluation.

Approval for Legal Opinion on Employment Contract

President Adams stated that upon review of the Executive Director's employment contract, there was a discrepancy of the expiration date of the contract's term.

COMMISSION ACTION

President Adams requested the Commission to authorize the engagement of Dickinson Wright PLLC for a legal opinion to determine the effect of the discrepancy.

Commissioner Thomas moved approval. Commissioner De Santis supported. The motion passed unanimously.

COMMITTEE ON FINANCE

Approval of the Routine Report on Finance

Commissioner Thomas 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>			
<u>PUBLIC FUNDS</u>			
<u>PAYMENTS PROCESSED BY THE CITY OF DETROIT</u>			
1	Total Payroll		\$904,215.45
2	Total For Vouchers – Processed on DRMS Vouchers 183 - 278		\$531,769.26
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		<u>\$1,435,984.71</u>
<u>PAYMENTS PROCESSED BY DPL</u>			
1.	Public Funds/Comerica Checking	Checks None	\$0.00
2.	Branch & Main Library Deposit Checking Account	Checks 4404-4499	\$24,855.05
3.	Professional Service Contracts	Checks None	\$0.00
	Total Processed by DPL		<u>\$24,855.05</u>
GRAND TOTAL			<u>\$1,460,839.76</u>
<u>Summary of Expenditures</u>			
<u>RESTRICTED/DESIGNATED FUNDS</u>			
1	Burton Endowment Checking	Checks None	\$0.00
2	O'Brien Checking	Checks 4522 - 4537	\$2,108.30
3	Programs & Gifts	Checks 2240 - 2245	<u>\$17,889.88</u>
GRAND TOTAL			<u>\$19,998.18</u>

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<u>CREDIT CARD EXPENDITURES</u>	
Executive Director	\$301.92
Executive Director's Office – used for general office purpose	\$1,212.41
Chief Financial Officer	\$450.36
Human Resources Department	\$322.30
Marketing Department	\$456.17
Technical Services	\$1,139.85
Facilities Department	\$3,097.16
Branch Services	<u>\$2,111.73</u>
GRAND TOTAL	<u>\$9,091.90</u>
Note: These are October 2016 Credit Card Purchases	

COMMISSION ACTION

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

OLD BUSINESS

Commissioner Thomas asked Mr. Cledos Powell, Assistant Director for Facilities, to give a brief update on the heat sensors and other safety features that were installed at various branch locations.

Mr. Powell explained that a monitoring system had been installed in all of the branches to observe the temperature in the buildings and to alert the staff of potential problems.

The meeting was adjourned at 2:20 p.m.