

DETROIT LIBRARY COMMISSION PROCEEDINGS

REGULAR MEETING

JUNE 21, 2011

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

Present: President Thomas, Commissioners Adams, Bellant, Hicks, and Quarterman

Administrative Staff: Executive Director Mondowney, Cromer, Machie, Moore and Norfolk

Excused: Commissioner Kinloch

Present Also: Mark Bowden, Atiim Funchess, Mike McElgunn, Patrice Merritt, Carolyn Mosley Uzo Onyemaechi, Rosemary Patterson, Cledos Powell, Anna Savvides, Alma Simmons, Tiffani Simon, Gary Spicer, Steve Teeri, Tim Tompkins and others

The minutes of the Re-Scheduled Regular Meeting of May 24, 2011 were approved with any necessary corrections to be made.

PUBLIC COMMENTS

There were no public comments.

REPORT OF THE PRESIDENT

President Thomas deferred to Mr. Gary Spicer for comments on the Ernie Harwell Collection. He said he had contacted Mr. Spicer after recent publicity in the Detroit News about the Ernie Harwell Room and collection. Mr. Spicer was Mr. Harwell's attorney and was instrumental in the Ernie Harwell Sports Collection coming to DPL.

Mr. Spicer said he appreciated being invited to attend the Commission meeting to talk about the Ernie Harwell Sports Collection. He and Mr. Harwell had worked together for 31 years. Richard, Mr. Harwell's brother, was a renowned world librarian whose expertise was in library management. Mr. Harwell began contributing items to the Library in the sixties and later had expressed a desire to find a home for his memorabilia.

Mr. Spicer said after the negative article in the Detroit News written by Christine MacDonald, he started getting phone calls to remove the Ernie Harwell Collection from the Library. Mr. Spicer said “everything connected with DPL has been spectacular.” Both he and Mr. Harwell were very pleased with the collection and its care. The one or two thefts were minor.

At fundraisers for other institutions, Mr. Spicer noted that Harwell memorabilia had been sold. He suggested doing the same to benefit the Ernie Harwell Collection in DPL. Another suggestion was to assemble an exhibit that could be displayed at DPL as well as the four colleges that had given Mr. Harwell an honorary doctorate.

Mr. Spicer said he would like to help fund the librarian position and possibly bring back Ashley Koebel who worked very diligently on the collection, providing the Union agreed. Mark Bowden, Special Collections Coordinator, has a sincere interest in making this collection endure. Again, Mr. Spicer pointed out he was very proud to have the collection at DPL. Mr. Spicer received a round of applause for his supportive and positive comments.

Commissioner Hicks asked Mr. Spicer if he would consider meeting with the media; Mr. Spicer answered “yes”. Mr. Spicer added he would also like to meet with Mrs. Mondowney and the editor of the Detroit News. Both he and Mr. Bowden were disappointed with the article because they had shown Ms. MacDonald everything possible to describe and reinforce the good job done on managing this rare collection that houses over 200 binders of photos.

President Thomas said he understood that Mr. Bowden had tried to convey the safety and care that has been given to the collection as well as how it is preserved—“you cannot just walk in and take it out.” He was so concerned about the unfairness and particulars that were not true that he was prompted to contact Mr. Spicer. He said Mr. Spicer confirmed that he, Mr. Harwell and his family chose to bring his collection to DPL. President Thomas thanked Mr. Spicer for coming and indicated he looked forward to working with him.

REPORT OF THE EXECUTIVE DIRECTOR

Meeting with Charles Pugh

On May 26, Mrs. Mondowney met with City Council President Charles Pugh at the Library. Mr. Pugh visited the Library to express his support of the Library and to indicate that he understood the fiscal challenges that the Library will face in the future. He recognized the valuable role the Library plays in supporting the quality of life needs in all of the neighborhoods.

Gary Spicer Meeting

Mrs. Mondowney met with Mr. Spicer recently and she wished to personally thank him for his support of the Library and his dedication to the Ernie Harwell Sports Collection.

K'Jon Workshop

On June 3, Mrs. Mondowney met national R&B recording artist K'Jon who donated his time at a teen workshop in the HYPE center. K'Jon's popular song "On the Ocean" or for some "My Ship has Finally Come" gained national attention a few years ago. K'Jon truly engaged students from the University Prep High School. He said he had a blast and understood that there is no greater joy than giving back to our children.

Braylon Edwards Visit

On Friday June 17 New York Jets' Wide Receiver Braylon Edwards visited DPL for *HYPE NIGHT*, and met and talked with a group of teens. The program offered refreshments, music, dancing, and a challenging opportunity to play games competing against Mr. Edwards for prizes. Friday's program was co-sponsored by DPL and the Braylon Edwards Foundation. The foundation is dedicated to addressing the educational needs of under-served youths. By all accounts, a good time was had by all. On Saturday, June 18th, Commissioners Bellant and Quarterman, Juliet Machie, and three library staff members attended the 2011 Women Moving Forward & Reaching Back Fundraiser event that featured renowned actress, Cicely Tyson. The Children's Library was the beneficiary of this event. Mrs. Mondowney thanked Mr. Edwards for his generosity.

Mural at Redford Branch

On June 15th, Mrs. Mondowney had the pleasure of attending the Redford Branch's unveiling of an extraordinary literacy-themed mural created by the Detroit Neighborhood Arts Corps Students. This colorful and imaginative work is the result of a year-long collaboration with the Redford library staff, local students, community artists and staff from the College for Creative Studies. The project was funded by the Skillman Foundation, Charter One Bank Foundation, and the Max M. and Marjorie S. Fisher Foundation. You may go to www.capdetroit.blogspot.com to see the evolution of the project.

Writers Contest

Congratulations are in order for Ellen Simmons, Manager, Sherwood Forest Branch, who served as a judge for the DPTV PBS Kids Go! Writers Contest. Contest winners in each grade level will have their story professionally produced and featured on the WTVS website.

Friends Annual Meeting

On the evening of June 20, 2011, Mrs. Mondowney spoke at the Friends annual meeting and was able to thank them on behalf of the Commission for their financial support of the our special collections and programs—that include One

Book One Community, Junior Great Books, Author Day and Battle of the Books and Summer Reading.

Summer Reading

Mrs. Mondowney reported that one of the greatest rewards she has had in Detroit has been tutoring two young students in reading at Spain Elementary over the past school year. She knows from experience that children who read succeed and she also knows that children who participate in the summer reading program at the Library are able to maintain their reading levels over the summer. She applauded the children's librarians who carry out this important work all summer long. This year's theme is **One World Many Stories @ Your Library**.

COMMITTEE ON ADMINISTRATION

Approval of Human Resources Office Report

Commissioner Adams reported that the Human Resources Office Report indicates personnel actions for new hires, separations, and retirements. These actions have been approved by administration.

SEPARATIONS

Shondre'a Price, effective May 16, 2011

RETIREMENTS

Sheryl Beck, effective June 14, 2011

Willie Hadley, effective June 16, 2011

Robert Marcelain, effective June 10, 2011

Commission Action

On the motion of Commissioner Adams and seconded by Commissioner Bellant, the personnel action report was unanimously adopted.

Approval of Calendar of Library Closings and Schedule Changes for 2011-2012

Commissioner Adams reported the calendar for July 1, 2011 to June 30, 2012 lists Library closings and schedule changes.

CALENDAR OF LIBRARY CLOSINGS AND SCHEDULE CHANGES

2011-2012

July 2, 2011 (Saturday)	Designated Holiday (Independence Day) For Main Public Service Agencies
July 4, 2011 (Monday)	Independence Day
September 3, 2011 (Saturday)	Designated Holiday (Labor Day) For Main Public Service Agencies
September 5, 2011 (Monday)*	Labor Day
September 28, 2011 (Wednesday)	Staff Day

Minutes approved at the September 20, 2011 DLC Meeting.

November 11, 2011(Friday)	Veterans Day
November 12, 2011 (Saturday)	Designated Holiday (Veterans Day) Branch Agencies
November 24, 2011 (Thursday)	Thanksgiving Day
November 25, 2011 (Friday)	Day After Thanksgiving
November 26, 2011 (Saturday)	Designated Holiday (Day After Thanksgiving) For Branch Agencies
December 23, 2011 (Friday)	Designated Holiday (Christmas Eve) For Closed Agencies Designated Holiday (Christmas Day) For Main Public Services Agencies
December 24, 2011 (Saturday)	Christmas Eve
December 26, 2011 (Monday)	Designated Holiday (Christmas Day) For Branch Agencies and Closed Agencies
December 30, 2011 (Friday)	Designated Holiday (New Year's Eve) For Closed Agencies Designated Holiday (New Year's Day) For Main Public Service Agencies
December 31, 2011 (Saturday)	New Year's Eve
January 2, 2012 (Monday)	Designated Holiday (New Year's Day) For Branch Agencies and Closed Agencies
January 14, 2012 (Saturday)	Designated Holiday (Martin Luther King, Jr. Day) For Main Public Service Agencies
January 16, 2012 (Monday)	Martin Luther King, Jr. Day
February 18, 2012 (Saturday)	Designated Holiday (President's Day) For Main Public Service Agencies
February 20, 2012 (Monday)	President's Day
April 6, 2012 (Friday)	Good Friday
April 7, 2012 (Saturday)	Designated Holiday (Good Friday) For Branch Agencies
May 26, 2012 (Saturday)**	Designated Holiday (Memorial Day) For Main Public Service Agencies
May 28, 2012 (Monday)	Memorial Day
*September 9-10, 2011 (Friday-Saturday)	Branch Fall Schedule Begins (Closed Fridays, Open Saturdays)
**May 25-26, 2012 (Friday-Saturday)	Branch Summer Schedule Begins (Open Fridays, Closed Saturdays)

Commission Action

Commissioner Adams moved to approve the calendar. Commissioner Quarterman seconded the motion; the motion carried.

Commission Bellant asked how staff was continuing to run branches and Main Library after the lay-offs. Mrs. Mondowney said these issues have been

Minutes approved at the September 20, 2011 DLC Meeting.

discussed during a recent cabinet meeting. Staff must yet determine how to best serve the public while removing some of the strain from having less staff.

AUDIT COMMITTEE

Detroit Public Library Audit for Year Ended June 30, 2011

Commissioner Quarterman reported Audit Committee members and staff recommend contracting with Abraham & Gaffney to complete the Detroit Public Library's audit for year ended June 30, 2011. DPL is a component unit of the City of Detroit. Component units' audited financial statements are due to the City of Detroit on October 14, 2011.

Abraham & Gaffney completed last year's audit for the Detroit Public Library for \$57,000 and has proposed to do this year's audit for \$52,000. This firm has also audited Detroit Library Cooperative's financial statements and the Burton Endowment Fund. In addition, Abraham & Gaffney has audited other libraries in Michigan. Their qualifications and work are first-rate and they follow the auditing standards established by the Governmental Accounting Standards Board.

Commission Action

Commissioner Quarterman moved to engage Abraham & Gaffney for an amount not to exceed \$52,000 to complete a financial audit of the Detroit Public Library for the year ended June 30, 2011. Commissioner Bellant seconded the motion; the motion carried.

Burton Endowment Fund Audit for Year Ended June 30, 2011

Commissioner Quarterman reported Audit Committee members and staff recommend contracting with Abraham & Gaffney to complete the Burton Endowment Fund's audit for year ended June 30, 2011. Burton Endowment Fund (BEF) audited financial statements are included as permanent Non-major Governmental Funds in the audited Detroit Public Library financial statements.

Abraham & Gaffney completed last year's audit for the Burton Endowment Fund for \$4,500 and has proposed to do this year's audit for \$4,300. This firm has also audited DPL's financial statements and the Detroit Library Cooperative. In addition, Abraham & Gaffney has audited other libraries in Michigan. Their qualifications and work are first-rate and they follow the auditing standards established by the Governmental Accounting Standards Board.

Commission Action

Commissioner Quarterman moved to engage Abraham & Gaffney for an amount not to exceed \$4,300 to complete a financial audit of the Burton Endowment

Fund for the year ended June 30, 2011. Commissioner Bellant seconded the motion; the motion carried.

COMMITTEE ON BUILDINGS

Request to Abate and Demolish Mark Twain Branch Library

Commissioner Bellant reported that a proposal was brought to the Committee on Buildings to abate and demolish Mark Twain. The Committee agreed to encumber the funds for the purpose of demolition, add a 10 percent contingency amount, and schedule an informational meeting for the public.

Discussion

President Thomas said he understood the amount approved for the demolition correlated to a specific contractor. Commissioner Bellant disagreed with that assumption. Commissioner Adams also asked why the contractor selection did not coincide with the amount approved. Commissioner Bellant said there was some unreadiness in vendor selection.

Mr. Powell distributed copies of pictures taken on the previous Saturday showing the extremely poor condition of the building. Pictures were taken from the outside looking inside because the building was too hazardous to enter. The pictures showed some old papers, boxes, and some books covered with asbestos contamination. Commissioner Hicks raised concerns that items left may be of value and we should investigate. Ms. Machie explained, back in 1997 when the building was decommissioned, everything was taken out, reassigned, or sold at a garage/book sale that was of any value. Branch librarians reviewed and selected books and were able to add to their book inventory. Ms. Machie said entering the building to retrieve materials would be hazardous and noted that in 2000, the SmithGroup refused to enter the building.

President Thomas said the bid was to include removal and disposal of everything in the building. Commissioner Adams added this is also an environmental issue. Mr. Powell pointed out that the building is secured but frequently continues to be violated by intruders. The bids are valid and it is important to move with haste.

Commissioner Quarterman suggested having a committee meeting to vote on accepting the bid after the informational meeting.

Commission Action

Commissioner Bellant moved to approve encumbering the funds for the abatement and demolition of the Mark Twain Branch in the amount not to exceed one hundred ninety three thousand eight hundred and thirty five dollars (\$193,835) with a 10 percent contingency added. The funds will come from the Facilities Department 2010/2011 General Fund. Commissioner Quarterman seconded the motion; the motion carried.

Request to Pay for Emergency Air Monitoring and Sampling at Parkman Branch Library

Commissioner Bellant reported during the renovation of the Parkman Branch Library areas of asbestos were discovered that needed abating. Part of the abatement process is the monitoring of air quality and the collecting of air samples for documentation in compliance with the State Codes. The air quality must be tested both inside and outside of the containment sites. TEK Environmental Consulting Services, Inc. of Pinckney, MI was the third party tester DPL requested to provide this service. DPL has used TEK as a third party tester for air sampling and monitoring at Main Library, Redford Branch and other Library facilities.

The air monitoring and sampling took place at Parkman Branch during the asbestos abatement process, late summer and early fall of 2010.

The scope of work included the daily sampling of air collection/with report for the following:

- Radiator window glaze
- Emergency tunnel clean up
- Radiator abatement
- Plaster ceiling repair
- Exterior windows
- Heater plaster
- Crawl spaces

Commission Action

Commissioner Bellant moved to approve payment to TEK Environment Consulting Services, Inc. of Pinckney, MI for emergency air sampling and monitoring services at Parkman Branch Library. The amount of the payment is not to exceed thirteen thousand eight hundred forty-one dollars and twenty-five cents (\$13,841.25). The funds will be paid from the Facilities Department 2010/2011 General Fund. Commissioner Adams seconded the motion; the motion carried.

Request to Contract for Lawn Care Maintenance

Commissioner Bellant reported that a Request for Proposal (RFP) for lawn care maintenance was mailed, advertised in the *Legal News* and listed on DPL's website. The proposal covers the following:

- All DPL facilities – occupied and vacant
- Shrub trimming twice per cutting season
- Spring and fall clean ups
- Lawn cutting and edging

- Facilities may be added/deleted without penalty and the cost adjusted based on base rate

There were twelve (12) bid packages mailed – three vendors submitted bids – nine did not.

The vendors are as follows:

<u>Vendor</u>	<u>Amount</u>
Motor Drive Landscaping Detroit, MI	\$15,360 <u>+ 1,152</u> (Fuel adj. - \$1.50 per location/per cut) \$16,512
City Maintenance, LLC Detroit, MI	\$47,995
One Stop Property Mgmt. Detroit, MI	\$74,880

Bids were not received from the following vendors:

- American Lawn Services – Detroit, MI
- Payne Landscaping – Detroit, MI
- DNJ Landscaping – Detroit, MI
- H & R Environmental – Belleville, MI
- All Seasons Grounds – Detroit, MI
- Environmental Services – Detroit, MI
- Premiere Landscape Services – Allen Park, MI
- Gene’s Landscaping Service – Detroit, MI

The contract is for the 2011 season (32 weeks) with an option to renew for two additional years based on satisfactory performance.

After reviewing the bids, the Library’s Facilities Department recommended that Motor Drive Landscaping of Detroit, MI, the lowest qualified bidder, be awarded the contract in the amount \$16,512.

Commission Action

Commissioner Bellant moved to approve contracting with Motor Drive Landscaping of Detroit, MI for lawn care maintenance for the 2011 season. The amount of the contract is not exceed sixteen thousand five hundred and twelve dollars (\$16,512). Two additional renewals are an option provided their performance remains satisfactory, and the Library and vendor agree to exercise this option. The funds will be paid from the Facilities 2011/2012 Exterior

Grounds Maintenance Fund. Commissioner Quarterman seconded the motion; the motion carried.

Routine Report on Finance

Commissioner Adams reported that the following accounts have been examined and found correct by the staff of the Financial and Business Operations and ratification of payment is recommended.

Summary of Expenditures	
PUBLIC FUNDS	
Total Vouchers 1209-1318 & IPOs****	\$2,119,713.14
Total Payroll & Benefits	<u>\$2,954,096.79</u>
Grand Total	<u>\$5,073,809.93</u>

Summary of Expenditures	
Restricted/Designated Funds	
Branch & Main Checking – Checks 1719-1740	\$29,618.73
Burton Endowment Fund Checking – Checks 8144-8152	\$379.52
Knight Foundation grant – Checks 1138-1157	\$10,614.34
Louise Webber O’Brien Fund – Check 4176	\$100.00
Programs & Gifts Checking – Check 1401-1411	<u>\$2,714.77</u>
Grand Total	<u>\$43,427.36</u>

Commission Action

On motion of Commissioner Adams, the recommendation of the Committee on Finance as set forth above was unanimously adopted.

Comments

Commissioner Adams recognized the expanded spreadsheet would better assist Commissioners. Commissioner Hicks complimented staff on the new presentation but said some refinements may need to be done later; however the extensive reports would help Commissioners make decisions. Commissioner Adams added we would be able to see and make revenue adjustments quicker. Commissioner Hicks asked Mr. Cromer if staff’s success in reducing expenditures would be available; Mr. Cromer confirmed the information would be provided.

NEW BUSINESS

Commissioner Adams said at the last Detroit Board of Education Meeting he attended, he learned that the Emergency Manager would be making an appointment to the Commission. Commissioner Bellant questioned the authority of the Emergency Manager appointing a Commissioner. President Thomas said Commissioners did receive copies of an opinion provided by Dickinson Wright on that matter. President Thomas said the decision is between the Board of Education and the Emergency Manager.

Commission Action

Commissioner Bellant made a motion that no recommendation for an appointment to the Commission be given unless the body of the Commission voted on that recommendation. Commissioner Adams supported the motion. Commissioners Adams, Bellant, and Hicks voted yes; Commissioners Quarterman and Thomas voted no. The motion carried.

Discussion

Commissioner Quarterman needed clarification; she said working committees make recommendations and asked if this motion was from a committee process? Commissioner Adams felt that Commission should make a recommendation not the Emergency Manager; he said another statute still has the board making appointments. President Thomas indicated the motion was not appropriate if the board is still making appointments.

Commissioner Quarterman said it was unclear if we have such a process. Individuals should be allowed to present themselves for service; send their resume to the school board and Emergency Manager. Hopefully the appointment is made as soon as possible.

EXECUTIVE SESSION

President Thomas indicated it was necessary to go into an Executive Session to discuss an attorney client matter. On motion duly made, seconded and carried, a roll call vote was taken: President Thomas, Hicks, and Quarterman voted yes. Commissioner Bellant voted no. Commissioner Adams was not present for the vote.

The public meeting ended at 2:58 p.m. The Executive session followed. The public meeting reconvened at 4:25 p.m. President Thomas, Commissioner Bellant and Quarterman were present. President Thomas said there was nothing to report from the Executive Session. The meeting was adjourned at 4:27 p.m.