

DETROIT LIBRARY COMMISSION PROCEEDINGS

REGULAR MEETING

SEPTEMBER 20, 2011

President Thomas called the Regular Meeting of the Detroit Library Commission to order at 1:42 p.m.

Present: President Thomas, Commissioners Bellant, Hicks, Jackson, Quarterman, and Annie Carter, Representative for Ex-Officio Tyrone Winfrey

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

Excused: Commissioner Kinloch

Present Also: Benita Beckles, Paula Beaudoin, Lamont Bolding, Margaret Bruni, Dallas Carrier, Sharon Carrier, John Chambers, Linda Cooper, Atiim Funchess, David Gaskin, Joe Gunn, Stacy Jackson, Romondo Locke, Mike McElgunn, Patrice Merritt, Carolyn Mosley, Uzo Onyemaechi, Nancy Orr, Rosemary Patterson, Cledos Powell, David Rambeau, Anna Savvides, Leslie Shellie, Alma Simmons, Tiffani Simon, Laurie Stuart, Ann Turnbull, Tim Tompkins, Dorothy Williams, Mary Jo Youngblood, and others

The minutes of the Regular Meeting of June 21, 2011 and the Retreat Meeting of July 23, 2011 were approved with any necessary corrections to be made. Commissioner Bellant mentioned one item may be missing from the minutes and if so, he would email the item to the recorder.

President Thomas announced since the last regular Commission meeting, Anthony Adams resigned as president of the school board. In his stead, Tyrone E. Winfrey is the new president. Annie Carter was present as his representative for today's meeting. Also, Franklin G. Jackson was appointed to the Commission in July to fulfill former Commission Luther Keith's term.

PUBLIC COMMENTS—Branch Closures

Lamont Bolding hoped that the Lincoln Branch would remain open. He said the staff is very professional and children regularly use the library.

Paula Beaudoin, Manager, Monteith Branch, understood how important Monteith Branch is to the community. She said it serves as an important life line to the community providing information and technology. The Junior League of Detroit supports educational projects for children. In addition, she said Monteith is an architectural jewel; it has a Pewabic tiled fireplace. It is a great space for meetings. She hoped that Monteith would be able to continue to be an informational, educational, and technology resource.

David Rambeau was displeased that the Commission Meeting, being a public meeting, did not start on time. It was unfair to those who were on time. He felt that as important as the Library is, it is necessary to hold Commission meetings in the summer. He also wanted flyers regarding meetings posted at the Skillman Branch as it is important to encourage attendance. In addition, Dr. Rambeau said the Library is more important than ever because of the failed school system. He then asked how many citizens of Detroit have Library cards and he wanted to know the usage demographics.

Ann Turnbull, President, Junior League of Detroit, registered her disappointment with the proposed branch closures for the east side. She said the Junior League of Detroit has partnered for over 10 years with the Library and invested over \$200,000. She has seen firsthand how important library service is to the community. She asked that a genuine plan be created to keep library resources.

Nancy P. Orr, past president, Junior League of Detroit, said Monteith is more than just a building; it is a safe haven for neighborhood children. It would be very difficult for the community to get to library resources if library service is moved out of the Monteith neighborhood. The much needed east side tutoring program sponsored by the Junior League of Detroit would be a big loss for the community. She requested reconsidering closing the Monteith Branch.

Linda Cooper, resident in the Monteith Branch area, was concerned and an advocate for young people who would no longer have access to other resources. She said the only thing the neighborhood has is the Library and it is needed. There are 85 families in this area. Those who do not have computers and books will not have a place to go if Monteith Branch closes.

Stacy Jackson, member of the Riverbend Community Association, uses the Monteith Library. She said the branch is packed with children. The branch is a resource for students and the community, especially since schools have closed.

REPORT OF THE PRESIDENT

President Thomas thanked all those who spoke regarding the proposed closure of the Monteith Branch. He assured the members of the public that their

concerns are not taken lightly; it is not something the Library Commission wants to do. Proposals L & M in 2004 did not address today's reality which is a reduced population, foreclosures, and the large number of people who walked away from their houses. These factors indicate a dramatic drop in property tax revenues, the basis of Library funding.

President Thomas addressed some of Dr. Rambeau's concerns. He said over 340,000 people have library cards. He said Commission did meet over the summer. A Commission retreat was held in July, which was an open meeting and public notice was posted. Also, committees such as the Committee on Administration and other committees met during the summer. Notices for committee meetings were also posted on DPL's website.

President Thomas said as volunteers, Commission has spent a lot of time and serious conversations on the health of the Library. He said if we want to save the system, someone will be unhappy. Two community forums were held regarding the budget and possible branch closures. It would have been helpful had more people attended to hear the explanation for the status of the Library.

Later in the summer another forum was held at the Mark Twain Annex. The building is an eyesore and a community hazard. Commission has had tough decisions to make. Closing library branches is not new to the City of Detroit. Decisions must be made for the health of the Library system. President Thomas understands it is difficult to accept closings and he appreciates everyone's concerns. Members of the Junior League of Detroit involved with Monteith understood it may close but their efforts could be directed to another location.

President Thomas said DPL was developed to serve a population of 2 million people, a far greater number than the 713,000 population indicated in the 2010 U.S. Census. This smaller population does not provide enough financial resources to support the existing Library system. As a result, difficult decisions must be made to allow DPL to effectively serve the present-day community.

President Thomas said the City indicated the Library had misunderstood the City's recommendation to reduce its budget by 20% due to predicted property tax revenue loss. Instead, the budget only needed to be reduced by 5%. Therefore, proposed plans to close 18 branches were halted.

Current information indicates more of a drop than the 5% figure given previously by the City. The Commission does not want to lay off additional workers. Employees are burned out because they can't continue to cover the branches with less staff. The Commission cannot predict the future, maybe it will be better but it doesn't seem like there will be an increase in revenues soon.

No firm date has been set to approve branch closures. Commission has asked staff for an update in two weeks, possibly with a special meeting in October or for

the October Commission Meeting. Notice will be posted publicly on DPL's website.

Unfortunately, the proposed six branch closings appeared in the paper before a decision was made and staff had not been informed. A draft proposal came before a committee meeting. The newspaper reporter attended the meeting and the proposal ended up in the paper before staff could be briefed.

Discussion on Branch Closures

Commissioner Quarterman said the financing mechanism is no longer working, so the challenge is to come up with creative ways to finance the branches. She asked if anyone has ideas on how to keep the doors open, please share. She said it costs about \$500,000 per year to keep a branch open.

Commissioner Bellant mentioned he had recently attended an event at Chase Branch that was organized by the Community.

Commissioner Jackson wanted to know what information was given to the Library by Finance Department. Mr. Cromer believed the numbers were inconsistent but he hoped in another 30-45 days, the Library would have a better idea.

Dr. Rambeau commented that the City is notoriously derelict and wanted to know the person that gives the Library its figures. Mr. Cromer said we do have data that indicates the City will lose 20% in revenue. He did not want to put information out publicly unless it could be validated and not just from the City but from the tax assessor's office. Mrs. Mondowney explained we do have information on the actual for 2008-2010 that show revenues declined by 12%.

Mr. Cromer said the cost to operate six branches is \$3 million. The Library's budget was down to \$28 million but charge backs brought the budget down further to \$21 million. There are many variables with revenue such as the \$1 million loss in Renaissance Zone funding.

Commissioner Jackson asked Mr. Cromer to explain charge backs. Mr. Cromer said each year there is an anticipated but estimated amount from property taxes. When taxes are not collected, brokers try to sell the properties but when they are not sold, the brokers want their money back. For example, it was anticipated DPL would get \$6.8 million, but we only got \$4 million. The City collects the taxes and then gives the Library its portion. Now the City says we should not have given "x" amount of dollars to the Library so the Library is billed. Shared revenues means the City gets a portion and they decide how much the Library is entitled to. The City hired an auditor that went back to 2003. The audit findings indicated

the Library was given too much money and the City wants the money back.

Commissioner Bellant said the issue with branch closures is not just financial, but with the laid off staff. We are trying to operate with a 20% staff reduction. Staff gave up their summer vacation to keep the branches open. Ms. Saviddes asked for figures on savings from the lay-offs. Mr. Cromer said he would provide figures at next meeting.

Book Donation Presentation

On behalf of the Detroit AM Rotary Club, past president, John Chambers presented Friends with a very special book for Children's Library: *Medal of Honor: Portraits of Valor Beyond the Call of Duty*. It is a tribute to the 85 Medal of Honor recipients. Robert Simanek who served in the Korean War was a Medal of Honor recipient who was a Detroit native, born, raised, and educated in Detroit. Mr. Simanek had graciously signed and dated the book for the Library.

President Thomas thanked Mr. Chambers and the Detroit AM Rotary Club for its prestigious gift. Mr. Locke took pictures of Mr. Chambers presenting the book to the commissioners.

REPORT OF THE EXECUTIVE DIRECTOR

Mrs. Mondowney welcomed Commissioner Franklin G. Jackson to his first regular Commission Meeting. Commissioner Franklin is fulfilling the remainder of former Commissioner Luther Keith's term.

Task Force on Strong Libraries for Detroit's Future

Mrs. Mondowney reported that libraries throughout the country have found creative ways to deliver services. DPL will form a Task Force for Strong Libraries soon. She mentioned the "Gulf Project" for libraries that were destroyed by *Katrina* and the ways found to sustain core services that go beyond the norm. More information about the DPL task force will be provided in the future.

Mrs. Mondowney also reported:

The Summer of 2011

2011 Summer Reading Program

The 2011 Summer Reading Program was once again a success. Mrs. Mondowney thanked Lurine Carter, Children's and Youth Services Coordinator, and staff for their efforts in continuing to make this program fun and educational for so many children. 3,000 children participated in this year's program.

Individual branch finales were staggered over the summer from mid June through early August. Branches held different types of programs such as puppet shows, magic shows, video mobiles, and some featured reading books. Both children and many parents were in attendance.

Mrs. Mondowney thanked the Friends Foundation and McDonalds for their support. The Friends Foundation provided \$15,000 and McDonald's sponsored the "McDonald's Book and Backpacks" program.

DPL's Bookmobile at Detroit Riverfront

The bookmobile was on site for the River Days kick-off events on June 24th and 25th as part of *Reading & Rhythms on the Riverfront*. General Motors Foundation and the Detroit Riverfront Conservancy sponsored this program providing free books to those children who visited the bookmobile. The program continued for six weekends from July 9th to August 15th.

Mrs. Mondowney especially thanked former Commissioner Luther Keith as he was instrumental in obtaining give-away backpacks for children that visited the bookmobile on Saturday, August 6th, the annual *Arise Detroit! Neighborhoods Day*.

Comerica Java & Jazz Concert Series

The finale of the Comerica Java & Jazz Concert Series was held on the Cass Lawn, Main Library on August 16th. The crowd of over 300 thoroughly enjoyed nationally acclaimed jazz artist, Karriem Riggins, a Detroit native, who was accompanied by his jazz ensemble (Rick Roe, Roger Jones, Mike Jollick, Rodney Whitaker and Ralph Armstrong). Mrs. Mondowney thanked Comerica Bank for its 11th year of sponsorship of this popular series.

Pride and Passion Exhibit

Detroit Public Library hosted the exhibit entitled "Pride and Passion: the African American Baseball Experience" at Main Library, July 8-August 18. The guest speakers at the July 14 opening were Dr. William Anderson, former director of the Michigan Department of History, Arts and Libraries and Ron Teasley, a former athlete who played in the Negro League Baseball. Mrs. Mondowney thanked the Detroit Tigers Organization for its promotion of the exhibit during National Negro League Baseball Week and the Friends Foundation for supporting the opening reception.

International Literacy Day

The code phrase was it's a beautiful day, followed by it's a beautiful day to read. The script read: "We have all heard the statistic stating that 47% of Detroiters are illiterate...but...I read and I am Detroit! Reading is a basic tool in the living of a good life. Reading is my passport. It opens up the world to me, as it opens up my mind to the world. Reading is to the mind what exercise is to the body. A person who won't read has no advantage over one who can't read. The more that you

read, the more things you will know, the more that you learn, the more places you'll go. The journey that reading takes us on is endless. A library is a spa for the mind. Get refreshed at your Detroit Public Library and take a stand for literacy in Detroit at Detroit Reads.org. I read and I am Detroit! Detroit Reads! Detroit Reads! Detroit Reads!"

Although the rain came down on those who were part of the flash mob that gathered at Campus Martius Park at 12:15 p.m. on Thursday, September 8th to stand up for reading, it in no way dampened the spirit and enthusiasm of its participants. Campus Martius Park was the designated meeting spot to stop, read, and recognize International Literacy Day. A sea of bright green t-shirts were worn by about 100 people who stopped, froze and silently read for 5-minutes. Mrs. Mondowney thanked the staff, Juliet Machie, Atiim Funchess, the Detroit Literacy Council and Midtown Detroit, Inc. for donating \$2,000 for t-shirts.

DPL Friends Foundation Donations

Mrs. Mondowney thanked the Detroit Public Library Friends Foundation for its continual and much appreciated support. Recently, over the summer, these gifts were received.

- The Friends donated \$9,500 for the purchase of classic children's literature. Part of the donation was made possible by the Dunlap Foundation of Bloomfield Hills.
- On behalf of the Library, the Friends purchased record cartons at a cost of \$4,305 for the Burton Historical Collection. The funds were given by the Community Foundation for Southeast Michigan, specifically to preserve and promote the Dennis Archer Collection.

Braylon Edwards Foundation Donation

Mrs. Mondowney thanked the Braylon Edwards Foundation for their generous donation of \$5,000 for the purchase of books for the Children's Library.

Special Dates to Remember

2011 Family History Festival

Saturday, September 24, 10 a.m. to 5:00 p.m., the 2011 Family History Festival will feature author and lecturer Tony Burroughs and genealogist Dr. Deborah Abbott. Topics for day include "Did Your Ancestor Serve in the Civil War?" and "Using Manuscripts in African American Research."

Staff Development Day

The Library will be closed Wednesday, September 28, 2011, for the annual staff development day. The theme for this year is "Planning and Rejuvenation." Each

agency has developed plans to meet with staff, plan programs or services, re-organize, and discuss teamwork.

Detroit Freedom Riders Exhibit

In recognition of the 50th year anniversary of the Freedom Riders, the Detroit Public Library will host an exhibit from October 5th –November 2nd at Main.

On October 6, 2011, Detroit Public TV will tape the *Detroit Freedom Riders Exhibit* in front of a live audience for an American Black Journal Special.

COMMITTEE ON ADMINISTRATION

Approval of Human Resources Office Report

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

RETIREMENTS

Peter Gulewich, effective July 19, 2011

Michael Wells, effective July 29, 2011

Commission Action

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

COMMITTEE ON BUILDINGS

Request to Accept the Loan of Art Sculpture “Fanned Arena”

Commissioner Bellant reported since 1980, the sculpture titled, “Fanned Arena” has been located on the grounds of Johns Hopkins University in Baltimore, Maryland.

The University Cultural Center Association (UCCA) has arranged for the 4,000 pound sculpture to be moved and displayed on the grounds of Main Library – if approved by the Detroit Library Commission and the Library’s Administration. UCCA is submitting documents for review by the Commission and Administration.

The documents include:

- Background information
- Pictures

- An agreement between UCCA “the Owner” and the Library “the Borrower” – to be signed by the appropriate persons once it is reviewed.

After reviewing the agreement and the proposed location of the sculpture on Main Library’s grounds, the Facilities Department recommended acceptance of the art. The Library will not incur any expenses for the display or maintenance of the sculpture for the duration of the agreement.

Commission Action

Commissioner Bellant moved to approve acceptance of the loan for the art sculpture “Fanned Arena.” Commissioner Quarterman seconded the motion; the motion carried.

Request to Pay for Emergency Elevator Repair at Main Library

Commissioner Bellant reported the Library’s Facilities Department was notified that the elevator located in Main Library’s South Wing was not working. After inspection, it was determined that the original (Obsolete) valve was no longer functioning properly and needed to be replaced with a new one. Detroit Elevator Company was contacted to do the repair. Detroit Elevator is a contractor that has provided the Library with quality experienced service for emergency work.

The scope of work was as follows:

- Remove and replace the existing hydraulic valve with a new Maxton valve
- Add line shut of valve and pipe rupture as per code
- Replace oil as needed
- Perform a full load safety test
- Pull a permit and have elevator inspected by the City of Detroit

Commission Action

Commissioner Bellant moved to approve payment to the Detroit Elevator Company for emergency repair to the elevator at Main Library. The amount of the payment is not to exceed nine thousand five hundred fourteen dollars (\$9,514.00). The funds will be paid from the Facilities 2011/2012 Emergency Repair Fund. Commissioner Quarterman seconded the motion; the motion carried.

Request to Enter Into a Lease Agreement for Campbell Branch Library

Commissioner Bellant reported the Library closed the Campbell Branch, located in Southwest Detroit, in December 1996. This was done because of the severe deterioration of the building, asbestos issues and a population shift in the area. In 1999, the Library opened the Campbell Branch Annex in the Holy Redeemer

Cultural Center while continuing to search for a permanent location. However, in October of 2002, the Annex was closed due to space and safety issues.

In February 2004, the Library Administration approached the Southwest Housing Corporation (SHC), to explore the possibility of providing library service as part of the "Lawndale Station Development Project". The property slated for Campbell was a 6,832 square foot building located at West Vernor Highway and Lawndale.

The Detroit Library Commission, at its June 15, 2004 meeting, approved entering into a five-year renewal lease with SHC for library service at the above mentioned location. The yearly rent of \$75,152 is paid in monthly installments. In September of 2004, the Library signed a lease agreement with Southwest Housing Corporation for the Campbell Branch Library. The branch opened for service September 2005 and the grand opening was held in March 2006.

Since the inception of the lease, SHC has provided and paid for additional parking spaces for library customers and staff. They are as follows:

- Access to twenty (20) additional parking spaces directly across from the library - Cost \$25,000
- Created thirty-four (34) parking spaces directly behind the library – Cost \$300,000

The Southwest Housing Corporation is very appreciative and grateful for the Library's presence, and hopes that service will be provided for years to come. The entire community benefits from the special events, programs and exhibits that are offered.

There are no basic changes in this lease from the previous Agreement, with the exception of the increase in the rental rate. This increase is based on changes in the Consumer Price Index over the past five years.

Discussion

Commissioner Jackson questioned the use of the consumer price index (CPI) as a basis to increase rent. Commissioner Bellant said CPI covers increases for fuel, food, etc.

Commission Action

Commissioner Quarterman moved to approve entering into a Lease Agreement for Campbell Branch Library with Southwest Housing Corporation. The one year lease is not to exceed eighty thousand nine hundred fifty dollars and eighteen cents (\$80,950.18). These funds will come from Other Operational Costs – Rental of Buildings. Commissioner Hicks seconded the motion. Commissioner Jackson voted no and Commissioner Bellant abstained. The motion carried.

Request to Enter Into a Lease Agreement for Mark Twain Annex

Commissioner Bellant reported the Detroit Public Library has leased space for library service (Mark Twain Annex) in the Mt. Calvary Missionary Baptist Church since 1998. Leases are renewed annually, with the most current lease having expired April 30, 2011. A copy of the lease agreement for the year ending April 30, 2012 was attached. There were no changes in the lease from the previous Agreement, with the exception of the rental rate, which is based on the Consumer Price Index.

Major provisions of the Agreement are:

Rental

- Annual base rent \$34, 502.36 – paid in quarterly installments of \$8,625.59

Services and Utilities

- All applications and connections for necessary utility services on the premises are in name of the Landlord only. The Landlord is solely liable for utility charges as they become due – sewer, water, gas and electricity
- Landlord shall maintain the public and common areas of the building

Insurance and Indemnification

- Tenant, at its expense, shall maintain insurance coverage for the Premises and common areas of the Building with policy limits, as follows:
Commercial General Liability - \$1,000,000 per occurrence
Property Damage - \$250,000
- Landlord, at its expense, shall maintain insurance coverage for the Building with policy limits, as follows:
Commercial General Liability - \$1,000,000 per occurrence
Property Damage - \$250,000

All insurance policies that the Tenant and Landlord are required to maintain must be written by carriers who are authorized to write insurance in Michigan.

Termination

- The Landlord or Tenant may terminate this Lease at anytime by giving ninety (30) days written notice

Option to Renew

- The Tenant has the option to renew the Lease for an additional one (1) year providing the Tenant is not in default of the Lease. This option is exercised by the Tenant giving the Landlord written notice no less than sixty (60) days prior to the expiration of the Lease

Commission Action

Commissioner Bellant moved to approve entering into a Lease Agreement for Mark Twain Annex at the Mt. Calvary Missionary Baptist Church. The amount is not to exceed thirty four thousand five hundred and two dollars and thirty six cents (\$34,502.36). These funds will come from Other Operational Costs – Rental of Buildings. Commissioner Hicks seconded the motion. Commissioner Jackson abstained. The motion carried.

Routine Reports on Finance

Commissioner Hicks noted that the reports were not vetted at a formal committee meeting, but had been reviewed by all commissioners. There were a few details that he would later reference in writing, but nothing that would cause the reports to be held up. He would also check to see if re-bids were being done on certain contracts. He asked for clarification to be explained later regarding the \$5,000 capital campaign category.

Commissioner Hicks 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.

June 2011 Report

Summary of Expenditures June 2011	
<u>PUBLIC FUNDS</u>	
Total Payroll & Benefits	\$1,824,510.74
Total Vouchers 1319-1417 & IPOs****	<u>\$1,539,828.82</u>
Grand Total	<u>\$3,364,339.56</u>

****IPOs are Internal Purchase Orders (Payments to the City of Detroit)

Summary of Expenditures June 2011	
<u>Restricted/Designated Funds</u>	
Branch & Main Checking – Checks 1741-1752	\$ 6,151.33
Burton Endowment Fund Checking – Checks 8153-8155	\$323.01
Knight Foundation grant – Checks 1158-1175	\$ 7,570.44
Louise Webber O’Brien Fund – Check #	\$ 0.00
Programs & Gifts Checking – Check 1412-1420	<u>\$ 4,523.64</u>
Grand Total	<u>\$18,568.42</u>

Commission Action

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

Commissioner Hicks 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.

July & August 2011 Report

Summary of Expenditures July & August 2011	
<u>PUBLIC FUNDS</u>	
Total Payroll & Benefits	\$3,569,876.37
Total Vouchers 1418-1608	<u>\$2,309,034.75</u>
Grand Total	<u>\$5,878,911.12</u>

Summary of Expenditures July & August 2011	
<u>Restricted/Designated Funds</u>	
Branch & Main Checking – Checks 1753-1797	\$41,511.58
Burton Endowment Fund Checking – Checks 8156-8160	\$47,280.59
Capital Campaign – Check #1001	\$ 5,000.00
Knight Foundation grant – Checks 1176-1222	\$ 15,750.34
Louise Webber O'Brien Fund – Check #4177-4190	\$ 867.00
Programs & Gifts Checking – Check 1421-1485	<u>\$ 24,444.58</u>
Grand Total	<u>\$134,854.09</u>

Commission Action

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

OLD BUSINESS

Commissioner Hicks thanked staff for their continued supply and range of information provided to the Commission. Commissioner Bellant extended his appreciation to staff as well as those who labor under the current conditions. He also praised staff for the extraordinary reports provided for commission.

Commissioner Hicks said he has personally tried to visit every branch; most recently, Skillman Branch. He said the staff's warmth and efficiency explaining the National Automotive History Collection (NAHC) was appreciated. He learned that journalists from all over the world prepare their reports using the NAHC.

Another untold resource Commissioner Hicks said should be noted was that DPL was used for cooling centers during the hot days of summer.

Mr. Cromer answered Commissioner Hicks earlier question on the item identified as Capital Campaign in the finance report. He said it was a reimbursement to the Friends Foundation that had been received in error.

President Thomas thanked Detroit School Board member Anne Carter and again welcomed new Commissioner Franklin Jackson.

There being no further business to come before the meeting; the meeting was adjourned at 3:24 p.m.