

DETROIT LIBRARY COMMISSION PROCEEDINGS

ANNUAL MEETING

January 18, 2011

President Keith called the Annual Meeting of the Detroit Library Commission to order at 1:50 p.m.

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

Administrative staff: Executive Director Mondowney, Cromer, Machie, and Moore

Present also: Margaret Bruni, Randolph Call, Enid Clark, Deborah Dorsey, Atiim Funchess, Kenya Howard, Todd Kelly, President, AFSCME 1259, Carolyn Mosley, Nasheen Motley, Uzo Onyemaechi, Rosemary Patterson, Cledos Powell, Vickie Pride, Anna Savvides, Yvette Rice, Dwayne Vales, and Michael Wells, President, UAW Local 2200.

The minutes of Regular Meeting of December 21, 2010 were adopted as recorded.

PUBLIC COMMENTS

Michael Wells spoke on behalf of the UAW, Local 2200, asking if the study completed by Plante & Moran CRESA in August 2009 had been reviewed by Commission or staff as it could help to align the branches with changing demographics. He understood the study was to help DPL move forward with a branch facilities maintenance plan. Ms. Machie confirmed the study had been done during a transition time and all had not seen the study. Several Commissioners and Mrs. Mondowney acknowledged that they had not seen the study. Commissioner Thomas said it would be appropriate for the Committee on Buildings to review the reports.

REMARKS OF THE OUTGOING PRESIDENT

As outgoing President Keith turned over his presidential duties, he reflected on his time growing up using the Duffield Branch, thanked the incredible staff at Main Library and the Branches, and expressed how honored he was to have served as President.

Mrs. Mondowney presented outgoing President Keith with an appreciation gift from staff and Commission for his time served.

Minutes approved at the February 15, 2011 DLC Meeting.

REMARKS OF INCOMING PRESIDENT

Incoming President Thomas announced the new officers. He would now serve as President along with Jonathan C. Kinloch as Vice President and Luther Keith as Secretary. The new committee appointments are:

**COMMITTEES FOR 2011**

<b>ADMINISTRATION.....</b>	<b>Jonathan C. Kinloch, Chair</b> Anthony Adams Luther Keith
<b>AUDIT.....</b>	<b>Luther Keith, Chair</b> Russ Bellant Jonathan C. Kinloch Carole Quarterman Rollin Henderson
<b>BOOKS &amp; LITERACY.....</b>	<b>Carole Quarterman, Chair</b> Russ Bellant Gregory Hicks
<b>BUILDINGS.....</b>	<b>Russ Bellant, Chair</b> Luther Keith Judge Edward M. Thomas
<b>FINANCE.....</b>	<b>Anthony Adams, Chair</b> Gregory Hicks Jonathan C. Kinloch
<b>LIAISON TO THE DPL FRIENDS FOUNDATION.....</b>	<b>Judge Edward M. Thomas</b>

President Thomas reminded the Commissioners that the committees are open for all commissioners to attend and if there are any conflicts with schedules, please refer to the appropriate committee chair.

SWEARING IN OF NEW COMMISSIONER

Commissioner Quarterman was sworn in as a Commissioner for a six-year term at the re-scheduled Detroit Library Cooperative January 18, 2011 meeting.

“I, Carole Quarterman, accept the office of Library Commissioner for the Detroit Public Library, and promise to discharge its duties to the best of my

Minutes approved at the February 15, 2011 DLC Meeting.

ability. /s/Carole Jasper Quarterman

Subscribed and sworn to me before this 18<sup>th</sup> day of January, A.D. 2011.”

/s/April Williams

Notary Public, Wayne County Michigan  
Commission expires July 1, 2014

### REPORT OF THE EXECUTIVE DIRECTOR

Mrs. Mondowney wished everyone a Happy New Year. She said the year begins with the opportunity for one and all to participate in the winter author series.

Mrs. Mondowney reported:

#### Celebrate Authors Winter 2011 Series

- Saturday, January 22, 2:00 p.m., Main Library will host a book discussion with Danielle McGuire, author of *At the Dark End of the Street: Black Women, Rape, and Resistance: A New History of the Civil Rights Movement from Rosa Parks to the Rise of Black Power*. Ms. McGuire is an assistant history professor at Wayne State University.
- Thursday, January 27, 6:00 p.m., Duffield Branch offers a program with John Gallagher, author of *Reimagining Detroit*. His book focuses on innovative ideas and community building work to make Detroit more economically self-sufficient. The event is co-sponsored by the West Grand Boulevard Collaborative.
- February 5, 2:00 p.m., Gary Hardwick, author of recently released *Dark Town Redemption*, will be visiting Main Library. This is his eighth novel and is a murder mystery set against the backdrop of events such as the 1967 Detroit riot, the militant Civil Rights Movement and Motown's musical revolution.

#### Parkman Branch Library

The grand re-opening of the Parkman Branch will be Thursday, January 20<sup>th</sup> with a ribbon cutting ceremony at 3:00 p.m. The branch will house a Technology, Literacy, and Career (TLC) Center. DPL was a recipient of a grant from the Knight Foundation for creating the center at Parkman. In the evening, there will be a *Tutor Appreciation Dinner* at Focus Hope.

Minutes approved at the February 15, 2011 DLC Meeting.

DPL Friends Foundation Donation

Mrs. Mondowney thanked the DPL's Friends Foundation for presenting a 47" LCD TV and a Blue Ray DVD Player to the Film Collection Department at Main Library. This will create a pleasant viewing space for customers.

REPORTS OF COMMITTEES

COMMITTEE ON ADMINISTRATION

Adoption of Human Resources Monthly Report

Commissioner Kinloch read the Human Resources Monthly Report that listed personnel actions for new hires, separations, and retirements:

Retirements

Susan Amejka, effective January 11, 2011

Conrad Welsing, effective January 7, 2011

Separations

Gina Tecos, effective December 16, 2010

Michelle Williamson, effective November 20, 2010

Commission Action

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

Approval of Resolution for Conrad Welsing

Commissioner Kinloch reported that this resolution was requested by Commission to acknowledge Mr. Welsing's work with the community. His retirement was effective this month.

Resolution for Conrad Welsing

Whereas, Conrad Welsing, joined the Marketing Department of the Detroit Public Library in November 2000, as Media Relations Specialist; and,

Whereas, in his role as Media Relations Specialist, Mr. Welsing worked to promote DPL services and programs through traditional media including print, radio and television, as well as through newer formats like e-newsletters, list serves, and websites; and,

Minutes approved at the February 15, 2011 DLC Meeting.

Whereas, Mr. Welsing worked with community partners to identify appropriate exhibits and media events at Main Library spaces including the Cass Avenue corridor, Adam Strohm Hall, and the Old Fine Arts Room and Gallery; and

Whereas, he worked with partners on the details of exhibit installation and frequently installed exhibits himself; and,

Whereas, Mr. Welsing was DPL's liaison to community organizations including the NAACP, the Detroit Urban League, the Detroit Cable Commission, and the Federal Reserve of Chicago for Michigan Money Smart Week; and,

Whereas, he regularly focused on the details that made projects successful and identified creative ways of getting the DPL message to the public, now,

Be it therefore resolved that the Detroit Library Commission recognizes Mr. Welsing's contributions to the Library on the occasion of his retirement in December 2010 from DPL as Coordinator for Community Outreach and Administrative Projects, and extends its best wishes for a great retirement.

Commissioner Kinloch moved to approve the resolution; Commissioner Keith seconded the motion; the motion carried.

### COMMITTEE ON BUILDINGS

#### Request to Pay for Emergency Repairs of A/C Units at Main Library

This request for payment approval was tabled until next meeting to allow Mr. Cromer sufficient time to review reports from Expert Mechanical.

#### Request to Contract for Janitorial Services at Main Library

Commissioner Keith reported that the current contract for janitorial services at Main Library had expired and was re-bid. The new contract is for one-year with four additional one-year options to renew based on performance and service.

The scope of work includes:

- Meeting set ups
- Cleaning of all floors located in North, South connecting wings
- Cleaning the old Central Building including the interior and exterior walks, stairs, ramps and trash receptacles **(The mechanical rooms are not included)**
- The bi-annual stripping and refinishing of all resilient flooring is to include additional manpower if required

The vendor will utilize staff, not normally assigned to Main Library, for special cleaning and maintenance projects. All special projects will be billed separately using the cost values submitted by the vendor in the Request for Proposal (RFP).

Minutes approved at the February 15, 2011 DLC Meeting.

A Request for Proposal was mailed to vendors, advertised in the *Michigan Chronicle, Legal News* and listed on the Library’s website. Fifteen (15) vendors participated in the mandatory building walk through. Three (3) vendors submitted a bid, and all three are equally qualified. The results are as follows:

<u>Vendor</u>	<u>Amount</u>
ABM Janitorial Services, Inc. Detroit, MI 48216	\$392,000
Du All Cleaning, Inc. Macomb, MI 48044	\$432,000
R.N.A. Janitorial, Inc. Ann Arbor, MI 48108	\$587,600

After reviewing the three bids with the Library’s Purchasing Department and using the Responsible Contractor Evaluation Matrix, the Library’s Facilities Department is recommending ABM Janitorial Services, Inc. as the lowest qualified bidder, with their base bid of \$392,000.

Discussion

Commissioner Bellant noted the new contract amount was a reduction from last year’s amount. Commissioner Kinloch said he preferred the contract be for three years instead of five; the time was too long. It was better to shorten the re-bid time.

Commissioner Quarterman asked if DPL had considered having an internal janitorial staff. Mr. Cromer and Mr. Powell explained the cost would increase significantly due to benefit costs. Commissioner Hicks questioned the low bid response when there were numerous janitorial companies. Mr. Powell clarified the bid process which is to advertise and place on DPL’s website.

Commissioner Keith moved to approve contracting with ABM Janitorial Services, Inc. for a one-year contract. The renewal time was amended from four to two one-year renewals based on performance and service. The amount of the contract would not exceed three hundred ninety two thousand dollars (\$392,000) and would be paid from the Library’s General Fund – Continuing Contracts Janitorial Services at Main.

A roll call vote was taken: Commissioners Bellant, Keith, Kinloch, Quarterman and President Thomas voted yes; Commissioners Adams and Hicks voted no. The yes votes carried.

Minutes approved at the February 15, 2011 DLC Meeting.

COMMITTEE ON FINANCE

Routine Report on Finance

The following accounts have been examined and found correct by the staff of Financial and Business Operations and ratification of payment was recommended.

Summary of Expenditures	
<b><u>PUBLIC FUNDS</u></b>	
Program Expenditures-Total checks	\$ 0.00
Capital Improvement Expenditures-NO CHECKS ISSUED	\$ 0.00
Total Vouchers 616-754	\$1,534,287.55
Total Payroll & Benefits	\$2,187,138.62
Grand Total	<u>\$3,721,426.17</u>

Summary of Expenditures	
<b><u>Restricted/Designated Funds</u></b>	
Branch & Main Checking – total checks 1648-1683	\$23,333.48
Programs & Gifts Checking - total checks 1356-1366	\$18,052.57
Knight Foundation grant - total checks 1016-1045	\$50,740.65
Burton Endowment Fund Checking- total checks 8103-8107	\$3,234.57
Louise Webber O'Brien Endowment Checking – checks 4171-4172	\$3,185.65
Grand Total	<u>\$98,546.92</u>

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

EXECUTIVE SESSION

President Thomas asked for a motion to go into executive session to discuss an update on the deficit reduction plan. On motion duly made, seconded and carried, a roll call vote was taken: President Thomas and Commissioners Adams, Bellant, Keith, Kinloch and Quarterman voted yes.

The public session ceased at 2:39 p.m. The closed session was moved to the Rutzen Room and commenced at 2:43 p.m.

Minutes approved at the February 15, 2011 DLC Meeting.

The public session reconvened in the Commission Room at 4:45 p.m.

Commission Action

Commissioner Kinloch presented the Resolution of Budget Reduction Plan for approval.

Resolution of Budget Reduction Plan

*“Upon review of the financial records of the Detroit Public Library and with the consideration of the anticipated declining property tax revenues and other declining revenues, the Detroit Library Commission hereby authorizes administration to implement a work force reduction plan that will include lay-offs and a subsequent furlough plan.*

*We expect that these actions will be taken by March 31, 2011.”*

The resolution was signed by President Thomas and Secretary Luther Keith.

Commissioner Kinloch moved to approve the resolution. Commission Adams seconded the motion; the motion carried with one abstention by Commissioner Bellant.

The meeting was adjourned at 4:50 p.m.