

DETROIT LIBRARY COMMISSION PROCEEDINGS

REGULAR MEETING

February 15, 2011

President Thomas called the Regular Meeting of the Detroit Library Commission to order at 1:58 p.m.

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

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

Present also: Sheryl Beck, Benita Beckles, Ryan Boyd, Margaret Bruni, Randolph Call, Enid Clark, Jesse Cleary, Karen E. Dabney, Deborah Dorsey, Atiim Funchess, Kenya Howard, Todd Kelly, President, AFSCME 1259, Christine MacDonald, Patrice Merritt, Carolyn Mosley, Uzo Onyemaechi, Rosemary Patterson, Cledos Powell, Deborah Quinn, President, AFSCME 1231, David Rambeau, Yvette Rice, Anna Savvides, Alma Simmons, Dortha Simpson, Tracy Smith, Bettina Strickland, Tim Thompkins, Michael Wells, President, UAW Local 2200 and Tracey Wyatt.

The minutes of Regular Meeting of January 18, 2011 were adopted as recorded.

PUBLIC COMMENTS

Since there was not enough time to voice all his concerns today, Dr. David Rambeau said he had emailed a list of his issues to the Deputy Director and would wait for a response. Dr. Rambeau began his comments noting that the Commission Meeting should start on time. He talked about two points of interest and concern; one was policies and the other was public information. He said service is a reflection of policies. He spoke about a Main Library exhibit that he considered racist; DPL should have a policy on exhibits. Dr. Rambeau said the facts regarding the Library's financial difficulties should be shared with the people on NPR. President Thomas thanked him for voicing his concerns.

Ms. Karen E. Dabney expressed her distress over the Library's financial situation. President Thomas thanked her for her concern. Since Ms. Dabney spoke at a previous meeting about her book, President Thomas mentioned he saw her book at the Northwest Activity Center and asked if she had been contacted by the Library about her book. She confirmed she had spoken with Ms. Machie.

REPORT OF THE PRESIDENT

President Thomas reported that the previously announced meeting with the Budget/Finance representatives from the City was canceled late yesterday afternoon. They were scheduled to address the Commission meeting relative to the Library's financial situation.

Comments

Mrs. Mondowney said they decided they needed to reschedule. Commissioner Kinloch was dismayed at the late cancelation; he said the information should be received in a public forum and they need to meet with the Library as soon as possible. To help expedite rescheduling the meeting, Commissioner Kinloch suggested President Thomas be a part of the process.

President Thomas reported that Commission has been working with staff very diligently trying to come to an understanding as to what exactly is our financial situation. He hoped to get a response from staff with a definite plan to go forward, including an itemized statement relative to our financial situation. He said there was no definite timeline, that he was aware of, regarding branch closings.

President Thomas pointed out to the Commissioners that a copy of the *Trustees Manual* had been placed in their folders.

REPORT OF THE EXECUTIVE DIRECTOR

Mrs. Mondowney reported:

Parkman Branch Library

The grand re-opening of the Parkman Branch was celebrated on Thursday, January 20. The new Technology, Literacy, and Career (TLC) Center took center stage as guests were able to see and use it for the first time. Dr. Adolph Brown III surprised everyone as the guest speaker who showed up looking like a young hip-hop teenager that morphed into a sophisticated gentleman. His message that you should not judge a book by its cover was well taken. Thanks to the Knight Foundation grant for helping to create the TLC at Parkman. The community will benefit from this project for years to come. Later that evening, the *Tutor Appreciation Dinner* was held at Focus Hope.

E. Azalia Hackley Collection Concert

At the 67th Annual E. Azalia Hackley Collection Concert that was held Wednesday, February 9th, *soprano Nicole Greenidge* delighted the audience with her inspiring and moving performance. This collaborative program was made possible by several partners including the Detroit Public Library Friends

Foundation, ABM Janitorial Services, Comerica, Munder Capital and Miller Canfield.

One Book, One Community Event at WSU

As part of the DPL's One Book, One Community Program, Wayne State University's Shiffman Medical Library will present *Medical Studies & Me: Myths & Reality Program* on Saturday, February 19, 2011 at Wayne State University. Discussions on health and the value of medical research are planned. Dr. Bonita Leavell, Research Associate, WSU Internal Medicine and Dr. Louis Penner, Professor, WSU Department of Oncology, Karmanos Cancer Institute will be among the participants.

DPL Friends Foundation Donation

DPL's Rare Book Collection was the recipient of the book *Mrs. Bridge* by Evan S. Connell that was purchased by the Friends in memory of long-time board member Dorothy Karpus. The edition is limited to 300 numbered copies.

REPORTS OF COMMITTEES

COMMITTEE ON BUILDINGS

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

Commissioner Bellant reported that payment for the emergency repairs was tabled at the previous Commission meeting because Mr. Cromer had concerns that needed to be clarified. After Facilities provided a thorough investigative report for Mr. Cromer, he was satisfied and agreed that the vendor should now be paid.

Commissioner Bellant explained that the Library's Facilities Department was notified on December 30, 2010, that vandalism had taken place on the grounds of Main Library – during the early morning hours of December 29th. Entry was accessed through a small space between the locked gates. The six special service A/C units were vandalized by stripping the copper piping. Complications resulted from the loss of refrigerant causing a rapid rise in the Server Room's temperature.

Emergency steps were taken to prevent the crashing of the Server Room computer equipment. Large fans were used to circulate and expel the hot air while waiting for an emergency mobile A/C unit to be delivered from Expert Mechanical Services, Inc. of Wyandotte MI. Using the fans and the emergency A/C unit, the temperature dropped in the Server Room from over 100 degrees down to 73 degrees; in the UPS Room, it dropped from 86 degrees to 74 degrees. **NOTE: If these emergency steps had not been taken, there would not have been any computer or phone service for the entire Library system, and the replacement of equipment would have cost tens of thousands of dollars.

Minutes approved at the March 15, 2011 DLC Meeting.

Once the temperatures were stabilized, Expert Mechanical Services, Inc. was instructed to provide the labor, materials and equipment for the repairs. The repairs were to be done in two phases. Expert Mechanical Services, Inc. is a contractor that has provided the Library with quality and experienced service for emergency work.

Phase 1 Scope of Work (Equipment Serving Battery & Server Rooms)

- Furnish/install three (3) new liquid line filter driers
- Furnish/install all necessary copper refrigeration piping to replace the piping that was removed/damaged during the vandalism
- Furnish/install all necessary copper refrigeration piping to internal components that was removed/damaged during the vandalism
- Furnish/install all necessary wiring/conduit to replace the electrical that was removed/damaged during the vandalism
- Pressure test system with nitrogen
- Recharge systems with 40 lbs. of virgin R-22 refrigerant
- Document all operational and performance information
- Make recommendations based on full evaluation of the system

Total Cost for Phase 1 - \$7,802

Phase 2 Scope of Work (Equipment Serving Security Command Center)

- Furnish/install two (2) new liquid line filter driers
- Furnish/install all necessary copper refrigeration piping that was removed/damaged during the vandalism
- Furnish/install all necessary copper refrigeration piping to internal components that was removed/damaged during the vandalism
- Furnish/remove all necessary electrical wiring/conduit to replace the electrical that was removed/damaged during the vandalism
- Pressure test system with nitrogen
- Recharge systems with up to 80 lbs. of virgin R-22 refrigerant
- Document all operational and performance information
- Make recommendations based on full evaluation of systems operation

Total Cost for Phase 2 - \$4,858

Original Equipment Installer (OEI) repaired the newer service unit so as not to invalidate the new product warranty.

Commission Action

Commissioner Bellant moved to authorize payment to Expert Mechanical Services, Inc. for the emergency repairs, in two phases, of A/C units at Main Library. The amount for Phase 1 is not to exceed seven thousand eight hundred and two dollars (\$7,802), and the amount for Phase 2 is not to exceed four thousand eight hundred and fifty eight dollars (\$4,858). The funds will be paid

from the Library's General Fund – Building and Maintenance Repair. Commissioner Kinloch seconded the motion; the motion carried.

COMMITTEE ON FINANCE

Report of the Chair

Commissioner Adams reported that he has had the opportunity, on several occasions, to meet with Library staff on the financial condition of the Library; we still do not have final numbers. From his school board position, he knew that property tax was down, which represents revenue for the Library. He said the probability would result in some reductions in Library service. He said staff has been asked for a comprehensive plan both short and long term—this fiscal year and next fiscal year. He added that the budget will be reduced same as with the City. He reiterated the importance of meeting with the City Finance/Budget representatives before an accurate account can be given and this will help to know what needs to be done to protect the Library's long term viability. He thought there was a lot of incorrect information being heard, but confirmed we do have a financial issue. He added there is no institution in the City of Detroit that does not have a financial issue. He confirmed that Commission would be working with staff to reschedule the meeting with the City officials. He assured everyone that when more information was available and we have an understanding of what we need to do, what the extent of our problems are, and what we need to do to address these issues, it will be provided publicly.

Request to Transfer Funds from the McGraw Fund to the Wayne State University Foundation

Commissioner Adams reported that on December 20, 1927, the Detroit Library Commission (DLC) was named as a beneficiary and received \$20,000 from the McGraw Fund. The funds were to be used to purchase books for the Library's Medical Science Department. The Library maintained the department until 1949 when the DLC transferred custody of the books to the Medical Science Library of Wayne State University (WSU). Since 1949 income earned by the McGraw Fund has been distributed to the WSU Medical Science Library upon request.

In November of 2008, the DLC adopted a Resolution to terminate the McGraw Fund.

On September 16, 2010 Wayne County Probate Court authorized the termination of the McGraw Fund, and all assets are to be transferred to the Wayne State University Foundation.

On December 31, 2010 the McGraw Fund balances were as follows:

| | |
|------------------------|------------------------|
| Certificate of Deposit | \$43,315 |
| Checking Account | <u>\$12,748</u> |
| Total Amount | <u>\$56,063</u> |

Commission Action

Commissioner Adams moved to authorize the transfer of the total balance in the McGraw Fund to the Wayne State University Foundation. The amount is not to exceed fifty six thousand and sixty three dollars (\$56,063). Commissioner Bellant seconded the motion; the motion carried.

Request to Combine Grace W. Biddle Funds into One Investment Account

Commissioner Adams reported that on August 18, 1948, the Detroit Library Commission (DLC) was named as a beneficiary and received \$10,000 from the Grace W. Biddle Fund. The funds were to be used for the purchase of books for the Library’s Medical Science Department. In July of 1949, the Library transferred custody of the books to the Medical Science Library of Wayne State University (WSU). Since 1949, income earned by the Biddle Fund has been distributed to the WSU Medical Science Library upon request.

In November of 2008, the DLC adopted a Resolution to modify the purpose of the Biddle Fund.

On September 16, 2010 Wayne County Probate Court modified the charitable purpose of the Biddle Fund. “Income from the Fund be used by the Detroit Public Library to purchase materials such as books, periodicals, and electronic resources related to human health, wellness, medicine and other related medical topics and make them available to the general public, and to WSU students and faculty.

The Biddle Fund has three investment accounts and they are as follows:

| | Investment As of | Invested Amount | 12/31/2010 Balance |
|----------------|-----------------------------|----------------------------|-------------------------------|
| American Funds | 1949 | \$4,032 | \$295,151.57 |
| American Funds | 1960 | \$380 | \$5,584.35 |
| Eaton Vance | 1949 | \$5,960 | \$70,224.87 |

| | | |
|---------------------|------------------------|----------------------------|
| Total Amount | <u>\$10,372</u> | <u>\$370,960.79</u> |
|---------------------|------------------------|----------------------------|

Commission Action

Commissioner Adams moved to authorize combining the above investment accounts into one account. Commissioner Bellant seconded the motion; the motion carried.

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 | |
| <u>PUBLIC FUNDS</u> | |
| Capital Improvement Expenditures-Bank Charges Only** | \$265.57 |
| Total Vouchers 755-935 | \$854,412.83 |
| Total Payroll & Benefits | <u>\$2,066,916.68</u> |
| Grand Total | <u><u>\$2,921,595.08</u></u> |

| | |
|--|---------------------------|
| Summary of Expenditures | |
| <u>Restricted/Designated Funds</u> | |
| Burton Endowment Fund Checking-total checks | \$0.00 |
| Louise Webber O'Brien Checking-total checks | \$0.00 |
| Programs & Gifts Checking-Total checks 1367 | \$3,174.00 |
| Branch & Main Checking-Total checks 1684-1685 | \$2,763.79 |
| Knight Foundation grant - Total checks 1046-1071 | <u>\$55,298.70</u> |
| Grand Total | <u><u>\$61,236.49</u></u> |

Comments

Commissioner Hicks requested to see the information on voucher # 867 regarding Dickinson Wright PLLC.

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

EXECUTIVE SESSION

President Thomas said that it has come to the attention of the Commission that there was a need to go into Executive Session to discuss an attorney/client matter. He asked for a motion.

Commissioner Hicks made a formal suggestion asking to consider moving the Commission meetings to a larger room, such as the auditorium, to better accommodate the increasing number of attendees. President Thomas said he would take this request under advisement.

Commissioner Bellant mentioned that he had a report from SEMCOG that identified declining property values and offered to share it with anyone that was interested.

Commissioner Kinloch moved to go into Executive Session.

Commissioner Adams requested holding the vote until other agenda items were covered to be considerate of the public in attendance.

Commissioner Kinloch amended his motion to indicate convening into Executive Session after all other business is finished. President Thomas agreed to hold the vote.

NEW BUSINESS

Commissioner Kinloch sent email to staff requesting a report be provided as it relates to retirement buyouts. He asked for the status of the report. Mrs. Mondowney confirmed that she did have the information he requested.

Commissioner Kinloch was concerned and with so much information being heard from the media, that it was important for the public to hear directly from the Library regarding its finances. He suggested a letter be sent to the public explaining the financial crisis of the Library. This letter should be reviewed by the Committee on Administration. Commissioner Adams said the Library wants to be clear before going to the public. He added that it is remarkable that the Library has been able to operate at such a high level of service. However, we need to finalize our position and he suggested after meeting with City officials, we may have a special Commission meeting.

Commissioner Adams said there is difficulty in getting information from the City. However, the Library needs to know what must be done to operate: the Library will finalize its position and communicate with the Unions on buyouts and layoffs. A comprehensive final analysis will be provided for staff and the public.

EXECUTIVE SESSION CONTINUED

On motion duly made, seconded and carried, a roll call vote was taken: President Thomas and Commissioners Adams, Bellant, Hicks, Keith, Kinloch and Quarterman voted yes.

The public session ceased at 2:25 p.m. The closed session was moved to the Rutzen Room and commenced at 2:30 p.m.

Minutes approved at the March 15, 2011 DLC Meeting.

The public session reconvened in the Commission Room at 4:05 p.m. President Thomas indicated that counsel would continue to look into matters referred to them.

There being no further business to come before the meeting, on motion made, seconded and carried, the meeting was adjourned at 4:06 p.m.