

DETROIT LIBRARY COMMISSION PROCEEDINGS

RE-SCHEDULED REGULAR MEETING

NOVEMBER 21, 2012

President Kinloch reconvened the Re-Scheduled Regular Meeting of the Detroit Library Commission at 3:32 p.m. The Detroit Library Commission had met previously in a closed session at 1:30 p.m.

Present: President Kinloch, Commissioners Bellant, Hicks, Jackson, Lemmons, Quarterman, Thomas

Administrative Staff: Mondowney

Present Also: J. Allah, Benita Beckles, Orelia Brown, Lurine Carter, Medgar Clark, Deborah Dorsey, Julie Fornell, A.J. Funchess, Valerie Glenn, Sandra Hines, Paula Johnson, Todd Kelly, Christine McDonald, Mike McElgunn, Carolyn Mosley, Maria Norfolk, Cledos Powell, David Rambeau, Anna Savvides, Tiffani Simons, Alma Simmons, Dortha Simpson, Laurie Stuart, Viola Taylor, Steve Teeri, Jacqueline Williams, Seantelle Williams, Tracey Wyatt and others

Approval of Meeting Minutes

The minutes of the Regular Meeting of October 16, 2012 were approved with any necessary corrections.

Public Comments

Medgar Clark – Expressed his concerns regarding a letter he sent to President Kinloch asking why the Barak Obama exhibit in the library was removed. He was concerned that this action disrespected the President of the United States as well as the photographer, Dale Rich.

Comment

President Kinloch stated that the letter was forwarded to the Deputy Director who was not present at the meeting. He said he would follow-up with the staff regarding this matter.

David Rambeau – Expressed his concern of closed session public meetings. He felt it was oxymoron because the information discussed is usually released to the public. He also expressed his concerns regarding the Chair of the Commission and his disrespect for the other Commissioners. He said there should be some method in place to seek removal of the Chair if they are disrespectful.

Anna Savvides – Expressed her concerns of the library getting their affairs in order and moving forward. She described the library as a “sacred trust.”

Orelia Brown – Expressed her concerns regarding the telephone answering message at the Monteith Library. She said the message says the library is permanently closed and she would like a new message recorded saying the library has re-opened to the public. She also addressed her concerns regarding the Executive Director’s extended contract. She asked if benchmarks were included in the new contract.

Discussion

Commissioner Bellant responded by saying there are (7) seven benchmark items listed in the new contract and were publicly presented and discussed at the August 23, 2012 Special Commission meeting.

Victor Ibegbu, Digital Projects Leader, responded to the telephone message issue stating a new message has been recorded and the matter has been resolved.

Valerie Glenn – Expressed her concerns regarding the library making very little progress in the community and she would like to see the library move forward and provide more services to the children in the communities.

Sandra Hines – Expressed her concerns of corruption in the library and the Commissioners and staff not doing their jobs. She said the community is fed up and demands that the Commissioners do their jobs and “get it right.”

Report of the President

Statement of Detroit Library Commission

President Kinloch read the following statement regarding the November 20, 2012 investigative actions:

The Detroit Library Commission and Administration seeks to conduct all of its affairs openly and with integrity. We therefore intend to fully cooperate with law enforcement authorities who are charged with investigating allegations of wrongdoing.

The Detroit Public Library Commission and Administration are pledged to continue its ongoing review of all Library activities to ensure that the highest standards of integrity are adhered to. We are thankful that we have a dedicated staff that shares those standards. We are prepared to act if we find any exceptions that compromise the Library in any way.

Authorization to Increase the Salary of the Executive Director in the Proposed Contract from \$150,000 to \$156,000

Commissioner Bellant explained that when the Executive Director returned to DPL under a one-year extended contract, there was not a finalization on the compensation. The Commission is now finalizing the compensation for the annual extension of the Executive Director's contract.

Commission Action

Commissioner Bellant made a motion to extend the contract of the Executive Director with a salary set at \$156,000 and any vacation days taken by the Executive Director will require advanced notification to the President of the Commission. Commissioner Lemmons supported the motion. Commissioner Bellant noted that the previous Director's salary was \$158,000. A roll call vote was taken with the following results:

Commissioner Bellant	Yes
Commissioner Hicks	Excused
Commissioner Jackson	No
Commissioner Lemmons	Yes
Commissioner Quarterman	Yes
Commissioner Thomas	No
President Kinloch	No

The motion failed.

Report of the Executive Director

Clara Stanton Jones

Mrs. Mondowney reported that on October 20, 2012, she represented DPL, the American Library Association and ALA's Black Caucus at the memorial service for DPL's former director Clara Stanton Jones. Jane Hale Morgan and Dr. Maurice Wheeler, former DPL directors, were also present. The Jones family appreciated the presence of the Detroit Public Library and it was her honor to present the resolution from the Detroit Library Commission. Mrs. Jones' passing was noted in the November 1, 2012 issue of "Library Journal".

DPL Friends Foundation

Mrs. Mondowney reported that DPL salutes the DPL Friends Foundation as it celebrates 70 years of service in support of the Detroit Public Library. On October 12, 1942 nine residents of Detroit and Southeast Michigan were the founding board of directors of the Friends of the Detroit Public Library. The Friends Foundation supports the work of DPL through purchasing materials, funding programs and enhancing special collections: the Burton Historical Collection, the National Automotive History Collection and the E. Azalia Hackley Collection. Of special significance is the Friends Foundation's longtime support of Summer Reading, Junior Great Books and Author Day. Most recently, for example, The Friends Foundation provided a check for \$1,000 for support of DPL's 2012-13 Junior Great Books Program. Those funds were donated to the Friends Foundation by the DeRoy Testamentary Foundation.

Compuware Noontime Concert Series

Mrs. Mondowney reported that Thornetta Davis, a very popular Detroit singer who has filled Friends Auditorium on Noel Night, will be the featured performer for the November 21, 2012 Compuware Noontime Concert Series at the Skillman Branch Library. The event is free and open to the public.

English as Second Language at Campbell Branch

Mrs. Mondowney reported that the Campbell Branch will be the site of a 5-week English as a Second Language session offered without cost by the University of Detroit Mercy. Over the years, several DPL branches have hosted ESL sessions offered by UDM.

DPL Honored by Take a Giant Steep Teen Conference

Mrs. Mondowney reported that on October 23, 2012, DPL was honored with the 2012 Community Award from the Take a Giant Step Teen Conference sponsored by the Merrill Palmer Skillman Institute at Wayne State University. DPL has been a longtime supporter of the conference which brings together teens from across the metro Detroit area to improve attitudes toward each other and to combat discrimination, intolerance, bullying and violence. Over the years DPL staff members have been involved as discussion leaders and as conference planners. Several DPL librarians joined her at the Wayne State's McGregor Conference Center when she accepted this recognition on behalf of the library. DPL was also presented with a special tribute from the State of Michigan and a Spirit of Detroit Award from the Detroit City Council.

Noel Night 2012

Mrs. Mondowney reported that in keeping with tradition, Main Library will once again be a site for Noel Night activities, scheduled this year on December 1, 5 – 9 pm. The building will be bustling with activities including an opportunity to visit Santa Claus and musical performances, including Thornetta Davis. The Friends Foundation will sponsor a Holiday Book Sale to benefit DPL's Summer Reading program. The E. Azalia Hackley Collection will host an open house to share treasures and information about African-Americans in the performing arts. Last year more than 5,000 people visited Main Library on Noel Night.

Local Hero – Lurine Carter

Mrs. Mondowney reported that on November 2, 2012, the Torch of Wisdom Foundation presented its 2012 Community Enrichment Award to Lurine Carter, DPL's Coordinator for Children's and Teen Services at its special event, "Changing Tomorrow Today: Honoring Local Heroes." Ms. Carter was recognized for her work with children and teens.

Hype Teen Center Profile

Mrs. Mondowney reported that Michigan Nightlight, an online resource for people and programs that positively impact the lives of Michigan Children, recently interviewed Linda Curvey-Brown, Assistant Manager for Children's Programming and profiled the HYPE Teen Center, highlighting many of the Center's signature programs. Mrs. Mondowney was also interviewed for the website which is sponsored by the W.K. Kellogg Foundation.

E-Rate Funding FY2013

Mrs. Mondowney reported that the Universal Service Administrative Company (USAC) notified DPL on November 13, 2012 that DPL' request for Universal Service Support (E-Rate) was funded in the amount of **\$520,640** for DPL's current fiscal year. Mr. Tim Cromer, Chief Administrative Officer has been diligent and successful in filing the necessary forms to receive this funding.

Library for the Blind and Physically Handicapped Orientation (LBPH)

Mrs. Mondowney reported that on October 23-25, 2012, Laurie Townsend Stuart, Interim Coordinator at the Frederick Douglass Branch, attended the National Library Service (NLS) Orientation held in Washington, DC. The orientation provided training and information to individuals responsible for local administration of NLS services and materials to the blind and physically handicapped. Mrs. Stuart shared how impressed she was with the individuals who conducted the orientation and training sessions, many of whom were blind, physically handicapped or partially sighted.

Workbrain Time and Attendance Update

Mrs. Mondowney reported that the kick-off meeting for the implementation of "Workbrain Time and Attendance" was held on November 8, 2012. As agreed, existing staff from Payroll and Technical Services have been assigned to manage the project. The Human Resources Director will have oversight for the project. It is expected that once the project has been fully implemented on April 22, 2013, it will greatly improve the administrative management of time and benefits.

Commissioner Bellant noted that President Kinloch had to leave and he would continue chairing the meeting.

Committee on Administration

Approval of the Human Resources Routine Report – October 2012

Commissioner Quarterman reported that the Human Resources Department Report indicates personnel actions for retirements, potential retirements, separations and employee headcount. These actions have been approved by Administration.

APPOINTMENTS (13)

Employees	Appointment Type	Title & Status
7	Recall	Clerical Assistants
1	Recall	Customer Service Assistant
3	Recall	Librarian II
1	Temporary	Payroll Specialist
1	Recall	Security Guard

Minutes were approved at the December 18, 2012 DLC meeting

RETIREMENTS (2)

Employee Name	Last Day Worked	Retirement Date
Threasa Brown	August 18, 2012	October 7, 2012
Sarah Pyles	September 27, 2012	October 6, 2012

SICK LEAVE PAYOUTS (1)

\$1,018.60 sick leave/pro-rated longevity payout made on 9/28/2012 to one (1) employee.

POTENTIAL RETIREMENTS (0)

There were no retirement letter requests submitted by DPL staff

SEPARATIONS (1)

Dionne Dunbar-Logan, Clerical Assistant, 10/15/2012

EMPLOYEE HEADCOUNT

Headcount – October 15, 2012	Headcount – October 15, 2011
338 Active Employees	361 Employees

Commission Action

Commissioner Quarterman made a motion to approve the Human Resources Report. Commissioner Lemmons supported the motion. There were five yes votes and 1 no vote. The motion carried.

Discussion

Commissioner Thomas asked why Tim Tompkins, former Assistant Director for Security, was not listed under separations from the library?

Ms. Benita Beckles, Human Resources Manager, replied because of the ending date of the report, he would be on next month's report.

Committee on Buildings

Authorization to Contract for Snow Plowing and Salt Throwing at All Library Locations for the 2012/2013 Winter Season

Commissioner Jackson reported that the snow plowing for all library locations during regular business hours is based on twenty (20) pushes per site for any snow fall/accumulation or ice for one (1) inch or greater.

The snow plowing (pushes)/salting(throws) for snow fall after regular business hours will begin for any snow fall of one (1) inch accumulation or greater once the snow fall has ceased, or four (4) hours prior to regular business hours. If there is additional snow, the plowing will continue for the duration of the normal business hours.

Extreme weather conditions may require additional plowing/and or salting beyond the normal twenty (20) pushes and thirty (30) throws. The costs will be based on work done at the location, and the facilities department will track and record each push/and or throw per branch.

Locations may be added or deleted without penalty and the cost will be adjusted using the base rate.

A Request for Proposal (RFP) was sent to several snow plowing and salting companies, advertised in the *Legal News* and posted on DPL's website. There were six no bids, one bid for selected branches and three complete bids. The results are as follows:

<u>Vendor</u>	<u>Amount</u>
Motor Drive Landscaping Detroit, MI 48213	\$36,400 (Plus a \$1,152.00 fuel adjustment)
Bowman & Associates Clinton Township, MI 48035	\$54,200
Teddy's Lawn & Landscape Livonia, MI 48150	\$93,320

Bids were not received from the following vendors:

DNJ Landscaping – Detroit, MI
 Jack Rabbit and Company – Detroit, MI
 Gene's Landscaping Service – Detroit, MI
 Greshams Seasonal Services – Ray Township, MI
 ABC Paving Company – Trenton, MI
 S&B Landscaping – Oak Park, MI

Bid on selected branches:

Richardson's Lawn Care – Detroit, MI

Minutes were approved at the December 18, 2012 DLC meeting

After reviewing the bids, the Library's Facilities Department is recommending that Motor Drive Landscaping of Detroit, MI, the lowest responsible bidder, be awarded the contract in the amount of \$37,552. Two one year renewals are an option provided their performance remains satisfactory and Motor Drive Landscaping agrees to exercise the renewal option.

Commission Action

Commissioner Jackson made a motion to contract with Motor Drive Landscaping of Detroit, MI for snow plowing and salt throwing at all library locations for the 2012/2013 winter season at a cost not to exceed \$37,552. Commissioner Thomas supported the motion. The motion carried.

Committee on Finance

Approval of the Routine Finance Report

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.

Summary of Expenditures

PUBLIC FUNDS

Total Payroll & Benefits	\$1,619,523.72
Debt Service Payments – Pension Obligation Certificate	\$0.00
Personal Service Contracts	\$10,000.00
Total for Vouchers 166 – 266	<u>\$321,072.80</u>

Grand Total **\$1,950,596.53**

Summary of Expenditures

RESTRICTED/DESIGNATED FUNDS

Branch & Main	Checks 2152 – 2172	\$4,984.55
Burton Endowment	Checks 8225 – 8226	\$13,245.00
Knight Foundation	Checks 1397 – 1402	\$20,111.94
O'Brien Checking	Checks 4255 – 4266	\$13,524.70
Programs & Gifts	Checks 1688 – 1693	\$780.94
Public Funds/Capital Campaign	Checks 1129 – 1133	<u>\$73,073.67</u>

Grand Total **\$125,720.80**

Summary of Credit Card Expenditures

Executive Director	\$53.90
Executive Director's Office – used for general office purpose	\$438.70
Deputy Director	\$462.20
Chief Administrative Officer	\$288.65
Human Resources Department	\$380.26
Marketing Department	\$0.00
Technical Services	\$685.00
Facilities Department	<u>\$1,641.75</u>

Grand Total **\$3,950.76**

Minutes were approved at the December 18, 2012 DLC meeting

Commission Action

Commissioner Thomas made a motion to approve the Routine Report on Finance. Commissioner Quarterman supported the motion. The motion carried.

Discussion

Commissioner Bellant asked for an explanation of a payment to P & P Real Estate Investment Co. in the amount of \$7,500.

Mike McElgunn, Purchasing Agent, explained that the payment was for the lease agreement at Elmwood Park Library.

Commissioner Bellant asked for an explanation of a payment to Opera House Parking in the amount of \$14,250.

Mr. McElgunn explained that the payment was for parking for the Skillman Branch Library staff.

New Business

Friends Foundation Update

Mrs. Patrice Merritt, Executive Director of the Friends Foundation, gave a brief update of the Friends Foundation. She said that the Friends Foundation is a 501c3 organization and had recently been audited by an independent audit firm. She was very pleased to announce that the Friends Foundation had received a clean audit with no operational issues.

Mrs. Merritt said the Friends Foundation is responsible for funding many of DPL's programs and events thanks to various contributors. Compuware provided funds to the Friends Foundation for the Noontime Concert at Skillman featuring Detroit's rhythm and blues singer Thornetta Davis.

Mrs. Merritt said that the Friends Foundation has entered into an arrangement with Forgotten Harvest and through the generosity of the Chrysler Foundation, they will fund Forgotten Harvest \$30,000 to provide free afternoon snacks to all Detroit Public School students who are visiting the Detroit Public Library branches beginning the first week of December 2012.

Mrs. Merritt said the Friends Foundation received a \$6,000 grant from the Skillman Foundation to do youth initiatives in the Brightmoor-Cody-Rouge area in Detroit. The programs will include training, jewelry-making classes and math tutoring. She also said the Detroit Chapter of Girlfriends has recently given the Friends Foundation a significant gift that will fund the Duffield Library essay contest in February, the One Book-One Community Reading Initiative and partially fund the Summer Reading Program.

The meeting was adjourned at 4:15 p.m.

Minutes were approved at the December 18, 2012 DLC meeting

