

**DETROIT LIBRARY COMMISSION PROCEEDINGS
ANNUAL MEETING
JANUARY 16, 2024**

NOTED

The meeting was held in Main Library's Galleria. The meeting was also available via Zoom.

President Hayden Friley called the Annual Meeting of the Detroit Library Commission to order at 1:31 p.m.

A roll call attendance was taken with the following results:

- Frierson-Haynes Present
- Hicks Present
- Short Present
- President Hayden Friley Present

Commissioner Adams joined the meeting at 1:33 p.m.

Excused: Commissioner Peterson-Mayberry

Administrative Staff: Mondowney, Brown, Bruni, Dale, Funchess, Korenowsky, Moore, Norfolk, Peele, Powell, Williams

Present Also: Ventra Asana, Maria Bryson, Cheryl Buckoff, Enid Clark, Deborah Dorsey, Randy Gies, DeAngela Goler, Janet Griffin, DeAidra Jones, Torria Love, Deborah Madison, Tracy Massey, Deb Moore, Carolyn Mosley, Angela Newby-Clora, Daniel Patton, Yvette Rice, Heidi Sargis, Cully Sommers, Tim Turner, Jackie Williams, Cheryl Wright

APPROVAL OF MEETING MINUTES

COMMISSION ACTION

Commissioner Hicks moved approval of the December 19, 2023 Commission meeting minutes with any necessary corrections. Commissioner Frierson-Haynes supported.

Minutes were approved at the February 20, 2024 Commission Meeting

A roll call vote was taken with the following results:

- | | |
|---------------------------|-----|
| ➤ Adams | Yes |
| ➤ Frierson-Haynes | Yes |
| ➤ Hicks | Yes |
| ➤ Short | Yes |
| ➤ President Hayden Friley | Yes |

The minutes were approved as presented.

PUBLIC COMMENTS

There were no public comments.

REPORT OF THE OUTGOING PRESIDENT

Outgoing President Hayden Friley stated that it was a pleasure and a struggle but an honor to serve as the 2023 President of the Detroit Library Commission. She said that it was our duty to be responsible for the continuation of democracy in this nation as we struggle against those who would close libraries and schools. She said that she hopeful this will be a good year for the Library. President Hayden Friley thanked Mrs. Mondowney, Executive Director, the Commission, staff, public, and Ms. Rice, Executive Assistant, for their continued support.

Commissioner Hicks thanked President Hayden Friley for her service as President of the Detroit Library Commission.

President Hayden Friley introduced Commissioner Ida Short, the incoming President.

Mrs. Mondowney presented an engraved gift to Commissioner Hayden Friley acknowledging her service as the President of the Detroit Library Commission in 2023.

President Short assumed the Chair and presided over the remainder of the meeting.

REPORT OF THE INCOMING PRESIDENT

President Short apologized to the Commission and to the public for being absent to several meetings in the past year. She said that she is working to ensure she will not be absent to the meetings for her remaining two-years as a Commissioner.

President Short announced the slate of officers for 2024:

- Ida Short..... President
- Jean-Vierre Adams.....Vice President
- Edythe Hayden Friley..... Secretary

Committee Assignments

President Short stated that the committee assignments would be announced at the February Commission meeting after she had spoken with the Commissioners to determine the committees they are interested in.

REPORT OF THE EXECUTIVE DIRECTOR

Ms. Margaret Bruni, Director for Public Services, read the Executive Director's report on behalf of Mrs. Mondowney.

TLC Center and Burton Historical Collection Resumes Service

Walk-in service resumed this month in the Main Library's Technology, Literacy, and Career (TLC) Center and the Clarence M. Burton Historical Collection. The TLC offers classroom instruction and personal assistance to customers seeking to enhance their computer skills and/or employment prospects. Customers can visit the TLC during the Main Library's open hours.

The Burton Historical Collection (BHC) is the Library's treasured archive of genealogical records and local history. The BHC is open Tuesdays through Saturdays from 2:00 to 6:00 p.m.

DPL Partners with the NAACP

The Detroit Branch of the NAACP received a \$100,000 Verizon Community Enhancement Award in December, 2023. The award was given to support the Branch's Digital Education, Training and Access Program, which serves the formerly incarcerated, seniors, and small businesses.

Minutes were approved at the February 20, 2024 Commission Meeting

DPL will support the program's track for the formerly incarcerated by providing Technical Training Associates (TTAs) to assist in sessions that teach ways to use technology in their employment searches.

Selected Black History Month Programs

There are more than 40 Black History Month programs being offered throughout the Library system during the month of February. Please visit our website, detroitpubliclibrary.org, for details about programs that will appeal to children, teens and adults.

- Local historian Ken Coleman will discuss "The People and Places of Black Bottom, Detroit" at 2 p.m., on Sunday, February 4, 2024, at Main Library.
- The Duffield Branch will host Gary Anderson, Producing Artistic Director of Plowshares Theater Company, who will lead a conversation about Black theater in Detroit, at Noon, on Saturday, February 10th.
- Please join the Detroit Opera and the Library on Tuesday, February 20th at 7 p.m., at Main Library for an evening of musical performances to celebrate the legacy of Black artists in the world of opera. The program will feature the vocal artistry of select sopranos and tenors from the opera company. Additionally, DPL archivist and author Romie Minor will share treasures from the E. Azalia Hackley Collection of African Americans in the Performing Arts.
- Author Jean Alicia Elster will present a program entitled "Create Compelling Oral Histories," at 6 p.m., on Tuesday, February 20th, at the Franklin Branch.
- On Saturday February 24th, at 2 p.m., the Detroit Mercy University Chorus and Music Club will present a program of spirituals, folk songs and more, at a concert at the Sherwood Forest Branch.

Closing Reception

The public is invited to the closing reception for "Encore," the Desiree Kelly exhibit in Main Library's Galleria. On Wednesday, February 21, 2024, 6-8 p.m., guests will enjoy the talented harpist, Maurice Draugh, along with light refreshments. The exhibit closes on February 29th.

Wayne County

On December 15, 2023, the Library received a payment of \$131,196.95 from Wayne County for delinquent property taxes.

Minutes were approved at the February 20, 2024 Commission Meeting

COMMITTEE ON ADMINISTRATION

Approval of the Routine Human Resources Report

The Human Resources Department Report provides information regarding personnel actions taken from December 1, 2023 through December 31, 2023. These actions have been approved by Administration.

APPOINTMENTS (0)

RETIREMENTS (0)

SICK LEAVE PAYOUTS (0)

TOTAL PAYOUTS = \$0

POTENTIAL RETIREMENTS (0) Pending COD Approval

SEPARATIONS (3)

Employee Name	Title	Last Day Worked
Terri Roquemore	Customer Service Representative	December 1, 2023
Sahira Roberts	Customer Service Representative	December 12, 2023
Vincent McFolley	Security Officer	December 17, 2023

<u>EMPLOYEE POSITIONS</u>			
	December 2023		December 2022
Vacant Positions to be filled	89.5	Vacant Positions	104
Non-Vacant Budgeted Positions	20		
Filled Budgeted Positions	201.5		
Not Actively Being Recruited Budgeted Positions	14		
Total Budgeted Positions	325	Budgeted Positions	325
We currently have 239 active employees compared to 220 in November 2022.			

Minutes were approved at the February 20, 2024 Commission Meeting

VACANT POSITIONS			
POSITION	# OF BUDGETED POSITIONS	# OF FILLED POSITIONS	VACANT POSITIONS
Manager	29	26	3
Librarian II	44	23	21
Librarian III	30	23	7
Facilities	16	12	4
Customer Service Representative Full-time	26	15	11
Customer Service Representative Part-time FTE	22	16.5	5.5
Senior Customer Rep (Clerk)	39	25	14(*)
Security	17	12	5
TTA	33	18	15
Office Support Assistant	11	10	1
Technical Services Assistant	4	3	1
Sr Dup Devices Operator	1	0	1
Shipping Room Assistant	1	0	1
Principal Clerk	3	2	1
Administrative Assistant	6	5	1
Pre-Professional	3	2	1
Assistant Director	6	5	1
Procurement Assistant	1	0	1
Human Resources Specialist	1	0	1
Custodians	12	4	8
Total	305	201.5	89.5
Only Position Titles with vacancies are listed.			
<i>"The Human Resources Department is actively recruiting for open positions."</i>			
<i>"14 Senior Customer Rep (Clerk) Not actively seeking to fill at this time"</i>			

Approval is requested to accept the Human Resources Report as presented.

Minutes were approved at the February 20, 2024 Commission Meeting

DISCUSSION

Commissioner Adams noted that the year in column 2 of the Employee Positions should read December 2022 instead of December 2023.

Commissioner Adams asked about the 20 non-vacant budgeted positions.

Ms. Trinee Moore, Director for Human Resources, attended the meeting via Zoom but was unable to respond because of an audio issue with DPL's equipment.

COMMISSION ACTION

Commissioner Hicks moved to table the Human Resources report until the February Commission meeting after the corrections and explanations to the report were made. President Short supported.

A roll call vote was taken with the following results:

- | | |
|-------------------|-----|
| ➤ Adams | No |
| ➤ Frierson-Haynes | Yes |
| ➤ Hayden Friley | No |
| ➤ Hicks | Yes |
| ➤ President Short | Yes |

The motion passed.

Noted

Commissioner Adams said that she voted no to table the Human Resources report because someone from Human Resources should have been at the meeting to explain the report.

COMMITTEE ON FINANCE**Approval of the Routine Finance Report**

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

Minutes were approved at the February 20, 2024 Commission Meeting

Summary of Expenditures				
PUBLIC FUNDS				
PAYMENTS PROCESSED BY CITY OF DETROIT:				
1. Total Payroll		December 2023		\$1,041,526.94
2. Total Vouchers-processed on FUSION		After 3/13/2020 listed by invoice number & date (processed off-sit		\$880,203.89
3. FY24 Annual Retiree Supplement				0.00
4. FY24 General Retirement System (GRS)				\$0.00
5. FY24 Q2 Central Staffing Services		Paid 12/07/2023		\$288,411.50
6. FY24 3rd Qtr. Hybrid Pension Payment				\$0.00
7. FY24 VEBA				0.00
8. FY24 Debt Service Interest for 2014B(1) & 2014B(2) Notes				0.00
Total processed by City of Detroit				\$2,210,142.33
PAYMENTS PROCESSED BY DPL:				
1. Public Funds/Comerica checking		Checks	1395	\$3,394.00
2. Branch & Main Library Deposit Checking account		Checks	8399 - 8428	\$14,998.75
3. Branch & Main Library Deposit Checking account		Paid 12/07/2023	Electronic Funds Transfer (EFT)	\$2,256.80
Total processed by DPL				\$20,649.55
Grand Total				\$2,230,791.88
Summary of Expenditures				
Restricted/Designated Funds				
1. Burton Endowment Checking		Checks	8358	\$6,950.00
2. O'Brien Checking		Checks	5011 - 5012	\$499.00
3. Programs & Gifts Checking Account		Checks	NONE	\$0.00
Grand Total				\$7,449.00
Credit Card Expenditures				
1. Executive Director				\$ 247.00
2. Executive Director's Office-used for general office purpose				536.14
3. Chief Financial Officer				150.00
4. Human Resources Department				39.00
5. Marketing Department				1,299.56
6. Technical Services				910.37
7. Facilities Department				1,464.32
8. Information Technology				1,000.15
9. Procurement				3,392.22
10. Security				0.00
11. Public Services				490.93
Grand Total				\$ 9,529.69
NOTE: These are November 2023 Credit Card purchases				

COMMISSION ACTION

Commissioner Adams moved approval of the routine finance report. Commissioner Hicks supported.

Minutes were approved at the February 20, 2024 Commission Meeting

A roll call vote was taken with the following results:

- | | |
|-------------------|-----|
| ➤ Adams | Yes |
| ➤ Frierson-Haynes | Yes |
| ➤ Hayden Friley | Yes |
| ➤ Hicks | Yes |
| ➤ President Short | Yes |

The motion passed unanimously.

NOTED

Commissioner Hicks asked Mr. Brown, Chief Financial Officer, to request a detailed Central Staffing Services statement from the City of Detroit.

OLD BUSINESS

Commissioner Hicks asked if DPL had received any information about the Henry Ford Health Systems and Palace Sports Development Project.

Mr. Brown stated that when a project of this magnitude is presented, DPL generally receives a detailed copy of the plan which includes potential tax captures. To date, DPL had not received any information about the project. Any information on a public hearing about the project will be shared with the Commission when it is received.

ADJOURNMENT

Commissioner Adams moved to adjourn. Commissioner Hicks supported.

A roll call vote was taken with the following results:

- | | |
|-------------------|-----|
| ➤ Adams | Yes |
| ➤ Frierson-Haynes | Yes |
| ➤ Hayden Friley | Yes |
| ➤ Hicks | Yes |
| ➤ President Short | Yes |

The meeting was adjourned at 2:05 p.m.

Minutes were approved at the February 20, 2024 Commission Meeting