

**DETROIT LIBRARY COMMISSION PROCEEDINGS  
ANNUAL MEETING  
JANUARY 20, 2026**

**NOTED**

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

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

Roll call attendance:

- |                   |         |
|-------------------|---------|
| ➤ Bounds          | Present |
| ➤ Hicks           | Present |
| ➤ Milton          | Present |
| ➤ President Adams | Present |

Excused: Commissioner Frierson-Haynes

Administrative Staff: Mondowney, Brown, Dale, Funchess, Norfolk, Peele, Simmons, Simon, T. Williams

Present Also: Hyden Al-najar, Janet Batchelder, Cheryl Buckoff, Enid Clark, India Davis, Deborah Dorsey, K. Dowgiewicz, Latonya Foster, Ethel Franklin, Karen Garrette, Aisha Greene, DeAidre Jones, Yvonne Jones, Jessica Keeler, Joyce Krom, Karen Lemmons, Tracy Massey, Vernadette McAllister, Tina Manley, Carolyn Mosley, Wanda Olugbala, Leroy Pettigrew, Debra's Phone, Yvette Rice, Sean Ryan, Cully Sommers, Megan Summers, Brian Vance, Mattie Wiggins, Cassie Williams, Glenn Williams, Jackie Williams, Cheryl Wright

Minutes were approved at the February 17, 2026 Commission Meeting

**SWEARING-IN OF NEW COMMISSIONER**

**OATH OF OFFICE**

**Commissioner Cassie Williams**

I do solemnly swear (or affirm) that I will support the constitution of the United States and the constitution of this state, and that I will faithfully discharge the duties of the office of a Library Commissioner of the Detroit Public Library, according to the best of my ability.

/S/ Cassie Williams

Subscribed and sworn to before me this 20th day of January, A. D., 2026

/s/ Cheryl Wright  
Notary Public, Wayne County, MI  
My commission expires July 14, 2028

**APPROVAL OF THE DETROIT LIBRARY COMMISSION MEETING AGENDA**

**NOTED**

President Adams made the following amendment to the agenda:

- Under New Business: Recommendation for the new Human Resources Director.

Roll call vote:

- |                   |     |
|-------------------|-----|
| ➤ Bounds          | Yes |
| ➤ Hicks           | Yes |
| ➤ Milton          | Yes |
| ➤ Williams        | Yes |
| ➤ President Adams | Yes |

The agenda was approved with an amendment.

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## **APPROVAL OF THE REGULAR MEETING MINUTES OF DECEMBER 16, 2025**

### **COMMISSION ACTION**

President Adams moved approval of the December 16, 2025 meeting minutes. Commissioner Hicks supported.

Roll call vote:

- |                   |     |
|-------------------|-----|
| ➤ Bounds          | Yes |
| ➤ Hicks           | Yes |
| ➤ Milton          | Yes |
| ➤ Williams        | Yes |
| ➤ President Adams | Yes |

The minutes were approved as presented.

### **PUBLIC COMMENTS**

***Latonya Foster*** – Expressed her gratitude about the Monteith Library coming back to the community. She asked for an update on its reopening.

Mr. Antonio Brown, Chief Financial Officer, said that currently, the boiler is being replaced at the Monteith Library. A RFP has been issued to repair the plaster. After the boiler is installed, additional repairs can begin in the building.

### **REPORT OF THE OUTGOING PRESIDENT**

President Adams thanked everyone for a wonderful year. She said that it was nice to see progress being made at the Monteith Library. She is looking forward to the next year under incoming President Hicks commencing new projects and completing old projects, as well as continuing the strategic planning for the overall growth of the Library.

President Adams passed the gavel to Commissioner Hicks. Mrs. Mondowney presented a plaque to outgoing President Adams, acknowledging her well done service as the Detroit Library Commission President in 2025 and asked for a round of applause.

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**NOTED**

Commissioner Milton said that a hallmark of Commissioner Adams presidency is that she took public comments very seriously and pushed the agenda to get the Monteith Library reopened. He said that he was appreciative of her presidency and what it has meant to his observation and growth as well as advancing the agenda of the community.

**REPORT OF THE INCOMING PRESIDENT**

President Hicks echoed the sentiments of Commissioner Milton and said this year of her presidency has been the most productive.

On behalf of the staff and the administration, Mrs. Mondowney thanked Commissioner Adams for her time and extra time. She said that Commissioner Adams has done “a remarkable job!”

Commissioner Adams thanked everyone.

**SLATE OF OFFICERS**

President Hicks announced the 2026 Commission slate of officers:

- Dr. Gregory Hicks.....President
- Chaundra Frierson-Haynes.....Vice-President
- Jean-Vierre Adams.....Secretary

**COMMITTEE ASSIGNMENTS**

President Hicks said that he was inclined to maintain the committees with the same members with a few changes. He said he will make the changes and adjustments after he has spoken with the new Commissioners.

President Hicks asked the Committees in their current structure to continue meeting.

President Hicks said that the largest focus will be on DPL’s strategic planning project.

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## **REPORT OF THE EXECUTIVE DIRECTOR**

Ms. Alma Simmons, Special Assistant to the Executive Director, read the Executive Director's report on behalf of Mrs. Mondowney.

### **Carnegie Corporation of New York**

The Carnegie Corporation, the foundation established by Andrew Carnegie, is awarding a \$10,000 gift to all Carnegie Libraries nationwide in commemoration of the 250<sup>th</sup> anniversary of the signing of the Declaration of Independence. Mr. Carnegie funded the construction of 1,681 free public libraries in the United States between 1886 and 1917, driven by his belief that libraries were the "cradles of democracy." During this period, the Detroit Public Library constructed eight libraries using Carnegie funding. There are four Carnegie libraries still in service: Main Library (opened in 1921), the Herbert Bowen Branch (opened in 1912), the Edwin F. Conely Branch (opened in 1913), and the Divie B. Duffield Branch (opened in 1916). We will receive a \$10,000 gift for each library this month, and we look forward to a conversation with staff at these locations about how these funds should be allocated.

### **Randy Riley: Librarian of Michigan**

We wish to extend our sincere condolences to the family and Library of Michigan staff on the sudden passing of State Librarian Randy Riley. Mr. Riley passed away suddenly on January 3, 2026. He had been with the Library of Michigan since 1989 and became the State Librarian in 2014. In this role, he oversaw the redesign of the Michigan eLibrary (MEL), managed statewide database contracts and vendors, and coordinated the Michigan Notable Books program. Information about the Memorial Fund that the Library of Michigan Foundation has established in his memory is available at the Foundation's website, [libraryofmichiganfoundation.com](http://libraryofmichiganfoundation.com).

### **Detroit Society of Women Painters and Sculptors Art Exhibit**

Members of the Detroit Society of Women Painters and Sculptors are exhibiting their work in Main Library's Galleria, now through April 30, 2026. The exhibit, "Detroit Roots: A Shared History," celebrates the Society and its beginnings in Detroit.

### **Facilities Update**

- The duct cleaning of the eastside branches has been completed. Cleaning of ducts in the westside branches began on January 5. When work on the westside branches is completed, ducts at Main Library will be cleaned.
- The Knapp Branch is closed because its HVAC system is being replaced due to an internal rupture of the boiler and constant boiler leaks. While the branch is closed, the flooring, which contains asbestos, will be abated and replaced, along with work done on the ceiling and lighting.

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- The new boiler installation at the Monteith Branch will begin in a few weeks after the block foundation has cured.

### **The Greening of Detroit**

On October 23, 2025, The Greening of Detroit sponsored a tree planting event at the Knapp Branch Library. Twenty-two trees were planted and the Library received a \$1,000 Community Ambassador Stipend donation to be used for the branch.

### **2025 Tax Preparation Assistance**

The Accounting Aid Society is once again providing free tax preparation at three DPL locations: Main Library, and the Duffield and Douglass branches. Households with an annual income of less than \$69,000 are eligible for this service. Because dates and times vary for each location, interested people should visit the Society's website, [accountingaidsociety.org](http://accountingaidsociety.org), for details. Appointments for service are required and can be made by calling 313-556-1920.

### **Black Romance Writers Panel**

On Valentine's Day – Saturday, February 14, 2026 – DPL's Author Series Committee will welcome four Black romance writers to discuss their experiences as successful writers. Ebony Evans, founder of EyeCU Reading & Social Network, will lead a conversation with romance writers Katrina Jackson, Sylvia Hubbard and Aliza Mann. The program will be held at Main Library, from 2 – 4 p.m.

### **2026 Black History Month Events**

There are more than 60 Black History Month programs planned throughout the DPL system for the month of February. Many of the programs are listed in the winter edition of *Pathways* and on the Library's website, [detroitpubliclibrary.org](http://detroitpubliclibrary.org). A special printed catalog of programs will be available at the end of January.

### **Wayne County**

On December 23, 2025, DPL received a payment of \$569.23 for delinquent property taxes.

### **DISCUSSION**

Commissioner Bounds asked for an update on the Skillman Library and a status report on the Forgotten Harvest take-home meals program.

Mr. Brown said that he met with Detroit Building Authority representatives last week at the Skillman Library to develop the site plan and scope of work. He said that there are a couple of more site visits scheduled for the professional contractors to assess the upgrades to the building which includes the windows, roof, and the floor of the Cyber Café.

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Ms. Margaret Bruni, Director for Public Services, said that we do not have the final numbers yet on the number of meals that were distributed.

The program had a slow start but it was well received by the community. The last delivery of meals was distributed last week.

Commissioner Hicks asked for an update on the Library helping people stay out of the cold during this harsh weather season.

Mrs. Mondowney said that people are staying when they are at the Library throughout the system.

Mr. Atiim Funchess, Assistant Director, Marketing & Communications, said that he has reached out to the City of Detroit and the Library is a part of their warming centers list.

### **COMMITTEE ON ADMINISTRATION**

Commissioner Milton reviewed some of the items that were discussed in the previous Committee on Administration meeting that included the process of the Commission evaluating the Executive Director. He said that it was his understanding that there was not a lot of Commission participation for the last Executive Director's evaluation and he said this process should be taken seriously not only for the citizens of Detroit but also for Mrs. Mondowney and it is only fair that all Commissioners participate.

Commissioner Milton said that the other component of the Executive Director's evaluation was a staff survey and a self-evaluation.

#### **Approval of the Routine Human Resources Report**

The Human Resources Department Report provides information regarding personnel actions from December 1, 2025, through December 31, 2025. The administration has approved these actions.

#### **APPOINTMENTS (0)**

#### **SEPARATIONS (4)**

<b>Employee Name</b>	<b>Title</b>	<b>Last Anticipated Work Day</b>
Kenzie, Monica	Librarian 3	December 10, 2025
Gibson, Kalene	Library Customer Service Representative	December 18, 2025
Ricketts, Omair	Library Technical Training Associate	December 27, 2025
Williams, Debra	Interim Head of Human Resources	December 30, 2025

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**POTENTIAL RETIREMENTS (3) Pending COD Approval**

<b>Employee Name</b>	<b>Title</b>	<b>Last Anticipated Work Day</b>
Brooks, Stacy	Librarian 3	January 2, 2026
Bialic, Sandra	Library Department Manager	January 4, 2026
Pride, Vickie	Library Technical Services Assistant	January 9, 2026

**RETIREMENTS (0)****SICK LEAVE PAYOUTS (0)****POSITIONS**

	November 2025	November 2024
Vacant Positions actively being filled	33.5	29.5
Filled Budgeted Positions	241	244.5
Not Actively Being Recruited	34.5	38
Positions not filled in FY	16	13
Total Budgeted Positions	325	325

<b>POSITION</b>	<b>FY26 POSITIONS</b>	<b>FILLED POSITIONS</b>	<b>VACANT POSITIONS</b>
Director's Office	6	5	1
FBO	10	9	1
Human Resources	7	6	1
Facilities/Shipping	23	20	3
Information Systems	8	8	0
Marketing/Print Shop	6	6	0
Public Services	3	2	1
Librarian, Coordinator	4	2	2
Librarian, Manager	25	25	0
Librarian III, Assistant Manager	36	29	7
Librarian II/I/Pre-Pro	42	24	18
Technical Training Associate	30	22	8
Office Support Asst/Tech Svcs Asst	11	10	1

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Senior Customer Rep (Clerk)	11	10	1
Bookmobile Operator	2	2	0
Customer Service Reps (FTE's)	57	38	19
Custodians	5	4	1
Circulation Manager	1	1	0
Tech Processing Manager	1	1	0
Principal Clerk	2	2	0
Security	19	15	4
<b>Sub-Total</b>	<b>309</b>	<b>241</b>	<b>68</b>
* Positions not actively recruiting/filled for FY26	16		
<b>Total</b>	<b>325</b>		

DPL currently has a total of **325 budgeted positions**. Of the total positions, **241 are filled, and 84 are vacant**. The Human Resources Department is actively recruiting for 31 of the 81.5 vacant positions.

### **COMMISSION ACTION**

Commissioner Milton moved approval of the routine Human Resources report.  
Commissioner Adams supported.

Roll call vote:

- Adams Yes
- Bounds Yes
- Milton Yes
- Williams Yes
- President Hicks Yes

The motion passed unanimously.

### **BYLAWS COMMITTEE**

Approval of the 2<sup>nd</sup> Reading of the Detroit Public Library Commission Rules and Regulations Revisions

#### **DETROIT LIBRARY COMMISSION RULES AND REGULATIONS**

Revised February 15, 2000  
Revised January 19, 2010  
Revised December 10, 2013  
Revised May 20, 2014  
Revised December 29, 2016  
Revised January 20, 2026

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DETROIT PUBLIC LIBRARY  
5201 WOODWARD AVENUE  
DETROIT, MI. 48202-4093

## INTRODUCTION

The Detroit Library Commission was created and incorporated by action of the Michigan State Legislature (Local Act 314, 1881; Local Act 359, 1901) to be the governing body of the Detroit Public Library. It is empowered to acquire and hold property, to construct buildings, to provide for the operation and maintenance of buildings, and to employ personnel.

The Commission has responsibility for setting policy for the delivery of library service to its constituency; for appointing the Executive Director of the Library; for establishing salaries for the Executive Director and the Administrative Staff; for establishing hours of service; and for procuring the funding necessary for the operation of the Library. The Commission shall operate under Robert's Rules of Order, Newly Revised, unless rules are suspended by a two-thirds vote.

### I. THE LIBRARY COMMISSION

#### A. APPOINTMENTS

1. **Appointment of Commissioners.** The Detroit Library Commission shall consist of seven members: six elected by the Detroit Board of Education; and the seventh, the current President of the Board of Education, who is an ex-officio member.
2. **Term of Office.** Commissioners shall be appointed to six-year terms, with the term of one member expiring each year and one Commissioner being appointed annually in place of that member whose term of office expires in that year. The Board of Education shall appoint a replacement to fill the unexpired term resulting from a vacancy for any cause.
3. **Reappointment of Commissioners.** If qualified, Commissioners may be re-appointed by the Board of Education.
4. **Non-Interference.** When dealing with affairs of the Detroit Public Library, individual Commissioners shall deal solely through the Executive Director. Notwithstanding the foregoing, the Commission may take action as body when dealing with the affairs of the Library and shall not be required to deal solely through the Executive Director. No individual Commissioner shall direct any employee in the discharge of their duties.  
This policy shall not diminish an individual Commissioner's right to communicate with Library employees. Commissioners may still continue to make general inquiries of staff and staff shall be required to respond to such inquiries without further consent from or interference by the Executive Director.
5. **Decorum.** The Commission may censure a member for: (a) willful violation of these rules, (b) any intentional and repeated false accusation against any member of the Commissioners, Library leadership or staff that is factually unfounded, (c) disruptive conduct that substantially interferes with any DPL meetings,

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(d) for an intentional misrepresentation to the DPL, the DLC or the public in connection with Library or Commission matters, or (e) any conduct that brings discredit to the Commission.

6. **Removal of Commissioners.** The Commission may remove any member by an affirmative vote of 2/3rds of the members for the following offenses:

- Any Commissioner missing more than 2 regular meetings within a calendar year without an excuse and prior notice shall be subject to removal by a vote of 2/3rds of the Members;
- failure to file a full, accurate and complete disclosure statement when required;
- application for employment at DPL;
- submitting or failure to recuse from voting on a contract that could lead to remuneration for the Commissioner or a Commissioner's business associate or family member;
- any improper intervention in the procurement process;
- an egregious instance or a pattern of willful violation of these Rules and Regulations; -, an egregious instance or a pattern of clearly unwarranted and unfounded criticism of Commissioners or Library leadership;
- an egregious instance or a pattern of misrepresentations to the DPL, the DLC or their partners or contractors or the public;
- post -appointment revelations of violations of the Detroit Public School Community District Board of Education application process to become a Commissioner, including any unmet conditions placed upon the appointee/Commissioner;
- any other conduct that violates the Code of Ethics, the Conflict-of-Interest policy or otherwise brings discredit to the Commission.

Prior to any vote to remove, a member subject to removal must be informed of the charges against them and given an opportunity to present a defense and to contest the removal decision in a special meeting, in writing or through other appropriate means as determined by the Commission.

Any member of the Commission can bring charges for removal against an appointed member of the body and must provide evidence to support such charge(s). Charges shall be specified in writing to the charged member and to the President, who shall refer such charges to the Audit Committee to investigate and propose disposition to the full Commission of the matter, provided, however, in the case of a conflict, the President may appoint three members of Special Investigating Committee in accordance with Section C.2 of these bylaws. The charged member shall be afforded a full opportunity to respond to the charge(s) and to contest the removal decision in writing, at a Special Meeting called for such purpose or through other appropriate means as determined by the Commission including an executive session, as outlined in Robert's Rules of Order, Disciplinary Procedures and in accordance with the Michigan Open Meetings Act. If the President is the subject of the charges. the Vice President shall appoint the Investigating Committee and chair the proceedings of the full Commission when hearing the committee's recommendation.

## B. **OFFICERS**

The officers of the Detroit Library Commission shall consist of a President, Vice President, and Secretary. The term of office shall be one year.

Each member of the Commission shall succeed to the office of the President in the order of the length of continuous service on the Commission, and each member shall serve as Vice President the year before becoming President, and on retiring as President shall become Secretary, except that the present members of the Commission who have heretofore served as President shall hereafter succeed to that office in the same order as each heretofore served therein.

### **Duties of Officers**

**President:** The President shall chair all meetings of the Commission or designate a chair when appropriate; shall review meeting agendas with the Director; shall compose the membership and name the chair of each standing committee; committees composed of community members, such as millage or literacy campaign committees, shall be composed with the input and consent of the body; the President shall be the spokesperson for the Commission to the public and to the staff; shall ensure that timely evaluations of the job performance of the Executive Director are conducted based on clearly written goals and methodology adopted by the Commission; shall provide strategic leadership that keeps the DPL independent, on a sound financial footing and in service to the residents of Detroit.

**Vice President:** Shall assist the President as needed and serve in the place of the President when required.

**Secretary:** Shall certify actions that have been approved by the Commission as needed for processing financial or legal matters

Each member of the Commission shall succeed to the office of the President in the order of the length of continuous service on the Commission, and each member shall serve as Vice President the year before becoming President, and on retiring as President shall become Secretary, except that the present members of the Commission who have heretofore served as President shall hereafter succeed to that office in the same order as each heretofore served therein.

Officers may be removed by a majority vote for cause and replaced no later than the next regular meeting.

Cause for demotion may include but not limited to willful violation of these rules, application for employment at the DPL, failure to file a full and complete disclosure statement, or conduct that brings discredit to the Commission.

The Commission may also censure a member for lesser matters as it sees fit.

## B. **COMMITTEES**

1. **Standing Committees.** There shall be five standing committees of at least three members each, namely: a Committee on Administration; a Committee on Books and Literacy; a Committee on Buildings; an Audit Committee and a Committee on Finance. These Committees shall be appointed annually by the President not later than the first meeting after his/her succession and shall serve for one year or until new committees are appointed.

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Except where power to act is generally or specifically delegated to a Committee by the Commission, the functions of the Committee as hereinafter detailed shall be of an advisory nature only. All recommendations of committees shall be submitted to the Commission for final action.

a) **Committee on Administration.** The Committee on Administration shall have responsibility for all policy matters of a general nature, which are not specifically assigned to other committees in these Rules and Regulations. The Committee shall have general responsibility in the area of personnel; presenting the recommendations of the Executive Director for appointments, permanency, promotions, demotions, leaves of absence, retirements, suspensions, and discharges of employees within the framework of the collective bargaining agreements.

b) **Committee on Books and Literacy.** The Committee on Books and Literacy shall have general responsibility in the area of the acquisition and preservation of library materials in accordance with DLC policy.

**Selection of Materials.** The selection of all materials, new and replacement, for the Library shall be the responsibility of the Executive Director, who shall avail him/herself of such staff counsel as he/she deems advisable.

c) **Committee on Buildings.** The Committee on Buildings shall have general responsibility for all matters relating to Library buildings and grounds, including the acquisition of sites, erection of new buildings, repair and upkeep, and the disposal of any surplus buildings and sites.

d) **Committee on Finance.** The Committee on Finance shall have general responsibility for all matters pertaining to finance, including the annual budget, reports, contracts and leases, and investments. All bills incurred by the Commission shall be referred to this Committee for approval.

e) **Audit Committee.** The Audit Committee shall have oversight over the audit of the Library general fund, the Library Cooperative, and all special funds and accounts of the Library system. The Audit Committee shall also investigate credible claims of any acts of impropriety or abuses of position that abuse or exploit the resources of the Library system. The presentation of any audit shall be made to the full Commission upon the recommendation of acceptance by the Audit Committee.

2. **Special Committees.** There shall be appointed such special committees as the exigencies of the service require.

### C. **PURCHASES AND PAYMENTS**

1. **Purchase Limitations.** All purchases, of whatever nature, shall be made by the Executive Director, unless otherwise ordered by the Commission. Except for emergency purchases or purchases in small amounts, purchases shall be made on a competitive basis. Except for books and periodicals, and unless generally or specifically accepted by the Commission, purchases in excess of \$25,000 shall be awarded by the Commission after the receipt of bids.

2. **Certification of Payment.** Payrolls for salaries and bills for payment of all purchases must be certified by the appropriate Director or in his/her absence by a

designated assistant. All payments must be made in accordance with DLC policy and applicable law. All changes in compensation must be approved by the DLC.

3. **Purchase Authority.** No member or employee of the Commission shall incur any liability against the Commission unless previously authorized to do so, with the understanding that the approval of the annual budget and any amendments thereto by the Commission constitute an authorization to the Executive Director to make purchases, not to exceed the total amount approved in each account. The Executive Director is further authorized to recommend to the City Council, when necessary, the transfer of funds from one account to another. The Commission intends to prevent any unauthorized encumbrances on the library. If such cases do occur, the Commission will investigate, assess liability and pursue collection as it sees fit.

4. **Imprest Cash Fund.** An imprest cash fund, not to exceed the amount which shall be approved by the Commission, shall be placed in the custody of the Executive Director or his/her designated representative, who shall be accountable for the same. From this fund the Executive Director is authorized to advance or pay incidental or petty expenses. Invoices covering such payments shall be presented to the Commission for approval in the same manner as other payments.

E. **EXECUTIVE**

The Executive Director shall be the executive agent of the Library Commission and shall be responsible for the recording of the Commission proceedings.

All proceedings shall be reproduced for the use of the Commission and, upon Commission approval, be made part of the public record and be clearly posted on the Library's website.

F. **MEETINGS**

1. **Open Meetings Act.** All meetings shall be conducted in conformity with the Open Meetings Act (Michigan P.A. 267, 1976). Procedures for addressing the Commission are embodied in the "Rules for Addressing the Detroit Library Commission" adopted September 6, 1977.

2. **Meeting Dates.** The Commission shall hold regular meetings the third Tuesdays of each month from September through June. No less than 2 regular meetings during any calendar year shall be held in the evening hours (5:30 - 8:00 pm) to allow for broader community participation.

3. **Order of Business.** The order of business at the regular meetings of the Commission shall be as follows:

- a) Reading of the minutes of the previous meeting.
- b) Report of the President
- c) Report of the Director
- d) Reports of the Committees
  - 1) Standing
  - 2) Special
- e) Old Business
- f) New business

4. **Annual Meeting.** At the annual meeting the retiring President shall preside up to the announcement of his/her successor. After the order of reading and approval of

minutes any newly appointed or re-appointed member shall take and subscribe to an oath of office.

The announcement of officers for the ensuing year shall follow, after which the new President shall take the chair and the regular order of business shall be resumed.

5. **Rule Changes.**

a) **Suspension of Rules.** The rules of the Commission may be suspended at any regular meeting by a two-thirds vote of the members present.

b) **Amendments to the Rules.** The rules of the Commission may be amended at any regular meeting by a two-thirds vote of the members present, but no amendment may be passed without the affirmative vote of at least four members. No proposed amendments to these rules shall be acted on at the same meeting at which such amendments are submitted.

6. **Special Meetings.** Special meetings may be called by the President, or, in his/her absence or inability to act, by the Vice-President, or shall be called by the Secretary upon the written request of any other two members. No business shall be transacted at any special meeting except such as designated in the notice given to each member.

7. **Special Meetings--Retreats.** Recommendations made at Retreats shall be brought before Commission at a Regular or Special Meeting for approval.

II. **THE STAFF**

A. **ORGANIZATION**

B.

1. **Executive Director.** The Executive Director shall have general charge and superintendence of the Library: of all employees; of the operation of the Library; and of the carrying on of the service to the public. Notwithstanding the foregoing, the Executive Director shall conduct all operations, including personnel matters and decisions, in accordance with Library policies and rules prescribed by the Commission and the law.

All petitions or communications to the Commission shall be transmitted through the Executive Director, together with his/her recommendation, prior to the consideration of such communications by the Commission unless such communication is in direct response to a Commission inquiry in which case such communication shall be directed to the Commission. In an emergency the Executive Director may direct the Library or any part thereof to be closed for the whole or part of any one day.

2. **Directors.** The Library's operations shall be organized by such major functions as may from time to time be deemed appropriate by the Commission as reflected in the organization chart.

These functions will be headed by the Directors, to be appointed by the majority vote of the Commission and upon the recommendation of the Executive Director and the Committee on Administration. The Directors shall be assisted by Assistant Directors in charge of groups of service units, Coordinators of Major Library Activities, and other staff as necessary.

3. **Service Units.** Each service unit shall be the charge of a competent head responsible to the Executive Director. Service units are defined to be departments,

bureaus, or other such units which shall be established by the Commission as reflected in the organization chart.

The heads of the units shall be vested with the authority inherent in responsible supervision of service and property and public interest under their jurisdiction.

Appropriate staff shall be assigned to each service unit as determined by the Executive Director. Their salaries, fringe benefits, and working conditions shall be determined through the collective bargaining process and embodied in collective bargaining agreements. Unrepresented staff shall have their salaries, fringe benefits, and working conditions determined by the Commission.

### **III. USE OF THE LIBRARY BY THE PUBLIC**

- A. **Hours of Service**. Library hours shall conform to regular, announced schedules as established by the Commission.
- B. **Use of Library Materials**. Regulations concerning the use of Library materials including requirements for borrowers and borrowing will be determined as necessary and will be embodied in a separate code book. Any person violating these regulations, or the privileges of the Library may forfeit his/her right to its use, and the case may be reported to the Commission by the Executive Director for such further action as may seem warranted.
- C. **Orderly Conduct**. Conduct not consistent with the quiet and orderly use of the Library is prohibited.

#### **APPENDIX I**

### **RULES FOR ADDRESSING A MEETING OF THE DETROIT LIBRARY COMMISSION**

A person shall be permitted to address a meeting of the Detroit Library Commission or Detroit Library Commission sitting as a committee of the whole (hereafter referred to as DLC) subject to the following rules:

1. To be placed on the agenda of a regular DLC meeting under public comment with a time limit of two minutes, a brief written request with subject matter and contact information shall be filed with the President of the Commission at the Detroit Public Library not later than Thursday of the week immediately preceding the day of the regularly scheduled meeting to which the request pertains. In the case of a request to address a special meeting of the DLC such notice must be filed one business day before the meeting.

#### **APPENDIX II**

### **STATE LAWS AND CHARTER PROVISIONS AUTHORIZING FUNCTIONS OF THE DETROIT LIBRARY COMMISSION**

#### **ACT NO. 359 of the Local Acts of 1901**

Sec. 2 Faith and credit bonds authorized; method of issuing outlined; restrictions.

Sec. 5-13 May take private property for library use; condemnation procedures outlined.

#### **ACT NO. 390 of the Local Acts of 1903**

Sec. 1 Board of Education to appoint six member six-member commission; president of board of education to be ex-officio member; overlapping terms; qualifications; tenure; to make contracts; to appoint a staff; general procedures.

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**ACT NO. 460 of the Local Acts of 1905**

Sec. 3 Sinking fund provisions.

Sec. 7 Condemnation procedures clarified.

**ACT NO. 305 of the Public Acts of 1919**

By a resolution of Common Council, may issue bonds not to exceed 1/4 of 1% of assessed valuation, exclusive of the city's debt limit for general purposes.

**ACT NO. 26 of the Public Acts of 1921 (First Extra Session)**

Sec. 1 Library boundaries to be co-extensive with city boundaries.

Sec 2 Annual budget subject to same condition as other city departments

Sec 3 Fiscal year to be identical with City's.

**ACT NO. 185 of the Public Acts of 1921**

Sec. 5 Method of paying payrolls bills, accounts, and claims specified.

**ACT NO. 92 of the Public Acts of 1952**

Sec. 1 May cooperate with libraries in adjoining counties to supplement services rendered.

**CITY CHARTER (2012), Article 9, Chapter 5**

Sec. 9-504 The city may make appropriations to, and exercise its powers in aid of, the Detroit Library Commission for the operation of libraries within the city.

**COMMISSION ACTION**

President Hicks moved approval of the 2nd reading of the Detroit Public Library Commission rules and regulations revisions. Commissioner Adams supported.

**DISCUSSION**

Commissioner Williams asked about the context of #A4 Non-Interference.

President Hicks explained that the Commission is a governance body responsible for policies and other things that go toward the general governance of the organization.

President Hicks said what the Commission attempts not to do is interfere in the Library's day-to-day operations. Inquiries to staff are generally filtered through the Executive Director. It does not prohibit the Commission from raising a question to staff.

Roll call vote:

- |                   |     |
|-------------------|-----|
| ➤ Adams           | Yes |
| ➤ Bounds          | Yes |
| ➤ Milton          | Yes |
| ➤ Williams        | Yes |
| ➤ President Hicks | Yes |

The motion passed unanimously.

Minutes were approved at the February 17, 2026 Commission Meeting

## COMMITTEE ON FINANCE

### Approval of the Routine Report of Finance

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

<u>Summary of Expenditures</u> <u>PUBLIC FUNDS</u>			
<b><u>PAYMENTS PROCESSED BY CITY OF DETROIT:</u></b>			
1. Total Payroll	December 2025		\$1,273,716.47
2. Total Vouchers-processed on FUSION	After 3/13/2020 listed by invoice number & date (processed off-site)		\$464,064.19
3. FY2026 Annual Retiree Supplement			\$0.00
4. FY2026 General Retirement System (GRS)			\$0.00
5. FY2026 Central Staffing Services			\$0.00
6. FY2026 Hybrid Pension Payment		Paid 12/01/25	\$18,971.50
7. FY2026 VEBA			0.00
8. FY2026 Debt Service Interest for 2014B(1) & 2014B(2) Notes			\$0.00
<b>Total processed by City of Detroit</b>			<b>\$1,756,752.16</b>
<b><u>PAYMENTS PROCESSED BY DPL:</u></b>			
1. Public Funds/Comerica checking	Checks	1442	\$2,537.00
2. Branch & Main Checking account	Checks	9699 - 9755	\$41,332.30
3. Branch & Main Checking account Electronic Fund Transfer (EFT) made on		Paid 12/08/25	\$2,207.98
<b>Total processed by DPL</b>			<b>\$46,077.28</b>
<b>Grand Total</b>			<b>\$1,802,829.44</b>

<u>Summary of Expenditures</u> <u>Restricted/Designated Funds</u>			
1. Burton Endowment Checking	Checks	8375	\$2,500.00
2. O'Brien Checking	Checks	5135 - 5140	\$6,926.46
3. Programs & Gifts Checking Account	Checks	3080 - 3081	\$4,274.15
<b>Grand Total</b>			<b>\$13,700.61</b>
<b><u>Programs &amp; Gifts Checking Account:</u></b>			
Language Line Services			\$24.15
Zephyr Used & Rare Books			\$4,250.00
<b>Programs &amp; Gifts Checking a/c</b>			<b>\$4,274.15</b>

<u>Credit Card Expenditures</u>	
1. Executive Director	\$ 215.00
2. Executive Director's Office-used for general office purpose	\$0.00
3. Chief Financial Officer	\$0.00
4. Human Resources Department	66.19
5. Marketing Department	793.70
6. Technical Services	1,480.35
7. Facilities Department	3,755.16
8. Information Technology	463.37
9. Procurement	466.78
10. Security	981.39
11. Public Services	555.81
<b>Grand Total</b>	<b>\$8,777.75</b>
<b>NOTE: These are November 2025 Credit Card purchases</b>	

Minutes were approved at the February 17, 2026 Commission Meeting

### **COMMISSION ACTION**

President Hicks moved approval of the routine finance report. Commissioner Milton supported.

Roll call vote:

- |                   |     |
|-------------------|-----|
| ➤ Adams           | Yes |
| ➤ Bounds          | Yes |
| ➤ Milton          | Yes |
| ➤ Williams        | Yes |
| ➤ President Hicks | Yes |

The motion passed unanimously.

### **COMMISSION ACTION**

Commissioner Adams read the following recommendation of behalf of Mrs. Mondowney:

It is my pleasure to recommend that LaTanya Tarleton fills the position of Director of Human Resources.

Ms. Tarleton brings significant human resources experience to DPL. Most recently, she served as Global HR Manager for Minth North America. In this role, her duties included managing employee onboarding and orientation, benefits administration, succession planning, and the implementation of employment laws and processes. Prior to this position, she worked as a compensation analyst for the City of Dallas, Texas. She has also served as HR Director for Detroit's Downtown Boxing Gym. Additionally, she worked as a senior HR manager for Dialog-Direct/Qualfon, in Highland Park, Michigan. Her career path also included serving as HR manager for Cablcon Manufacturing Plant with offices in Michigan and Texas, later becoming HR Director. At Cablcon, she was a member of the senior management team and was actively involved with strategic planning, employee performance and recruitment, and employee benefits.

Ms. Tarleton holds an MBA in Business Management with a concentration in Strategic Management from Northwood University and an MS in Human Resources from Central Michigan University. She is also a member of the American Society of Employers.

Minutes were approved at the February 17, 2026 Commission Meeting

## **COMMISSION ACTION**

Commissioner Adams moved approval to recommend that LaTanya Tarleton fills the position of Director of Human Resources. Commissioner Bounds supported.

Roll call vote:

- |                   |     |
|-------------------|-----|
| ➤ Adams           | Yes |
| ➤ Bounds          | Yes |
| ➤ Milton          | Yes |
| ➤ Williams        | Yes |
| ➤ President Hicks | Yes |

The motion passed unanimously.

## **OLD BUSINESS**

Commissioner Bounds asked for an update on the buildings assessment.

Mr. Brown said that an RFP for the buildings assessment will be presented to the Committee on Buildings in February 2026.

President Hicks asked Mrs. Mondowney to suggest to the staff to have the Committee meetings in the first week of the month with the exception of the Finance Committee meeting to be held in the 2<sup>nd</sup> week of the month.

Commissioner Adams asked for an update of the Commission Study Session.

President Hicks said that along with himself, Commissioners Bounds, Frierson-Haynes, and Milton attended the study session. He said that the discussion was on the necessity to have a robust strategic planning process.

Commissioner Bounds said that it was an excellent opportunity to review the full scope of DPL's policies and the current timeline for the Library to digitize the policies.

Commissioner Bounds said that a robust conversation was had about the new Commissioner Orientation Handbook.

Mr. Brown said that a robust conversation was had about creating a facilities plan. The structural assessment would be paramount to providing guidance on how to set the priorities for strategic planning.

Minutes were approved at the February 17, 2026 Commission Meeting

Mr. Brown said that a conversation was also had about what the facilities plan would look like as well as a capital plan. He said that all of this would be incorporated in DPL's strategic plan.

President Hicks said that it was also a little more expansion on the difference between a capital budget and an operational budget and whether or not during the budget process should a capital budget be approved along with an operational budget.

Commission Milton said that a conversation was also had about leveraging the fund balance.

Commissioner Williams said that she was excited to learn and happy to be a part of the Detroit Library Commission.

### **ADJOURNMENT**

Commissioner Milton moved to adjourn. Commissioner Bounds supported.

The meeting was adjourned at 2:50 p.m.