

**DETROIT LIBRARY COMMISSION PROCEEDINGS
ANNUAL MEETING
JANUARY 21, 2025**

NOTED

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

President Short called the Annual Meeting of the Detroit Library Commission to order at 1:34 p.m.

A roll call attendance was taken with the following results:

- | | |
|----------|---------|
| ➤ Adams | Present |
| ➤ Bounds | Present |
| ➤ Hicks | Present |
| ➤ Short | Present |

Commissioner Frierson-Haynes joined the meeting at 1:51 p.m.

Administrative Staff: Mondowney, Brown, Dale, Korenowsky, Moore, Norfolk, Peele, Powell, Simmons, Simon, Williams

Present Also: Melissa Adkins, Hyden Al-najar, Adam Barrett, Russ Bellant, Enid Clark, India Davis, Deborah Dorsey, Erin Dwyer, Jennifer Dye, Ethel Franklin, Ken Gabriel, M. Garcia, Karen Garrette, Marcia Hartman, Elena Herrada, Imara Hyman, Brian Jesse, DeAidre Jones, Mary Kordyban, Joyce Krom, Annette Lotharp, Torria Love, Tina Manley, Tracy Massey, Vernadette McAllister, T. Chapman-Mills, Carolyn Mosley, Tasleema Muntaqim, Yvette Rice, Heidi Sargis, Amy Senese, Cully Sommers, Megan Summers, Mattie Wiggins, Jacqueline Williams, Cheryl Wright

APPROVAL OF THE DETROIT LIBRARY COMMISSION MEETING AGENDA

NOTED

President Short made the following amendment to the agenda:

- Add Mr. Russ Bellant under Old Business to present a brief report on tax captures.

COMMISSION ACTION

Commissioner Hicks moved approval of the Detroit Library Commission's agenda with the amendment. President Short supported.

A roll call vote with the following results:

- | | |
|----------|-----|
| ➤ Adams | Yes |
| ➤ Bounds | Yes |
| ➤ Hicks | Yes |
| ➤ Short | Yes |

The agenda was approved with the amendment.

APPROVAL OF THE MEETING MINUTES

COMMISSION ACTION

Commissioner Adams moved approval of the December 17, 2024 meeting minutes with the following correction from Commissioner Bounds:

- Commissioner **Bounds** moved approval for roof replacement at the Facilities Service Building. Commissioner Peterson-Mayberry supported.

Minutes were approved at the February 18, 2025 Commission Meeting

Commissioner Hicks supported.

A roll call vote was taken with the following results:

- | | |
|----------|-----|
| ➤ Adams | Yes |
| ➤ Bounds | Yes |
| ➤ Hicks | Yes |
| ➤ Short | Yes |

The minutes were approved with the necessary correction.

PUBLIC COMMENTS

Erin Dwyer – She attended the meeting via Zoom and submitted the following concerns about the Sherwood Forest Branch Library prior to the meeting:

1. When are the repairs expected to begin at Sherwood Forest Library?
2. Will the Sherwood Forest Library be closed during the repairs? If so, how long?
3. Are there any related funds for signage to explain that the Sherwood Forest Library is closed for repairs and when it will reopen?
4. Are there any funding efforts to make the outside and inside of the Sherwood Forest Library more welcoming and inviting?

Mr. Cledos Powell, Assistant Director for Facilities, replied with the following answers:

1. The repairs at the Sherwood Forest Library are expected to begin in mid-March or early April 2024.
2. Sherwood Forest Library will be closed for 30-60 days.
3. The Marketing Department is responsible for providing the signage.
4. The Sherwood Forest will be painted inside and outside.

Elana Herrada – Expressed her concerns about the condition of the Bowen Branch Library. She said the outside of the building looks bad. There is no first-floor restroom, the parking is dangerous and the library is not handicap accessible.

DeAidra Jones – She asked if there were any plans to close any Library branches and consolidate others? If so, would the communities be notified?

Mrs. Mondowney replied that there are no plans to close any libraries, however, if that were to happen, community conversations would take place regarding that matter.

Adam Barrett – Expressed his concerns about the dire condition of the Bowen Branch Library.

Imara Hyman – She thanked the Commission and the Library staff for reopening the Conely Branch Library. She expressed her concerns about the condition of the Bowen Branch Library. She said it needs new flooring and the windows cleaned. She also asked how does the staff respond to the U.S. Immigration and Customs Enforcement (ICE) if they come into the library looking for undocumented immigrants?

Russ Bellant – He asked if libraries have extended hours as warming centers during this week’s dangerous low temperatures? He also asked if groups could register with the library to hold meetings and forums to educate the public of their rights.

REPORT OF THE OUTGOING PRESIDENT

President Short said that she is glad to have had the opportunity to work with the Executive Director, the Library staff, and the Commission members. She said that Bishop Dr. Corletta Vaughn was the newly elected President for the Detroit Public Schools Community District DPSCD) and she will be joining the Commission as the new Ex-Officio. We are still awaiting the appointment of one new Commissioner. She said that she attended the American Library Association (ALA) conference in June 2024 and she obtained two books that she would like to leave to the Commission to review. The books are *“Twenty-Five Ready to Use Sustainable Library Programs”* and *“Library Services for the Incarcerated.”*

President Short passed the gavel to Commissioner Adams. Mrs. Mondowney presented a plaque to outgoing President Short, acknowledging her service as the Detroit Library Commission President in 2024.

REPORT OF THE INCOMING PRESIDENT

President Adams thanked Commissioner Short for her service. President Adams said that she is delighted to serve as President of the Detroit Library Commission for the third time. She announced the following slate of officers for 2025:

- Jean-Vierre Adams.....President
- Dr. Gregory Hicks.....Vice-President
- Dr. Ida Short.....Secretary
- Katerli Bounds.....Commissioner
- Chaundra Frierson-Haynes.....Commissioner
- New Commissioner.....To be appointed by the Detroit Public Schools Community District Board
- Ex-Officio..... Detroit Public Schools Community District Current President

President Adams said we expect to have a new Commission appointment by February 2025. She said that the Committees would then be established. She asked that the current committee members remain in their roles for now. She also asked the current committee members to email her their choice of Committees they would like to serve on for reassignment consideration.

President Adams said that section C2 of the Detroit Library Commission Rules and Regulations, allows the appointment of special committees. She announced to appointment of the following two new committees:

- Strategic Planning Committee
- Fundraising Committee

President Adams said the Fundraising Committee is being created to look into fundraising efforts at individual libraries and perhaps reconnect with the foundation arm of DPL to see if we can get some assistance with our capital needs.

REPORT OF THE EXECUTIVE DIRECTOR

Sunday Author Talks at Main Library

Mrs. Mondowney reported that the DPL Authors Committee has a full schedule of authors planned through the spring. On Sunday, January 26, 2025, in Main Library's Galleria (5201 Woodward Avenue), Judge Gerald Rosen, author of *Grand Bargain: The Inside Story of Detroit's Dramatic Journey from Bankruptcy to Rebirth*, will discuss his book at 2 p.m. The subject is of special interest to DPL because of its involvement in the City of Detroit's declaration of bankruptcy. Please visit detroitpubliclibrary.org for details about other author talks planned for the next several months.

Tax Preparation Assistance

Mrs. Mondowney reported that the Accounting Aid Society is once again offering free tax preparation for households earning less than \$64,000 annually. Appointments can be made by calling 313-556-1920, or by visiting the Accounting Aid Society's website, accountingaidsociety.org. This service will be available at Main Library, the Douglass Branch (3666 Grand River) and the Duffield Branch (2507 W. Grand Boulevard). Days of service and hours will vary at each location during the program which begins January 21 and runs through April 15, 2025.

Main Library Galleria: Exhibition

Mrs. Mondowney reported that Main Library's Galleria will host "Sisters Speak," an exhibition of the work of sisters Siana and SuVon Treece, featuring a collection of original works, including paintings, drawings, and digital art. The exhibit will be available February - April 2025.

Homeschoolers Visit Detroit Auto Show

Mrs. Mondowney reported that the Children's Library organized a visit to the Detroit Auto Show for a group of homeschoolers who regularly visit the Detroit Public Library. Transportation from Main Library and lunches were provided by the consulting firm of Woods & Watts Effect. The event attracted interest from several homeschool groups; 80 children and parents attended the Auto Show on January 15th and 16th, 2025.

DPSCD's Spelling Bee

Mrs. Mondowney reported that DPL will host the Detroit Public Schools Community District's annual spelling bee for students in grades K-8 on Saturday, February 1, 2025. The event begins at 10 a.m. and runs throughout the day. It is free and open to the public, and will be held in the Clara Stanton Jones Friends Auditorium at Main Library.

Mrs. Mondowney reported the following:

Branch Activities

- Elmwood Park Branch manager Kalana Gates established partnerships with the Marine Corps Toys for Tots and Free Bikes 4 Kidz to provide toys and bikes to the Elmwood Park neighborhood children during the 2024 holiday season. On December 17, 2024, 100 toys were distributed at Main Library. On Saturday, December 14, 2024, the bikes were picked up by children at the Elmwood Park Branch (550 Chene) during its "Selfies with Santa Program."
- On December 14, 2024, 70 people attended the Detroit Suzuki violin program's holiday concert at the Parkman Branch (1766 Oakman Boulevard).
- On January 14, 2025, the Redford Branch (21200 Grand River) launched "Redford Reads," a partnership with the College for Creative Studies. Every Tuesday young readers are welcomed to the branch at 4:00 p.m., to enjoy a book, an art project and fun activities.

LBPH: Library for the Blind and Physically Handicapped: Customer Appreciation

Mrs. Mondowney reported that for the first time since COVID, the Library for the Blind and Physically Handicapped (located in the Douglass Branch for Specialized Services, 3666 Grand River at Trumbull) held its annual Customer Appreciation Luncheon and holiday celebration on December 6, 2024. DPL staff served over 70 lunches to LBPH customers.

Donation from Federal Home Loan Bank of Indianapolis

Mrs. Mondowney reported that in September, 2024, we reported that DPL received a \$10,000 donation from the Federal Home Loan Bank of Indianapolis, which sponsored an exhibit entitled, "Original Americans: A Native American Story in Art." On December 6, 2024, the Library received an additional \$10,000 donation for hosting the exhibit from the Federal Home Loan Bank.

Wayne County: Delinquent Property Taxes

Mrs. Mondowney reported that on December 13, 2024, DPL received a Wayne County payment of \$32,485.25 for delinquent property taxes.

DISCUSSION

Commissioner Hicks asked about DPL's warming center status.

Mrs. Mondowney replied that the public is welcome to come to all DPL locations to get out of the cold during regular business hours. DPL does not have extended hours for being a warming center.

Commissioner Hicks asked if DPL has a policy on U.S. Immigration and Customs Enforcement (ICE)?

Mrs. Mondowney said that there is no formal policy on ICE but we can have conversations around what can we do, how can we do it, and who can help us do it.

Commissioner Short suggested that DPL host forums to educate people of their rights.

COMMITTEE ON ADMINISTRATION**Approval of the Routine Human Resources Report**

The Human Resources Department Report provides information regarding personnel actions from December 1, 2024, through December 31, 2024. The administration has approved these actions.

Minutes were approved at the February 18, 2025 Commission Meeting

APPOINTMENTS (4)

Employee Name	Title	Hire date
Timothy Paschke	Librarian 3	December 9, 2024
Eugenia Hatzis	Librarian 2	December 9, 2024
Lily Guriel	Customer Service Representative	December 9, 2024
Ian Jones	Customer Service Representative	December 9, 2024

POTENTIAL RETIREMENTS (0) Pending COD Approval**RETIREMENTS (0)****SICK LEAVE PAYOUTS (0)****SEPARATIONS (1)**

Employee Name	Title	Last Day Worked
Vaughn Haynes	Customer Service Representative	December 14, 2024

<u>POSITIONS</u>		
	December 2024	December 2023
Vacant Positions to be filled	28	87.5
Filled Budgeted Positions	249	203.5
*Not Actively Being Recruited Budgeted Positions	35	14
Positions not filled in FY25	13	20
Total Budgeted Positions	325	325

POSITION	FY25 POSITIONS	FILLED POSITIONS	VACANT POSITIONS
Director's Office	6	6	0
FBO	10	10	0
Human Resources	7	7	0
Facilities/Shipping	23	21	2
Information Systems	8	8	0
Marketing/Print Shop	7	5	2
Public Services	3	2	1
Librarian, Coordinator	3	3	0
Librarian, Manager	25	24	1
Librarian III, Assistant Manager	32	28	4
Librarian II/I/Pre-Pro	49	24	11(*14)
Technical Training Associate	29	23	*6
Office Support Asst/Tech Svs Asst	10	9	1

Minutes were approved at the February 18, 2025 Commission Meeting

Senior Customer Rep (Clerk)	24	9	*15
Bookmobile Operator	2	2	0
Customer Service Reps (FTE's)	48	45	3
Custodians	4	4	0
Circulation Manager	1	1	0
Tech Processing Manager	1	1	0
Principal Clerk	2	1	1
Security	18	16	2
Sub-Total	312	249	63
<i>Positions not filled in FY25</i>	<i>13</i>		
Total	325		

DPL currently has a total of **325 budgeted positions**. Of the total positions **249 are filled**, and **63 are vacant**. The Human Resources Department is actively recruiting 28 vacant positions. The 35 remaining vacant positions are not actively being recruited.

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

COMMISSION ACTION

Commissioner Frierson-Haynes moved approval of the routine Human Resources report. Commissioner Short supported.

A roll call vote with the following results:

- Adams Yes
- Bounds Yes
- Frierson-Haynes Yes
- Hicks Yes
- Short Yes

The Human Resources report was accepted as presented.

COMMITTEE ON FINANCE

Approval of 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 18, 2025 Commission Meeting

<u>Summary of Expenditures</u>			
<u>PUBLIC FUNDS</u>			
PAYMENTS PROCESSED BY CITY OF DETROIT:			
1. Total Payroll	December 2024		\$1,328,455.89
2. Total Vouchers-processed on FUSION	After 3/13/2020 listed by invoice number & date (processed off-site)		\$1,100,411.94
3. FY2025 Annual Retiree Supplement			\$0.00
4. FY2025 General Retirement System (GRS)			\$0.00
5. FY2025 Central Staffing Services			\$0.00
6. FY2025 Hybrid Pension Payment	Paid 12/13/2024		\$25,000.00
7. FY2025 VEBA			0.00
8. FY2025 Debt Service Interest for 2014B(1) & 2014B(2) Notes			\$0.00
Total processed by City of Detroit			\$2,453,867.83
PAYMENTS PROCESSED BY DPL:			
1. Public Funds/Comerica checking	Checks	NONE	\$0.00
2. Branch & Main Checking account	Checks	8956 - 9011	\$42,265.17
3. Branch & Main Checking account	Electronic Fund Transfer (EFT)	Paid 12/18/24	\$1,834.12
Total processed by DPL			\$44,099.29
Grand Total			\$2,497,967.12

<u>Summary of Expenditures</u>			
<u>Restricted/Designated Funds</u>			
1. Burton Endowment Checking	Checks	8363 - 8364	\$1,295.85
2. O'Brien Checking	Checks	5066	\$2,000.00
3. Programs & Gifts Checking Account	Checks	3053	\$5,094.01
Grand Total			\$ 8,389.86
<u>Programs & Gifts Checking Account:</u>			
Programs & Gifts Checking	\$5,094.01	To transfer Wayne County Delinquent Taxes received on 11/15/24 to General Fund	
	<u>\$5,094.01</u>	TOTAL	

<u>Credit Card Expenditures</u>	
1. Executive Director	\$0.00
2. Executive Director's Office-used for general office purpose	0.00
3. Chief Financial Officer	0.00
4. Human Resources Department	124.19
5. Marketing Department	1,899.52
6. Technical Services	260.59
7. Facilities Department	6,353.93
8. Information Technology	161.49
9. Procurement	830.98
10. Security	14.00
11. Public Services	969.75
Grand Total	\$ 10,614.45
NOTE: These are November 2024 Credit Card purchases	

Minutes were approved at the February 18, 2025 Commission Meeting

DISCUSSION

Commissioner Bounds asked about voided checks #9002 – #9006 under the Branch & Main Deposit checking account.

Mr. Antonio Brown, Chief Financial Officer, stated that he did not have the actual details as to why the checks were voided but he would provide the details to Commissioner Bounds once he retrieves the information.

COMMISSION ACTION

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

A roll call vote with the following results:

- | | |
|-------------------|-----|
| ➤ Adams | Yes |
| ➤ Bounds | Yes |
| ➤ Frierson-Haynes | Yes |
| ➤ Hicks | Yes |
| ➤ Short | Yes |

The finance report was accepted as presented.

NEW BUSINESS

President Adams said that Commissioner Bounds suggested having training for the Commissioners. President Adams said that a refresher training on the Commission roles and responsibilities as well as the functions within the Library would be included in the Strategic Planning meetings.

OLD BUSINESS

Mr. Russ Bellant, Detroiters for Tax Justice, gave a brief presentation. He said that the Detroiters for Tax Justice is hosting an event on Saturday, January 25, 2025 at 12:00 p.m. at the Sacred Heart Church, 1000 Eliot Street. He said that this event is being held to learn about the billions of dollars of tax abuse of Detroiters. Some of the discussions will include the consequences of tax captures to the libraries, schools, city services, parks and others. The event is free and open to the public.

ADJOURNMENT

Commissioner Short moved to adjourn. Commissioner Hicks supported.

A roll call vote with the following results:

- | | |
|-------------------|-----|
| ➤ Adams | Yes |
| ➤ Bounds | Yes |
| ➤ Frierson-Haynes | Yes |
| ➤ Hicks | Yes |
| ➤ Short | Yes |

The meeting was adjourned at 3:32 p.m.