

**DETROIT LIBRARY COMMISSION PROCEEDINGS  
REGULAR MEETING  
OCTOBER 17, 2023**

**NOTED**

The meeting was held in Main Library's Galleria. The meeting was also available for virtual viewing.

President Hayden Friley called the Regular Meeting of the Detroit Library Commission to order at 1:51 p.m.

A roll call attendance was taken with the following results:

- Hicks Yes
- Jackson Yes
- Peterson-Mayberry Yes
- President Hayden Friley Yes

Commissioner Frierson-Haynes joined the meeting at 1:59 p.m.

Commissioner Adams joined the meeting at 2:08 p.m.

Excused: Commissioner Short

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

Present Also: Janet Batchelder, J. Bostian, Stacy Brooks, Maria Bryson, Terry Burnett, Enid Clark, Cynthia Eagan, DeAngela Goler, Elena Herrada, Deidra Jones, Teresa Kelly, Enriqueta Kozakowski, Deborah Madison, Tracey Massey, Eric McCormick (Detroit Documents), Carolyn Mosley, Angela Newby-Clora, Jennifer Noble, Detroit's OtterPilot, Daniel Patton, Christine Peele, Yvette Rice, Shakir Smith, Cully Sommers, Megan Summers, Brian Vance, Dewanna Veasley, Cheryl Wright, Amber Umscheid (MCR)

**MOMENT OF SILENCE**

President Hayden Friley asked for a moment of silence to honor the memory of Ms. Pheia Smith, Customer Service Representative, Edison Branch Library. Ms. Smith passed away from a tragic automobile accident on October 6, 2023.

Minutes were approved at the November 21, 2023 Commission meeting

## **APPROVAL OF THE MEETING MINUTES**

### **COMMISSION ACTION**

Commissioner Peterson-Mayberry moved approval of the Special Meeting Minutes of September 19, 2023. Commissioner Jackson supported.

A roll call vote was taken with the following results:

- |                           |     |
|---------------------------|-----|
| ➤ Hicks                   | Yes |
| ➤ Jackson                 | Yes |
| ➤ Peterson-Mayberry       | Yes |
| ➤ President Hayden Friley | Yes |

The minutes were approved as presented.

### **COMMISSION ACTION**

Commissioner Jackson moved approval of the Regular Meeting Minutes of September 19, 2023. Commissioner Hicks supported.

A roll call vote was taken with the following results:

- |                           |     |
|---------------------------|-----|
| ➤ Hicks                   | Yes |
| ➤ Jackson                 | Yes |
| ➤ Peterson-Mayberry       | Yes |
| ➤ President Hayden Friley | Yes |

The minutes were approved as presented.

## **PUBLIC COMMENTS**

**Teresa Kelley** – Asked if any of the Cooperative funds will be used for any future Library facilities in Highland Park.

Mr. Antonio Brown, Chief Financial Officer, said that the Cooperative funds are strictly for Library services and are not intended for any capital projects. Highland Park residents are able to use the services of the Detroit Public Library.

Minutes were approved at the November 21, 2023 Commission meeting

**DeAidre Jones, Manager, Jefferson Branch Library, President, UAW Local 2200-**

She spoke about DPL's Library Card campaign and encouraged all of the Commissioners to sign up for a Library card and also encourage their family members and friends to sign up for a Library card as well.

**Elena Herrada** – Expressed her concerns about the taxes being captured from Detroit's libraries, schools and special needs students. She said these funds should be used for much needed services for these organizations.

**NOTED**

President Hayden Friley reiterated that the Detroit Public Library is asking for a millage renewal in 2024 and, as Detroiters, we must be diligent and we must vote. She said that in support of the Detroit Public Library.

**REPORT OF THE PRESIDENT**

Each Commissioner received a package containing the Executive Director's performance evaluation form and instructions. President Hayden Friley explained that the evaluation form would also be available electronically. The form must be returned to the Human Resources Department to Ms. Trinee Moore, Director for Human Resources, by November 1, 2023 by 5:00 p.m.

From November 2-14, 2023, Ms. Moore will collate and summarize the evaluation data and submit a report to President Hayden Friley on November 15, 2023.

President Hayden Friley recommended Monday, November 20, 2023 at 1:00 p.m. for herself, the Executive Director, and members of the Committee on Administration to meet and discuss the performance evaluation summary and contract recommendations. The Committee on Administration members are Ida Short, Chair, Chaundra Frierson-Haynes and Gregory Hicks. The meeting will be held at the Main Library in the Commission Room and is a closed session.

The recommendations will be presented to the full Commission at its Regular Commission meeting on Tuesday, November 21, 2023.

**NOTED**

For clarification, Commissioner Adams asked if the meeting to discuss the Executive Director's performance evaluation would be a Special Meeting or a Committee on Administration meeting?

Minutes were approved at the November 21, 2023 Commission meeting

President Hayden Friley said that it would be a closed session Committee on Administration meeting.

### **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.

#### **Accounting Aid Society: Prepared Tax Returns**

For the 2022 tax year, beginning in February, 2023, the Accounting Aid Society prepared 1,807 tax returns at Main Library. These returns resulted in \$1,884,600 in refunds. The Society served 320 people who were eligible for Earned Income Tax Credits, that totaled \$389,100 in credits. By using the free services of the Society instead of the services of paid preparers, a total of \$542,100 was saved.

#### **Fall 2023 Event Highlights**

- On Wednesday, November 1, 4-7:30 p.m., Children's Library will celebrate "Dia de los Muertos," Day of the Dead. There will be stories, crafts and a performance by Detroit's Ballet Folklórico.
- At 6 p.m., on Thursday, November 9, there will be a virtual author talk featuring Will McLean Greeley, who will discuss his new book, *A Connecticut Yankee Goes to Washington: Senator George P. McLean, Birdman of the Senate*.
- The Redford Branch is hosting Craft and Story Time every Wednesday, 4-6 p.m. through December 27. There will be occasional surprise visits from Huron-Clinton Metroparks and Michigan State University Extension.
- The Lego Club at the Sherwood Forest Branch will meet on November 8 and December 13, 4:30- 5:30 p.m. This is a great opportunity for Lego fans to share their Lego-building skills and creativity with others.

#### **September 2023: In the News**

- On September 19, AJ Funchess and Katie Dowgiewicz appeared on the 7 a.m. show at CBS Detroit. They were interviewed by Sandra Ali and Kris Laudien to discuss how the Library is celebrating National Hispanic Heritage Month.
- On September 29, Christopher Korenowsky and Katie Dowgiewicz appeared on CBS Detroit during the Noon News to announce the Library's new Library Card Campaign. We are pleased that a clip of the interview received national attention from the *Library Journal*.

Minutes were approved at the November 21, 2023 Commission meeting

- Detroit Public Library Hispanic Heritage Month programs made multiple online lists compiling “Events to Celebrate Hispanic Heritage Month.”
- There were additional mentions of DPL events on several online sites including Bridge Detroit, One Detroit, Pride Source, and the *Detroit Free Press*.

### **Library Book Clubs**

Whether online or in-person, DPL’s book clubs provide opportunities for readers to read great books and participate in engaging conversations. Details about the variety of book clubs, ranging from current best sellers to non-fiction, are on our website, [detroitpubliclibrary.org](http://detroitpubliclibrary.org).

### **COVID-19 Home Test Kits**

DPL sites are, once again, offering free COVID-19 test kits to the public. Kits are available on a first come, first-served basis while supplies last. Customers can receive one kit for each member of their household up to 5 kits. Kits are being provided by the State of Michigan through the Michigan Department of Health and Human Services.

### **DISCUSSION**

Commissioner Hicks asked if DPL is in communications with the state legislature around the issues that are fundamental to libraries?

Mrs. Mondowney replied yes. DPL is in communications through the Michigan Library Association.

Commissioner Hicks requested a copy of the letter drafted by DPL’s legal counsel that asked the City of Detroit for reimbursement to DPL for bridging the digital divide.

## **COMMITTEE ON ADMINISTRATION**

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

The Human Resources Department Report provides information regarding personnel actions taken from September 1, 2023 through September 30, 2023. These actions have been approved by Administration.

Minutes were approved at the November 21, 2023 Commission meeting

**APPOINTMENTS (2)**

<b>Employee Name</b>	<b>Title</b>	<b>Hire date</b>
Faith Hill	Customer Service Representative	September 4, 2023
Trinity Jackson	Customer Service Representative	September 4, 2023

**RETIREMENTS (0)****SICK LEAVE PAYOUTS (0)****TOTAL PAYOUTS = \$0****POTENTIAL RETIREMENTS (2) Pending COD Approval**

<b>Employee Name</b>	<b>Title</b>	<b>Last Day Worked</b>
Dawn Eurich	Librarian III	November 11, 2023
Judith Paduch	Senior Customer Rep	November 30, 2023

**SEPARATIONS (4)**

<b>Employee Name</b>	<b>Title</b>	<b>Last Day Worked</b>
Lori Steinbach	Human Resources Specialist	September 5, 2023
Bonnie Taylor	Customer Service Representative	September 25, 2023
Joseph Columbus	Customer Service Representative	September 29, 2023
Baleigh McGee	Customer Service Representative	September 29, 2023

Minutes were approved at the November 21, 2023 Commission meeting

### COMMISSION ACTION

Minutes were approved at the November 21, 2023 Commission meeting

A roll call vote was taken with the following results:

- Adams Yes
- Frierson-Haynes Yes
- Hicks Yes
- Jackson Yes
- Peterson-Mayberry Yes
- President Hayden Friley Yes

The motion passed unanimously.

### **COMMITTEE ON BUILDINGS**

#### **Approval to Renew Contract with LGC Global FM for Janitorial Services at the Detroit Public Library**

The contract was awarded to LGC Global FM in November 2018 after submitting a top-ranking competitive proposal. The original term was for three years with three optional renewal periods. This is year three of the third optional year, with no more optional years remaining.

With the current labor market as it is, LGC has requested a price increase of \$1,357.07 per month for DPL's Main Library only. This will be the second increase since the agreement began in November 2018. LGC Global has negotiated new rates for their janitorial staff in a Collective Bargaining Agreement beginning August 2022. At the Main Library, LGC employs SEIU Local 1 staff. The request is for an annual amount of \$16,284.84. This amount is solely to cover the union wage increase as housed in the new CBA.

A summary of the request is below.

Original Contract Amt. (NOV. 2018)	<b>\$790,379.72</b>
FY2023 Increase	16,284.84
New Proposed Amt (NOV. 2022)	<b>\$806,664.56</b>
2022 increase	2.1%
New Proposed Amt. (NOV. 2023)	<b>\$830,864.50</b>
FY2024 Increase	24,199.94
2023 increase	3%

Minutes were approved at the November 21, 2023 Commission meeting



Therefore, the DLC Committee on Buildings is advising the Detroit Library Commission to consider authorizing the Finance and Business Office to exercise the option to renew the contract with LGC Global FM for janitorial services from November 5, 2023 through November 4, 2024 in an amount not to exceed \$830,864.50.

### **COMMISSION ACTION**

Commissioner Hicks moved approval to renew contract with LGC Global FM for janitorial services at the Detroit Public Library. Commissioner Adams supported.

A roll call vote was taken with the following results:

- |                           |     |
|---------------------------|-----|
| ➤ Adams                   | Yes |
| ➤ Frierson-Haynes         | Yes |
| ➤ Hicks                   | Yes |
| ➤ Jackson                 | Yes |
| ➤ Peterson-Mayberry       | Yes |
| ➤ President Hayden Friley | Yes |

The motion passed unanimously.

### **COMMITTEE ON FINANCE**

#### **Approval of the Routine Report on Finance**

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				
PAYMENTS PROCESSED BY CITY OF DETROIT:				
1. Total Payroll		July, August, September 2023		\$2,866,902.98
2. Total Vouchers-processed on FUSION		After 3/13/2020 listed by invoice number & date (processed off-site)		\$4,755,947.42
3. FY24 Annual Retiree Supplement				0.00
4. FY24 General Retirement System (GRS)				0.00
5. FY23 Q4 Central Staffing Services		Paid 7/26/23		\$310,298.75
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		Paid 10/1/2023		\$128,774.22
Total processed by City of Detroit				\$8,061,923.37
PAYMENTS PROCESSED BY DPL:				
1. Public Funds/Comerica checking	Checks	1390 - 1392		\$6,804.00
2. Branch & Main Library Deposit Checking account	Checks	8181 - 8300		\$50,608.31
3. Branch & Main Library Deposit Checking account	Paid 7/7/2023	Electronic Funds Transfer (EFT)		\$1,994.05
3. Branch & Main Library Deposit Checking account	Paid 8/7/2023	Electronic Funds Transfer (EFT)		\$2,338.12
3. Branch & Main Library Deposit Checking account	Paid 9/8/2023	Electronic Funds Transfer (EFT)		\$2,465.09
Total processed by DPL				\$64,209.57
Grand Total				\$8,126,132.94
Summary of Expenditures				
Restricted/Designated Funds				
1. Burton Endowment Checking	Checks	8351 - 8354		\$17,559.00
2. O'Brien Checking	Checks	4958 - 4998		\$43,596.05
3. Programs & Gifts Checking Ac ***	Checks	3017 - 3028		\$6,681,796.97
Grand Total				\$6,742,952.02
***Programs & Gifts Checking Account:				
\$4,143,673.72	To transfer WC delinquent tax for June 2023 to General Fund			
\$468,573.06	To transfer WC delinquent tax for May 2023 to General Fund			
\$7,630.60	Comerica Java & Jazz			
\$20,537.00	Transfer State of Michigan LBPH second half to General Fund			
\$1,319,313.94	Transfer State of Michigan Renaissance Zone FY23 General Fund			
\$326,326.24	Transfer State of Michigan electronic deposit (8/03/23) to General Fund			
\$395,742.41	Transfer Wayne County FY23 penal fines to General Fund			
\$6,681,796.97				
Credit Card Expenditures				
1. Executive Director			\$	-
2. Executive Director's Office-used for general office purpose				1,085.94
3. Chief Financial Officer				1,826.88
4. Human Resources Department				1,153.79
5. Marketing Department				4,599.01
6. Technical Services				188.48
7. Facilities Department				4,969.42
8. Information Technology				1,683.20
9. Procurement				12,843.12
10. Security				920.15
11. Public Services				-
Grand Total				\$29,269.99
NOTE: These are July 2023 and August 2023 Credit Card purchases				

Minutes were approved at the November 21, 2023 Commission meeting

**COMMISSION ACTION**

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

A roll call vote was taken with the following results:

- |                           |     |
|---------------------------|-----|
| ➤ Adams                   | Yes |
| ➤ Frierson-Haynes         | Yes |
| ➤ Hicks                   | Yes |
| ➤ Jackson                 | Yes |
| ➤ Peterson-Mayberry       | Yes |
| ➤ President Hayden Friley | Yes |

The motion passed unanimously.

**NEW BUSINESS**

Commissioner Peterson-Mayberry suggested sharing the finance report with the public. On behalf of the Commission, President Hayden Friley recommended making copies of the finance report available for the public.

**OLD BUSINESS**

Commissioner Hicks suggested that when the new contract for janitorial services is brought forth to the Commission, it should have calculations that show privatizing the janitorial services for the Branches is to the advantage of the Library.

Commissioner Hicks asked about the status of the wire transfer fraud and the laptop-to-go settlement from the City of Detroit.

Mr. Antonio Brown, Chief Financial Officer, said that DPL's attorneys have not provided any information about the status of the wire transfer fraud and they are still working on a report about the laptop-to-go settlement. The report will be provided to the Commission prior to the Commission meeting.

President Hayden Friley reminded the Commissioners of the following:

- Sign up for a Library Card if they do not have one and encourage their family and friends to obtain a card as well.
- The Executive Director's performance evaluation is due on November 1, 2023 by 5:00 p.m. Evaluations not submitted by 5:00 p.m. will **NOT** be considered.
- Committee Chairpersons should be prepared to present their reports at the Commission meeting.

### **ADJOURNMENT**

### **COMMISSION ACTION**

Commissioner Adams moved to adjourn. Commissioner Jackson supported.

A roll call vote was taken with the following results:

- |                           |           |
|---------------------------|-----------|
| ➤ Adams                   | Yes       |
| ➤ Frierson-Haynes         | Yes       |
| ➤ Hicks                   | Abstained |
| ➤ Jackson                 | Yes       |
| ➤ Peterson-Mayberry       | Yes       |
| ➤ President Hayden Friley | Yes       |

The meeting was adjourned at 2:52 p.m.