

**DETROIT LIBRARY COMMISSION PROCEEDINGS
REGULAR MEETING
NOVEMBER 18, 2025**

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

President Adams called the Regular Meeting of the Detroit Library Commission to order at 1:39 p.m.

Roll call attendance:

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

Commissioner Frierson-Haynes joined the meeting at 1:41 p.m.

Commissioner Vaughn joined the meeting at 1:43 p.m.

Excused: Commissioner Milton

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

Present Also: Hyden Al-najar, Enid Clark, India Davis, Deborah Dorsey, Katie Dowgiewicz, Ethel Franklin, M. Garcia, Karen Garrette, Kalana Gates, Tyrand Goodwin, DeAidre Jones, Jessica Keeler, C. Kent, Frank Kijoga, E. Kozakowski, Annette Lotharp, Toria Love, Tina Manley, D. Martindale, Tracy Massey, Vernadtte McAllister, Colleen McLellan, T.C. Mills, Carolyn Mosley, Tasleema Muntaqim, Vickie Pride, Angela Newby-Clora, Yvette Rice, Heidi Sargis, Brian Vance, Mattie Wiggins, Tarrissa Williams, Jacqueline Williams, S. Winter, Cheryl Wright, Tracey Wyatt

Minutes were approved at the December 16, 2025 Commission Meeting

APPROVAL OF THE DETROIT LIBRARY COMMISSION MEETING AGENDA

COMMISSION ACTION

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

The agenda was approved as presented.

Approval of the Regular Meeting Minutes October 21, 2025

Commissioner Hicks made the following correction to the minutes:

"We had a discussion at the October 21, 2025 Commission meeting about the O'Brien Fund Budget and the Burton Endowment Fund Budget and both items were to be sent back to the Committee on Finance for additional information. The discussion was around both funds having \$5,000,000 in their budgets and the bank was charging a \$35,000 service fee for rolling over DPL's certificate of deposit (CD's) that was in their custody. Commissioner Hicks said the service fee was excessive and had requested an explanation of the charges."

DISCUSSION

Commissioner Hicks said that the items are on the November 18, 2025 agenda without being sent back to the Committee on Finance.

Mr. Antonio Brown, Chief Financial Officer, explained that the discussion about the O'Brien Fund Budget and the Burton Endowment Fund Budget was at the October 15, 2025 Committee on Finance meeting and it was stated that these items would not be forwarded to the October 21, 2025 Commission meeting.

He said that we attempted to schedule a Committee on Finance meeting in November, 2025 to present these items, but due to conflicting schedules, we were unable to. The chair of the Committee on Finance, Commissioner Corletta J. Vaughn, said to forward the items to the November 18, 2025 Commission meeting.

Minutes were approved at the December 16, 2025 Commission Meeting

COMMISSION ACTION CONT'D

President Adams moved approval of the meeting minutes. Commissioner Short supported.

Roll call vote:

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

The minutes were approved with corrections.

REPORT OF THE PRESIDENT

President Adams thanked Ms. Margaret Bruni, Director for Public Services, Ms. Christine Peele, Assistant Director for Public Services and other staff for the Author Series that was held in October, 2025. She said that although she was unable to attend, she understands that it was a wonderful event.

President Adams said that she wanted to address following common issues that keep arising with the Commission in their meetings:

➤ **COMPLAINTS**

President Adams said that the Commission receive complaints from constituents all the time either through texts or emails. Sometimes we know who they are and sometimes we don't know who they are.

President Adams said that complaints should be investigated before we publicly ask staff to address those complaints.

➤ **POLICY MAKING BOARD**

President Adams said that the Commission is a Policy Making Board and a Governing Body. The Commission does not run the operations of the Detroit Public Library. To the extent that there are operational issues, the Commission's duty is to bring them to the attention of the Executive Director for an investigation to determine if there are any issues.

➤ **DECORUM**

President Adams said that she received complaints about the decorum of the Commission regarding the way they treat staff. She said asking for an explanation for things are acceptable but what becomes concerning is that some of us berate the staff in public if we don't get the answer we expect or if we don't want to except an explanation.

President Adams said that the Commission had previously proposed amendments to their bylaws to address these types of situations, however, their bylaws have been stalled for whatever reasons over the years. She said she hoped over the next few weeks, months, that the Commission will revise and update the bylaws. We will then have something in place to address the Commission's decorum and we can agree on some limitations of how we behave in our public meetings.

➤ **CLOSED SESSIONS**

President Adams said that she gave all Commission members information about the Open Meetings Act and the exceptions for Closed Sessions. The Commission should make sure they are abiding by the Open Meetings Act. If there is a complaint against a staff member, we have to give them the option to request a Closed Session meeting.

President Adams reiterated that complaints should be investigated before having a public hearing.

President Adams said that a Closed Session Meeting is scheduled for today following the Regular Commission Meeting and it falls within the exceptions for a Closed Session. The meeting is to consult with DPL's attorney regarding settlement strategies in connection with specific pending litigation.

➤ **POLICIES**

President Adams said the Commission has been asking for policies and Mrs. Mondowney advised her that there is no centralized record for policies and has not been for decades in the Library. Mrs. Mondowney provided President Adams with a Pratt Library staff manual she had previously created that could serve as precedence in adopting a comprehensive set of policies.

President Adams said she hopes the Committee on Administration would take this matter up this year or the early part of next year so that we can move forward and have these policies on record.

President Adams wished everyone a Happy Thanksgiving!

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.

Holiday Fun at the Detroit Public Library

A catalog featuring more than 80 holiday programs across all DPL locations will be available online and in branches by December 1.

A Noel Afternoon at Main Library—December 6, 2025

Although Midtown Detroit is taking a break from sponsoring Noel Night activities this year, the Detroit Public Library is keeping the spirit alive with "A Noel Afternoon" – a festive celebration on the traditional first Saturday in December. Join us on Saturday, December 6, 2025, from 1:00–5:00 p.m., at the Main Library for an afternoon filled with holiday cheer. Families can enjoy a special visit from Santa, craft activities for children and adults, carolers and other live musical performances, and of course, the ever-popular Dutch Girl donuts and cider!

Forgotten Harvest: Take-Home Meals Program: 2025

Forgotten Harvest has organized a new program that will run alongside the Child and Adult Care Food Program (CACFP). We reported in October that five DPL locations were participating in CACFP: Children's Library, and the Wilder, Campbell, Lincoln and

Minutes were approved at the December 16, 2025 Commission Meeting

Conely branches. As of November 5, that program has provided almost 600 meals. Under the new program, “Take-Home Meals,” children will receive a package containing three breakfast items and three lunch items. The program began on November 17 and will run for six weeks at the DPL locations. Unlike the existing program, which requires meals to be eaten on site, the “Take-Home Meals” program allows children to take their meals home.

October Harvest Fest

On October 4, 2025, the Bowen Branch represented DPL at the Harvest Fest held in the parking lot of the Kingdom Apostolic Ministries, located at 4735 W. Fort Street. It was a productive outreach event. Our representatives issued 20 new library cards, 3 renewals, and distributed Bowen’s program flyers. The Bowen Branch staff plans to participate again in the 2026 event.

DPL Repair Café

The Repair Café is now at the Knapp Branch, located at 13330 Conant. Community volunteers who enjoy repairing items and helping their neighbors acquire repair skills, will be at Knapp on the second Saturday of every month, from 11 a.m. to 1 p.m. The most popular items brought in for repairs include clothing, lamps, laptops, and vacuum cleaners.

Dream Machine AI x Library Project

On October 11 and 12, 2025, the Detroit Public Library in partnership with Dream Machine Innovation Lab, hosted the Dream Machine AI x Library Project sponsored by Google. Participants engaged in hands-on exploration of how artificial intelligence can be used as a tool for empowerment, creativity, and opportunity. A total of 31 people participated in the program held at Main Library.

Grand Gesture: Art Exhibit

The Detroit Public Library and DMJ Studio presented “Grand Gesture” beginning October 20 – December 31, 2025, in Main Library’s Galleria. “Grand Gesture” celebrates the scale, energy, and emotion that emerge when artists think big. This exhibition transforms the gallery into an immersive visual experience, where paintings, photographs, and mixed media works command attention through bold color, layered textures, and expansive composition.

Detroit Goodfellows Holiday Gift Program

The staff of the Detroit Public Library has been dressing dolls for the Detroit Goodfellows for more than 40 years. Dolls are distributed to staff dressers in May, and

Minutes were approved at the December 16, 2025 Commission Meeting

are returned to the DPL's "doll coordinator" in late July. The dolls are dressed in purchased or made clothing and shoes by the staff dressers. This year library staff and volunteers dressed 100 dolls for inclusion in gift baskets to families in need for Christmas. Before being turned over to the Goodfellows, the beautifully attired dolls were on display at Main Library.

Wayne County: Delinquent Property Taxes

On October 24, 2025, the Library received \$41,498.45 for delinquent property taxes.

NOTED

Commissioner Short stated that the Library was also given Detroit Goodfellows Holiday Gift Program applications to distribute to customers to receive a holiday gift box.

President Adams said to make sure all of the DPL locations that are participating in the Forgotten Harvest meal program are posted so that people in those neighborhoods will know that the meals are available.

Ms. Bruni said that she would make sure that more social media would be used to promote this program. She said that the locations participating in the meal program are advertising it in their local community.

COMMITTEE ON ADMINISTRATION

Approval of the Routine Human Resources Report

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

APPOINTMENTS (2)

Employee Name	Title	Hire date
Anderson, Julia	Library Customer Service Representative	October 20, 2025
Shaw, Emerald	Library Customer Service Representative	October 20, 2025

SEPARATIONS (1)

Employee Name	Title	Last Day Worked
Amey, Jade	Librarian 2	October 23, 2025

Minutes were approved at the December 16, 2025 Commission Meeting

POTENTIAL RETIREMENTS (3) Pending COD Approval

Employee Name	Title	Last Anticipated Work Day
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**

	October 2025	October 2024
Vacant Positions actively being filled	31	32.5
Filled Budgeted Positions	242.5	241.5
Not Actively Being Recruited	35.5	38
Positions not filled in FY	16	13
Total Budgeted Positions	325	325

POSITION	FY26 POSITIONS	FILLED POSITIONS	VACANT POSITIONS
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	30	6
Librarian II/I/Pre-Pro	42	24	18
Technical Training Associate	30	23	7
Office Support Asst/Tech Svs Asst	11	10	1
Senior Customer Rep (Clerk)	11	10	1
Bookmobile Operator	2	2	0
Customer Service Reps (FTE's)	57	38.5	18.5
Custodians	5	4	1

Minutes were approved at the December 16, 2025 Commission Meeting

Circulation Manager	1	1	0
Tech Processing Manager	1	1	0
Principal Clerk	2	2	0
Security	19	14	5
Sub-Total	309	242.5	66.5
<i>* Positions not actively recruiting/filled for FY26</i>	<i>16</i>		
Total	325		
DPL currently has a total of <u>325 budgeted positions</u> . Of the total positions, <u>242.5 are filled, and 82.5 are vacant</u> . The Human Resources Department is actively recruiting for 31 of the 82.5 vacant positions.			

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

COMMISSION ACTION

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

Roll call vote:

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

The motion passed unanimously.

COMMITTEE ON BUILDINGS

Approval to Amend and Extend the Contract with S & K Building Services, Inc., dba Award Window Cleaning Services Inc. for Interior and Exterior Window Washing at Detroit Public Library Locations

Consistent window cleaning is essential for maintaining a clean, professional, and welcoming atmosphere for both Library customers and staff. By keeping the windows clean, the Library enhances its visual appeal, reflecting its dedication to providing quality service to the community. Additionally, regular window washing supports the long-term upkeep of the building.

Minutes were approved at the December 16, 2025 Commission Meeting

The original contract, executed on April 16, 2025, did not include renewal provisions. The Facilities Department has been satisfied with the vendor's performance and recommends continuing services.

The Detroit Library Commission (DLC) Committee on Buildings is requesting that the Detroit Library Commission approve an amendment and extension to the contract with S & K Building Services, Inc., d/b/a Award Window Cleaning Services, located at 501 W. Mount Hope Ave., Lansing, MI 48910. The contract provides quarterly interior and exterior window cleaning services at the Main Library and biannual interior and exterior window cleaning services at branch locations.

This amendment adds two (2) optional one-year renewal terms and exercises the first renewal option, with the term beginning July 1, 2026 through June 30, 2027, at a cost not to exceed \$52,921.40. All other terms and conditions of the original agreement will remain unchanged and in effect.

DISCUSSION

President Adams asked if there is a time period or conditions to be met before the renewal options are exercised.

Mr. Brown replied no. He said that the renewal options were requested early because of the satisfaction with their work.

Commissioner Short asked if there was an advantage for DPL to renew the contract early.

Mr. Brown said that there was no financial advantage for exercising the contract now. He said that he would like to add the renewal option to the existing contract. He said he was fine with bringing the contract renewal back to the Commission at a later date for approval.

COMMISSION ACTION

Commissioner Hicks made a motion to amend the current contract with S & K Building Services, Inc., dba Award Window Cleaning Services Inc. to add two one-year renewal options. Commissioner Short supported.

Roll call vote:

- | | |
|-------------------|-----|
| ➤ Bounds | Yes |
| ➤ Frierson-Haynes | Yes |

Minutes were approved at the December 16, 2025 Commission Meeting

- | | |
|-------------------|-----|
| ➤ Hicks | Yes |
| ➤ Short | Yes |
| ➤ Vaughn | No |
| ➤ President Adams | No |

The motion passed.

Approval to Contract with Delta Concrete for Sunken Loading Dock Infill at the DPL Service Building

This work is necessary to address safety and operational concerns associated with the existing sunken loading dock. The infill will eliminate potential hazards, improve site functionality for delivery and service operations, and ensure a safe and properly supported surface for ongoing use. Completing this project will enhance safety conditions and support the long-term integrity and usability of the Service Building's loading area.

An Invitation for Bid (IFB-TL-2168) was publicly advertised on the Michigan Inter-Governmental Trade Network (MITN) website at www.bidnetdirect.com, beginning September 30, 2025, and remained open until the official bid closing at 2:00 p.m. on October 17, 2025. A total of forty (40) firms downloaded the solicitation documents. A mandatory site visit was conducted as part of the procurement process and was attended by four (4) companies.

At the close of the bidding period, two (2) companies submitted responses. The bid results are as follows:

Vendor	Address	Bid Amount
Delta Concrete	51825 Gratiot Ave., Chesterfield, MI 48051	\$34,200.00
Hutch Paving, Inc.	3000 E 10 Mile Rd., Warren, MI 48091	\$44,500.00

Hutch was deemed non-responsive due to failure to attend the mandatory site visit.

Therefore, the Detroit Library Commission (DLC) Committee on Buildings is recommending that the Detroit Library Commission approve a contract with Delta Concrete for the infill of the sunken loading dock at the Detroit Public Library Service Building. The contract amount shall not exceed **\$34,200.00**. The work is scheduled to be completed in the spring of 2026.

COMMISSION ACTION

President Adams moved approval to contract with Delta Concrete for sunken loading dock infill at the DPL Service Building. Commissioner Short supported.

DISCUSSION

Commissioner Bounds asked if this was an item of work that was expected with the purchase of the Service Building?

Minutes were approved at the December 16, 2025 Commission Meeting

Mr. Brown stated that this item of work was not expected when the building was purchased. After conducting an analysis, the City of Detroit informed us that we had to backfill this pit. This work will enhance safety so that DPL vehicles do not have to drive around this pit.

Roll call vote:

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

The motion passed unanimously.

Approval of the Detroit Public Library Wi-Fi Lighting Plan

Pilot Program within a Larger Vision

This project is part of a pilot program led by the Detroit Cultural Center Association (DCCA), in collaboration with Wayne State University (WSU), and represents the Library's participation in a larger lighting and infrastructure plan for the Detroit Cultural District. The broader initiative aims to unify and modernize outdoor lighting, improve public access to wireless internet, and support cultural programming across multiple institutions in the district.

Project Scope and Design

The plan includes the installation of Wi-Fi-enabled light poles and bollards throughout Main Library's exterior grounds. These fixtures will provide 360-degree wireless coverage, supporting outdoor events such as Dlectricity and Noel Night, while also improving nighttime visibility and public safety. The infrastructure is designed to preserve the Library's historic architecture, avoiding wall-mounted access points that could damage the marble and granite façade.

Funding and Cost

The project is fully funded by a Knight Foundation grant, administered by DCCA. There is no cost to the Detroit Public Library for installation, equipment, or initial implementation. Any future expansion beyond the approved scope would be funded by the requesting institution.

Minutes were approved at the December 16, 2025 Commission Meeting

Maintenance and Oversight

Wayne State University will install, monitor, and maintain the wireless equipment under the terms of a formal Affiliate Memorandum of Understanding (AMOU). WSU will coordinate installation with the Library and ensure compliance with all applicable laws and standards. The Library will not be responsible for technical maintenance or equipment replacement, and WSU will not interfere with the Library's internal network systems.

Benefits to the Library and Community

Reliable outdoor Wi-Fi for patrons and staff, enabling digital access and programming in public spaces. Architectural preservation through non-invasive installation methods. Enhanced safety and aesthetics, contributing to the overall revitalization of the Cultural District. Seamless integration of technology into the landscape, with bollards and poles designed to blend with the environment.

Therefore, the Detroit Library Commission (DLC) Committee on Buildings is recommending that the Detroit Library Commission authorize the Administration to approve the DPL Wi-Fi Lighting Plan and authorize its implementation. This initiative aligns with the Library's mission to foster innovation, accessibility, and community engagement, and represents a no-cost opportunity to participate in a district-wide transformation of public space infrastructure.

COMMISSION ACTION

President Adams moved approval of the Detroit Public Library Wi-Fi Lighting Plan. Commissioner Vaughn supported.

DISCUSSION

Commissioner Bounds noted that there was no Commission name in the Memorandum of Understanding (MOU).

Mr. Brown said that he would make the correction.

Mr. Brown said that the Detroit Cultural Center Association (DCCA) had no problem with President Adams' request to have the following language added to Exhibit B of the Memorandum of Understanding Addendum:

"DPL will grant permission to WSU, any WSU contractors, DCCA, and any DCCA contractors to enter DPL property at reasonable times and upon notice for the installation and ongoing maintenance, repair, and upkeep of the light poles."

Minutes were approved at the December 16, 2025 Commission Meeting

This language will be implemented in Exhibit B of the Memorandum of Understanding Addendum.

Roll call vote:

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

The motion passed unanimously.

COMMITTEE ON FINANCE

Approval to Contract with TelNet/IPFone for Cloud PBX Telephone Services at All Detroit Public Library Locations

The Detroit Public Library (DPL) proposes entering into a 36-month agreement with TelNet Worldwide (an IPFone company) to provide Cloud PBX telephone services across all 23 library branches. The contract includes services such as office and mobile Cloud PBX, auto attendant, enhanced hunt groups, contact center features, SIP trunking, and cellular POTS lines.

The solution includes replacing existing Polycom desk phones with Yealink devices, which are pre-programmed and plug-and-play. Implementation will be phased, starting with core phone system upgrades followed by POTS line replacements. Training resources will be provided for staff and system administrators.

Contract Details

- Vendor: TelNet Worldwide (IPFone)
- Contract Term: 36 months
- Monthly Recurring Cost (excluding headset purchases): \$3,936.71
- One-Time Setup Fees (excluding headset purchases): \$213.18
- Total Annual Cost (excluding headset purchases): \$47,240.52

Minutes were approved at the December 16, 2025 Commission Meeting

- Contract Reference: Wayne RESA CoPro+ Contract #00064263

Cost Savings

- Fixed pricing for 36 months ensures budget predictability.
- Pricing is based on the Wayne RESA CoPro+ agreement, offering significant discounts.
- Early Termination Fee waivers for branch closures reduce financial risk.
- Bundled services reduce vendor management and administrative overhead.

Implementation Timeline

- Phase 1: Core phone system upgrade with Yealink phones shipped to the Main Library.
- Phase 2: Cellular POTS deployment following site surveys.
- Estimated timeline: Q4 2025 to Q1 2026.
- Training videos and system administrator guidance will be provided.

Benefits of Yealink Phones

- HD voice quality and modern interfaces.
- Bluetooth and wireless headset compatibility.
- Plug-and-play setup for easy deployment.
- Enhanced call handling and reporting features.
- Seamless integration with TelNet's Cloud PBX platform.

Approval of this contract will modernize DPL's telephone infrastructure, improve service quality, and reduce costs.

Therefore, the Detroit Library Commission (DLC) Committee on Finance is recommending that the Detroit Library Commission approve a contract with TelNet Worldwide for a 36-month agreement to provide telephone services at the Detroit Public Library. The contract amount shall not exceed \$141,721.56 and shall be billed annually at a cost of \$47,240.52.

DISCUSSION

Commissioner Vaughn asked what telephone service does DPL currently have and how will TelNet interface with that service?

Mr. Brown said that DPL is currently on a month-to-month contract for telephone services with Telnet.

Mr. Rudy Dale, Assistant Director for Information Systems, said that DPL has not upgraded its telephone service in over 12 years. The current DPL telephone system has older model desk phones. The proposed system will provide soft phones that will be installed on laptop computers and personal devices so that your phone can go wherever you are. It also adds more security that the present system does not have.

Commissioner Hicks asked if DPL is paying the company annually, are they paying them 11 months in advance?

Mr. Brown said yes. DPL would pay the first \$47,240.52 at the start of the contract and will pay another \$47,240.52 at the time of the renewal. It is a 3-year contract.

Commissioner Hicks asked if this was a new feature in the contract?

Mr. Brown replied no. It is a normal process to pay annually and it is actually beneficial to DPL to eliminate the administrative costs to make monthly payments.

Commissioner Hicks asked aside from the convenience, is there a reason for DPL to go to an annual payment where we are advancing the company 11 months?

Mr. Brown said that it would cost more administrative time to process monthly payments.

Commissioner Short asked if DPL was offered any additional discounts for paying in advance?

Mr. Brown replied no, however, there is a provision in the agreement that DPL would receive a credit if a library branch is closed.

COMMISSION ACTION

Commissioner Vaughn moved approval to contract with TelNet/IPFone for Cloud PBX telephone services at all Detroit Public Library Locations. Commissioner Frierson-Haynes supported.

Roll call vote:

➤ Bounds	Yes
➤ Frierson-Haynes	Yes
➤ Hicks	No
➤ Short	Yes
➤ Vaughn	Yes
➤ President Adams	Yes

The motion passed.

**Approval of the Proposed Budget for the Clarence M. Burton Endowment Fund for
Fiscal Year Ending June 30, 2027**

Executive Summary

This document describes the entire Fiscal Year 2027 budget for the Clarence M. Burton Fund.

Background

In 1914, Clarence M. Burton made a generous gift of money and historical library books, pamphlets, photographs, and documents to the Detroit Public Library. In 1921, the Detroit Library Commission established an endowment agreement for the Burton Historical Collection. The purpose of the endowment was to financially support the preservation of Mr. Burton's collection and to allow the Library to add to the collection for historical materials such as books, periodicals, newspapers, pamphlets, and manuscripts relating to America and Canadian history, genealogy, and kindred subjects.

The materials in the Burton Historical Collection are not to be disposed of or removed but shall be made available to the public for consultation and study.

The following is the recommended budget for FY2027 of the Burton Historical Collection for its maintenance and operations.

Revenues

The FY2027 investment income to be received is budgeted at \$182,928.

Minutes were approved at the December 16, 2025 Commission Meeting

Expenditures

The FY2027 expenditures budgeted for the Clarence M. Burton Endowment Fund for the audit, supplies, reference materials, and service charges total \$182,928.

The administration seeks approval from the Detroit Library Commission for the Clarence M. Burton Endowment Fund FY2027 Proposed Budget.

COMMISSION ACTION

Commissioner Vaughn moved approval of the proposed budget for the Clarence M. Burton Endowment Fund for fiscal year ending June 30, 2027. Commissioner Frierson-Haynes supported.

DISCUSSION

President Adams asked if there were any supporting documents for the bank service fees.

Mr. Brown clarified a statement he made at the October 15, 2025 Committee on Finance meeting. He said that he stated the expenses for the service charges were related to certificates of deposit (CD's). DPL has three types of accounts with Comerica Bank. DPL does have funds in CD's but they are not related to the Burton Endowment fund or the O'Brien fund. The \$35,000 service charge from Comerica Bank is to manage DPL's investment account for the Burton Endowment fund and the O'Brien fund.

Commissioner Hicks asked if DPL reviews the investment charges.

Mr. Brown said that DPL administration meets annually with Comerica Bank and JPMorgan representatives to discuss accounts in their custody. He said they can have another discussion about the services fees. He said Comerica Bank has been really great about managing DPL funds.

President Adams said that the fees were around 7% which were kind of high.

President Adams asked if DPL have an investment policy on record. If so, please provide the Commissioners copies of the investment policy.

Mr. Brown replied yes and he would provide the copies.

Minutes were approved at the December 16, 2025 Commission Meeting

Roll call vote:

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

The motion passed unanimously.

**Approval of the Proposed Budget for the Louise Webber O'Brien Fund for Fiscal Years
Ending June 30, 2027**

Executive Summary

This document describes the entire Fiscal Year 2027 budget for the Louise Webber O'Brien Fund.

Background

On March 30, 1979, the Louise Webber O'Brien Charitable Foundation was liquidated, and its assets were distributed to four charities named in the Last Will and Testament of John J O'Brien: (1) Cottage Hospital of Grosse Pointe Farms, (2) Harper Hospital, (3) The Detroit Public Library, and (4), the Grosse Pointe Public Library. The stipulation was that each establishment that received the fund should set up a separate endowment fund to support educational and charitable activities.

In 1979, the Detroit Library Commission voted and approved that the investment and interest income received from the endowment be used for a variety of staff development activities.

The following is the recommended budget for FY2027 of the Louise Webber O'Brien Fund.

Revenues

The FY2027 investment income to be received is budgeted at \$189,123.

Expenditures

The FY2027 expenditures budgeted for the Louise Webber O'Brien Fund is for staff development, including training, Staff Day, tuition reimbursement, and

Minutes were approved at the December 16, 2025 Commission Meeting

investment expenses that total \$189,123, for FY2027. The Staff Day expenditures for FY2027 are increased in anticipation of the event being in-person for all DPL staff. It has been the historical practice to have every other year Staff Day be in-person, followed by virtual training in the following year.

The administration seeks approval from the Detroit Library Commission for the Louise Webber O'Brien Fund FY2027 Proposed Budget.

COMMISSION ACTION

Commissioner Vaughn moved approval of the proposed budget for the O'Brien Fund for fiscal year ending June 30, 2027. Commissioner Hicks supported.

CORRECTION

President Adams said that the service fees for the Burton Endowment Fund and O'Brien Fund are around 0.7% not 7% which is less than 1% and clarifies the service charges.

Roll call vote:

➤ Bounds	Yes
➤ Frierson-Haynes	Yes
➤ Hicks	Yes
➤ Short	Yes
➤ Vaughn	Yes
➤ President Adams	Yes

The motion passed unanimously.

NOTED

Commissioner Hicks asked if there was a schedule to put out a RFP to solicit future management on the Burton Endowment and O'Brien funds?

Mr. Brown replied currently there is no schedule for a RFP.

President Adams said that the Investment Policy should be reviewed by the Commission prior to scheduling a RFP.

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 December 16, 2025 Commission Meeting

Summary of Expenditures			
PUBLIC FUNDS			
PAYMENTS PROCESSED BY CITY OF DETROIT:			
1. Total Payroll	July, August, and September 2025		\$3,423,096.13
2. Total Vouchers-processed on FUSION	After 3/13/2020 listed by invoice number & date (processed off-site)		\$4,517,703.43
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 9/22/2025		\$18,971.50
7. FY2026 VEBA			0.00
8. FY2026 Debt Service Interest for 2014B(1) & 2014B(2) Notes			\$0.00
Total processed by City of Detroit			\$7,959,771.06
PAYMENTS PROCESSED BY DPL:			
1. Public Funds/Comerica checking	Checks	1436 - 1438	\$16,762.00
2. Branch & Main Checking account	Checks	9370 - 9558	\$112,776.17
3. Branch & Main Checking account for 3 Electronic Fund Transfer (EFT) made on 7/7/25, 8/8/25, 9/9/25			\$6,862.59
Total processed by DPL			\$136,400.76
Grand Total			\$8,096,171.82

Summary of Expenditures			
Restricted/Designated Funds			
1. Burton Endowment Checking	Checks	8369 - 8370	\$374.95
2. O'Brien Checking	Checks	5082 - 5095	\$12,565.91
3. Programs & Gifts Checking Account	Checks	3065 - 3072	\$8,470,990.47
Grand Total			\$8,483,931.33
Programs & Gifts Checking Account:			
To transfer WC delinquent tax EFT to General Fund - June 2025			\$4,722,009.01
To transfer WC EFT to General Fund - July 2025			\$1,921,920.00
To transfer FY25 Renaissance Zone funds to General Fund			\$1,109,969.10
To transfer WC EFT to General Fund - July 2025			\$351,601.80
To transfer Wayne County Penal Fines to General Fund			\$300,000.00
To transfer WC delinquent tax EFT to General Fund - July 2025			\$44,940.91
To transfer second half of LBPH EFT to General Fund			\$20,537.00
To transfer WC delinquent tax EFT to General Fund - April 2025			\$12.65
Programs & Gifts Checking alc			\$8,470,990.47

Credit Card Expenditures	
1. Executive Director	\$0.00
2. Executive Director's Office-used for general office purpose	0.00
3. Chief Financial Officer	354.00
4. Human Resources Department	66.19
5. Marketing Department	1,877.81
6. Technical Services	0.00
7. Facilities Department	7,601.92
8. Information Technology	167.76
9. Procurement	1,237.95
10. Security	419.94
11. Public Services	50.00
Grand Total	\$ 11,775.57
NOTE: These are July 2025 Credit Card purchases	

COMMISSION ACTION

President Vaughn moved approval of the routine finance report. President Adams supported.

Minutes were approved at the December 16, 2025 Commission Meeting

Roll call vote:

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

The motion passed unanimously.

NEW BUSINESS

Commissioner Bounds requested an overview of the remaining repairs on the Service Building and if it is currently operational.

Mr. Brown said that the Service Building is operable. He said that the building is not currently connected to the internet. It is on hold because part of the fiber that needs to be routed to the Service Building has to get clearance from a Canadian railroad company.

Mr. Dale said that there is internet service at the Service Building, however, it does not connect to the servers at Main Library.

OLD BUSINESS

Mr. Brown said through a request from the Commission, he provided them with a copy of DPL's detailed budget book to review prior to approving DPL's budget. It includes the overall projected FY2027 budget, DPL's three-year projections, and explanations for all of the detailed items.

Commissioner Hicks said that the request was for the detailed budget books the Commission used to receive.

President Adams said that this budget book was in response to a number of request from the Commission.

Commissioner Hicks said that the budget book was not in response to the request he made. He asked if there would be another detailed budget book to be presented to the Committee on Finance.

Mr. Brown said that this budget book was in response to his request and included all the detailed information that the Commission used to receive in the budget books.

Minutes were approved at the December 16, 2025 Commission Meeting

Mr. Hicks said that Mr. Brown could not tell him what was responsive to his request. He was the only one who could respond to that.

President Adams asked Commissioner Hicks to review the budget book and then come back with questions because the book was just presented to the Commission.

Commissioner Hicks asked if the detailed budget book that was originally requested be presented at the Committee on Finance meeting?

Mr. Brown explained that this is the detailed budget book.

Commissioner Hicks said it is not.

Commissioner Hicks said that earlier in the meeting, President Adams admonished the Commission decorum about getting into back-and-forth discussions with the staff. He said that he was prepared to respect the President's observation, however, he is not prepared for the staff to tell him the information he received for a request that he made is satisfactory.

President Adams said that is appropriate for the staff to say that they believe the information they provided was in response to his request. She said that after he reviews the information, and if he has more questions or determines that this information was not in response to his request and explains why, then it would be appropriate to request additional information.

Commissioner Hicks said that he was trying to determine if requesting the information would take place in the Committee on Finance meeting or the Commission meeting.

President Adams said that she would defer this to the Chair of the Committee on Finance.

Commissioner Hicks said that if funds are moved from a particular line (\$2,000,000 for the repairs of Monteith Branch Library) what projects are going to suffer? That is the value of the detailed information.

Commissioner Vaughn, Chair, Committee on Finance, said that after the budget book is reviewed, we will come back if there are any additional questions.

Commissioner Bounds asked about the status of the building assessment RFP's.

Mr. Brown said that the RFP's have been received and the responses are being reviewed. They are quite detailed and it is taking longer to evaluate. All of the responsive bidders are aware that it is taking longer to evaluate. It will be presented to the Committee on Buildings before it is presented to the full Commission.

Minutes were approved at the December 16, 2025 Commission Meeting

Commissioner Bounds asked if it would be presented at the next Committee on Buildings meeting.

Mr. Brown said that the staff will work as fast as they can, however, this building assessment is critical to the future of the Library. Staff is using due diligence in evaluating these detailed proposals and the justification of the costs prior to submitting it to the Committee on Buildings.

APPROVAL TO ENTER INTO A CLOSED SESSION

COMMISSION ACTION

Commissioner Frierson-Hayes moved to enter into a closed session to consider a settlement proposal. Commissioner Vaughn supported.

Roll call vote:

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

The closed session began at 3:02 p.m.

APPROVAL TO COME OUT OF CLOSED SESSION MEETING

Commissioner Frierson-Haynes moved approval to come out of the closed session meeting. Commissioner Short supported.

Roll call vote:

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

Minutes were approved at the December 16, 2025 Commission Meeting

The closed session ended at 3:32 p.m.

The regular meeting resumed at 3:32 p.m.

COMMISSION ACTION

Commissioner Vaughn moved to approve a settlement in the matter of Ahead in the Cloud, LLC vs. the Detroit Library Commission dba Detroit Public Library giving authorization to Detroit Public Library's legal counsel to settle this matter in an amount not to exceed \$13,000. Commissioner Frierson-Haynes supported.

Roll call vote:

- | | |
|-------------------|-----|
| ➤ Bounds | Yes |
| ➤ Frierson-Haynes | Yes |
| ➤ Hicks | Yes |
| ➤ Short | Yes |
| ➤ Vaughn | Yes |
| ➤ President Adams | No |

The motion passed.

NOTED

Commissioner Hicks said that Commission asked DPL's legal counsel, as pro bono, to use language that talks about third party verification payments in contracts.

Mr. Aaron Burrell, Dickinson Wright, LLC., said that he would add additional language to existing Universal Service Administrative Company (USAC) contracts that would require DPL to authorize payment to vendors prior to submission.

ADJOURNMENT

COMMISSION ACTION

Commissioner Vaughn moved approval to adjourn. President Adams supported.

The meeting was adjourned at 3:34 p.m.

Minutes were approved at the December 16, 2025 Commission Meeting