

**DETROIT LIBRARY COMMISSION PROCEEDINGS
REGULAR MEETING
DECEMBER 16, 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 1:41 p.m.

Roll call attendance:

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

Commissioner Milton joined the meeting at 1:48 p.m.

Commissioner Vaughn joined the meeting at 1:56 p.m.

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

Present Also: AFSCME 1259, Hyden Al-najar, Janet Batchelder, Russ Bellant, Brandon Bingham, Enid Clark, India Davis, J. Dietlin, Deborah Dorsey, Detroit Documenters, Detroit's Notetaker, Katie Dowgiewicz, Sean Everett, Ethel Franklin, M. Garcia, Karen Garrette, Kalana Gates, Tyrand Goodwin, Ben Haddix, J. Johnson, DeAidre Jones, Shinauda Jones, Jessica Keeler, C. Kent, E. Kozakowski, Joyce Krom, Karen Lemmons, Annette Lotharp, Toria Love, Tracy Massey, Vernadette McAllister, Glenda McGadney, Tina Manley, Carolyn Mosley, T. Muntaqim, Angela Newby-Clora, Leroy Pettigrew, Vickie Pride, Yvette Rice, Heidi Sargis, Dean Simmer, Cully Sommers, Megan Summers, Brian Vance, Dawanna Veasley, Cheryle Williams, Jackie Williams, Mattie Wiggins, S. Winter, Cheryl Wright

Minutes were approved at the January 20, 2026 Commission Meeting

APPROVAL OF THE DETROIT LIBRARY COMMISSION MEETING AGENDA

COMMISSION ACTION

President Adams moved to make the following revisions to the agenda:

- Move item #4 "Closed Session" to item #9
- Move item #9 "Audit Reports" to item #4

Commissioner Bounds supported

Roll call vote:

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

The agenda was approved with revisions.

PUBLIC COMMENTS

Russ Bellant – He thanked Mrs. Mondowney and the staff for partnering with Forgotten Harvest to provide free meals for families at all DPL locations. Each meal bag contains 3 breakfast snack items and 3 lunches. He said that 2 families in his neighborhood benefited from this program.

AUDIT COMMITTEE

Approval of the Detroit Public Library Audit Report

Mr. Jordan Smith, Principal, Maner Costerisan, P.C., gave a presentation on DPL's audit report. He said that it was a good clean report. The Library is in a sound

Minutes were approved at the January 20, 2026 Commission Meeting

financial position as June 30, 2025. He thanked the Business Office staff for all of their assistance.

COMMISSION ACTION

Commissioner Frierson-Haynes moved approval of the Detroit Public Library audit report. Commissioner Short supported.

Roll call vote:

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

The motion passed unanimously.

Approval of the Burton Endowment Fund Audit Report

Mr. Jay Wilde, Principal, Alan C. Young & Associates, P.C., gave a presentation on the Burton Endowment Fund audit report. He said that it was a good clean report. He thanked the Business Office staff for all of their assistance.

COMMISSION ACTION

President Adams moved approval of the Burton Endowment Fund audit report. Commissioner Short supported.

Roll call vote:

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

Minutes were approved at the January 20, 2026 Commission Meeting

The motion passed unanimously.

APPROVAL OF THE REGULAR MEETING MINUTES OF NOVEMBER 18, 2025

COMMISSION ACTION

Commissioner Hicks moved approval of the November 18, 2025 meeting minutes with any necessary corrections. Commissioner Frierson-Haynes supported.

Roll call vote:

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

The minutes were approved with any necessary corrections.

REPORT OF THE PRESIDENT

President Adams thanked the Commissioners and staff for their work and wished everyone a happy holiday.

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.

DPL Warming Centers

During these cold winter days, DPL's Main Library and open branches, except Monteith and Skillman, are available as warm-up centers during regular business hours. Please visit the Library's website, detroitpubliclibrary.org, for locations and

Minutes were approved at the January 20, 2026 Commission Meeting

hours. The website also highlights the City of Detroit's 24-hour hotline, 866-313-2520, for emergency shelter.

In addition, on the Library's website there is a map of the many support services available. This "Detroit Needs Management" map has been shared with the Library by Cass Tretyak of Community & Home Supports Inc.

A Noel Afternoon at Main Library

Main Library hosted Noel Afternoon on Saturday, December 6, 2025. To the delight of our customers, staff hosted a variety of activities and events for the public. Throughout the day, there was a steady stream of people who enjoyed the Detroit Youth Choir, Wandering Lantern Productions, the Michigan State University Community Band and the Downriver Dance Academy. Children's Library hosted Mr. and Mrs. Claus, showed classic holiday movies and provided a variety of crafts for Hanukkah and Christmas. One of the biggest hits was the Adult Holiday Craft-a-Palooza where adults had fun making holiday jewelry, ornaments and bedazzling books while enjoying cider and donuts.

2025 Holiday Events: Highlights

December has been a busy month with many holiday events planned throughout the Library system. A few upcoming events include:

- A "Holidays Around the World Party," a family-friendly afternoon, is planned at 6 p.m., on Monday, December 22nd, at the Campbell Branch.
- At 2 p.m., on Saturday, December 27th, the Redford Branch will host a Kwanzaa Celebration. Children and families are invited to bring their creativity for an afternoon of arts and crafts.
- On Tuesday, December 30th, at 2 p.m., Children's Library will sponsor "Kid's Kwanzaa," a time for Kwanzaa stories and unique crafts for children of all ages.

2026 Author Series

DPL's Author Series Committee will welcome 2026 by hosting two author talks at Main Library in January and February:

- At 2 p.m., on Sunday, January 25th, author Cheryl Neely will discuss her book, *No Human Involved: The Serial Murder of Black Women and Girls and the Deadly Cost of Police Indifference*.
- On Sunday, February 1st, at 2 p.m., authors MacArthur Cotton and John Obe, will discuss their book, *Mississippi's Black Cotton*. This book is the story of the young Black men and women who became involved in the Civil Rights Movement.

Minutes were approved at the January 20, 2026 Commission Meeting

Literacy for Kids Event at Main Library

On November 19, 2025, the Detroit Public Library hosted “Literacy for Kids: Authors in Detroit,” featuring *Flying Lessons and Other Stories*, edited by Ellen Oh, in the Clara Stanton Jones Friends Auditorium. The book celebrates diversity through engaging short stories by ten authors. Three of the authors Soman Chainani, Kelly Baptist and Mark de la Pena, shared their stories with 288 sixth- and seventh-grade students from University Prep Science and Math Middle School, and the Detroit Academy of Arts and Sciences. Students received signed copies of the book.

Main Library Art & Architecture Tours

On the third Sunday of each month, October through May, the public is invited for a guided tour of Main Library. Tours are offered at 1:30 p.m., and 3:30 p.m. Registration is available on the Library’s website, detroitpubliclibrary.org.

NOTED

Commissioner Short thanked the staff for their assistance with the Goodfellow boxes. She said that there were over 39,000 applicants for the boxes.

COMMITTEE ON ADMINISTRATION

Approval of the Routine Human Resources Report

The Human Resources Department Report provides information regarding personnel actions from November 1, 2025, through November 30, 2025. The administration has approved these actions.

APPOINTMENTS (1)

Employee Name	Title	Hire date
Young, Erica	Library Security Officer	November 3, 2025

SEPARATIONS (0)

POTENTIAL RETIREMENTS (3) Pending COD Approval

Minutes were approved at the January 20, 2026 Commission Meeting

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**

		November 2025	November 2024	
Vacant Positions actively being filled		31	29.5	
Filled Budgeted Positions		243.5	244.5	
Not Actively Being Recruited		34.5	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
	Circulation Manager	1	1	0

Minutes were approved at the January 20, 2026 Commission Meeting

Tech Processing Manager	1	1	0
Principal Clerk	2	2	0
Security	19	15	4
Sub-Total	309	243.5	65.5
<i>* Positions not actively recruiting/filled for FY26</i>	16		
Total	325		

DPL currently has a total of **325 budgeted positions**. Of the total positions, **243.5 are filled, and 81.5 are vacant**. The Human Resources Department is actively recruiting for 31 of the 81.5 vacant positions.

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

DISCUSSION

Commissioner Bounds asked if there are any challenges staffing the Branches due to vacancies.

Ms. Margaret Bruni, Director for Public Services, said that DPL is not closing Branches because of staff vacancies. The closures are strictly because of the HVAC systems.

COMMISSION ACTION

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

Roll call vote:

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

The motion passed unanimously.

Minutes were approved at the January 20, 2026 Commission Meeting

Approval of a Commission Study Session

Commissioner Frierson- Haynes said that during the December 9, 2025 Committee on Administration meeting, it was brought up that the Commission should have a study session prior to the January 20, 2026 Commission meeting. The purpose of this meeting is to discuss policies that are in place and need to be updated as well as the strategic plan. Her suggested dates were the following Saturdays: December 27th, January 3rd or January 10th. The other date was Tuesday, January 13th.

NOTED

President Adams said that she requested Commissioner Frierson-Haynes to bring the item forward for Commission approval so that everyone could weigh in on the item.

COMMISSION ACTION

President Adams moved approval of the Commission study session.
Commissioner Milton supported.

Roll call vote:

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

The motion passed unanimously.

CLOSED SESSION

Approval to Enter into a Closed Session

COMMISSION ACTION

President Adams moved to enter into a closed session to discuss a personnel matter. Commissioner Hicks supported.

Minutes were approved at the January 20, 2026 Commission Meeting

Roll call vote:

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

The closed session began at 2:19 p.m.

NOTED

Commissioner Short left the meeting at 2:40 p.m.

Approval to End the Closed Session**COMMISSION ACTION**

President Adams moved to come out of the closed session. Commissioner Frierson-Haynes supported.

Roll call vote:

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

The closed session ended at 2:51 p.m.

No action was taken.

The regular Commission meeting resumed at 2:52 p.m.

COMMITTEE ON BOOKS AND LITERACY**Approval of the Library Lending Policy**

Minutes were approved at the January 20, 2026 Commission Meeting

The Library Lending Policy is a new policy document that outlines the guiding principles behind the Library's decisions on which materials may be borrowed for use outside the Library. Its purpose is to balance equitable access to Library resources with the responsible and efficient stewardship of the collection.

Library Lending Policy

Purpose

The purpose of this policy is to outline the guiding principles for lending library materials to customers.

Principles

In its mission to enlighten and empower people through literacy and learning, the Library makes a significant part of its collection available to customers to borrow and use outside of the library. Providing access and lending library material to customers is a core library service founded on these principles:

- The Library functions in a resource sharing environment that depends on the stewardship and good will of all.*
- The Library values customer service and serves individuals and the community.*
- The Library strives to make limited resources available to all.*
- The Library seeks to provide ease of access to desired library materials.*
- The Library supports the use of library material.*

Lending Policy

Detroit Public Library makes its collections accessible to the entire community while maximizing individual borrowing opportunities, based on the availability of the Library's materials and customer demand.

Approval is requested to adopt the Library Lending Policy as presented.

COMMISSION ACTION

Commissioner Milton moved approval of the Library lending policy. Commissioner Frierson-Haynes supported.

Minutes were approved at the January 20, 2026 Commission Meeting

Roll call vote:

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

The policy was adopted as presented.

Approval of the Revised Library Borrowing Policy

The Library Borrowing Policy defines the eligibility requirements for obtaining a library card and outlines the terms and conditions governing its use. The Policy was last approved by the Commission in June 2004. This revised version has been reorganized to follow a clearer, more standardized policy structure; changes to the eligibility requirements are highlighted in blue.

Library Borrowing Policy***Purpose***

This policy defines the rules and responsibilities for obtaining a library card, borrowing materials, and accessing online subscription products from the Library. It establishes a fair, efficient and sustainable system to support access to Library resources.

NOTE: A library card is not required for on-site use of library materials, including subscription products, or for participation in Library programs or events.

I. Library Card Eligibility, Registration & Renewal

To borrow materials from the Detroit Public Library (DPL), customers must have a valid library card. Library cards can be obtained by applying in person at any DPL service location.

a) Eligibility:

i) Residents of Detroit or Highland Park

- ii) Owners of property in Detroit*
- iii) Students, teachers and other employees of a public or private preK-12th grade school, college or university in Detroit*
- iv) Employees of the City of Detroit*
- v) Companies located in Detroit (for business purposes only)*
- vi) Members of the Detroit Library Commission*
- vii) Employees of the Detroit Public Library*
- viii) Members of the Detroit Public Library Foundation (DPLF) who join or renew their membership at the ~~\$100~~ \$150 level.*
- ix) Members of communities that have a reciprocal borrowing agreement with the Detroit Library Commission, subject to the terms and conditions outlined in the agreement.*
- x) Other individuals and companies for an annual fee of ~~\$100~~ \$150.*

b) Registration:

- i) Applicants must present current (unexpired) government-issued photo ID and proof of eligibility under one of the categories listed above. A list of acceptable documents is available to the public online and in print at all DPL service locations.*
 - (1) A card with restricted privileges may be granted to Detroit and Highland Park residents who are unable to meet the documentary requirements. Terms for obtaining a restricted card are available online and in print.*
- ii) Applications for minors ages 0-17 require the valid identification and written consent of a parent or guardian.*
- iii) Registration may also be completed through a collaborative process with classroom teachers, schools, or school districts. These partners verify the student's identity, obtain parental permission for minors, and provide the necessary personal information to facilitate library card issuance.*

c) Expiration & Renewal:

Customers can renew their cards by repeating the registration process outlined above.

- i) Restricted cards expire at 3 months and may be renewed at a librarian's discretion.*
- ii) Non-resident and company cards expire at one year.*
- iii) Cards created in partnership with school groups expire on December 31st of the following academic year.*
- iv) Other cards expire two years from the date they were issued or last renewed.*

II. Terms of Use

- a) *Only the person issued the library card may check out materials and use a public computer with that card.*
- b) *Customers are responsible for all items checked out on their card. Parents are responsible for items checked out on their children's card.*
- c) *Parents are responsible for their child's choice and use of library resources (including the internet) using their card.*
- d) *Customers agree to return borrowed items in same condition as when borrowed and by or before their due date.*
- e) *Customers who have an overdue item may not renew it, check out additional items, or use their library card to access a public computer until the overdue item is returned or a replacement fee is paid.*
- f) *Damaged or lost items are charged at replacement cost plus a processing fee. Items are considered lost at 90 days overdue.*
- g) *Misuse of the library card (e.g., falsifying ID, sharing accounts irresponsibly) may result in suspension of card privileges.*
- h) *Cardholders agree to abide by the Library's Guidelines for Customer Behavior.*

III. Borrowing Privileges

- a) *Library materials are available for check out with the exception of materials designated as non-circulating.*
- b) *Hold and loan periods, renewal options, and item limits are set based on the item type's availability, typical use, and current demand. A schedule of these policies is available to customers online and at the point of checkout.*
- c) *Customers receive information regarding due dates of materials at the time of check out.*
- d) *Youth cards (for ages 0-17) cannot be used to check out R and X-rated media (video, DVDs, Blu-Rays, etc.)*

Together, the *Library Lending Policy* and *Library Borrowing Policy* establish clear, consistent, and equitable guidelines for how library materials are loaned and how people may obtain and use library cards. Their adoption will strengthen the library's operational consistency, support equitable access, and provide staff and customers with transparent expectations for responsible library use.

Approval is requested to adopt the Library Lending Policy as presented.

COMMISSION ACTION

Commissioner Vaughn moved approval of the revised Library borrowing policy. President Adams supported.

Minutes were approved at the January 20, 2026 Commission Meeting

DISCUSSION

Commissioner Bounds said that under “Borrowing Privileges,” the length of the loan period, holds and renewal options for library materials, including hotspots, was intentionally left to the discretion of the administration. This information will be posted on DPL’s website.

Commissioner Hicks requested to make a friendly amendment. He moved to strike “i) Members of the Detroit Public Library Foundation (DPLF) who join or renew their membership at the \$400 \$150 level” from the policy. Commissioner Vaughn supported.

Roll call vote:

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

The policy was adopted with the amendment.

COMMITTEE ON BUILDINGS

Approval to Contract with Conference Technologies, Inc. for the Upgrade of the Audio-Visual System in the Main Library’s Auditorium

This work is necessary to address ongoing operational issues caused by the outdated and non-functional auditorium audio visual equipment. Replacing the existing system will eliminate performance failures, improve reliability during programs and events, and ensure the Library has a fully supported and modernized setup for continued use. Completing this upgrade will enhance the user experience, support operational effectiveness, and restore the auditorium’s long-term functionality.

A Request for Proposals (RFP-TL-2164) was publicly advertised on the Michigan Inter-Governmental Trade Network (MITN) website at www.bidnetdirect.com, beginning August 14, 2025, and remained open until the official bid closing at 2:00 p.m. on September 23, 2025.

Minutes were approved at the January 20, 2026 Commission Meeting

A total of one hundred two (102) firms downloaded the solicitation documents. A mandatory site visit was conducted as part of the procurement process and was attended by fourteen (14) companies.

At the close of the bidding period, five (5) companies submitted responses. Following an initial compliance review, three (3) respondents were deemed non-responsive for failing to address all required project components as specified in the solicitation documents.

The bid results are as follows:

Vendor	Address	Bid Amount
Conference Technologies, Inc.	1307 E Maple Rd., Ste D, Troy, MI 48083	\$ 337,759.81
Fantasee Integration	4235 Concord Ave., Detroit, MI 48211	\$ 476,578.70

The Detroit Library Commission (DLC) Committee on Buildings is requesting that the Detroit Library Commission approve a contract with Conference Technologies, Inc., located at 1307 E Maple Rd, Ste D, Troy, MI 48083, for the design, supply and installation of upgraded audio-visual equipment with a 3-year full-service warranty for the Main Library's auditorium in an amount not to exceed \$337,759.81.

COMMISSION ACTION

President Adams moved approval to contract with Conference Technologies, Inc. for the upgrade of the audio-visual system in the Main Library's auditorium. Commissioner Vaughn supported.

Roll call vote:

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

The motion passed unanimously.

Minutes were approved at the January 20, 2026 Commission Meeting

Facilities 28-Month Enhancement Proposal – Information Only

Mr. Antonio Brown, Chief Financial Officer, presented the following proposal:

Executive Summary

The Detroit Public Library system is committed to maintaining safe, welcoming, and functional spaces for patrons and staff. A comprehensive review of facility conditions across 21 branches and the Main Library identified recurring deficiencies that impact staff morale and patron experience. These include deteriorating interior finishes, inadequate lighting, and outdated staff workrooms. This proposal outlines a 28-month improvement plan that incorporates an initial assessment period, planning for urgent needs, bidding, and phased implementation. The plan aligns with DPL's strategic objectives and includes a balanced labor strategy that respects union agreements while ensuring timely completion.

Strategic Alignment

- Advance Capital Planning & Asset Management: Address high-priority deficiencies identified in inspections.
- Strengthen Preventive & Predictive Maintenance: Reduce emergency repairs through proactive upgrades.
- Promote Sustainability & Energy Efficiency: Implement energy-efficient lighting and modern fixtures.
- Ensure Equitable Facilities Investments: Improve conditions across all branches, prioritizing underserved areas.
- Standardize Project Management Practices: Apply consistent processes for scope, schedule, and cost control.

Scope of Work

The plan covers 21 branches and the Main Library, excluding Knapp (addressed in a separate structural capital project). Improvements include:

Interior Painting: Refresh public spaces and staff areas.

Lighting Upgrades: Replace outdated fixtures with energy-efficient LED lighting; address electrical needs for new installations.

Staff Workroom Enhancements: Renovate workrooms and bathrooms for functionality and comfort.

28-Month Improvement Plan

Minutes were approved at the January 20, 2026 Commission Meeting

Phase 1 (Months 1–2): Assessment

- Conduct comprehensive facility assessments and prioritize urgent needs.
- Document conditions and develop branch-specific scopes.

Phase 2 (Months 3): Planning & Design

- Prepare detailed plans and specifications for painting, lighting, and workroom upgrades.
- Identify branches requiring electrical upgrades for new lighting systems.

Phase 3 (Months 4): Bidding & Procurement

- Issue bids for large-scale painting and lighting installation.
- Secure contractors and materials while maintaining union oversight.

Phase 4 (Months 5-27): Implementation – Priority Repairs

- Begin foundational repairs and initial painting in high need areas.
- Address urgent lighting deficiencies and ceiling repairs.

Staff Workrooms

- Update staff workrooms with lighting, paint, and repair ceiling tiles.
- Install new window treatments and ergonomic furnishings.

Public Spaces

- Complete interior painting of public areas across all branches.
- Upgrade signage and minor flooring repairs where necessary.

Phase 5 (Month 28): Close-Out & Evaluation

- Finalize lighting installations and electrical work.
- Conduct inspections and quality assurance reviews.

Estimated Cost

- Interior Painting: \$4–\$6 per sq. ft. → Approx. \$900,000 (large-scale contractor work).
- Lighting Upgrades: Prepared in-house using DPL Staff (\$25,000)
- Workroom Renovations: Approx. \$250,000 (union-led carpentry + contractor support for finishes) with updated office furniture.
- Total: \$1.275 –\$1.5 million over 28 months.
- (Based on Michigan market rates: painting \$4–\$6 per sq. ft.; LED fixture installation \$250–\$400 per fixture; electrical labor \$85–\$125 per hour.)

Labor Allocation Strategy

- Union Staff: Electrical work, minor carpentry, and oversight of all contractor activities.

Minutes were approved at the January 20, 2026 Commission Meeting

- Contractors: Large-scale painting, lighting fixture installation where union capacity is insufficient, and non-critical cosmetic work.

Business Case for Flexibility

- Volume of Work: The scope across 21 branches and the Main Library exceeds internal capacity for timely completion.
- Time Sensitivity: Delays impact customer experience and staff morale.
- Cost Efficiency: Contractors for bulk painting and lighting reduce overtime costs.

Union Oversight: Union staff will inspect and approve contractor work, maintaining quality and compliance.

Risk Management

- Budget Control: Competitive bidding for contractor work.
- Quality Assurance: Union oversight of all completed work.
- Transparency: Regular progress updates and published timelines.

Conclusion

This plan provides a clear, actionable path to address facility conditions that impact staff and patrons. By implementing these improvements over 28 months, the Library will enhance its physical environment, support staff productivity, and deliver a more welcoming experience for the community.

DISCUSSION

Commissioner Frierson-Haynes asked when would the project begin?

Mr. Brown said that Mr. Cledos Powell, Assistant Director for Facilities, along with the facilities staff, had already started Phase 1 of the project by assessing the library buildings.

Commissioner Bounds asked what process would be taken to bring urgent needs of the Library to the Commission.

Mr. Brown said that the process is to first bring the recommendations to the Committee on Buildings for approval to present the recommendations to the full Commission for consideration.

Commissioner Bounds asked about a plan to ensure communication between the Facilities Department and the staff once repairs are completed.

Mr. Brown said that the Facilities Department is working on improving communication and standard operating procedures on how repairs are reported and when repairs are completed.

Knapp Branch Closure – Information Only

Mr. Brown stated that the Knapp Branch is closed because the air handler coils in the HVAC system ruptured leaving it inadequate to operate all day. The Facilities staff is going to Knapp Branch every day to start the system only for it to turn off after running for short period which is disruptive to Library services.

Mr. Brown said the plan is to replace the entire HVAC and boiler system at Knapp Branch and it will be closed for a significant amount of time.

BYLAWS COMMITTEE**Approval of the 1st Reading of the Detroit Library Commission Rules and Regulations Revisions**

Commissioner Hicks reviewed the recommended revisions for the Detroit Library Commission Rules and Regulations brought forth by the Bylaws Committee. This is the first reading. Voting to approve the recommended revisions occurs in the second reading.

NOTED

Commissioner Bounds asked about purchases limited to \$10,000 without Commission approval. She asked if that should be higher.

Mr. Brown said that in the current procurement policy that was approved by Commission increased the purchasing limit to \$25,000 without Commission approval.

NOTED

Commissioner Milton stepped out of the meeting at 3:15 p.m.

COMMITTEE ON FINANCE**NOTED**

At its December 9, 2025 meeting, the Committee on Finance agreed to have the following suggestions from Commissioner Hicks forwarded to the full Commission to consider for inclusion in the DPL's FY2027 Proposed Budget to be financed through DPL's fund balance:

Approval to Restart the Process of Redeveloping DPL's Municipal Reference Library with the \$200,000 Allocation Per Year for Five Years and then Reassess the Relative Need for the Above Service Including Tract Utilization/Request for Service

COMMISSION ACTION

Hicks moved approval. Commissioner Frierson-Haynes supported.

Minutes were approved at the January 20, 2026 Commission Meeting

DISCUSSION

Commissioner Bounds suggested that this item be referred to the Committee on Books and Literacy and get the administration to do some exploration to determine if there is a need for this service and the cost of this sort of collection.

Commissioner Hicks explained that there was a time when the Municipal Reference Library was located in the Detroit City County building. The Library collection included Governmental documents and materials related to the operation of City Government. Whenever there was a dispute at a City Council meeting and more information was needed, it was convenient to have that Library in the building for staff to do research.

Commissioner Vaughn said that she was concerned if this is something that is needed in the Detroit City County building because there is so much access to information through technology.

Commissioner Hicks said that this is something he has been going after for years to be included in DPL's budget. He said that he needed the Library to engage and up to this point, the Library has not engaged.

President Adams said she was concerned that most of the items that Commissioner Hicks submitted should have been presented to the appropriate Committee for discussion and to be vetted. She said these items need further research, an understanding of what standards are being used and what the basis and cost would be.

Roll call vote:

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

The motion failed.

Approval to Allocate \$200,000 for Internal/Staff Legal Counsel to Advise the Administration and Board in Matters Related to the Library. The Board and Staff Are Completely Reliant on the Legal Advice and Opinions of the Detroit Law Department or Must Refer Legal Issues to Outside Counsel (At a Rate that Discourages Detail Investigations of Issues). In Several Cases the Interests of the City/City Law Department are in Conflict with the Library. Internal Staff Can Allow for More Discretion and Completeness in our Understanding of Legal Challenges and Potential Strategies to Maintain the Library's Independence

COMMISSION ACTION

Commissioner Hicks moved approval. There was no support.

The motion failed.

Approval to Allocate 1.5 FTE's (Full-Time Equivalent) to Act as Direct Administrative Support to the Board. Said Positions Should be a Direct Report to the Board

Commissioner Hicks moved approval. Commissioner Vaughn supported.

DISCUSSION

Commissioner Vaughn asked about the job description for this position.

Commissioner Hicks said that the Detroit Public School Community District Board have a secretary that is specifically designated to handle the business of the school board. He said that he is requesting that kind of support for the Commission.

Commissioner Bounds asked Commissioner Vaughn how was the school board secretary overseen.

Commissioner Vaughn said that the position is overseen by the school board. The Executive Secretary reports directly to the school board.

President Adams offered a historical perspective on the school district. She said when the school district was organized as a first class school district, there was a requirement for a separate secretary that was not a member of the school board. That is how that position arose.

President Adams said that this item was coming from the Finance Committee and there was no cost associated with it.

President Adams called for the vote.

Commissioner Hicks requested a Point of Order.

Commissioner Hicks said "it was the same thing every time."

President Adams said "I'm sorry, but you can't get your way every time."

Commissioner Hicks said that he needed clarification on how an individual Commissioner can take an idea and get it through the system. He said that he did not want to go through another year where these items are not given any consideration.

President Adams said that it is the pleasure of the Commission to give the items consideration.

Roll call vote:

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

The motion failed.

Approval to Allocate \$50,000 to Conduct a Feasibility Study to Determine if DPL Should Return as a Public Entity to the Publishing Business to Support Local Writers and Researchers

COMMISSION ACTION

Commissioner Hicks moved approval. There was no support.

The motion failed.

Minutes were approved at the January 20, 2026 Commission Meeting

NOTED

President Adams recommended that this item be forwarded to the Committee on Books and Literacy for consideration.

Approval to Allocate \$250,000 to Support the Creation and Support for a National Search for the Position of DPL Executive Director**COMMISSION ACTION**

Commissioner Hicks moved approval. Commissioner Bounds supported.

DISCUSSION

Commissioner Bounds said that the Executive Director has not currently announced a plan to retire, however, it does seem prudent given the length of time it takes to search for that position. She said having a placeholder in the budget to have a search firm on retainer seems warranted.

NOTED

Commissioner Milton rejoined the meeting at 3:58 p.m.

Roll call vote:

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

The motion passed.

Approval of the DPL FY2027 - FY2030 Proposed Budget

Mr. Brown presented DPL's expected spending plan for FY2027 along with FY2028 - 2030 projections.

Minutes were approved at the January 20, 2026 Commission Meeting

COMMISSION ACTION

Commissioner Vaughn moved approval of DPL's FY2027 – FY2030 proposed budget. President Adams supported.

DISCUSSION

Commissioner Hicks asked if DPL received budget instructions from the City of Detroit, if not, how is the budget prepared.

Mr. Brown said that DPL has not received the budget instructions. However, the budget is prepared based on knowing what the anticipated revenues that have been verified through the revenue conference.

Mr. Brown said the estimated expenditures are budgeted through historic numbers. The projections are fringe benefit costs.

Commissioner Bounds asked about the capital outlay plan.

Mr. Brown said that DPL is seeking a structural assessment of all DPL locations that will give detailed data that he could bring to the Commission to create a capital outlay plan.

Commissioner Hicks said that he would have an objection to approving the budget until emergency repairs are separated from the capital outlay plan.

Roll call vote:

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

The FY2027 - FY2030 proposed budget was approved as presented.

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.

Summary of Expenditures			
PUBLIC FUNDS			
PAYMENTS PROCESSED BY CITY OF DETROIT:			
1. Total Payroll	November 2025		\$1,117,574.62
2. Total Vouchers-processed on FUSION	After 3/13/2020 listed by invoice number & date (processed off-site)		\$770,037.37
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			\$0.00
7. FY2026 VEBA			0.00
8. FY2026 Debt Service Interest for 2014B(1) & 2014B(2) Notes			\$0.00
Total processed by City of Detroit			\$1,887,611.99
PAYMENTS PROCESSED BY DPL:			
1. Public Funds/Comerica checking	Checks	1440 - 1441	\$987,309.89
2. Branch & Main Checking account	Checks	9643 - 9698	\$47,370.84
3. Branch & Main Checking account Electronic Fund Transfer (EFT) made on		11/10/2025	\$2,207.98
Total processed by DPL			\$1,036,888.71
Grand Total			\$2,924,500.70

Summary of Expenditures			
Restricted/Designated Funds			
1. Burton Endowment Checking	Checks	NONE	\$0.00
2. O'Brien Checking	Checks	5132 - 5134	\$810.00
3. Programs & Gifts Checking Account	Checks	3075 - 3079	\$47,565.89
Grand Total			\$48,375.89
Programs & Gifts Checking Account:			
To transfer WC delinquent tax funds to General Fund - September 2025			\$41,498.45
Sales Order # 63391, dated 10/22/2025			\$2,267.44
Essay for 2026 AA Booklist			\$2,500.00
Work on 2026 AA Booklist			\$500.00
Invoice # 11102025 - Interview Beverly Jenkins for 2026 AA Booklist			\$800.00
Programs & Gifts Checking a/c			\$47,565.89

Credit Card Expenditures	
1. Executive Director	\$0.00
2. Executive Director's Office-used for general office purpose	93.74
3. Chief Financial Officer	556.97
4. Human Resources Department	256.19
5. Marketing Department	919.97
6. Technical Services	3,910.15
7. Facilities Department	2,337.40
8. Information Technology	289.49
9. Procurement	113.00
10. Security	154.65
11. Public Services	2,028.77
Grand Total	\$10,660.33
NOTE: These are October 2025 Credit Card purchases	

Minutes were approved at the January 20, 2026 Commission Meeting

COMMISSION ACTION

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

Roll call vote:

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

The motion passes.

ADJOURNMENT

Commissioner Vaughn moved to adjourned. Commissioner Adams supported.

The meeting was adjourned at 4:20 p.m.