

**DETROIT LIBRARY COMMISSION PROCEEDINGS
REGULAR MEETING
DECEMBER 17, 2024**

NOTED

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

Commissioner Short called the Regular Meeting of the Detroit Library Commission to order at 1:38 p.m.

A roll call attendance was taken with the following results:

- | | |
|-----------------|---------|
| ➤ Bounds | Present |
| ➤ Hayden Friley | Present |
| ➤ Hicks | Present |
| ➤ Short | Present |

Commissioner Adams joined the meeting at 1:41 p.m.

Commissioner Peterson-Mayberry joined the meeting at 1:56 p.m.

Excused: Commissioner Frierson-Haynes

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

Present Also: Hyden Al-najar, Rob Barry, Russ Bellant, Scott Benson, Brandon Bingham, Stacy Brooks, Enid Clark, Angela Newby-Clora, Angela Cope, India Davis, Deborah Dorsey, Katie Dowgiewicz, Erin Dwyer, Ethel Franklin, M. Garcia, Karen Garrette, Tyrand Goodwin, Alexis Griffin, D'Andre Herron, J. Johnson, DeAidre Jones, L. Kennedy, Mary Kordyban, Enriqueta Kozakowski, Annette Lotharp, Torria Love, Tina Manley, Tracy Massey, Vernadette McAllister, T. Chapman-Mills, Carolyn Mosley, Tasleema Muntaqim, Yvette Rice, K. Robertson, Heidi Sargis, Jordan Smith, Shakir Smith, Cully Sommers, Jeremiah Steen, Megan Summers, Brian Vance, Dawanna Veasley, Mattie Wiggins, Jay Wilde, Jacqueline Williams, TC Williams, Cheryl Wright, Tracey Wyatt

Minutes were approved at the January 21, 2025 Commission Meeting

APPROVAL OF THE DETROIT LIBRARY COMMISSION MEETING AGENDA

NOTED

President Short made the following amendment to the agenda:

- Move the FY2024 Burton Endowment Fund Audit Report and the FY2024 Detroit Public Library Audit Report to follow Public Comments.

COMMISSION ACTION

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

A roll call vote with the following results:

- | | |
|-----------------|-----|
| ➤ Bounds | Yes |
| ➤ Hayden Friley | Yes |
| ➤ Hicks | Yes |
| ➤ Short | Yes |

The agenda was approved with the amendment.

APPROVAL OF THE MEETING MINUTES

COMMISSION ACTION

Commissioner Hicks moved approval of the November 19, 2024 meeting minutes. Commissioner Bounds supported.

A roll call vote with the following results:

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

Minutes were approved at the January 21, 2025 Commission Meeting

The minutes were approved as presented.

PUBLIC COMMENTS

Russ Bellant – He asked if backflow preventers had been installed at Main Library.

Mr. Cledos Powell, Assistant Director for Facilities, replied yes. Backflow preventers had been installed at Main Library.

AUDIT COMMITTEE

Approval of the FY2024 Burton Endowment Fund Audit Report

Mr. Jay Wilde, Principal, Alan Young & Associates, P.C., gave highlights of the FY2024 Burton Endowment Fund Audit Report. He said that the Burton Endowment Fund received a clean audit report. He thanked Mr. Antonio Brown, Chief Financial Officer, Ms. Maria Norfolk, Assistant Director for Business & Financial Operations, and their staff for all of their help and efficient work.

Approval of the FY2024 Detroit Public Library Audit Report

Mr. Jordan Smith, Maner Costerisan, P.C., gave highlights of the FY2024 Detroit Public Library Audit Report. He said that the Detroit Public Library received a clean audit report. He thanked Mr. Antonio Brown and the Business & Financial Operation staff for all of their help and efficient work.

DISCUSSION

Commissioner Hicks asked if there were any technical constraints on moving any of DPL's fund balance from operations to capital projects?

Mr. Antonio Brown, Chief Financial Officer, said that the Administration and the Commission would meet to strategically discuss the priority of a capital project and the Commission would make the determination to move a portion of the fund balance to fund a capital project.

Commissioner Hicks stated that the Commission would listen to recommendations and discussions from the Administration but if the Commission was at odds with the Administration on an item, the Commission has the power to move the funds.

Mrs. Mondowney replied that is how the process always been, however, there is a third element involved. Once a project has been decided, it has to be presented to the Detroit City Council for approval as an amendment to DPL's budget. We need to have a conversation about seeking capital funds.

Minutes were approved at the January 21, 2025 Commission Meeting

Commissioner Bounds asked if there was a standard amount to be kept in the fund balance.

Mrs. Mondowney stated that in 2004, the Commission had approved 12% of DPL's operating revenue be kept in the fund balance. In today's dollars, it should be reviewed and possibly amended by the Commission to increase the minimum balance to be kept in the fund balance.

COMMISSION ACTION

Commissioner Hicks moved to accept the FY2024 Burton Endowment Fund audit report and the FY2024 Detroit Public Library audit report. Commissioner Adams supported.

A roll call vote with the following results:

- | | |
|---------------------|-----|
| ➤ Adams | Yes |
| ➤ Bounds | Yes |
| ➤ Hayden Friley | Yes |
| ➤ Hicks | Yes |
| ➤ Peterson-Mayberry | Yes |
| ➤ Short | Yes |

The FY2024 Burton Endowment Fund audit report and the FY2024 Detroit Public Library audit report were accepted as presented.

REPORT OF THE PRESIDENT

President Short stated that this was her last report as President. She said the Commission worked with the Library staff and the public (Mr. Russ Bellant and others) to get some of the Library's funds back from the City of Detroit. We were able to get a decrease in the Library's administrative fees. The Commission also worked with public groups to help relieve the Library from tax captures.

President Short requested that the Library pay for the Commission memberships to the American Library Association (ALA) and the Michigan Library Association (MLA). She encouraged the Commission to sign up for the memberships.

President Short said that the amount kept in DPL's fund balance should be increased from 12% to 17%. This item should be presented to the Commission by the appropriate Committee for consideration.

Minutes were approved at the January 21, 2025 Commission Meeting

NOTED

The Commission thanked the public for the renewal of the millage. President Short also thanked Mrs. Mondowney and her staff for the successful renewal of the millage.

REPORT OF THE DIRECTOR**50th Annual Noel Night 2024**

Mrs. Mondowney reported that the 50th Annual Noel Night was held on Saturday, December 7th. Approximately 1,700 visitors attended Main Library's holiday programs, music performances and craft making activities. The Grinch was once again a big hit! The ornaments craft making in Children's Library and holiday jewelry craft in HYPE were also very popular, as well as the story time sessions. The reception for the "Color of Sci-Fi" exhibition in the Galleria was a big success, along with the "Rainbow Fish" musical in Old Fine Arts and the Renaissance High School Symphony String Orchestra in the Clara Stanton Jones Friends Auditorium.

2024 Holiday Activities

Mrs. Mondowney reported that there are many opportunities for family fun at library locations. Please visit the Library's website, detroitpubliclibrary.org, for additional information. Some highlights include:

- Students of the Detroit Suzuki Academy will provide holiday music at 2 p.m., on Saturday, December 21, at the Parkman Branch.
- The Bowen Branch will offer a showing of the holiday film "Klaus," at 5:30 p.m., on Thursday, December 19.
- Santa will visit several library locations including the Duffield, Redford, Parkman, and Sherwood Forest branches. Please visit the library's website for schedule information.
- On Saturday, December 28, 1:00 – 2:30 p.m., the Children's Library will sponsor a fun-filled afternoon of crafting and storytelling to celebrate Kwanzaa.

Conely Branch Reopening

Mrs. Mondowney reported that the Conely Branch, 4600 Martin St. in southwest Detroit, will reopen to the public on January 6, 2025. The branch was closed in March 2020 and remained closed for repairs and cleanup following the July 2021 storm. The Conely Branch will open Mondays, Wednesdays & Saturdays from 10:00 a.m. - 6:00 p.m., and Tuesdays & Thursdays from 12 noon - 8:00 p.m.

Wayne County: Delinquent Property Taxes

Mrs. Mondowney reported that the on November 15, 2024, DPL received a Wayne County payment of \$5,094.01 for delinquent property taxes.

Toys for Tots Program

Mrs. Mondowney thanked Ms. Kalana Gates, Manager- Adult Services – Elmwood Park Branch Library, for facilitating DPL's participation in the Toys for Tots program at Main Library. There were over 500 people registered for the program but we were instructed by Toys for Tots staff to only accept the first 100 people to keep it manageable. Toys from the program were also distributed at the Elmwood Park Branch Library. Mrs. Mondowney said that a report on the project would be included in her Executive Director's report in January 2025.

COMMITTEE ON ADMINISTRATION

Approval of the Routine Human Resources Report – November 19, 2024

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

APPOINTMENTS (6)

| Employee Name | Title | Hire date |
|-----------------|--------------------------------|------------------|
| Murad Ahmed | Technical Training Associate | October 14, 2024 |
| Holman Hardnett | Building Trades Worker General | October 14, 2024 |
| Anita Mechler | Librarian 3 | October 14, 2024 |
| Jonathan Poma | Finish Carpenter | October 14, 2024 |
| Kayla Steeby | Technical Training Associate | October 28, 2024 |
| Liam Roush | Librarian 2 | October 28, 2024 |

POTENTIAL RETIREMENTS (0) Pending COD Approval

RETIREMENTS (1)

| Employee Name | Title | Last Day Worked |
|----------------|---------------------------------|------------------|
| Douglas Blount | Customer Service Representative | October 25, 2024 |

Minutes were approved at the January 21, 2025 Commission Meeting

SICK LEAVE PAYOUTS (1)

| Employee Name | Title | Payout Date |
|----------------|----------------------|------------------|
| Kenneth Cannon | Supervising Security | October 18, 2024 |

SEPARATIONS (1)

| Employee Name | Title | Last Day Worked |
|----------------|-------------|------------------|
| Rosanna Walker | Librarian 3 | October 21, 2024 |

| <u>POSITIONS</u> | | | |
|--|-------------------|---------------------|---------------------|
| | October 2024 | | October 2023 |
| Vacant Positions to be filled | 32.5 | | 88 |
| Filled Budgeted Positions | 241.5 | | 204 |
| *Not Actively Being Recruited Budgeted Positions | 38 | | |
| Positions not filled in FY25 | 13 | | 13 |
| Total Budgeted Positions | 325 | | 325 |
| POSITION | FY25 POSITIONS | FILLED POSITIONS | VACANT POSITIONS |
| Director's Office | 6 | 6 | 0 |
| FBO | 10 | 10 | 0 |
| Human Resources | 7 | 7 | 0 |
| Facilities/Shipping | 23 | 21 | 2 |
| Information Systems | 8 | 8 | 0 |
| Marketing/Print Shop | 7 | 5 | 2 |
| Public Services | 3 | 2 | 1 |
| Librarian, Coordinator | 3 | 3 | 0 |
| Librarian, Manager | 25 | 23 | 2 |
| Librarian III, Assistant Manager | 32 | 25 | 7 |
| Librarian II/I/Pre-Pro | 49 | 26 | 9(*14) |
| Technical Training Associate | 32 | 22 | 2(*9) |
| Office Support Asst/Tech Svs Asst | 10 | 9 | 1 |
| Senior Customer Rep (Clerk) | 24 | 9 | *15 |
| Bookmobile Operator | 2 | 2 | 0 |
| Customer Service Reps (FTE's) | 45 | 40.5 | 3.5 |
| Custodians | 4 | 4 | 0 |
| Circulation Manager | 1 | 1 | 0 |
| Tech Processing Manager | 1 | 1 | 0 |
| Principal Clerk | 2 | 1 | 1 |

Minutes were approved at the January 21, 2025 Commission Meeting

| | | | |
|-------------------------------------|------------|--------------|-------------|
| Security | 18 | 16 | 2 |
| Sub-Total | 312 | 241.5 | 70.5 |
| <i>Positions not filled in FY25</i> | 13 | | |
| Total | 325 | | |

DPL currently has a total of **325 budgeted positions**. Of the total positions **241.5 are filled**, and **70.5 vacant**. The Human Resources Department is actively recruiting for 32.5 vacant positions.

*To be hired when the library branches re-opens.

Approval of the Routine Human Resources Report – December 17, 2024

The Human Resources Department Report provides information regarding personnel actions taken from November 1, 2024 through November 30, 2024. The administration has approved these actions.

APPOINTMENTS (5)

| Employee Name | Title | Hire date |
|-------------------|---------------------------------|-------------------|
| Khalil El-Bathy | Library Department Manager | November 11, 2024 |
| Justin Hernandez | Customer Service Representative | November 11, 2024 |
| Samantha Phillips | Customer Service Representative | November 11, 2024 |
| Yahscheleg Hill | Customer Service Representative | November 25, 2024 |
| Nathan Novetsky | Customer Service Representative | November 25, 2024 |

POTENTIAL RETIREMENTS (1) Pending COD Approval

| Employee Name | Title | (Potential) Last Work Day |
|---------------|---------------------------------|---------------------------|
| Bridget Knox | Customer Service Representative | December 21, 2024 |

RETIREMENTS (0)

SICK LEAVE PAYOUTS (1)

| Employee Name | Title | Payout Date |
|---------------|------------------------------------|-------------------|
| Carrie Pruitt | Library Office Support Assistant 2 | November 15, 2024 |

SEPARATIONS (0)

Minutes were approved at the January 21, 2025 Commission Meeting

| <u>POSITIONS</u> | | |
|--|---------------|---------------|
| | November 2024 | November 2023 |
| Vacant Positions to be filled | 29.5 | 87.5 |
| Filled Budgeted Positions | 244.5 | 203.5 |
| *Not Actively Being Recruited Budgeted Positions | 38 | 14 |
| Positions not filled in FY25 | 13 | 20 |
| Total Budgeted Positions | 325 | 325 |

| POSITION | FY25 POSITIONS | FILLED POSITIONS | VACANT POSITIONS |
|-------------------------------------|---------------------------|-----------------------------|-----------------------------|
| Director's Office | 6 | 6 | 0 |
| FBO | 10 | 10 | 0 |
| Human Resources | 7 | 7 | 0 |
| Facilities/Shipping | 23 | 21 | 2 |
| Information Systems | 8 | 8 | 0 |
| Marketing/Print Shop | 7 | 5 | 2 |
| Public Services | 3 | 2 | 1 |
| Librarian, Coordinator | 3 | 3 | 0 |
| Librarian, Manager | 25 | 24 | 1 |
| Librarian III, Assistant Manager | 32 | 25 | 7 |
| Librarian II/I/Pre-Pro | 49 | 26 | 9(*14) |
| Technical Training Associate | 32 | 22 | 2(*9) |
| Office Support Asst/Tech Svs Asst | 10 | 9 | 1 |
| Senior Customer Rep (Clerk) | 24 | 9 | *15 |
| Bookmobile Operator | 2 | 2 | 0 |
| Customer Service Reps (FTE's) | 45 | 42.5 | 1.5 |
| Custodians | 4 | 4 | 0 |
| Circulation Manager | 1 | 1 | 0 |
| Tech Processing Manager | 1 | 1 | 0 |
| Principal Clerk | 2 | 1 | 1 |
| Security | 18 | 16 | 2 |
| Sub-Total | 312 | 244.5 | 67.5 |
| <i>Positions not filled in FY25</i> | 13 | | |
| Total | 325 | | |

DPL currently has a total of **325 budgeted positions**. Of the total positions **244.5 are filled**, and **67.5 vacant**. The Human Resources Department is actively recruiting for 29.5 vacant positions.

*To be hired when the library branches re-opens.

COMMISSION ACTION

Commissioner Adams moved to approve the November 19, 2024 and the December 17, 2024 routine Human Resources reports. Commissioner Hicks supported.

A roll call vote with the following results:

- | | |
|---------------------|-----|
| ➤ Adams | Yes |
| ➤ Bounds | Yes |
| ➤ Hayden Friley | Yes |
| ➤ Hicks | Yes |
| ➤ Peterson-Mayberry | Yes |
| ➤ Short | Yes |

The reports were approved as presented.

COMMITTEE ON BUILDINGS

Approval for Design & Build Project to Upgrade Six (6) Air Handling Units for Main Library

The six air handling units at Main Library are over sixty-years old and unrepairable.

A Request for Proposal (RFP-TL-2139) was advertised and posted on the Michigan Inter-Governmental Trade Network (MITN) website, www.bidnetdirect.com, from August 27, 2024, until the bid closing at 2:00 p.m. on October 10, 2024. The solicitation was downloaded by fifty-three (53) companies from the MITN website, fifteen (15) vendors attended the mandatory walkthrough and three (3) companies submitted a bid. One vendor was disqualified for failing to attend the mandatory interviews.

The bid and evaluation scoring results are as follows:

| Supplier | Location | Bid Amount |
|------------------------|------------------|----------------|
| Limbach Inc. | Lansing, MI | \$1,480,000.00 |
| Stuart Mechanical, LLC | Auburn Hills, MI | \$1,177,683.00 |

| Limbach | | Stuart Mechanical | |
|----------|-----------------|-------------------|-----------------|
| Price:** | \$ 1,480,000.00 | Price:** | \$ 1,177,683.00 |
| Score | Weighted Score | Score | Weighted Score |

Minutes were approved at the January 21, 2025 Commission Meeting

| | | | |
|-------|--------|-------|--------|
| 7.96 | 19.89% | 10.00 | 25.00% |
| 10.00 | 25.00% | 10.00 | 25.00% |
| 10.00 | 20.00% | 10.00 | 20.00% |
| 9.50 | 14.25% | 10.00 | 15.00% |
| 10.00 | 15.00% | 10.00 | 15.00% |
| | | | |

| |
|---------------|
| 94.14% |
|---------------|

| |
|----------------|
| 100.00% |
|----------------|

Therefore, the Detroit Library Committee on Buildings recommends that the Detroit Library Commission authorize the Finance and Business Office to enter into a contract with Stuart Mechanical, LLC for a design and build project to upgrade six (6) air handling units at Main Library. Stuart Mechanical, LLC has been identified as the lowest qualified bidder. The contract amount will not exceed \$1,177,683.

DISCUSSION

Commissioner Hicks said the Commission currently has a practice of approving one-year contracts. It was discussed at the Committee on Buildings meeting to consider presenting multi-year contracts to the Commission for approval as long as the Administration includes the appropriate information in the write-ups to justify a multi-year contract.

Mrs. Mondowney asked Commissioner Peterson-Mayberry, President, Detroit Public Schools Community District (DPSCD), if DPSCD has challenges in choosing Detroit vendors and what is their process?

Commissioner Peterson-Mayberry said that DPSCD have hosted supplier fairs and they are conscious about smaller vendors being able to be sub-contracted through larger companies.

Commissioner Adams noted that she is no longer with DPSCD, however, in the past years, additional points were given for Detroit-based local vendors and also for outside Detroit vendors who sub-contracted with local vendors.

Mr. Brown noted that DPL's current procurement policy does not have a point system preference for Detroit-based local vendors. We would have to make that preference an amendment to the procurement policy in order to implement a point system. He said that we will work with the Committee on Administration to discuss implementing this amendment to be presented to the Commission for consideration.

Mrs. Mondowney stated that former Commissioner, Russ Bellant, introduced a responsible contractor's matrix in December 2009 that was approved by the Commission for review, however, it was not transferred into DPL's procurement policy.

Minutes were approved at the January 21, 2025 Commission Meeting

Commissioner Hicks requested that the contractor's matrix be discussed at the next Committee on Buildings meeting.

COMMISSION ACTION

Commissioner Hicks moved approval for the design and build project to upgrade six (6) air handling units for Main Library. Commissioner Peterson-Mayberry supported.

A roll call vote with the following results:

- | | |
|---------------------|-----|
| ➤ Adams | Yes |
| ➤ Bounds | Yes |
| ➤ Hayden Friley | Yes |
| ➤ Hicks | Yes |
| ➤ Peterson-Mayberry | Yes |
| ➤ Short | Yes |

The motion passed unanimously.

Approval for Epoxy Floor Coating at the Facilities Service Building

The current flooring at the service building is in dire condition and needs to be repaired to prevent a safety hazard.

An Invitation for Bid (IFB-TL-2142) was advertised and posted on the Michigan Inter-Governmental Trade Network (MITN) website, www.bidnetdirect.com, from October 14, 2024, until the bid closing at 2:00 p.m. on October 28, 2024. The solicitation was downloaded by forty-seven (47) vendors from the MITN website, fifteen (15) vendors attended the mandatory walkthrough, and five (5) vendors submitted a bid. Two (2) vendors were disqualified due to submitting incomplete proposals.

The bid results are as follows:

| Supplier | Location | Bid Amount |
|----------------------------------|----------------------|-------------|
| Decima LLC | Detroit, MI | \$65,397.00 |
| Du-All Cleaning, Inc. | Sterling Heights, MI | \$72,999.00 |
| Comer and Cross Concrete Coating | Troy, MI | \$77,440.00 |

Therefore, the Detroit Library Committee on Buildings recommends that the Detroit Library Commission authorize the Finance and Business Office to enter into a contract with Decima, LLC to provide epoxy floor coating at the Facilities Service building. Decima, LLC has been identified as the lowest qualified bidder. The contract amount will not exceed \$65,397.

Minutes were approved at the January 21, 2025 Commission Meeting

DISCUSSION

Commissioner Hicks noted that one of the concerns that was discussed at the Committee on Buildings meeting was DPL's awareness of the repairs that the new service building needed to be brought up to code. In the discussion, it was determined that these repair expenses were anticipated and that the Michigan Department of Transportation (MDOT) had included the cost of these repairs in their purchase price of the old service building. Commissioner Hicks said that he had asked for this information to be included in the write-up to show that this transaction is a "wash" which means it is not costing the Library any additional funds.

Commissioner Adams asked for clarification on the MDOT purchase of the old service building.

Mr. Brown explained that MDOT approached the Library to purchase the old service building. MDOT paid the fair market price of \$1.4 million. The Library identified and purchased a smaller replacement building which needed repairs at just under \$500,000. There was \$900,000 from the sale of the old service building available to make the repairs on the new service building.

Commissioner Adams noted that the repair costs were anticipated, however, this was not considered to be a "wash" because MDOT purchased the building at fair market price and DPL is using the proceeds from the sale of the old service building to make the repairs.

COMMISSION ACTION

Commissioner Bounds moved approval for epoxy floor coating at the Facilities Service Building. Commissioner Peterson-Mayberry supported.

A roll call vote with the following results:

- | | |
|---------------------|-----|
| ➤ Adams | Yes |
| ➤ Bounds | Yes |
| ➤ Hayden Friley | Yes |
| ➤ Hicks | Yes |
| ➤ Peterson-Mayberry | Yes |
| ➤ Short | Yes |

The motion passed unanimously.

Approval for Roof Replacement at the Facilities Service Building

The roof at the Service Building is beyond repair. A full replacement is necessary to ensure the structural integrity of the building.

Minutes were approved at the January 21, 2025 Commission Meeting

Contract for Roofing Material

OMNIA Partners (formerly US Communities), a government and non-profit purchasing cooperative, established a ten-year contract #1718 with Garland Roofing Systems by way of IFB in October 2019. Under the agreement, Garland Roofing Company provides the initial assessment, materials, engineering services and project oversight. As a member of the cooperative, DPL is requesting to contract with Garland Roofing Company to complete the roof replacement project for an amount not to exceed \$393,812.42. Garland Roofing Company will provide a 30-year warranty for the new roof. The labor portion of the Roof Replacement was bid by the DPL Procurement Department under Invitation for Bid IFB-TL-2143.

Contract for Installation for the Roof

An Invitation for Bid (IFB-TL-2143) was advertised and posted on the Michigan Inter-Governmental Trade Network (MITN) website, www.bidnetdirect.com, from October 15, 2024, until the bid closing at 2:00 p.m. on October 31, 2024. The solicitation was downloaded by forty-two (42) companies from the MITN website, six (6) vendors attended the mandatory walkthrough and four (4) companies submitted a bid.

The bid results are as follows:

| Supplier | Location | Bid Amount |
|--|----------------------|-------------------|
| Lutz Roofing Company, Inc. | Shelby Township, MI | \$ 255,000.00 |
| Royal Roofing Co. Inc. | Orion, MI | \$ 262,000.00 |
| Schena Roofing & Sheet Metal Co., Inc. | Chesterfield, MI | \$ 272,423.00 |
| JD Candler | Sterling Heights, MI | \$ 460,000.00 |

The bid from Lutz Roofing in the total amount of \$255,000 is the lowest, responsive and responsible bidder qualified to provide the labor to complete this project.

Due to material shortages, rising transportation costs, and record inflation, the supplier is unable to lock in material prices. Documentation from the supplier would be required in order to honor the material price increase.

A 10% contingency of \$25,500 is requested in addition to the base bid amount to cover the potential increase in material costs.

Therefore, the Committee on Finance is advising the Detroit Library Commission to authorize the Finance and Business Office to contract with Garland Roofing Company for \$393,812.42 and Lutz Roofing for \$255,000 to install a new roof at the Facilities Service Building. A 10% contingency of \$25,500 is also included for an amount not to exceed \$674,312.42.

DISCUSSION

Commissioner Hicks asked what was the agreement with MDOT about the anticipated repair costs of the new service building? The explanation given at the Committee on Buildings meeting was different.

Mr. Brown stated that the only agreement DPL had with MDOT was for the sale of the old service building. When the new service building was purchased, it was anticipated that additional improvements were needed to bring it up to code. The proceeds from the sale of the old service building are requested to be used to do the improvements that is needed at the new service building.

Commissioner Bounds stated that she agreed with Commissioner Hicks that the language used in the Committee on Buildings meeting about this item was imprecise. It did not exactly sound the way it sounds now, however, the general point is that the fair market value from the sale of the old service building includes proceeds to be sufficient to cover the anticipated repair costs to bring the new service building up to code.

COMMISSION ACTION

Commissioner Bounds moved approval for Roof Replacement at the Facilities Service Building. Commissioner Peterson-Mayberry supported.

A roll call vote with the following results:

- | | |
|---------------------|-----|
| ➤ Adams | Yes |
| ➤ Bounds | Yes |
| ➤ Hayden Friley | Yes |
| ➤ Hicks | Yes |
| ➤ Peterson-Mayberry | Yes |
| ➤ Short | Yes |

The motion passed unanimously.

BY-LAWS COMMITTEE**Approval of the 2nd Reading of the Detroit Library Commission Proposed Rules and Regulations Revisions**

Minutes were approved at the January 21, 2025 Commission Meeting

COMMISSION ACTION

Commissioner Adams moved to table the approval of the 2nd Reading of the Detroit Library Commission proposed rules and regulations revision. Commissioner Peterson-Mayberry supported.

A roll call vote with the following results:

| | |
|---------------------|-----|
| ➤ Adams | Yes |
| ➤ Bounds | Yes |
| ➤ Hayden Friley | Yes |
| ➤ Hicks | Yes |
| ➤ Peterson-Mayberry | Yes |
| ➤ Short | Yes |

This item was tabled.

COMMITTEE ON FINANCE

Approval to Amend the FY2024-2025 Budget for the Detroit Public Library

The Detroit Public Library (DPL) is requesting authorization to amend its Fiscal Year 2024-25 Adopted Budget to increase projected revenues and offsetting appropriation by \$3,326,500. The current budget total appropriation is \$38,850,160.

The purpose of the budget amendment is to pay for the Air Handling Units replacement (\$1,200,000), and flooring replacement for Music, Arts, and Literature Department at Main Library (\$175,000), The roof replacement, flooring, and equipment purchase at the new Service Building (\$1,476,500), the porch repair at the Parkman branch (\$275,000), and replacement of 4 vehicles (\$200,000). These purchases will increase the Capital Outlay expenditure account 644124 by \$3,326,500.

The Library received \$1,476,500 in proceeds from the sale of the old Service Building located at 5820 Third St. These funds will be used to update and improve the new Service Building located at 6315 E. Seven Mile Rd. The remaining capital projects would need to be funded through the use of fund balance. The budget Prior Year Surplus would be amended to use \$1,850,000.

DPL requests to increase its FY2024-25 Department Appropriation 29720 from \$19,542,968, to \$22,669,468, an increase of \$3,326,500.

Increase Revenue Appropriation No. 29720 DPL-Administration Mgmt \$3,326,500

Minutes were approved at the January 21, 2025 Commission Meeting

Increase Appropriation No. 29720 DPL-Administration Mgmt \$3,326,500

COMMISSION ACTION

Commissioner Hayden Friley moved approval to amend the FY2024-2025 budget for the Detroit Public Library. Commissioner Bounds supported.

A roll call vote with the following results:

| | |
|---------------------|-----|
| ➤ Adams | Yes |
| ➤ Bounds | Yes |
| ➤ Hayden Friley | Yes |
| ➤ Hicks | Yes |
| ➤ Peterson-Mayberry | Yes |
| ➤ Short | Yes |

The motion passed unanimously.

Approval to Contract with a Consultant for a Security Camera System Design

The contract with a Security Camera System Design Consultant is intended to engage an expert in security systems to conduct a comprehensive evaluation of the security systems at the Main Library and branch locations. This evaluation is essential for designing a modern, efficient security system that integrates elements such as detailed drawings, specifications, and project management to reduce risks effectively.

Currently, the security system at the Main Library and branch locations are outdated and failing. At the Main Library, over 100 cameras are installed, but only about 20% are operational, most of which are analog. Similarly, branch locations have over 200 cameras, with only 50-60% in working condition. The operating systems for all cameras, including those at the branches, are prone to frequent failures and are no longer supported. Security Operations relies on multiple computers to run these systems simultaneously, which is inefficient and unsustainable. Furthermore, Security Operations requires a redesigned security console that aligns with a new office layout.

Key Components of Security Camera System Design:

- Access Control
- Surveillance
- Communication Systems (if applicable)
- Development of Security Procedures and Policies (as needed)
- Technology Integration
- Recommendations for Regular Maintenance and Updates

Minutes were approved at the January 21, 2025 Commission Meeting

Benefits of Engaging a Security Camera System Design Consultant:

- Risk Assessment: Conducting a crucial initial analysis to identify vulnerabilities.
- System Evaluation: Providing a detailed assessment of current security systems, including cameras and operating systems, and recommending upgrades.
- Security Integration: Creating a cohesive, holistic system that incorporates all aspects of security into the building's design.
- Streamlining Requirements: Offering expertise to develop a comprehensive system, including recommendations for redesigning the Security Operations office.
- Objective Expertise: Delivering unbiased advice, as the consultant will not be eligible to bid on the subsequent camera system installation project.

Engaging a Security Camera System Design Consultant will ensure that the new system is robust, efficient, and designed to meet the current and future needs of the Main Library and branch locations.

A Request for Proposals (RFP-TL-2140) was advertised and posted on the Michigan Inter-Governmental Trade Network (MITN) website, www.bidnetdirect.com, from September 25, 2024, until the bid closing at 2:00 p.m. on October 25, 2024. The solicitation was downloaded by one hundred seventeen (117) companies from the MITN website, fourteen (14) vendors attended the mandatory walkthrough, six (6) companies submitted a bid. Five of those bids were evaluated, while one was disqualified for submitting an incomplete proposal.

The evaluation scoring results are as follows:

| Barton Malow | | Communications by | | Guidepost Solutions | | Protection Engineering | | TowerPinkster | |
|---------------|----------------|-------------------|----------------|---------------------|----------------|------------------------|----------------|---------------|----------------|
| Price:** | \$ 149,285.00 | Price:** | \$ 169,050.00 | Price:** | \$ 100,965.00 | Price:** | \$ 145,915.00 | Price:** | \$ 218,000.00 |
| Raw Score**** | Weighted Score | Raw Score | Weighted Score | Raw Score | Weighted Score | Raw Score | Weighted Score | Raw Score | Weighted Score |
| 6.76 | 16.91% | 5.97 | 14.93% | 10.00 | 25.00% | 6.92 | 17.30% | 4.63 | 11.58% |
| 9.00 | 22.50% | 7.00 | 17.50% | 7.67 | 19.17% | 7.67 | 19.17% | 7.67 | 19.17% |
| 9.00 | 18.00% | 7.00 | 14.00% | 8.00 | 16.00% | 7.00 | 14.00% | 7.33 | 14.67% |
| 9.00 | 13.50% | 6.33 | 9.50% | 6.67 | 10.00% | 7.00 | 10.50% | 7.00 | 10.50% |
| 9.00 | 13.50% | 6.67 | 10.00% | 6.67 | 10.00% | 6.33 | 9.50% | 6.00 | 9.00% |
| | | | | | | | | | |
| 84.41% | | 65.93% | | 80.17% | | 70.47% | | 64.91% | |

The evaluation committee, Talisha Williams (Assistant Director of Security Operations), Rudy Dale (Assistant Director of IS), and Kenneth Gabriel (PC Technician), selected Barton Malow as the preferred vendor for the contract. As a Metro Detroit-based business with prior experience working with the Detroit Public Library and Detroit Public Schools, they offer a strong local advantage. Although Guidepost Solutions (Walnut Creek, California) and Protection Engineering Consultants (San Antonio, Texas) provided lower quotes, their out-of-state locations could present difficulties in responding promptly to on-site needs.

Minutes were approved at the January 21, 2025 Commission Meeting

The Detroit Library Committee on Finance recommends that the Detroit Library Commission approve the Finance and Business office to enter into a contact with Barton Malow to serve as the security camera system design consultant for DPL at a cost not to exceed \$149,285.00.

COMMISSION ACTION

Commissioner Hayden Friley moved approval to contract with Barton Malow to serve as the security camera system design consultant. Commissioner Adams supported.

NOTED

Commissioner Hicks stated that at the Committee on Finance meeting, he requested that the location of each vendor be included in the write-up. It was not listed in the current write-up.

A roll call vote with the following results:

- | | |
|---------------------|-----|
| ➤ Adams | Yes |
| ➤ Bounds | Yes |
| ➤ Hayden Friley | Yes |
| ➤ Hicks | No |
| ➤ Peterson-Mayberry | Yes |
| ➤ Short | Yes |

The motion passed.

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.

| <u>Summary of Expenditures</u> | | | |
|---|--|---------------|-----------------------|
| <u>PUBLIC FUNDS</u> | | | |
| PAYMENTS PROCESSED BY CITY OF DETROIT: | | | |
| 1. Total Payroll | November 2024 | | \$1,665,646.63 |
| 2. Total Vouchers-processed on FUSION | After 3/13/2020 listed by invoice number & date (processed off-site) | | \$768,362.06 |
| 3. FY2025 Annual Retiree Supplement | | | \$0.00 |
| 4. FY2025 General Retirement System (GRS) | | | \$0.00 |
| 5. FY2025 Central Staffing Services | | | \$0.00 |
| 6. FY2025 Hybrid Pension Payment | | | \$0.00 |
| 7. FY2025 VEBA | | | 0.00 |
| 8. FY2025 Debt Service Interest for 2014B(1) & 2014B(2) Notes | | | \$0.00 |
| Total processed by City of Detroit | | | \$2,434,008.69 |
| <u>PAYMENTS PROCESSED BY DPL:</u> | | | |
| 1. Public Funds/Comerica checking | Checks | 1428 | \$1,417.50 |
| 2. Branch & Main Checking account | Checks | 8897 - 8955 | \$38,742.21 |
| 3. Branch & Main Checking account | Electronic Fund Transfer (EFT) | Paid 11/08/24 | \$2,091.00 |
| Total processed by DPL | | | \$42,250.71 |
| Grand Total | | | \$2,476,259.40 |

| <u>Summary of Expenditures</u> | | | |
|---|--------|-------------|--------------------|
| <u>Restricted/Designated Funds</u> | | | |
| 1. Burton Endowment Checking | Checks | NONE | \$0.00 |
| 2. O'Brien Checking | Checks | 5060 - 5065 | \$7,339.20 |
| 3. Programs & Gifts Checking Account | Checks | NONE | \$0.00 |
| Grand Total | | | \$ 7,339.20 |

| <u>Credit Card Expenditures</u> | |
|--|---------------------|
| 1. Executive Director | \$0.00 |
| 2. Executive Director's Office-used for general office purpose | \$73.20 |
| 3. Chief Financial Officer | 413.20 |
| 4. Human Resources Department | 1,307.54 |
| 5. Marketing Department | 1,839.31 |
| 6. Technical Services | 2,743.05 |
| 7. Facilities Department | 7,323.86 |
| 8. Information Technology | 279.12 |
| 9. Procurement | 309.34 |
| 10. Security | 609.95 |
| 11. Public Services | 4,068.16 |
| Grand Total | \$ 18,966.73 |
| NOTE: These are October 2024 Credit Card purchases | |

Minutes were approved at the January 21, 2025 Commission Meeting

COMMISSION ACTION

Commissioner Hayden Friley moved approval of the routine finance report. Commissioner Peterson-Mayberry supported.

A roll call vote with the following results:

- | | |
|---------------------|-----|
| ➤ Adams | Yes |
| ➤ Bounds | Yes |
| ➤ Hayden Friley | Yes |
| ➤ Hicks | Yes |
| ➤ Peterson-Mayberry | Yes |
| ➤ Short | Yes |

The motion passed unanimously.

NEW BUSINESS

Approval for the Staff to Identify Funds to Provide Library Based Training for the Detroit Library Commission

Commissioner Bounds explained that this action item emerged from a discussion in the Committee on Finance meeting about the potential benefits of Library training for the Commission and to identify funds for the training.

Mrs. Mondowney stated that up until 2019, Commission retreats were held that communicated the roles and governance of the Commission.

Commissioner Adams said the language for this action item was very vague and the Administration and the appropriate Committee needs to work on agreeing to a specific training criteria and curriculum and the cost of it. It would then be brought to the Commission for approval.

Commissioner Bounds said that this request was to the Administration to propose a draft schedule of training and an estimate of costs. It was a kick start to initiate conversation.

Mrs. Mondowney replied that we do have a template for the training and it had been done annually until 2019.

Commissioner Adams stated that as the incoming President in January 2025, it is her intention to schedule a strategic planning and training session before the end of April 2025.

Minutes were approved at the January 21, 2025 Commission Meeting

She said that the Commission did these sessions annually before the 2020 COVID pandemic. The process just needs to be reinstated. It does not require any formal directive of the Library staff. The Commission and the Administration staff works collectively to schedule the sessions and identify the funding source.

Commissioner Hicks said that he had submitted 4 or 5 items for consideration in the budget and they were dismissed by the staff. If an item comes from a Commission member, how is it processed? It should not be dismissed by staff.

Commissioner Hayden Friley said that the items submitted from Commissioner Hicks were considered suggestions and “died” at the table because there was no motion for approval or support from the other Commission members. They were personal recommendations that Commissioner Hicks wanted to be added to the Library’s budget.

COMMISSION ACTION

Commissioner Bounds moved to strike the approval for the staff to identify funds to provide Library based training for the Detroit Library Commission from the agenda. Commissioner Peterson-Mayberry supported.

A roll call vote with the following results:

- | | |
|---------------------|-----------|
| ➤ Adams | Yes |
| ➤ Bounds | Yes |
| ➤ Hayden Friley | Yes |
| ➤ Hicks | Abstained |
| ➤ Peterson-Mayberry | Yes |
| ➤ Short | Yes |

This item was struck from the agenda.

NOTED

Commissioner Hicks asked about how will the 4 or 5 items that he suggested be handled?

Commissioner Adams asked Commissioner Hicks to bring those items to her attention and they can be placed on the agenda for discussion at the January 2025 or February 2025 Commission meeting.

Minutes were approved at the January 21, 2025 Commission Meeting

Approval of Repayment Plan for Wayne County Penal Fines Miscalculations

The Library of Michigan and Wayne County have completed an investigation regarding the miscalculations of penal fines for public libraries from 2014-2023. It was determined that of the twenty-nine public libraries in Wayne County eligible to receive penal fines during that period, eleven libraries were overpaid and eighteen libraries were underpaid. The total amount the Detroit Public Library was underpaid was \$1,921,919.63.

The Library of Michigan is requesting that all parties involved, including the libraries, Wayne County, and the State, recommend how repayments can be made. However, at this time, the only response needed to the Library of Michigan from the Detroit Library Commission, is whether or not the Commission would approve the Library of Michigan working with Wayne County to draft a proposed repayment plan on behalf of all the libraries as a group, or if the Commission would like to pursue a repayment plan on its own.

It is important to note that granting the Library of Michigan approval to develop a proposal does not commit the Library to accept the proposal. The Library of Michigan, if possible, would like a response by January 31, 2025.

DISCUSSION

Commissioner Bounds explained that penal fines are a long-standing source of funding for libraries across the state of Michigan. They are gathered by the State and distributed by Wayne County. Wayne County has a spreadsheet by which they make the distributions. The staff changed and there was an error in the spreadsheet that resulted in the miscalculations of all of the Libraries across Wayne County. This discovery was made by a much smaller library than the Detroit Public Library. Once alerted, the Library of Michigan did interact with Wayne County about the matter. The Library of Michigan has no audit authority over Wayne County, therefore, there is no way they could have corrected the mistake on their own. The Library of Michigan has graciously agreed to represent the libraries to try to resolve this matter.

Commissioner Hicks said that we should not automatically go to a view that we are prepared to reduce the funds that are due to DPL to help these smaller communities.

COMMISSION ACTION

Commissioner Bounds moved to approve the Library of Michigan working with Wayne County to draft a proposed repayment plan on behalf of all of the Libraries as a group including the Detroit Public Library. Commissioner Peterson-Mayberry supported.

A roll call vote with the following results:

| | |
|---------------------|---------|
| ➤ Adams | Recused |
| ➤ Bounds | Yes |
| ➤ Hayden Friley | Yes |
| ➤ Hicks | Yes |
| ➤ Peterson-Mayberry | Yes |
| ➤ Short | Yes |

The motion passed.

OLD BUSINESS

Commissioner Peterson-Mayberry announced that this was her last meeting as a Commissioner. Her four-year term as President of the Detroit Public Schools Community District ends December 31, 2024. She also announced that current Commissioner, Ida Short, will be joining the Detroit Public Schools Community District as a board member in January 2025. She noted that Commissioner Short will also remain a Detroit Public Library Commission member.

Commissioner Peterson-Mayberry said the Library staff has done an amazing job of the work that has been done.

Mrs. Mondowney announced that it also Commissioner Friley's last meeting as a Commissioner and thanked her for the yeoman's job she has done.

Mrs. Mondowney also thanked Commissioner Peterson-Mayberry for her consistent attendance as the liaison between the Detroit Public Schools and the Detroit Public Library.

Commissioner Edythe Hayden Friley and Commissioner Angelique Peterson-Mayberry received a round of applause for their service.

Minutes were approved at the January 21, 2025 Commission Meeting

ADJOURNMENT**COMMISSION ACTION**

Commissioner Hayden Friley moved to adjourn. Commissioner Adams supported.

A roll call vote with the following results:

- | | |
|---------------------|-----|
| ➤ Adams | Yes |
| ➤ Bounds | Yes |
| ➤ Hayden Friley | Yes |
| ➤ Hicks | Yes |
| ➤ Peterson-Mayberry | Yes |
| ➤ Short | Yes |

The meeting was adjourned at 4:06 p.m.