

**DETROIT LIBRARY COMMISSION PROCEEDINGS
REGULAR MEETING
DECEMBER 19, 2023**

NOTED

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

President Hayden Friley called the Regular Meeting of the Detroit Library Commission to order at 1:42 p.m.

A roll call attendance was taken with the following results:

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

Excused: Commissioners Adams, Frierson-Haynes, Short

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

Present Also: Adam Barnett, Cheryl Buckoff, Maria Bryson, Cindy Darrah, M. Dominguez, Deborah Dorsey, Katie Dowgiewicz, M. Garcia, DeAngela Goler, Karen Green, D'Andre Herron, Imara Hyman, DeAidra Jones, Nicole Jurel, Karen Lemmons, Torria Love, Deborah Madison, Jo Ann Mannino, Vernadette McAllister, Carolyn Mosley, Angela Newby-Clora, Daniel Patton, Yvette Rice, Cully Sommers, Tim Turner, Brian Vance, Dewanna Veasley, Rosie Walker, Cheryl Wright

APPROVAL OF THE MEETING MINUTES

COMMISSION ACTION

Commissioner Peterson-Mayberry moved approval of the November 21, 2023 Regular Meeting Minutes and the November 21, 2023 Special Meeting Minutes with any necessary corrections. Commissioner Jackson supported.

A roll call vote was taken with the following results:

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

The minutes were approved as presented.

PUBLIC COMMENTS

Russ Bellant – Expressed his concerns about the East Grand Boulevard Transformation Project is planning to take \$8.1 million in tax captures from the Detroit Public Library and \$37 million in tax captures from the Detroit Public Schools Community District. He suggested that the administration respond to this matter.

Mr. Bellant also mentioned that his group, the Detroiters for Tax Justice, will be preparing to talk with the Michigan Senate in January 2024 about banning tax captures from the Detroit Public Library. They also requested information from the City of Detroit about the usage of administration costs that the Library pays the City but they have not received a response.

Imara Hyman – Expressed her concerns about the Bookmobile being moved from in front of the Conely Branch Library, where there is very little usage, to a few blocks down in front of the Munger Elementary-Middle School. She believes that it would be accessible to more customers.

Commissioner Peterson-Mayberry said that she would also like to see the Bookmobile in front of Munger Elementary-Middle School.

Ms. Hyman also expressed her concern about being denied employment as a Customer Service Representative at the Detroit Public Library.

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Commissioner Jackson thanked Ms. Hyman for voicing her concerns but he noted that the Commission does not address hiring employees.

Commissioner Hicks stated that citizens should have the right to appeal employment denial.

Ms. Trinee Moore, Director for Human Resources said that she would be happy to discuss the matter with Ms. Hyman in private.

Mr. Christopher Korenowski, Chief of Operations and Customer Experiences Officer, said that he would meet with Ms. Hyman in-person and report back to Ms. Moore.

Cindy Hurrah – Expressed her concern about the broken front door at the Main Library.

Ms. Hurrah also expressed her concern about the low attendance at the computer classes that the Library offers. She said there should be more advertisement.

REPORT OF THE PRESIDENT

President Hayden Friley, on behalf of the Detroit Public Library, wished everyone a Merry Christmas, Happy Chanukiah and Happy Kwanzaa.

Commissioner Hayden Friley stated that in January 2024, the Commission will be changing officers. She expressed concern about the Vice-President, Ida Short, stepping into the role of the President because she has been absent from several meetings. It is a very critical time for the Library because of the upcoming millage in 2024.

Commissioner Hayden Friley said the Detroit Library Commission is very much in support of the 2024 Library millage.

Commissioner Peterson-Mayberry said that she believed that the vice-president should not automatically move into the role of the President and this matter should be addressed through the By-Laws Committee. She also said that attendance should be considered as an individual moves into a position.

President Hayden Friley announced that there will be a vacancy on the Commission in January 2024 and that the Detroit Public Schools Community District Board is responsible for selecting the Library Commissioners. She asked that the Board consider the quality of candidates who are sincere and dedicated to the Detroit Public Library and the City of Detroit.

Commissioner Peterson-Mayberry, Detroit Public Schools Community District (DPSCD) Board President, said that the Commission vacancy will be announced at the January 2024 DPSCD Board meeting. The Board will collect resumes from interested candidates for the remainder of January 2024 and then interviews occur. The vacancy information is also shared with the Detroit City Council.

The candidates are interviewed by the Library Commission Committee of the DPSCD Board and the recommendation is presented to the full DPSCD full Board for approval.

Commissioner Hicks suggested sharing the Commission vacancy announcement on Detroit Public Library's website.

Commissioner Peterson-Mayberry said that she would send the information to Ms. Rice, Executive Assistant II, Director's Office, to be shared on DPL's website.

REPORT OF THE EXECUTIVE DIRECTOR

Ms. Alma Simmons, Special Assistant to the Executive Director, read the Executive Director's report on behalf of Mrs. Mondowney.

Accounting Aid Society: 2024 Free Tax Preparation Assistance

The Accounting Aid Society will continue its tradition of offering free tax preparation assistance at Main Library. Appointments are encouraged, but walk-ins will be accepted. The service will be offered Tuesdays and Wednesdays, Noon- 7 p.m., Thursdays and Fridays, 10 am – 5 pm, beginning January 20 through April 19, 2024. Service will also be available on the following Mondays: February 12, 19, 26, March 25, and April 1, 8, 15, 22, 10 am – 5 pm. Appointments can be scheduled after January 10. To make an appointment go to accountingaidsociety.org, or call (313) 556-1920.

2023 Holiday Programs at DPL

The Library is ready for the holidays. December kicked off with a return to Noel Night on Saturday, December 2. The Main Library was open from 5:00 – 9:00 p.m., and the public poured through our doors to enjoy activities that included performances by the Detroit Youth Choir, a visit from Santa and Mrs. Claus, and the premier of a puppet show by the Flying Cardboard Theater.

Minutes were approved at the January 16, 2024 Commission Meeting

For information about the many holiday programs planned for Christmas, Hanukkah and Kwanzaa, please visit the Library's website, detroitpubliclibrary.org.

Gro-Town: Governor's Service Award Honor

Congratulations to Danielle Carlomusto and Gro-Town, winner of the 2023 Governor's Service Award for Youth Impact! On November 28, 2023, Miss Danielle was honored by Governor Whitmer at a ceremony at the Fox Theater for her collaboration with the Detroit Public Library. Every Spring, Miss Danielle provides library locations with Gro-Town Seed Stations full of free seed packets to inspire the next generation of gardeners in Detroit.

Desiree Kelly Exhibition – "ENCORE"

We are honored to once again host an exhibition of the work of Desiree Kelly, an award-winning artist and Detroit native. "ENCORE," is available for viewing in Main Library's Galleria through February, 2024.

Kukla-Scheibner Fund Donation

On December 6, 2023, we received a final annual payment of \$1,599 from the Community Foundation for Southeast Michigan from the Kukla-Scheibner Fund, in support of the Clarence M. Burton Endowment Fund.

COMMITTEE ON ADMINISTRATION

Approval of the Routine Human Resources Report

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

APPOINTMENTS (4)

Employee Name	Title	Hire date
Vincent McFolley	Security Officer	November 13, 2023
Logan Biggs-Lucas	Customer Service Representative	November 13, 2023
Sahira Roberts	Customer Service Representative	November 13, 2023
Kristy Sager	Customer Service Representative	November 27, 2023

Minutes were approved at the January 16, 2024 Commission Meeting

RETIREMENTS (2)

Employee Name/Title	Title	Last Day Worked	Retirement Date
Dawn Eurich	Librarian III	November 11, 2023	Determined by COD
Judith Paduch	Senior Customer Rep	November 30, 2023	Determined by COD

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

Employee Name	Title	Last Day Worked
Jamaiya McElrath	Customer Service Representative	November 22, 2023
Aniah Parker	Customer Service Representative	November 29, 2023

<u>EMPLOYEE POSITIONS</u>			
	November 2023		November 2022
Vacant Positions to be filled	87.5	Vacant Positions	105
Non-Vacant Budgeted Positions	20		
Filled Budgeted Positions	203.5		
Not Actively Being Recruited Budgeted Positions	14		
Total Budgeted Positions	325	Budgeted Positions	325
We currently have 239 active employees compared to 220 in November 2022.			
<u>VACANT POSITIONS</u>			
POSITION	# OF BUDGETED POSITIONS	# OF FILLED POSITIONS	VACANT POSITIONS
Manager	29	26	3
Librarian II	44	23	21
Librarian III	30	23	7
Facilities	16	12	4
Customer Service Representative Full-time	26	15	11
Customer Service Representative Part-time FTE	22	17.5	4.5
Senior Customer Rep (Clerk)	39	25	14(*)
Security	17	13	4

Minutes were approved at the January 16, 2024 Commission Meeting

TTA	33	18	15
Office Support Assistant	11	10	1
Technical Services Assistant	4	3	1
Sr Dup Devices Operator	1	0	1
Shipping Room Assistant	1	0	1
Principal Clerk	3	2	1
Administrative Assistant	6	5	1
Pre-Professional	3	2	1
Assistant Director	6	5	1
Procurement Assistant	1	0	1
Human Resources Specialist	1	0	1
Custodians	12	4	8
Total	305	203.5	87.5
Only Position Titles with vacancies are listed.			
<i>The Human Resources Department is actively recruiting for open positions.</i>			
<i>14 Senior Customer Rep (Clerk) Not actively seeking to fill at this time.</i>			

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

COMMISSION ACTION

Commissioner Jackson moved approval routine Human Resources report.
Commissioner Hicks supported.

A roll call vote was taken with the following results:

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

The motion passed unanimously.

COMMITTEE ON FINANCE

Approval of the Routine Human Resources Report

The following accounts have been examined and found correct by the staff of Business Office and Financial Operations and ratification of payment is recommended.

Minutes were approved at the January 16, 2024 Commission Meeting

<u>Summary of Expenditures</u>				
<u>PUBLIC FUNDS</u>				
PAYMENTS PROCESSED BY CITY OF DETROIT:				
1. Total Payroll		November 2023		\$964,367.86
2. Total Vouchers-processed on FUSION		After 3/13/2020 listed by invoice number & date (processed off-		\$771,610.49
3. FY23 Annual Retiree Supplement				0.00
4. FY23 General Retirement System (GRS)				\$0.00
5. FY23 Q4 Central Staffing Services				0.00
6. FY23 3rd Qtr. Hybrid Pension Payment				\$0.00
7. FY23 VEBA				0.00
8. FY23 Debt Service Interest for 2014B(1) & 2014B(2) Notes				0.00
Total processed by City of Detroit				\$1,735,978.35
PAYMENTS PROCESSED BY DPL:				
1. Public Funds/Comerica checking		Checks	1394	\$8,024.00
2. Branch & Main Library Deposit Checking account		Checks	8362 - 8398	\$29,585.16
3. Branch & Main Library Deposit Checking account		Paid 11/08/2023	Electronic Funds Transfer (EFT)	\$2,277.37
Total processed by DPL				\$39,886.53
Grand Total				\$1,775,864.88
<u>Summary of Expenditures</u>				
<u>Restricted/Designated Funds</u>				
1. Burton Endowment Checking		Checks	NONE	\$0.00
2. O'Brien Checking		Checks	5001 - 5010	\$4,548.00
3. Programs & Gifts Checking Account		Checks	NONE	\$0.00
Grand Total				\$4,548.00
<u>Credit Card Expenditures</u>				
1. Executive Director				\$ -
2. Executive Director's Office-used for general office purpose				155.85
3. Chief Financial Officer				1,150.52
4. Human Resources Department				607.28
5. Marketing Department				537.13
6. Technical Services				1,003.60
7. Facilities Department				4,895.48
8. Information Technology				309.30
9. Procurement				1,248.21
10. Security				999.15
11. Public Services				1,315.06
Grand Total				\$ 12,221.58
NOTE: These are October 2023 Credit Card purchases				

COMMISSION ACTION

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

Minutes were approved at the January 16, 2024 Commission Meeting

A roll call vote was taken with the following results:

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

The motion passed unanimously.

NEW BUSINESS

Commissioner Hicks stated that he attended the Henry Ford Health and Michigan State University collaborative meeting. He said he testified as an individual citizen and objected to the terms of the development. He objected to the fact that this development would have a financial impact on the Detroit Public Library and the Detroit Public Schools Community District.

He asked if the Detroit Public Library had received notice about the Henry Ford project.

Mr. Antonio Brown, Chief Financial Officer, said the he would investigate to determine if DPL had received notice of this project and if we would have the opportunity to opt-out of tax captures.

Commissioner Hicks asked for a report on this matter at the February 2024 Commission meeting.

OLD BUSINESS

Commissioner Hicks asked for an update to be presented at the February 2024 Commission meeting of any outstanding issues that the Library has with the City of Detroit.

Commissioner Jackson asked if there had been any written communication provided about the missing \$400,000 from DPL due to wire fraud?

Mr. Brown said he had not received any information.

Minutes were approved at the January 16, 2024 Commission Meeting

COMMISSION ACTION

Commissioner Jackson moved that the Detroit Public Library's legal counsel be directed to inquire with the Detroit Police Department and the F.B.I. about the status of the missing \$400,000 from DPL due to wire fraud that remains outstanding. Commissioner Peterson-Mayberry supported.

Commissioner Hicks asked to add to following friendly amendment to the motion:

Keep the scope of the investigation on the entire amount of \$700,000 that was taken in the wire fraud not just the remaining balance of \$400,000 that was not recovered.

Commissioner Jackson respectfully declined the friendly amendment because focusing on the \$700,000 would deflect from focusing on the missing \$400,000.

A roll call vote was taken with the following results:

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

The motion passed unanimously.

ADJOURNMENT

Commissioner Peterson-Mayberry moved to adjourn. Commissioner Jackson supported.

A roll call vote was taken with the following results:

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

The meeting was adjourned at 2:46 p.m.