

**DETROIT LIBRARY COMMISSION PROCEEDINGS
REGULAR MEETING
FEBRUARY 20, 2024**

NOTED

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

President Short called the Regular Meeting of the Detroit Library Commission to order at 1:36 p.m.

A roll call attendance was taken with the following results:

- | | |
|-------------------|---------|
| ➤ Frierson-Haynes | Present |
| ➤ Hayden Friley | Present |
| ➤ Hicks | Present |
| ➤ President Short | Present |

Commissioner Adams joined the meeting at 1:49 p.m.

Excused: Commissioner Peterson-Mayberry

Administrative Staff: Mondowney, Brown, Bruni, Funchess, Moore, Norfolk, Peele, Powell, Simon, Williams

Present Also: Adam Barrett, Janet Batchelder, Russ Bellant, E. Brockett, Stacy Brooks, Maria Bryson, India Davis, Katie Dowgiewicz, Alexis Griffin, Debra Henning, Elena Herrada, D'Andre Herron, Augustus Hill, Cindy Hollowell, Imara Hyman, Nicole Jurek, C. Kent, E. Kozakowski, Deborah Madison, Vernadette McAllister, Carolyn Mosley, Angela Newby-Clora, Katy Newman, Yvette Rice, Shakir Smith, Cully Sommers, Tim Turner, Dawanna Veasley, Mattie Wiggins, Jackie Williams, Cheryl Wright

APPROVAL OF MEETING MINUTES

COMMISSION ACTION

Commissioner Hicks moved approval of the January 16, 2024 Commission meeting minutes. Commissioner Frierson-Haynes supported.

A roll call vote was taken with the following results:

- | | |
|-------------------|-----|
| ➤ Frierson-Haynes | Yes |
| ➤ Hayden Friley | Yes |
| ➤ Hicks | Yes |
| ➤ President Short | Yes |

The minutes were approved as presented.

PUBLIC COMMENTS

Imara Hyman – Expressed her concerns about the Bookmobile schedule not posted online, location of Bookmobile should be moved to the Munger Elementary-Middle school instead of being parked in front of a vacant building. She also expressed her concerns about being denied employment as a Customer Service Representative at DPL.

Ms. Margaret Bruni, Director for Public Services, said that she would investigate the matter concerning the Bookmobile.

President Short said that the employment matter would be referred to the Human Resources Department.

Elena Herrada – Expressed her concerns about the Bowen Branch Library not being handicap accessible and having a first floor restroom. She asked for the help of the Commissioners and Library staff to get these matters resolved.

Russ Bellant – Asked about the length of time the City of Detroit have collected administrative fees from the Detroit Public Library (DPL).

Mr. Antonio Brown, Chief Financial Officer, said that DPL has documentation stating that the City of Detroit collected Central Services fees in the following years:

2000-2014.....	\$900,000 per year
2015-2017.....	\$1.1 million per year
2018-Present.....	\$1.2 million per year

Minutes were approved at the March 19, 2024 Commission Meeting

Commissioner Hicks said that he would like a comprehensive analysis from the City of Detroit justifying why they are collecting these central services fees.

Adam Barrett – Expressed his concerns about tax captures and an update on the wire fraud.

President Short stated that the wire fraud is still under investigation.

REPORT OF THE PRESIDENT

President Short suggested that the Executive Director create a list of goals and objectives to present to the Committee on Administration and then the Committee could add their suggested goals and objectives and merge them together.

Commissioner Adams stated that a motion was approved by the Commission to delegate this process to the Committee on Administration (COA). It is up to the COA to develop their own procedure for the goals and objectives for the Executive Director.

President Short acknowledged that the Commissioners are also part of DPL's membership of the Michigan Library Association and American Library Association. Workshops and Conferences are available to enhance leadership.

President Short requested an update on the closed Library Branches.

REPORT OF THE EXECUTIVE DIRECTOR

Ms. Margaret Bruni, Director for Public Services, read the Executive Director's report on behalf of Mrs. Mondowney.

Library's (2024-2025) City Council Budget Hearing

The Library's budget hearing for 2024-2025 with the Detroit City Council, has been scheduled for Friday, March 15, 2024 at 2 p.m., on the 13th floor in the Committee of the Whole Room.

Minutes were approved at the March 19, 2024 Commission Meeting

Library's Operating Millage Renewal: FY2026 (July 1, 2025)

The Library's 10-year operating millage expires on June 30, 2025. Once the Commission approves the ballot language, members of the Detroit City Council, must authorize the Detroit City Clerk to place the Library's 10-year renewal request before the electorate on August 6, 2024 and/or on November 5, 2024.

February 2024- Events and Highlights

- With thoughts of Spring, on February 3rd, "Monica Brown" from Floral Therapy Detroit, presented a "stemulating" workshop, at the Duffield Branch, on how to arrange fresh flowers. About 40 customers left the program with beautiful floral arrangements of their own creation.
- We are warming up winter with take-home activity kits for children. Each kit contains grade-appropriate educational and fun activities to help keep kids entertained during their school break. The kits are available at all Library locations beginning on February 20th, while supplies last.
- Lakeshore Legal Aid on February 22nd, from 6:00 p.m. to 7:30 p.m., will present for general purposes only, information about estate planning, at the Elmwood Park Branch.
- Members of the Buffalo Soldiers Society on February 21st, from 4:00 p.m.- 6:00 p.m. will vividly recount the trials and adventures faced by the famed Buffalo Soldiers in the old west. The program will be held at the Edison Branch.
- On Tuesday, February 27, 2024, at 10 a.m. Michigan author Kelly Baptist will pay a virtual visit that will take children on a journey through her book, *Isaiah Dunn is My Hero*. The book is a charming coming-of-age tale about a boy who proves that with superhero courage you can take on even the toughest of challenges. You may visit the Library's website, detroitpubliclibrary.org for additional information.

Wayne County

On January 12, 2024, the Library received a payment of \$37,958.05 for delinquent property taxes.

COMMISSION ACTION

Commissioner Adams moved to discuss the Millage Ballot Language under New Business. Commissioner Frierson-Haynes supported.

Minutes were approved at the March 19, 2024 Commission Meeting

A roll call vote was taken with the following results:

- Adams Yes
- Frierson-Haynes Yes
- Hayden Friley Yes
- Hicks Yes
- President Short Yes

The motion passed unanimously.

COMMITTEE ON ADMINISTRATION

Approval of the Revised December 2023 Routine Human Resources Report

<u>POSITIONS</u>			
	December 2023		December 2022
Vacant Positions to be filled	91.5	Vacant Positions	104
Filled Budgeted Positions	219.5		
Not Actively Being Recruited Budgeted Positions	14		
Total Budgeted Positions	325	Budgeted Positions	325
POSITION	# OF BUDGETED POSITIONS	# OF FILLED POSITIONS	VACANT POSITIONS
Director's Office	6	6	0
Human Resources	6	6	0
Marketing	6	6	0
Information Systems	8	8	0
Tech Processing Manager	1	1	0
Circulation Manager	1	1	0
Shipping Room Assistant	1	1	0
Bookmobile Operator	2	2	0
Technical Services Assistant	3	3	0

Minutes were approved at the March 19, 2024 Commission Meeting

FBO	8	7	1
Public Services	2	1	1
Manager	29	26	3
Librarian II	44	23	21
Librarian III	33	23	10
Facilities	18	14	4
Customer Service Representative Full-time	26	15	11
Customer Service Representative Part-time FTE	22	16.5	5.5
Senior Customer Rep (Clerk)	25	11	14(*)
Security	18	13	5
TTA	33	18	15
Office Support Assistant	11	10	1
Sr Dup Devices Operator	1	0	1
Principal Clerk	3	2	1
Pre-Professional	3	2	1
Procurement Assistant	1	0	1
Human Resources Specialist	1	0	1
Shipping Room Assistant	1	0	1
Custodians	12	4	8
Total	325	219.5	91.5
DPL currently has a total of <u>325 budgeted positions</u> . Of the total positions there are <u>219.5 filled</u> and <u>91.5 vacant</u> .			
The Human Resources Department is actively recruiting for 91.5 <u>vacant positions</u> .			
Consideration to recruit for <u>*14 Senior Customer Representative (Clerk) vacant positions</u> will be evaluated at a later date.			
Approval is requested to accept the Human Resources Report as presented.			

Approval of the January 2024 Routine Human Resources Report

<u>POSITIONS</u>			
	January 2024		January 2023
Vacant Positions to be filled	89	Vacant Positions	96
Filled Budgeted Positions	222		
Not Actively Being Recruited Budgeted Positions	14		
Total Budgeted Positions	325	Budgeted Positions	325
POSITION	# OF BUDGETED POSITIONS	# OF FILLED POSITIONS	VACANT POSITIONS
Director's Office	6	6	0
Human Resources	6	6	0
FBO	7	7	0
Marketing	6	6	0
Information Systems	8	8	0
Public Services	2	2	0
Tech Processing Manager	1	1	0
Circulation Manager	1	1	0
Shipping Room Assistant	1	1	0
Bookmobile Operator	2	2	0
Technical Services Assistant	3	3	0
Manager	29	26	3
Librarian II	44	22	22
Librarian III	33	25	8
Facilities	18	14	4
Customer Service Representative Full-time	26	15	11
Customer Service Representative Part-time FTE	22	17	5
Senior Customer Rep (Clerk)	25	11	14(*)
Security	18	13	5
TTA	33	17	16
Office Support Assistant	11	10	1
Sr Dup Devices Operator	1	0	1

Minutes were approved at the March 19, 2024 Commission Meeting

Principal Clerk	3	2	1
Pre-Professional	3	2	1
Procurement Assistant	1	0	1
Delivery Driver	2	1	1
Human Resources Specialist	1	0	1
Custodians	12	4	8
Total	325	222	89
DPL currently has a total of <u>325 budgeted positions</u> . Of the total positions there are <u>222 filled</u> and <u>89 vacant</u> .			
The Human Resources Department is actively recruiting for 89 <u>vacant positions</u> .			
Consideration to recruit for <u>*14 Senior Customer Representative (Clerk) vacant positions</u> will be evaluated at a later date.			
Approval is requested to accept the Human Resources Report as presented.			

NOTED

Commissioner Hicks stated that the format of the report had changed and did not provide enough information as the previous reports.

COMMISSION ACTION

Commissioner Hicks moved to reject the December 2023 and January 2024 Human Resources reports and advised that the staff be directed by the Executive Director to return the Human Resources reports back to its original format. Commissioner Adams supported.

A roll call vote was taken with the following results:

- | | |
|-------------------|-----------|
| ➤ Adams | Yes |
| ➤ Frierson-Haynes | Yes |
| ➤ Hayden Friley | Abstained |
| ➤ Hicks | Yes |
| ➤ President Short | Yes |

The motion passed.

Minutes were approved at the March 19, 2024 Commission Meeting

COMMITTEE ON BUILDINGS

Approval to Sell 5820 Third St, Detroit, Michigan (Service Building)

On May 16, 2023, Antonio Brown, the Library's Chief Financial Officer, in his financial update, informed the Detroit Library Commission of an offer to purchase the Service Building located at 5820 Third St., Detroit, Michigan by the Michigan Department of Transportation (MDOT) to implement the MDOT I-94 Modernization Project. Benjamin Smith of Summit Commercial LLC, the real estate company hired to identify a purchaser, strongly recommended that we consider MDOT's offer.

The Library Administration along with Peter Webster of Dickinson & Wright, the Library's legal counsel, have reviewed the Michigan Department of Transportation's (MDOT) offer to purchase the Service Building in the amount of \$1,477,000.

Therefore, upon review of the offer, and recommendation of the real estate agent, the Finance and Business Office is advising the Detroit Library Commission to consider approving the Finance and Business Office to sign the Purchase Agreement to sell the Service Building, located at 5820 Third St., Detroit, Michigan 48202, to the Michigan Department of Transportation for the amount of one-million four hundred and seventy-seven thousand dollars (\$1,477,000).

COMMISSION ACTION

Commissioner Hayden Friley moved approval to sell the Service Building at 5820 Third St. Detroit, MI. Commissioner Hicks supported.

DISCUSSION

Commissioner Hicks asked for an explanation of the time element for the purchase of this property.

DPL's legal counsel, Mr. Peter Webster of Dickinson & Wright, LLC., explained that the Michigan Department of Transportation's (MDOT) needed to purchase the property as soon as possible for the I-94 expansion project.

Commissioner Adams asked if there were any appraisals to support the purchase price?

Mr. Webster said that there were two appraisals conducted by MDOT and the Detroit Public Library. MDOT's appraisal of the property was \$1.35 million. DPL's appraiser, Peggy Young, appraised the property at \$1.406 million. A favorable adjustment was negotiated on behalf of DPL that included the following:

Minutes were approved at the March 19, 2024 Commission Meeting

- MDOT paying for reimbursement of appraisal fee.
- MDOT providing \$50,000 earnest money deposit for new location.
- MDOT providing cost to relocate from 5820 Third St. to new location.

The total amount of the offer is \$1,477,000.

A roll call vote was taken with the following results:

- | | |
|-------------------|-----|
| ➤ Adams | Yes |
| ➤ Frierson-Haynes | Yes |
| ➤ Hayden Friley | Yes |
| ➤ Hicks | Yes |
| ➤ President Short | Yes |

The motion passed unanimously.

Approval to Purchase 6315 E. Seven Mile Rd, Detroit, MI 48234

A building located at 6315 E. Seven Mile Rd, Detroit, MI 48234 has been offered for sale by John G. Semma, for an amount of \$500,000. The purpose of the building's purchase is to replace the Service Building located at 5820 Third St., Detroit, MI after the approval to sell the property to the Michigan Department of Transportation (MDOT).

Members of the administration have toured the building and believe it will meet the needs listed below and address future needs to provide a space for the facilities department to house equipment and perform skilled work.

The building is currently unoccupied and therefore available immediately. A review of the facility and an appraisal report indicated that it is a sound structure. The interior of the building was repaired and is move-in ready. On December 19, 2023 with Administration's approval, Ben Smith of Summit Commercial, the Library's real estate agent, signed a non-binding Letter-of-Intent to purchase the building to begin the 90-day due diligence process, as well as paid an earnest money deposit of \$10,000.

There will be an immediate need to relocate assets in the existing Service Building once the building is sold to MDOT. Administration plans to use available proceeds from the sale of 6820 Third St., to purchase 6315 E. Seven Mile Rd.

Therefore, upon review of the offer, and recommendation of the real estate agent, the Finance and Business Office is advising the Detroit Library Commission to consider approving the Finance and Business Office to sign the Purchase Agreement to purchase 6315 E. Seven Mile Rd., Detroit, MI, 48234, from John G. Semma for an amount not to exceed five hundred thousand dollars (\$500,000).

Minutes were approved at the March 19, 2024 Commission Meeting

NOTED

Commissioner Frierson-Haynes left the meeting at 2:50 p.m.

COMMISSION ACTION

Commissioner Hicks moved approval to purchase 6315 E. Seven Mile Rd, Detroit, MI 48234. Commissioner Hayden Friley supported.

DISCUSSION

Commissioner Hicks asked about the inspection of the new building.

Mr. Antonio Brown, Chief Financial Officer, said that the new building is smaller, however, it meets the needs of DPL's skilled trades workers. It has an office space as well as accommodations for a paint shop for in-house projects.

Commissioner Adams asked if there was an RFP process to solicit properties?

Mr. Brown replied no. The Library worked with Summit Commercial Real Estate to identify properties.

Commissioner Adams asked if there were any comparable buildings brought forward for consideration?

Mr. Brown replied yes. There were several buildings brought forward that were evaluated, however, the building at 6315 E. Seven Mile Rd. met the needs of the Facilities Department.

Commissioner Adams said that the Commission needs to know the terms and conditions of any large purchases and contracts.

COMMISSION ACTION CONT'D

A roll call vote was taken with the following results:

- | | |
|-------------------|-----|
| ➤ Adams | No |
| ➤ Hayden Friley | Yes |
| ➤ Hicks | Yes |
| ➤ President Short | Yes |

The motion passed.

COMMITTEE ON FINANCE**Approval of the Routine Finance Report**

Minutes were approved at the March 19, 2024 Commission Meeting

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	January 2024		\$960,795.76
2. Total Vouchers-processed on FUSION	After 3/13/2020 listed by invoice number & date (processed off-site)		\$371,886.75
3. FY24 Annual Retiree Supplement	Paid 1/25/2024		\$204,000.00
4. FY24			\$0.00
5. FY24 Q2 Central Staffing Services			\$0.00
6. FY24 3rd Qtr. Hybrid Pension Payment			\$0.00
7. FY24 VEBA			0.00
8. FY24 Debt Service Interest for 2014B(1) & 2014B(2) Notes			0.00
Total processed by City of Detroit			\$1,536,682.51
PAYMENTS PROCESSED BY DPL:			
1. Public Funds/Comerica checking	Checks	NONE	\$0.00
2. Branch & Main Library Deposit Checking account	Checks	8429 - 8474	\$18,237.26
3. Branch & Main Library Deposit Checking account	Paid 1/09/2024	Electronic Funds Transfer (EFT)	\$1,520.89
Total processed by DPL			\$19,758.15
Grand Total			\$1,556,440.66

Summary of Expenditures			
Restricted/Designated Funds			
1. Burton Endowment Checking	Checks	NONE	\$0.00
2. O'Brien Checking	Checks	5013 - 5014	\$1,108.31
3. Programs & Gifts Checking Account	Checks	3029	\$131,196.95
Grand Total			\$132,305.26
Programs & Gifts Checking Account:			
Programs & Gifts Checking	\$131,196.95	Transfer Wayne County November 2023 delinquent taxes to General Fund	

Credit Card Expenditures	
1. Executive Director	\$0.00
2. Executive Director's Office-used for general office purpose	\$0.00
3. Chief Financial Officer	150.00
4. Human Resources Department	377.19
5. Marketing Department	2,846.10
6. Technical Services	2,207.94
7. Facilities Department	2,830.69
8. Information Technology	290.03
9. Procurement	4,363.01
10. Security	636.81
11. Public Services	284.99
Grand Total	\$13,986.76
NOTE: These are December 2023 Credit Card purchases	

Minutes were approved at the March 19, 2024 Commission Meeting

COMMISSION ACTION

Commissioner Hayden Friley moved approval of the routine finance report.
Commissioner Adams supported.

A roll call vote was taken with the following results:

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

The motion passed unanimously.

NEW BUSINESS

NOTED

Commissioner Frierson-Haynes rejoined the meeting at 3:16 p.m.

Operating Millage Ballot Language

COMMISSION ACTION

Commissioner Adams moved to issue a Request for Qualifications (RFQ) to engage legal counsel to advise DPL on the appropriate ballot language, tax capture language and limitations, and the limits of the millage the DPL can levy. This action will be brought back to the Commission within 60 days for consideration. Commissioner Hicks supported.

A roll call vote was taken with the following results:

- | | |
|-------------------|-----|
| ➤ Adams | Yes |
| ➤ Frierson-Haynes | Yes |
| ➤ Hayden Friley | Yes |
| ➤ Hicks | Yes |
| ➤ President Short | Yes |

The motion passed unanimously.

ADJOURNMENT

Commissioner Hayden Friley moved to adjourn. Commissioner Adams supported.

A roll call vote was taken with the following results:

- | | |
|-------------------|-----|
| ➤ Adams | Yes |
| ➤ Frierson-Haynes | Yes |
| ➤ Hayden Friley | Yes |
| ➤ Hicks | Yes |
| ➤ President Short | Yes |

The meeting was adjourned at 3:21 p.m.

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