

**DETROIT LIBRARY COMMISSION PROCEEDINGS
REGULAR MEETING
APRIL 16, 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 1:48 p.m.

SWEARING IN OF THE NEW COMMISSIONER

Aliqae Geraci was appointed as a Commissioner by the Detroit Public Schools Community District and sworn in for a six-year term at the April 16, 2024, Detroit Library Commission meeting.

OATH OF OFFICE

Commissioner Aliqae Geraci

I do solemnly swear (or affirm) that I will support the constitution of the United States and the constitution of this state, and that I will faithfully discharge the duties of the office of a Library Commissioner of the Detroit Public Library, according to the best of my ability.

/S/ Aliqae Geraci

Subscribed and sworn to before me this 16th day of April, A. D., 2024

/s/ Cheryl Wright
Notary Public, Wayne County, MI
My commission expires July 14, 2028

Minutes were approved at the May 21, 2024 Commission Meeting

A roll call attendance was taken with the following results:

- Geraci Present
- Hayden Friley Present
- Hicks Present
- President Short Present

Commissioner Adams joined the meeting at 2:06 p.m.

Excused: Commissioners Frierson-Haynes, Peterson-Mayberry

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

Present Also: Hyden Al-najar, Janet Batchelder Griffin, Russ Bellant, Jessica Bostian, Stacy Brooks, Maria Bryson, Cheryl Buckoff, India Davis, Deborah Dorsey, Katie Dowgiewicz, Sean Everett, Karen Garrett, Tyrand Goodwin, Debra Henning, Elena Herrada, D'Andre Herron, DeAidre Jones, Nicole Jurek, E. Kozakowski, Torria Love, Deborah Madison, Tina Manley, Tracy Massey, T. Muntaqim, Carolyn Mosley, Angela Newby-Clora, Leroy Pettigrew, Arlene Reese, Yvette Rice, Heidi Sargis, Cully Sommers, Brian Vance, Dawanna Veasley, Mattie Wiggins, Cheryle Williams, Cheryl Wright

APPROVAL OF THE MEETING MINUTES

COMMISSION ACTION

Commissioner Hayden Friley moved approval of the March 19, 2024 meeting minutes with the following corrections from Commissioner Hicks:

Insert “of this, an amount not to exceed 5%, may be captured.” to the operating millage proposition resolution and remove “by the tax increment authorities under the Detroit Economic Growth Corporation, as required by state law.” from the Proposal L ballot language.

Minutes were approved at the May 21, 2024 Commission Meeting

Operating Millage Proposition Resolution

WHEREAS, the Detroit Library Commission has presented the following question for submission to the voters at the August 6, 2024 Primary Election, and

WHEREAS, the mission of the Detroit Public Library is to enhance the quality of life for Detroit's diverse and dynamic community by enlightening and empowering citizens of all ages to meet their lifelong learning needs through open and equitable access to information, technology, and cultural/educational programs, and

WHEREAS, the Detroit Public Library requires an operational millage to support its mission of providing diverse and dynamic pathways to literacy and learning for the citizens of Detroit, and

NOWTHEREFORE BE IT RESOLVED, that the Detroit Library Commission seeks a renewal of funding by placing the following proposition on the August 6, 2024 ballot:

Renew 4.00 mills

In order to provide funds necessary to operate and maintain the library system, shall there be a renewal of existing millages totaling 4.0 mills previously approved by electors that will expire on June 30, 2025. If this proposal is approved, the limitation of the amount of taxes which may be imposed on all taxable property in the City of Detroit will be renewed for a period often (10) years from July 1, 2025 through June 30, 2035 by Four Dollars (\$4.00) per one thousand dollars (\$1,000) (4mills) of state equalized valuation of taxable property. **Of this, an amount not to exceed 5%, may be captured.**

BE IT FURTHER RESOLVED, that the Detroit City Council submits the Library Operating Millage Proposition set forth in this Resolution to the ballot for the August 6, 2024 Primary Election and,

BE IT FURTHER RESOLVED, that a copy of this Resolution be transmitted to the, Mayor of the City of Detroit, the Detroit City Council and the City of Detroit Election Commission to certify this question to the County of Wayne for placement on the August 6, 2024 Primary Election ballot.

PROPOSAL L: Library Operating Millage Renewal

Shall the tax limitation on taxable property for operating and maintaining the Detroit Public Libraries, be renewed for up to 3.9943 mills (\$3.9943 on each \$1,000.00 of taxable value) for 10 years (July 1, 2025 to June 30, 2035).

This renewal combines two millages that voters approved on August 5, 2014, which expire June 30, 2025. 3.9943 mills will raise estimated revenue of \$42,000,000 the first year, if approved, levied, and 100% collected. Of this, an amount not to exceed 5%, may be captured.

Commissioner Hicks supported.

A roll call vote was taken with the following results:

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

The minutes were approved with corrections.

Commissioner Hicks also suggested sending a corrected copy of the operating millage proposition resolution and Proposal L ballot language that was sent to the Detroit City Council on March 21, 2024 for approval to be placed on the August 6, 2024 ballot.

PUBLIC COMMENTS

Elena Herrada – She expressed that the Friends of the Bowen Branch Library would like to proceed in getting a historical marker for the Bowen Branch Library. She said they would like support from the Library staff and the Commission for this project. The Friends of the Bowen Branch Library would raise the funds for the marker.

Ms. Herrada also expressed her concerns about the Bowen Branch Library not having a handicapped accessible first floor restroom.

President Short stated that anything the community wants to do that would share a positive light on the Library is welcomed.

Russ Bellant – He expressed his concerns about a resolution that was adopted by the Detroit City Council to exempt schools and libraries from tax captures and the administrative fees that the City of Detroit have collected from the Detroit Public Library. He said that it was his understanding that the fees would be reduced by 50%.

Minutes were approved at the May 21, 2024 Commission Meeting

Mr. Bellant also expressed his concerns about the City of Detroit's plan to install an EV battery charging station on Piquette street and if it would have any impact on the Library.

REPORT OF THE PRESIDENT

President Short reported the following:

It is with great pleasure that I welcome to the Detroit Public Library Commission Ms. Aliqae Geraci who comes to us with a wealth of library experiences, HR experiences, and public service experiences.

I want to thank our esteemed director, Ms. Mondowney and Ms. Margaret Bruni, Director for Public Services, who had the foresight and wisdom to order the eclipse glasses in mass quantities, plan, execute several eclipse activities for the main branch and various branches, too. The free eclipse glasses were a major "hit" with the public.

DPL got lots of media attention from channels two, four, and seven. The extra push about the free glasses and eclipse activities was graciously provided by Detroit School Board Member Sherry Gay- Dagnogo, who put the information about the glasses and eclipse activities on her constant contact which led to an overwhelming desire by the public who wanted them Saturday and Monday. I had a request on Saturday from two people who wanted to provide the glasses to the homeless children and their parents. I was able to obtain 300 pairs of eclipse glasses from the Library to provide to them.

I wrote the President of City Council and all council members regarding our administrative fees. As a result, the city has responded with a reduction of the fees; however, our CFO will review this information once we get it in writing.

Therefore, I am hopeful that at the May meeting, I will be able to provide the public with the particulars.

Secondly, Detroit City Council did approve an additional \$2,000,000 for the library, and we are awaiting to receive that in writing, too, but their approval was done in a public meeting.

Committee appointments are based on each board members' interests and desires:

Minutes were approved at the May 21, 2024 Commission Meeting

Administration Committee: Chaundra Frierson-Haynes, chair; Edythe Hayden Friley, Aliqae Geraci

Audit Committee: Ida Short, Chair; Angelique Peterson-Mayberry, Jean-Vierre Adams

Books & Literacy Committee: Aliqae Geraci, chair; Edythe Hayden Friley, Ida Short

By-Laws Committee: Jean-Vierre Adams, chair; Chaundra Frierson-Haynes, Ida Short

Buildings Committee: Gregory Hicks, chair; Aliqae Geraci, Angelique Peterson-Mayberry

Finance Committee: Edythe Hayden Friley; chair, Angelique Peterson Mayberry, Aliqae Geraci

Liaison to the DPL Foundation: Aliqae Geraci

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.

2024 African American Booklist

Our 2024 African American Booklist has been published and is available at all DPL locations. *We Are Not Invisible: African Americans in the World of Science Fiction, Fantasy and Horror*, considers the contributions of Black writers to these genres, collectively known as "speculative fiction." The Booklist also includes the recommendations by our librarians of the best fiction and non-fiction titles for 2023.

Michigan Financial Wellness Month

Every April, DPL offers programs about basic banking, budgeting, investing, credit and debt, during Michigan Financial Wellness Month. Details about programs offered throughout the Library are available on our website, detroitpubliclibrary.org. Copies of the "Owl and Otter and the Big Talent Show," a story about financial literacy, are available for children at all Library locations. April is a month filled with many programs for children, teens and adults, including National Poetry Month, Earth Day and the NFL Draft. Please visit detroitpubliclibrary.org to learn about these many opportunities for learning and fun.

May 2024 Author Talks

Minutes were approved at the May 21, 2024 Commission Meeting

- On Tuesday, May 7 at 6 p.m., Main Library will host author Tracie McMillan who will discuss her new book, *The White Bonus: Five Families and the Cash Value of Racism in America*.
- Author Alice Randall will discuss her book, *My Black Country: A Journey Through Country Music's Black Past, Present and Future*, on Tuesday, May 14 at 6 p.m., at Main Library. Her conversation partner will be Rochelle Riley, director of Detroit's Arts and Culture Department.
- At 2 p.m. on Saturday, May 18, Wayne State professor Felicia George will be at the Duffield Branch to present her book, *When Detroit Played the Numbers: Gambling's History and Cultural Impact on the Motor City*.

United Way Early Literacy Bags

The United Way has donated Early Literacy bags to the Children's and Teens Services Department. Each bag contains an activity, educational activity sheets, and a book. The kits are available at all DPL locations while supplies last.

Eclipse Programs and Glasses

In addition to several eclipse-themed events that were held at Library locations, DPL provided over 15,000 pairs of eclipse glasses for the April 8, 2024 eclipse.

Doris Pugh Parker Fund

On April 2, 2024, we received a check in the amount of \$10,000 from the Doris Pugh Parker Fund, from the Comerica Wealth Management Trust, for the purchase of children's literacy materials for the Detroit Public Library. The distribution of the \$10,000 donation was approved on March 12, 2024, by the DPL Foundation Board of Directors.

Kukla-Scheibner Fund Donation

On April 10, 2024, we received a donation in the amount of \$3,587 from the Community Foundation for Southeast Michigan for the Kukla-Scheibner Fund, in support of the Clarence M. Burton Endowment Fund.

State of Michigan

On April 2, 2024, DPL received a State Aid payment of \$321,778.32, from the State of Michigan.

COMMITTEE ON ADMINISTRATION

Approval of the Routine Human Resources Report

The Human Resources Department Report provides information regarding personnel actions taken from March 1, 2024 through March 31, 2024. These actions have been approved by Administration.

Minutes were approved at the May 21, 2024 Commission Meeting

APPOINTMENTS (2)

Employee Name	Title	Hire date
Adrian Watlington	Security Officer	March 4, 2024
Hyden Al-najar	Human Resources Specialist	March 18, 2024

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

Employee Name	Title	Last Day Worked
Laila Hamdan	Customer Service Representative	March 3, 2024
Lauren Miles	Customer Service Representative	March 23, 2024

VACANT POSITIONS

<u>POSITIONS</u>			
	March 2024		March 2023
Vacant Positions to be filled	84.5	Vacant Positions	94
Filled Budgeted Positions	226.5		
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	7	7	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

Minutes were approved at the May 21, 2024 Commission Meeting

Circulation Manager	1	1	0
Shipping Room Assistant	1	1	0
Bookmobile Operator	2	2	0
Technical Services Assistant	3	3	0
Manager	29	25	4
Librarian II	44	21	23
Librarian III	33	25	8
Facilities	18	14	4
Customer Service Representative Full-time	26	22	4
Customer Service Representative Part-time FTE	22	12.5	9.5
Senior Customer Rep (Clerk)	25	11	14
Security	18	13	5
TTA	33	20	13
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
Delivery Driver	2	1	1
Custodians	12	4	8
Total	325	226.5	84.5
DPL currently has a total of <u>325 budgeted positions</u> . Of the total positions there are <u>226.5 filled</u> and <u>84.5 vacant</u> .			
The Human Resources Department is actively recruiting for 84.5 <u>vacant positions</u> .			

COMMISSION ACTION

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

A roll call vote was taken with the following results:

- Adams Yes
- Geraci Yes
- Hayden Friley Yes
- Hicks Yes
- President Short Yes

The motion passed unanimously.

Minutes were approved at the May 21, 2024 Commission Meeting

COMMITTEE ON FINANCE

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>				
<u>PAYMENTS PROCESSED BY CITY OF DETROIT:</u>				
1. Total Payroll	March 2024			\$975,819.87
2. Total Vouchers-processed on FUSION	After 3/13/2020 listed by invoice number & date (processed off-site)			\$716,195.57
3. FY24 Annual Retiree Supplement				\$0.00
4. FY24 General Retirement System (GRS)				\$0.00
5. FY24 Central Staffing Services				\$0.00
6. FY24 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				\$1,692,015.44
<u>PAYMENTS PROCESSED BY DPL:</u>				
1. Public Funds/Comerica checking		Checks	1401 - 1422	\$226,039.11
2. Branch & Main Library Deposit Checking account		Checks	8527 - 8541	\$17,376.96
3. Branch & Main Library Deposit Checking account	Paid 3/08/2024	Electronic Funds Transfer (EFT)		\$2,250.15
Total processed by DPL				\$245,666.22
Grand Total				\$1,937,681.66

<u>Summary of Expenditures</u> <u>Restricted/Designated Funds</u>				
1. Burton Endowment Checking		Checks	NONE	\$0.00
2. O'Brien Checking		Checks	5018 - 5019	\$265.00
3. Programs & Gifts Checking Account		Checks	3031 - 3032	\$59,902.84
Grand Total				\$60,167.84
Programs & Gifts Checking Account:				
Programs & Gifts Checking	\$20,536.00	Transfer State of Michigan LBPH Funding EFT to General Fund		
Programs & Gifts Checking	\$39,366.84	Transfer Wayne County January 2024 EFT delinquent taxes to General Fund		
	\$59,902.84	TOTAL		

<u>Credit Card Expenditures</u>	
1. Executive Director	\$ -
2. Executive Director's Office-used for general office purpose	-
3. Chief Financial Officer	-
4. Human Resources Department	1,097.52
5. Marketing Department	1,437.92
6. Technical Services	5,989.43
7. Facilities Department	2,494.22
8. Information Technology	161.49
9. Procurement	348.57
10. Security	310.27
11. Public Services	1,151.45
Grand Total	\$ 12,990.87
NOTE: These are February 2024 Credit Card purchases	

Minutes were approved at the May 21, 2024 Commission Meeting

COMMISSION ACTION

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

A roll call vote was taken with the following results:

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

The motion passed unanimously.

NOTED

Commissioner Hicks made a motion that the financial reports presented to the Commission include year-to-date information attached to it on a quarterly basis.

With no support, the motion was not considered.

Commissioner Hayden Friley stated that the Finance Committee had not met in seven months and as the new chair of the Finance Committee, she looks forward to meeting with Mr. Brown, Chief Financial Officer, in May to vet the finance report and bring back a full report to the Commission and the public.

OLD BUSINESS

Mr. Cledos Powell, Assistant Director for Facilities, gave a brief PowerPoint presentation on the Bowen Branch Library and the Monteith Branch Library.

BOWEN BRANCH LIBRARY

The Bowen Branch library was built in 1912 and is located at 3648 Vernor Hwy in Detroit, MI.

It was one of the first in the city to be built using funds from philanthropist Andrew Carnegie.

It opened in December 28, 1912 and was named in honor of Herbert Bowen, an early member of the Library Commission.

Minutes were approved at the May 21, 2024 Commission Meeting

It is a Carnegie library of English collegiate architecture with exterior walls of buff Ohio stone and red vitrified brick.

The architect of the building was William B. Stratton, husband of the founder of Pewabic Pottery, Mary Chase Stratton. Inside the library is a Pewabic tile fireplace.

It is located 2.6 miles from the closest ADA branch and located on a direct transportation route.

The following repairs and renovations were made at the Bowen Branch Library:

- After an interior fire in 1997, in house repairs were completed in 1998.
- Air conditioning installed in 2019
- New Boiler installation 2023
- Kitchen area and workroom floor is out for bid.
- Following initial investigation, facilities will proceed with the installation of a first-floor ADA restroom in the southeast corner of the adult computer reading room. Construction is expected to span 2-3 months.

MONTEITH BRANCH LIBRARY

The Monteith Branch is located at 14100 Kercheval, Detroit, MI.

The Collegiate Gothic style architecture was built as a “regional” library in 1925. It opened May 1, 1926.

It was designed by Smith, Hinchman and Grylls.

It was named for Presbyterian minister John Monteith, founder and first president of University of Michigan in 1817.

It was closed in 2020 due to health and safety issues.

The WSU Department of Civil and Environmental Engineering launched an analysis of the building in coordination with DPL in March, 2023.

The Turner Construction Company provided a pro bono condition assessment, priority ranking, and cost analysis in April, 2023.

Cost Estimate Breakdown

The combined critical, deferred maintenance, and site improvement totals ~ \$6.2 Million.

\$3.1 Million: Critical needs (mechanical, electrical, masonry, roof, windows, ADA)

\$2 Million: Resolve deferred maintenance (interior finishes, lighting, air conditioning)

\$1.1 Million: Property enhancements (elevator, equipment upgrades)

Minutes were approved at the May 21, 2024 Commission Meeting

NOTED

Commissioner Hicks requested that the administrative staff review the City of Detroit's budget resolution to determine the impact on the Library.

Commissioner Geraci asked for a status report on the Request for Qualifications (RFQ) seeking legal counsel to review DPL's millage ballot language and provide clarification.

ADJORNMENT

Commissioner Hayden Friley moved to adjourn. Commissioner Adams supported.

A roll call vote was taken with the following results:

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

The meeting was adjourned at 2:59 p.m.