

**DETROIT LIBRARY COMMISSION PROCEEDINGS
REGULAR MEETING
APRIL 18, 2023**

NOTED

This meeting was held in Main Library's Galleria. Due to COVID-19 restrictions, seating capacity was limited to the first 25 guests, and seating was arranged to provide social distancing. The meeting was also available for virtual viewing.

President Hayden Friley called the Regular Meeting of the Detroit Library Commission to order at 1:32 p.m.

Present: President Hayden Friley, Commissioners Frierson-Haynes, Hicks, Jackson, Short. Commissioner Peterson-Mayberry joined the meeting at 1:36 p.m.

Excused: Commissioner Adams

Administrative Staff: Mondowney, Brown, Dale, Funchess, Korenowsky, Moore, Norfolk, Simon, Simmons, Williams

Present Also: Russ Bellant, Janet Batchelder, Maria Bryson, Deborah Dorsey, Katie Dowgiewicz, DeAngela Golen, Alexis Griffin, Elena Herrada, Augustus Hill, Cindy Hollowell, Imara Hyman, Deborah Madison, Tracy Massey, Carolyn Mosley, Daniel Patton, Christine Peele, Yvette Rice, Pheia Smith, Megan Summers, Brian Vance

APPROVAL OF THE MEETING MINUTES

COMMISSION ACTION

Commissioner Jackson moved approval of the Regular Meeting Minutes of March 21, 2023, and Special Commission Meeting Minutes of April 6, 2023. Commissioner Short supported.

Minutes were approved at the June 20, 2023 Commission Meeting

A roll call vote was taken with the following results:

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

The minutes were approved as presented.

COMMISSION ACTION

Commissioner Jackson moved to enter into a closed session to discuss an attorney – client matter. Commissioner Short supported.

A roll call vote was taken with the following results:

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

The closed session began at 1:35 p.m.

Everyone was excused except the Commission, Mrs. Mondowney, Mr. Brown, DPL's attorneys and DPL's lobbyist.

COMMISSION ACTION

Commissioner Peterson-Mayberry moved to end the closed session. Franklin Jackson supported. The closed session ended at 2:12 p.m.

The regular session reconvened at 2:13 p.m.

PUBLIC COMMENTS

Elena Herrada – Requested a handicapped accessibility assessment of the Detroit Public Libraries, particularly the Bowen Branch.

Minutes were approved at the June 20, 2023 Commission Meeting

Augustus Hill - Expressed his concerns about the inability to access ancestry.com from home.

Ms. Margaret Bruni, Director for Public Services, stated that ancestry.com is only accessible in the Library.

Imara Hyman - Expressed her concerns about the repair status of the Conely Branch Library. She wanted to know an estimated time of completion. She also said that the Save the DPL Coalition is doing all they can to keep the onerous practices of tax captures before the public with the intent of having that state law repealed.

REPORT OF THE EXECUTIVE DIRECTOR

Councilmember Mary Waters' Tax Captures Resolution

Mrs. Mondowney reported that on April 10, 2023, Councilmember Mary Waters authored the following resolution entitled, "**Resolution to Halt Tax Captures from Detroit Public Library.**"

WHEREAS, the reallocation of Detroit Public Library taxes to reimburse private developers has been demonstrated to have caused immense harm to the Library's budget and ability to function; and

WHEREAS, the funds that the voters of Detroit approved in 2009 to provide for capital improvements via a bond have never been allocated to the Library, despite the City collecting the money from Detroit residents; and

WHEREAS, the FY 24 budget proposes an increase in annual tax captures from library funds of \$800,000, draining \$28 million additional dollars from the Library's budget over the next 35 years; therefore

BE IT RESOLVED, that the Detroit City Council hereby caps the total tax captures that can be taken from the Detroit Public Library at \$3.4 million in FY 24; and

FINALLY RESOLVED, that copies of this resolution be forwarded to Mayor Mike Duggan, Governor Gretchen Whitmer, and all interested public media, civil society, educational and civil groups and individuals who are vested in supporting the Detroit Public Library system.

Michigan Science Center Lego Playful Learning Partnership

Mrs. Mondowney reported that through play, children develop their imaginations and creativity, build social and cognitive skills, and gain the self-confidence to engage in new experiences and environments. Beginning this summer, DPL and the Michigan Science Center will partner to engage Detroit's children in more playful learning.

Minutes were approved at the June 20, 2023 Commission Meeting

With support from the Lego Foundation, staff at the Michigan Science Center is providing training, curricula, and support to enable DPL's children's librarians to offer more playful learning activities and events. On April 11, 2023, we received a check in the amount of \$21,000 from the Lego Foundation for the purchase of toys, supplies and other learning aids for the project.

Summer Literacy Outreach Partnership

Mrs. Mondowney reported that the Library's staff and the Detroit Housing Commission's staff will foster "Book Rich Environments" in public housing communities throughout the city. Twice a month, from June through August, the Mobile Library will offer free books and information about library programs and services at DHC-sponsored Community Resource Fairs. Stops include Brewster Homes, Charles Terrace/Sojourner Truth, Diggs Homes and Smith Homes. "Book Rich Environments" is a program of the National Book Foundation. DPL is also establishing book depositories in several DHC buildings and is actively working to register eligible residents for at-home services available through the Library for the Blind and Physically Handicapped.

April & May 2023 Program Highlights

Mrs. Mondowney reported the following:

- In celebration of April as National Poetry Month, on Saturday, April 22nd, at 2 p.m., the Chaney Branch will host a "Pizza and Poetry" event for children. On Saturday April 29th, at 2 p.m., there will be a celebration at Main Library with readings by a trio of acclaimed Michigan poets including Andrew Collard, Iliana Rocha, and Brandon Rushton.
- Children and their families are invited to Children's Library to learn about Earth Day at 3 p.m., on Saturday, April 22nd. Activities will include Earth Day themed stories, games, and a craft.
- The HYPE Center will sponsor "Budget with Jelly Beans," on Saturday, April 22nd, at 2 p.m. Teens are invited to discuss how to plan a budget, through a jelly bean game. This program is offered as part of the Library's celebration of April as Michigan Financial Wellness Month.
- Cooking for One: The Knapp Branch is hosting a special, "Cooking for One," offered by the Michigan State University Extension program. The first class was held on April 13th with remaining sessions scheduled to be held at 6 p.m., on April 20th and 27th and May 4th, 11th and 18th. This is a research-based curriculum geared toward adults who live independently. It includes learning about basic cooking skills, general nutrition, and hydration. Registration is on the Library's website, detroitpubliclibrary.org.

- A celebration of all things Star Wars will be held at 4 p.m., on Thursday, May 4th, in Children's Library. This will be an afternoon celebration including games, crafts, and a costume contest.
- Teens and children are invited to "Comic Book Day," on Saturday, May 6th, 2-5 p.m., in the HYPE Center. The afternoon will provide free comic books, crafts, and games. Participants are encouraged to come dressed as their favorite superhero!

AIG Insurance Company Flood Damage Reimbursement

Mrs. Mondowney reported that on March 31, 2023, the Library received the final reimbursement payment in the amount of \$826,322.77, from AIG Insurance Company for the damages caused by the June 26, 2021 flood to Main Library and ten library branches (Bowen, Chandler Park, Chaney, Conely, Duffield, Edison, Knapp, Monteith, Parkman, and Redford).

Wayne County

Mrs. Mondowney reported that on March 10, 2023, the Library received a \$73,767.33 payment for delinquent property taxes.

State Aid

Mrs. Mondowney reported that on March 27, 2023, the Library received \$321,778.32, the first half of its FY2023 State Aid.

NOTED

Commissioner Hicks asked to make a motion.

COMMISSION ACTION

Commissioner Hicks moved that the Detroit Public Library's legal counsel prepare a strategic assessment of the position of the Detroit Public Library in connection with the City of Detroit. The legal assessment shall include legal opinions and draft of language to remove an apparent conflict of interest between the City and DPL. Said strategic assessment shall be provided 21 days from today's meeting and before scheduling of meeting of legal counsel at our May, 2023 meeting. Commissioner Short supported.

A roll call vote was taken with the following results:

Minutes were approved at the June 20, 2023 Commission Meeting

- Frierson-Haynes Yes
- Hicks Yes
- Jackson Abstained
- Peterson-Mayberry Yes
- Short Yes
- President Hayden Friley No

The motion passed.

COMMITTEE ON ADMINISTRATION

The Human Resources Department Report provides information regarding personnel actions taken from March 1, 2023 through March 31, 2023. These actions have been approved by Administration.

APPOINTMENTS (2)

Employee Name	Title	Hire date
Kathryn Klaver	Librarian II	March 6, 2023
Elizabeth Stauch	Librarian II	March 6, 2023

RETIREMENTS (2)

Employee Name/Title	Title	Last Day Worked	Retirement Date
Janet Batchelder	Coordinator	March 10, 2023	Determined by COD
Teresa Thomson	Manager	March 31, 2023	Determined by COD

SICK LEAVE PAYOUTS (0)

TOTAL PAYOUTS = \$0

POTENTIAL RETIREMENTS (1) Pending COD Approval

Employee Name	Title	Last Day Worked
Genevieve Oldani-Caruso	Assistant Director	May 12, 2023

SEPARATIONS (1)

Employee Name	Title	Last Day Worked
Patricia Harris	Customer Service Representative	March 3, 2023

Minutes were approved at the June 20, 2023 Commission Meeting

EMPLOYEE HEADCOUNT

Headcount	March 2023	Headcount	March 2022
Budgeted Positions =	325	Budgeted Positions =	325
Active Employees =	231	Active Employees =	173
Furlough Employees =	0	Furlough Employees=	22
Vacant Positions =	94	Vacant Positions =	130

VACANT POSITIONS

POSITION	# OF BUDGETED POSITIONS	# OF FILLED POSITIONS	VACANT POSITIONS
Manager	26	24	2
Librarian III	36	24	12
Librarian I & II	24	20	4
Facilities	17	11	6
TTA	17	14	3
Customer Service Representative	89	47	42
Senior Customer Rep (Clerk)	24	13	11
Senior Accountant	2	1	1
Security	16	12	4
Office Support Assistant	11	10	1
Technical Services Assistant	4	3	1
Sr Dup Devices Operator	1	0	1
Principal Clerk	2	1	1
Shipping Room Assistant	1	0	1
Administrative Assistant	6	5	1
Human Resources	7	6	1
Pre-Professional	3	1	2
Total			94

Only Position Titles with vacancies are listed.

The Human Resources Department is actively recruiting for open positions.

42 of the vacant positions are part-time Customer Service Representative positions.

52 of the remaining vacancies will be filled consistent with the reopening of the branches.

COMMISSION ACTION

Commissioner Short moved approval of the routine Human Resources report.
Commissioner Peterson-Mayberry supported.

A roll call vote was taken with the following results:

- Frierson-Haynes Yes
- Hicks Yes
- Jackson Yes
- Peterson-Mayberry Yes
- Short Yes
- President Hayden Friley Yes

The motion passed unanimously.

COMMITTEE ON BUILDINGS

Approval to Contract with Stuart Mechanical for HVAC Maintenance & Repair Services at All Detroit Public Library Locations

The DLC Committee on Buildings is advising the Detroit Library Commission to consider approving the Finance and Business Office to award a two (2) year contract to Stuart Mechanical at 2275 N. Opdyke Suite A, Auburn Hills, Michigan, 48326, at an annual amount of \$98,291 for maintenance services. Repairs will be billed on an as needed basis at a rate of \$125 per hour plus materials.

A Request for Proposal (RFP), DPL-FA-2131, was advertised and posted on the Michigan Inter-Governmental Trade Network (MITN) website, www.bidnetdirect.com, and on the Detroit Public Library website from January 05, 2023 until bid closing at 2:00 p.m. on February 01, 2023.

The Michigan Minority Development Council's (MMSDC)'s Matchmaker 365 (MM365) Program was utilized to identify qualified minority firms to receive an invitation to participate. The MM365 is an on-demand, online matchmaking tool that allows actual corporate buyers and decision makers to curate sourcing opportunities according to their detailed specifications. All participants were invited to utilize the MITN website for communication and tendering.

The solicitation was downloaded from the MITN website by twenty-nine (29) companies; five (5) companies submitted a proposal. The proposals were reviewed by an evaluation committee consisting of the following DPL staff: Randy Gies, Manager of Facilities Building Trades, and Timothy McKelton, Facilities Engineer.

Minutes were approved at the June 20, 2023 Commission Meeting

COMMISSION ACTION

Commissioner Hicks moved approval contract with Stuart Mechanical for HVAC maintenance & repair services at all Detroit Public Library locations. Commissioner Short supported.

A roll call vote was taken with the following results:

- | | |
|---------------------------|-----|
| ➤ Frierson-Haynes | Yes |
| ➤ Hicks | Yes |
| ➤ Jackson | Yes |
| ➤ Peterson-Mayberry | Yes |
| ➤ Short | Yes |
| ➤ President Hayden Friley | Yes |

The motion passed unanimously.

Approval to Contract with Xpert Lawn & Snow for Lawn Maintenance Services at All Detroit Public Library Locations

The DLC Committee on Buildings is advising the Detroit Library Commission to consider approving the Finance and Business Office to award a two (2) year contract to Xpert Lawn & Snow at 21083 Mound Rd Warren, MI 48091, at an annual amount of \$116,850. On September 20, 2022, the DLC authorized the Finance and Business Office to contract with Commercial Grounds Services for Lawn maintenance services at all Detroit Public Library locations. On September 26, 2022, the Procurement Department was notified the supplier would not be able to accept the contract due to family health issues and key staff member availability.

A Request for Proposal (RFP), DPL-FA-2301, was advertised and posted on the Michigan Inter-Governmental Trade Network (MITN) website, www.bidnetdirect.com, and on the Detroit Public Library website from December 20, 2022 until bid closing at 2:00 p.m. on January 19, 2023.

The Michigan Minority Development Council's (MMSDC)'s Matchmaker 365 (MM365) Program was utilized to identify qualified minority firms to receive an invitation to participate. The MM365 is an on-demand, online matchmaking tool that allows actual corporate buyers and decision makers to curate sourcing opportunities according to their detailed specifications. All participants were invited to utilize the MITN website for communication and tendering.

Minutes were approved at the June 20, 2023 Commission Meeting

The solicitation was downloaded from the MITN website by thirty-four (34) companies; eight (8) companies submitted a proposal. The proposals were reviewed by an evaluation committee consisting of the following DPL staff: Talisha Williams, Assistant Director of Security, Jeffery Senior, Shipping Department Clerk, Randy Gies, Manager of Facilities, and Mary Jo Vortkamp, Manager at the Jefferson Branch Library.

COMMISSION ACTION

Commissioner Hicks moved approval contract with_Xpert Lawn & Snow for lawn maintenance services at all Detroit Public Library locations. Commissioner Short supported.

A roll call vote was taken with the following results:

- | | |
|---------------------------|-----|
| ➤ Frierson-Haynes | Yes |
| ➤ Hicks | Yes |
| ➤ Jackson | Yes |
| ➤ Peterson-Mayberry | Yes |
| ➤ Short | Yes |
| ➤ President Hayden Friley | Yes |

The motion passed unanimously.

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	February 2023		\$879,040.62
2. Total Vouchers-processed on FUSION	After 3/13/2020 listed by invoice number & date (processed off-site)		\$726,200.06
3. FY23 Annual Retiree Supplement			\$215,000.00
4. FY23 General Retirement System (GRS)			0.00
5. FY23 Q4 Central Staffing Services			0.00
6. FY23 2nd 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			\$1,820,240.68
<u>PAYMENTS PROCESSED BY DPL:</u>			
1. Public Funds/Comerica checking	Checks	1382	\$2,297.50
2. Branch & Main Library Deposit Checking account	Checks	8039 - 8064	\$14,147.03
3. Branch & Main Library Deposit Checking account	Paid 3/08/2023	Electronic Funds Transfer (EFT)	\$2,127.89
Total processed by DPL			\$18,572.42
Grand Total			\$1,838,813.10

<u>Summary of Expenditures</u>			
<u>Restricted/Designated Funds</u>			
1. Burton Endowment Checking	Checks	8341 - 8342	\$13,140.00
2. O'Brien Checking	Checks	4934 - 4938	\$2,365.48
3. Programs & Gifts Checking Account ***	Checks	3001 - 3003	\$49,857.35
Grand Total			\$65,362.83

*****Programs & Gifts Checking Account:**

\$1,600.00	To transfer SoM ACH to O'Brien- Lib of MI reimbursement for LibLearnX conference for Shira Pilarski
\$20,536.00	To transfer State of Michigan (SoM) LBPH funds to General Fund
\$27,721.35	To transfer WC delinquent tax funds for January 2023 to General Fund
<u>\$49,857.35</u>	

<u>Credit Card Expenditures</u>	
1. Executive Director	\$ -
2. Executive Director's Office-used for general office purpose	40.90
3. Chief Financial Officer	0.00
4. Human Resources Department	39.00
5. Marketing Department	300.26
6. Technical Services	13,778.02
7. Facilities Department	2,135.73
8. Information Technology	0.00
9. Procurement	2,184.36
10. Security	2,249.17
11. Public Services	25.00
Grand Total	\$ 20,752.44
NOTE: These are February 2023 Credit Card purchases	

Minutes were approved at the June 20, 2023 Commission Meeting

COMMISSION ACTION

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

A roll call vote was taken with the following results:

- | | |
|---------------------------|-----|
| ➤ Frierson-Haynes | Yes |
| ➤ Hicks | Yes |
| ➤ Jackson | Yes |
| ➤ Peterson-Mayberry | Yes |
| ➤ Short | Yes |
| ➤ President Hayden Friley | Yes |

The motion passed unanimously.

NEW BUSINESS

At its April 18, 2023 meeting, the Commissioners received a copy of the FY2023-2024 Budget Administration closing resolution.

Commissioner Hicks requested that DPL's administration identify any items in the resolution that would impact the Library and prepare a written report to be presented at the next Committee on Finance meeting.

ADJOURNMENT

Commissioner Jackson moved approval to adjourn. Commissioner Short supported.

A roll call vote was taken with the following results:

- | | |
|---------------------------|-----|
| ➤ Frierson-Haynes | Yes |
| ➤ Hicks | Yes |
| ➤ Jackson | Yes |
| ➤ Peterson-Mayberry | Yes |
| ➤ Short | Yes |
| ➤ President Hayden Friley | Yes |

The meeting was adjourned at 2:55 p.m.