

**DETROIT LIBRARY COMMISSION PROCEEDINGS
REGULAR MEETING
MAY 20, 2025**

NOTED

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

President Adams called the Regular Meeting of the Detroit Library Commission to order at 1:39 p.m.

Roll call attendance:

- | | |
|-------------------|---------|
| ➤ Bounds | Present |
| ➤ Frierson-Haynes | Present |
| ➤ Hicks | Present |
| ➤ Milton | Present |
| ➤ Short | Present |
| ➤ President Adams | Present |

Commissioner Vaughn joined the meeting at 1:42 p.m.

Administrative Staff: Mondowney, Brown, Bruni, Dale, Funchess, Korenowsky, Norfolk, Peele, Powell, Simmons, Simon, D. Williams, T. Williams

Present Also: Hyden Al-najar, Joel Anyim, Janet Batchelder, Russ Bellant, Brandon Bingham, Cheryl Buckoff, India Davis, Deborah Dorsey, Katie Dowgiewicz, Erin Dwyer, Sean Everett, Latonya Foster, Ethel Franklin, M. Garcia, Karen Garrette, Kalana Gates, Tyrand Goodwin, S. Hartings, Elena Herrada, J. Johnson, DeAidre Jones, Shinauda Jones, Laura Kennedy, C. Kent, Frank Kijoga, Mary Kordyban, E. Kozakowski, Joyce Krom, Karen Lemmons, , Torria Love, Tina Manley, Tracy Massey, Vernadette McAllister, Brian McDonald, Glenda McGadney, Carolyn Mosley, Tasleema Muntaqim, Angela Newby-Clora, Gwendolyn Peoples, Yolanda Peoples, Leroy Pettigrew, Vickie Pride, Yvette Rice, Seddrick Robinson, Jameka Robison, Heidi Sargis, James Scott Jr., Shakir Smith, Megan Summers, Brian Vance,

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Dawanna Veasley, Mattie Wiggins, Cheryle Williams,
Jacqueline Williams, Cheryl Wright, Tracey Wyatt

APPROVAL OF THE DETROIT LIBRARY COMMISSION MEETING AGENDA

COMMISSION ACTION

Commissioner Frierson-Haynes moved approval of the Detroit Library Commission's agenda. Commissioner Milton supported.

The agenda was approved as presented.

PRESENTATION ON IMMIGRATION ENFORCEMENT BY JUDGE CYNTHIA

STEPHENS

President Adams announced that Judge Cynthia Stephens was unavailable to give a presentation on Immigration Enforcement today at the May 20, 2025 Commission meeting.

CLOSED SESSION

COMMISSION ACTION

Commissioner Frierson-Haynes moved to enter into a closed session to discuss a personnel matter. Commissioner Hicks supported.

Roll call vote:

➤ Bounds	Yes
➤ Frierson-Haynes	Yes
➤ Hicks	Yes
➤ Milton	Yes
➤ Short	Yes
➤ President Adams	Yes

Minutes were approved at the May 20, 2025 Commission Meeting

The closed session began at 1:41 p.m.

The Commissioners moved the closed session meeting to the Commission Room located on the 2nd floor in the Administrative Wing. Ms. Debra Williams, Interim Head of Human Resources, and Mr. Antonio Brown, Chief Financial Officer, also attended the meeting.

The Zoom meeting was paused.

COMMISSION ACTION

Commissioner Frierson-Haynes moved to end the closed session meeting. Commissioner Hicks supported.

Roll call vote:

- | | |
|-------------------|-----|
| ➤ Bounds | Yes |
| ➤ Frierson-Haynes | Yes |
| ➤ Hicks | Yes |
| ➤ Milton | Yes |
| ➤ Short | Yes |
| ➤ Vaughn | Yes |
| ➤ President Adams | Yes |

The closed session ended at 2:42 p.m.

The Regular meeting and Zoom meeting resumed at 2:43 p.m.

APPROVAL OF THE EXECUTIVE DIRECTOR'S CONTRACT

Commissioner Frierson-Haynes moved approval of the Executive's Director contract effective January 1, 2025 – June 30, 2026. Commissioner Hicks supported.

Roll call vote:

- | | |
|-------------------|-----|
| ➤ Bounds | Yes |
| ➤ Frierson-Haynes | Yes |
| ➤ Hicks | Yes |
| ➤ Milton | Yes |

Minutes were approved at the May 20, 2025 Commission Meeting

- Short Yes
- Vaughn Yes
- President Adams Yes

The Executive Director's contract was approved unanimously.

APPROVAL OF THE MEETING MINUTES

COMMISSION ACTION

Commissioner Short moved approval of the April 15, 2025 Commission meeting minutes. Commissioner Bounds supported.

Roll call vote:

- Bounds Yes
- Frierson-Haynes Yes
- Hicks Yes
- Milton Yes
- Short Yes
- Vaughn Yes
- President Adams Yes

The minutes were approved with any necessary corrections.

PUBLIC COMMENTS

Erin Dwyer – Expressed her concerns about the Detroit Public Library recouping restitution from former Chief Operations Officer, Tim Cromer for embezzlement.

Latonya Foster – Expressed her concerns about the restoration of the Monteith Branch Library. She said that it is a much needed resource in the Riverbend community.

Russ Bellant – Expressed his concerns about the Executive Order by the President of the United States to develop a plan to unleash the police and the military and put them on the streets in the United States to fight crime.

Elena Herrada – Expressed her concerns about the condition of the Bowen Branch Library. She distributed photo packets showing the dire condition of the Library.

Minutes were approved at the May 20, 2025 Commission Meeting

Gwendolyn Peoples – Expressed her concerns about the restoration of the Monteith Branch Library. She said that it is located in a viable community that needs a Library. She said that she is tired of attending the Commission meetings and getting no results about the Monteith Library.

President Adams said that she would refer the reopening of the Monteith Library and the condition of the Bowen Library to the Committee on Buildings for discussion and review. It would also be discussed in the strategic planning session when developing a facilities plan.

REPORT OF THE PRESIDENT

President Adams reviewed the requirements and exceptions of the Open Meetings Act (OMA).

The Commission was provided a copy of the excerpt that was authored by Foster and Swift for the Michigan Library.

President Adams pointed out that under the statute, a public body does include a committee or sub-committee which is subjected to the OMA. However, there is an exception which the Detroit Library Commission has historically relied upon. The Detroit Library Commission committees only make recommendations. They do not make the final decisions, therefore, the Committees are not subject to the OMA.

President Adams asked the Committees to review and discuss the policies they want to develop and bring them forward the full Commission for consideration. She mentioned updating DPL's lending policy which would go through the Committee on Books and Literacy. She also said that there were some financial policies that needed to be updated and those would go through the Committee on Finance.

REPORT OF THE EXECUTIVE DIRECTOR

Sherwood Forest Branch Closed for Maintenance

Mrs. Mondowney reported that the Sherwood Forest Branch, 7117 W. Seven Mile Rd., closed on May 8, 2025, to allow a contractor to replace the building's exterior windows. During this closure, repairs will also be made to the building's air conditioning system. The community was notified of the closure through flyers and signage, a press release, and staff outreach to local community groups and contacts. The branch is expected to reopen in June.

State Aid for DPL's Library for the Blind and Physically Handicapped

Mrs. Mondowney reported that at the April 15, 2025 meeting of the Commission, Commissioner Hicks inquired about how the amount of State Aid awarded to the LBPH is determined. Per the Library of Michigan, there are eleven (11) Advisory and Outreach Centers (AOCs) in Michigan that provide services to people with visual and physical challenges. DPL's Library for the Blind and Physically Handicapped is one of the 11. An amount of \$451,800 that is included in the Library of Michigan's general fund is equally divided annually among the 11 AOCs. The total annual payment for each AOC is \$41,074.

IMLS Update – April 30, 2025

Mrs. Mondowney reported that on April 30, 2025, the U.S. District Court for the District of Columbia granted a temporary restraining order to halt the dismantling of the Institute of Museum and Library Services (IMLS). This was in response to a lawsuit that was filed by the American Library Association (ALA) and the American Federation of State, County and Municipal Employees (AFSCME), represented by Democracy Forward and Gair Gallo Eberhard LLP. The judge has been requested to consider a preliminary injunction.

Summer Hours 2025

Mrs. Mondowney reported that Sunday hours at Main Library ended on May 18, 2025 and will resume this Fall. On Friday, May 23, the branch summer schedule begins. Branches will be open on Fridays and closed on Saturdays until Labor Day. Main Library will be open on Fridays and Saturdays.

Summer Reading 2025

Mrs. Mondowney reported that the Detroit Public Library and the Detroit Lions will celebrate the Kick-Off of Summer Reading 2025 on Thursday, June 5th, at Main Library. Third graders from DPSCD's Earhart Elementary and Middle School, Hamilton Elementary and Middle School, Sampson-Webber Leadership Academy, and Schulze Academy for Technology and Arts, have been invited to a day of excitement and fun. Detroit PBS Kids, Wayne Regional Education Service Agency (RESA), and Detroit Opera, will provide the students with educational experiences all designed to get students excited about a summer of learning and fun. The official Summer Reading Challenge will begin June 23rd and will conclude the week of August 4th.

Detroit PBS Kids will present programming throughout the summer. Wayne RESA will provide two weeklong "Pop-Up Lit Labs" at Children's Library and the Chandler Park Branch. Children, tweens, and teens completing the Summer Reading Challenge will have a chance to win the "Ultimate Detroit Lions Experience" donated by the Detroit Lions. This year's theme is "Color Our World." Please visit detroitpubliclibrary.org for details about Summer Reading programs at all library locations.

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Forgotten Harvest 2025

Mrs. Mondowney reported that Forgotten Harvest will provide free lunches this summer at the following 13 DPL locations: Chandler Park, Chaney, Children's Library Main, Conely, Duffield, Edison, Elmwood Park, Franklin, Hubbard, Jefferson, Knapp, Lincoln, and Redford. Lunches will be available starting the week of June 23rd. Visit the Library's website, detroitpubliclibrary.org for locations and telephone numbers. You may also call TIP, 313-481-1400, for information.

Save Our Children Gun Safety Program

Mrs. Mondowney reported that on Saturday, April 26, 2025, the Parkman Branch Library (1776 Oakman Blvd.), hosted "Save Our Children: A Community Conversation on Gun Safety." The program was initiated by Hope Village Revitalization, a Parkman Branch community partner. Approximately 90 people attended the event which featured a panel discussion that included Todd Bettison, Detroit's Chief of Police, Raphael Washington, the Wayne County Sheriff, along with health care and mental health professionals. Free gun locks were provided and a raffle drawing included gift cards to local businesses as prizes. WDIV-Local 4 provided coverage on the evening news broadcasts.

Secretary of State Jocelyn Benson @ Main Library

Mrs. Mondowney reported that on May 7, 2025, Michigan Secretary of State Jocelyn Benson visited Main Library for a discussion about her new book, *The Purposeful Warrior*. Businessman Dennis Archer Jr. moderated the conversation about her life and public service career. Approximately 90 people attended the event.

2025 Java Jazz Series

Mrs. Mondowney reported that international singer, songwriter and independent recording artist Thornetta Davis kicks off the 2025 Java and Jazz Series on Tuesday, June 17 at 6 p.m. We are excited to begin the season with "Detroit's Queen of the Blues" in a concert in the Clara Stanton Jones Friends Auditorium. All concerts are free and open to the public with complimentary refreshments. The series also includes: July 29, Joan Belgrave, and August 19, Sean Dobbins.

Accounting Aid Society 2025

Mrs. Mondowney reported that the Accounting Aid Society will continue to provide tax preparation assistance at Main Library on Mondays and Thursdays from May 5 – November 15, 2025. While walk-ins are possible, customers are encouraged to make an appointment by phone, 313-556-1920, or on the Society's website, accountingaidsociety.org.

June 2025 Upcoming Events

Mrs. Mondowney provided a preliminary listing of programs planned for June 2025. Please visit the Library's website, detroitpubliclibrary.org, to confirm programs because they may be subject to change.

A few highlights:

- On June 5, at 6 p.m., the Elmwood Park Branch (550 Chene) will host 2025 Michigan Notable Books author Brittany Rogers for a reading from *Good Dress*, her poetry collection.
- The Detroit Historical Society will offer a program, "Midnight: Detroit and the Underground Railroad," at the Bowen Branch Library (3648 W. Vernor), on June 10 at 6 p.m.
- At 6 p.m., on Wednesday, June 11, Michigan native, Ebony LaDelle, will be at Main Library to discuss her latest book, *This Could Be Forever*. Ms. LaDelle is the author of *Love Radio*, which received several awards including recognition as a 2023 Michigan Notable Book.
- On Tuesday, June 17, at 6 p.m., veteran journalists Stephen Henderson and Nolan Finley will discuss *The Civility Book*, their book that considers the value of civil conversations in political discourse. The event will be held in Main Library's Clara Stanton Jones Friends Auditorium.
- On June 18, at 4:00 – 6:00 p.m., our Summer Reading Annual Juneteenth Rodeo will be held on the Cass Avenue lawn. The Midwest Invitational Rodeo and the Buffalo Soldiers Heritage Association will provide pony rides, line dancing, arts and crafts, and refreshments.

Michigan Library Association Board of Directors

Mrs. Mondowney reported that Christine Peele, Assistant Director for Public Services, was re-elected to the Michigan Library Association's Board of Directors for a term of July 2025 to June 2028. Ms. Peele was first elected to the MLA Board in 2022.

Kukla-Scheibner Fund Donation

Mrs. Mondowney reported that on April 4, 2025, DPL received a \$3,670.00 donation from the Community Foundation for Southeast Michigan from the Kukla-Scheibner Fund to support general operations.

Wayne County: Delinquent Property Taxes

Mrs. Mondowney reported that on April 25, 2025, the Library received \$152,223.38 for delinquent property taxes.

DISCUSSION

Commissioner Hicks asked if the distribution of the State Aid to the Library for the Blind and Physically Handicapped was based on population?

Mrs. Mondowney replied the distribution was not based on population.

Commissioner Hicks asked who was the FOIA (Freedom of Information Act) officer for the Detroit Public Library.

Mrs. Mondowney replied that she was the FOIA officer.

Commissioner Hicks asked about the report that DPL's legal counsel was preparing for the Commission that showed the legal matters that the legal counsel is currently working on.

Mrs. Mondowney said that she would contact DPL's legal counsel to get the status of the list of legal matters they were working on.

COMMITTEE ON ADMINISTRATION

Approval of the 2025 – 2026 Calendar of Library Closings and Schedule Changes

The calendar has been reviewed by Library Administration and begins at the start of the fiscal year, July 1, 2025 and concludes on June 30, 2026.

CALENDAR OF LIBRARY CLOSINGS AND SCHEDULE CHANGES **2025 – 2026**

July 4, 2025 (Friday)	Independence Day holiday (all locations closed)
September 1, 2025 (Monday)	Labor Day holiday (all locations closed)
September 5-6, 2025 (Friday-Saturday)	Branch Fall schedule begins (branches closed Fridays, open Saturdays)

Minutes were approved at the May 20, 2025 Commission Meeting

October 5, 2025 (Sunday)	Sunday schedule begins at Main Library
October 8, 2025 (Wednesday)	Staff Development Day (all locations closed)
November 11, 2025 (Tuesday)	Veterans Day holiday (all locations closed)
November 26, 2025 (Wednesday)	All Public Service agencies open 10am – 6pm
November 27, 2025 (Thursday)	Thanksgiving Day holiday (all locations closed)
November 28, 2025 (Friday)	Day After Thanksgiving holiday (all locations closed) (holiday for Main Library & support agencies; branches closed per regular schedule)
November 29, 2025 (Saturday)	Day after Thanksgiving designated holiday for branches (branches closed, Main Library open)
December 24, 2025 (Wednesday)	Christmas Eve holiday (all locations closed)
December 25, 2025 (Thursday)	Christmas Day holiday (all locations closed)
December 28, 2025 (Sunday)	Main Library closed
December 31, 2025 (Wednesday)	New Year's Eve holiday (all locations closed)
January 1, 2026 (Thursday)	New Year's Day holiday (all locations closed)
January 19, 2026 (Monday)	Martin Luther King Jr. Day holiday (all locations closed)
February 16, 2026 (Monday)	Presidents' Day holiday (all locations closed)
April 3, 2026 (Friday)	Good Friday holiday (all locations closed) (holiday for Main Library & support agencies; branches closed per regular schedule)
April 4, 2026 (Saturday)	Good Friday designated holiday for branches (branches closed, Main Library open)
April 5, 2026 (Sunday)	Easter Sunday (Main Library closed)
May 17, 2026 (Sunday)	Last Sunday of season for Main Library
May 22-23, 2026 (Friday-Saturday)	Branch Summer schedule begins (branches open Fridays, closed Saturdays)
May 25, 2026 (Monday)	Memorial Day holiday (all locations closed)
June 19, 2026 (Friday)	Juneteenth holiday (all locations closed)

4/21/2025

Therefore, the Human Resources Department is requesting approval of the 2025/2026 Calendar of Library Closings and Scheduled Changes.

COMMISSION ACTION

Commissioner Frierson-Haynes moved approval of the 2025/2026 calendar of Library closings and scheduled changes. Commissioner Short supported.

Minutes were approved at the May 20, 2025 Commission Meeting

Roll call vote:

- Bounds Yes
- Frierson-Haynes Yes
- Hicks Yes
- Milton Yes
- Short Yes
- Vaughn Yes
- President Adams Yes

The motion passed unanimously.

Approval of the Routine Human Resources Report

The Human Resources Department Report provides information regarding personnel actions from Apr 1, 2025, through April 30, 2025. The administration has approved these actions.

APPOINTMENTS (5)

Employee Name	Title	Hire date
Williams, Debra	Interim Head of Human Resources	April 14, 2025
Chase, Kristine	Librarian 2	April 14, 2025
Rasco, John-David	Librarian 2	April 14, 2025
Lawrence, Katrina	Librarian 2	April 28, 2025
Robinson, Seddrick	Procurement Agent	April 28, 2025

POTENTIAL RETIREMENTS (5) Pending COD Approval

Employee Name	Title	Last Working Day
Moore, Trinee	Library Director of Human Resources	May 2, 2025
Mannino, Joann	Librarian 3	June 6, 2025
Ward, Grace	Librarian 2	June 14, 2025
Kordyban, Mary	Library Department Manager	June 30, 2025
Abbott, Annie	Customer Service Representative	August 30, 2025

RETIREMENTS (1)

Employee Name	Title	Last Day Worked
Riggs, Regina	Customer Service Representative	April 30, 2025

SICK LEAVE PAYOUTS (0)

Minutes were approved at the May 20, 2025 Commission Meeting

SEPARATIONS (2)

Employee Name	Title	Last Day Worked
Henry, Madison	Customer Service Representative	April 15, 2025
Hill, Yahscheleg	Customer Service Representative	April 17, 2025

<u>POSITIONS</u>		
	April 2025	April 2024
Vacant Positions to be filled	20	78.5
Filled Budgeted Positions	256.5	232.5
*Not Actively Being Recruited Budgeted Positions	35	14
Positions not filled in FY25	13	
Total Budgeted Positions	325	325

POSITION	FY25 POSITIONS	FILLED POSITIONS	VACANT POSITIONS
Director's Office	6	6	0
FBO	11	11	0
Human Resources	8	8	0
Facilities/Shipping	23	21	2
Information Systems	8	8	0
Marketing/Print Shop	7	6	1
Public Services	3	2	1
Librarian, Coordinator	3	3	0
Librarian, Manager	25	24	1
Librarian III, Assistant Manager	32	29	3
Librarian II/I/Pre-Pro	49	27	8(*14)
Technical Training Associate	29	23	*6
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)	48	43.5	4.5
Custodians	4	4	0
Circulation Manager	1	1	0
Tech Processing Manager	1	1	0
Principal Clerk	2	1	1
Security	18	18	0
Sub-Total	314	256.5	57.5
<i>Positions not filled in FY25</i>	<i>11</i>		
Total	325		

Minutes were approved at the May 20, 2025 Commission Meeting

DPL currently has a total of **325 budgeted positions**. Of the total positions **256.5 are filled**, and **57.5 are vacant**. The Human Resources Department is actively recruiting 20.5 vacant positions. The 35 remaining vacant positions are not actively being recruited.

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

COMMISSION ACTION

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

Roll call vote:

- | | |
|-------------------|-----|
| ➤ Bounds | Yes |
| ➤ Frierson-Haynes | Yes |
| ➤ Hicks | Yes |
| ➤ Milton | Yes |
| ➤ Short | Yes |
| ➤ Vaughn | Yes |
| ➤ President Adams | Yes |

The motion passed unanimously.

COMMITTEE ON BUILDINGS

COMMISSION ACTION

Commissioner Short moved to tie-bar the proposed contracts under the Committee on Buildings provided that they are read to the public for the record. Commission Vaughn supported.

Roll call vote:

- | | |
|-------------------|-----|
| ➤ Bounds | Yes |
| ➤ Frierson-Haynes | No |
| ➤ Hicks | Yes |
| ➤ Milton | Yes |
| ➤ Short | Yes |
| ➤ Vaughn | Yes |
| ➤ President Adams | Yes |

The motion passed unanimously.

Minutes were approved at the May 20, 2025 Commission Meeting

Approval to Contract with DJ's Landscape Management for Lawn Maintenance Services at Main Library

Lawn maintenance at the Main Library is essential to preserving the historic integrity of the building and providing a welcoming environment for all visitors. As a prominent landmark and cultural institution, the Library's exterior appearance contributes to the overall civic pride of the City of Detroit. Well-maintained grounds enhance curb appeal and create a functional space for outdoor programming and public events.

An Invitation for Bid (IFB-TL-2157) was advertised on the Michigan Inter-Governmental Trade Network (MITN) website, www.bidnetdirect.com, from February 20, 2025, until the bid closing at 2:00 p.m. on March 24, 2025. The solicitation was downloaded by sixty (60) companies, ten (10) companies attended the site visit, and six (6) companies submitted bids.

An evaluation took place on April 2, 2025, conducted by a committee of four (4) members: Christopher Korenowsky, Chief Officer of Operations, Keith Brooks, Supervisor, Grounds Maintenance, Talisha Williams, Assistant Director of Security Operations, and Mary Kordyban, Manager, Business, Science and Technology. Overall scores are as follows:

		Ashton Contracting		DJ's Landscape Management		Maple Valley Land Management		Premier Group Associates LC		Professional Building Maintenance		RNA Facilities Management	
		30443 Industrial Rd. Livonia, MI 48150		36700 Northline Rd. Romulus, MI 48174		85 Stanton Lane Grosse Pointe Farms, MI 48236		2221 Bellevue St. Detroit, MI 48207		15201 E. Eleven Mile Rd. Roseville, MI 48066		2793 Plymouth Rd. Ste J Ann Arbor, MI 48105	
		Price:**	\$ 147,630.00	Price:**	\$ 108,950.00		\$ 32,000.00		\$ 128,731.70		\$ 139,818.00		\$ 99,200.00
Selection Criteria:	Weight*	Raw Score	Weighted Score	Raw Score	Weighted Score	Raw Score	Weighted Score	Raw Score	Weighted Score	Raw Score	Weighted Score	Raw Score	Weighted Score
Cost of Eligible Services	35%	2.17	7.59%	2.94	10.28%	10.00	35.00%	2.49	8.70%	2.29	8.01%	3.23	11.29%
Experience	15%	4.75	7.13%	9.25	13.88%	2.75	4.13%	8.25	12.38%	5.25	7.88%	6.00	9.00%
Availability	15%	4.25	6.38%	8.75	13.13%	4.00	6.00%	6.00	9.00%	4.47	7.13%	5.50	8.25%
Quality of Proposal/References	15%	3.50	5.25%	9.25	13.88%	2.00	3.00%	9.25	13.88%	5.25	7.88%	6.00	9.00%
Anticipated Level of Service	20%	3.50	7.00%	9.00	18.00%	3.25	6.50%	6.50	13.00%	5.00	10.00%	5.50	11.00%
Overall Ranking	100%		33.34%		69.15%		54.63%		56.95%		40.89%		48.54%

Although Maple Valley and RNA Facilities submitted the lowest bids, their proposals did not satisfy the minimum specifications outlined in the RFP. Both vendors submitted incomplete proposals that lacked sufficient detail regarding the scope of work and failed to demonstrate the operational capacity required to meet project standards.

On April 4, 2025, the evaluation committee conducted interviews with vendors. Premier Group Associates, a Detroit-based firm, demonstrated familiarity with local conditions and offered the advantage of a nearby presence.

Minutes were approved at the May 20, 2025 Commission Meeting

However, the committee expressed concerns about the overall value and cost-effectiveness of their proposal in comparison to other qualified vendors. In contrast, DJ's Landscape Management not only met all required qualifications and exhibited strong operational capacity, but also showed a clear commitment to the local community by employing Detroit residents on Detroit-based projects. Their comprehensive proposal closely aligned with the scope of work and offered the most balanced approach in terms of quality, compliance, and community impact.

Therefore, the Detroit Library Commission (DLC) Committee on Buildings recommends that the Detroit Library Commission approve a contract with DJ's Landscape Management, located at 36700 Northline Road, Romulus, MI 48174. DJ's Landscape Management to provide lawn maintenance services at the Main Library. The proposed contract will have an initial term of one (1) year, with the option for two (2) consecutive one-year renewals. The total annual cost shall not exceed \$125,292.50, which includes the quoted amount of \$108,950.00 and a 15% contingency (\$16,342.50) to address any unforeseen service needs.

Approval to Contract with DJ's Landscape Management for Lawn Maintenance Services at DPL Branches

Lawn maintenance at Detroit Public Library branches plays a vital role in maintaining the visual appeal and overall functionality of the library grounds. As integral parts of their neighborhoods, the branches help foster civic pride in the City of Detroit by offering clean, well-maintained, and welcoming environments. Attractive and functional outdoor areas enhance the experience for visitors, support community events, and encourage public engagement. Ongoing lawn care demonstrates the Library's dedication to responsible property management and its continued investment in serving the needs of Detroit residents.

An Invitation for Bid (IFB-TL-2155) was advertised on the Michigan Inter-Governmental Trade Network (MITN) website, www.bidnetdirect.com, from February 13, 2025, until the bid closing at 2:00 p.m. on March 17, 2025. The solicitation was downloaded by fifty (50) companies, six (6) companies attended the site visit, and two (2) companies submitted bids.

An evaluation took place on April 3, 2025, conducted by a committee of three (3) members: Keith Brooks, Supervisor, Grounds Maintenance, DeAidre Jones, Manager, Jefferson Branch, and Enriqueta Kozakowski, Manager, Bowen Branch. The selection criteria and overall scores are as follows:

		Vendor Scoring			
		DJ's Landscape		Premier Group Associates	
		36700 Northline Rd. Romulus, MI 48174		2221 Bellevue St. Detroit, MI 48207	
		Price:	\$ 101,666.00	Price:	\$ 262,614.75
Selection Criteria:	Weight*	Raw Score	Weighted Score	Raw Score	Weighted Score
Cost of Eligible Services	35%	10.00	35.00%	3.87	13.55%
Experience	15%	10.00	15.00%	7.67	11.50%
Availability	15%	10.00	15.00%	7.00	10.50%
Quality of Proposal/References	15%	10.00	15.00%	7.00	10.50%
Anticipated Level of Service	20%	8.33	16.67%	7.00	14.00%
Overall Ranking		100%		96.67%	
				60.05%	

On April 4, 2025, the evaluation committee held vendor interviews. Premier Group Associates, a Detroit-based firm, brought valuable local knowledge and a strong understanding of regional conditions. However, the committee expressed concerns regarding the overall value and cost-effectiveness of their proposal when compared to DJ's Landscape Management. In contrast, DJ's Landscape Management met all required qualifications, demonstrated solid operational capacity, and emphasized a commitment to local employment by hiring Detroit residents for Detroit-based projects. Their comprehensive proposal aligned closely with the scope of work and offered the most balanced solution in terms of quality, compliance, and overall value.

Therefore, the Detroit Library Commission (DLC) Committee on Buildings recommends that the Detroit Library Commission approve a contract with DJ's Landscape Management, located at 36700 Northline Road, Romulus, MI 48174. DJ's Landscape Management will provide lawn maintenance services at DPL branches. The proposed contract will have an initial term of one (1) year, with the option for two (2) consecutive one-year renewals. The total annual cost shall not exceed \$116,915.90, which includes the quoted amount of \$101,666.00 and a 15% contingency (\$15,249.90) to address any unforeseen service needs.

Approval to Contract with Sani-Vac Service Incorporated for HVAC Duct Cleaning Services at Detroit Public Library Branches

Regular HVAC cleaning is essential for Detroit Public Library branches, as it directly impacts the overall air quality, comfort, and functionality of these public facilities.

Minutes were approved at the May 20, 2025 Commission Meeting

Properly maintained HVAC systems support a safe and healthy environment for patrons, staff, and visitors, reflecting the Library's commitment to providing clean and community-friendly spaces. Routine cleaning improves system efficiency, reduces the risk of equipment failure, and extends the life of critical infrastructure. Consistent HVAC maintenance also ensures that library spaces remain comfortable and fully operational, supporting the Library's mission to serve the community effectively and responsibly.

An Invitation for Bid (IFB-TL-2154) was posted on the Michigan Inter-Governmental Trade Network (MITN) website, www.bidnetdirect.com, from February 13, 2025, until the bid closing at 2:00 p.m. on March 25, 2025. Thirty-eight (38) companies downloaded the solicitation, and six (6) companies participated in a site visit at all DPL branch locations. At the close of the bidding period, five (5) companies submitted proposals. Aero Filter, Inc. will not be considered, as they opted not to bid on the Main Library due to asbestos-related concerns. The remaining four (4) vendors submitted complete bids that included services for the Main Library. The bid results are as follows:

Vendor	Address	Bid Amount
Aero Filter, Inc.	1604 East Avis Dr., Madison Heights, MI 48071	\$ 122,750.00
Sani-Vac Service Incorporated	5750 Enterprise Court, Warren, MI 48092	\$ 541,265.00
DUCTZ of SE Michigan	36955 Amrhein Rd., Livonia, MI 48105	\$ 612,050.00
Amistee Air Duct Cleaning & Insulation	47087 Grand River, Novi, MI 48374	\$ 638,600.00
Hughes Environmental	908 S 8th St Ste. 500, Louisville, KY 40203	\$ 640,165.00

Therefore, the Detroit Library Commission (DLC) Committee on Buildings recommends that the Detroit Library Commission approve a contract with Sani-Vac Service Incorporated, located at 5750 Enterprise Court, Warren, MI 48092, to provide HVAC duct cleaning services at Detroit Public Library branches. The contract will be for an initial term of one (1) year, with two (2) one-year renewal options. The initial one (1) year term will not exceed \$541,265.00.

Approval to Renew Contract with LGC Global Energy FM, LLC for Janitorial Services for Detroit Public Library Branches

The current contract, which commenced on July 1, 2024, is scheduled to expire on June 30, 2025. The agreement includes two consecutive one-year renewal options; this renewal would be the first, with one additional renewal option remaining. All terms and conditions will remain consistent with the original agreement.

Janitorial Services

July 1, 2025 – June 30, 2026

LGC Global Energy FM, LLC
7310 Woodward Ave., Ste. 500
Detroit, MI 48202

Amount not to Exceed: \$1,102,084.75

Minutes were approved at the May 20, 2025 Commission Meeting

Therefore, the Detroit Library Commission (DLC) Committee on Buildings recommends that the Detroit Library Commission approve the renewal of the janitorial services contract with LGC Global Energy FM, LLC for the period of July 1, 2025, through June 30, 2026. The proposed annual cost for FY 2025 is \$1,102,084.75, reflecting a 1% increase from the original contract amount of \$1,091,173.02.

Approval to Renew Contract with OTIS Elevator for Elevator & Escalator Maintenance and Repair Services at Main Branch Library

The current contract, which commenced on July 1, 2022, is scheduled to expire on June 30, 2025. The agreement included three consecutive one-year renewal options; this renewal represents the third and final option. This renewal will confirm continued services for the period of July 1, 2025, through June 30, 2026. All terms and conditions will remain consistent with the original agreement.

**Elevator & Escalator Maintenance
And Repair Services**

July 1, 2025 – June 30, 2026

OTIS Elevator
25365 Interchange Court
Farmington Hills, MI 48335

Amount not to Exceed: \$31,940.16

Therefore, the Detroit Library Commission (DLC) Committee on Buildings recommends that the Detroit Library Commission approve the renewal of the elevator and escalator maintenance and repair services contract with OTIS Elevator for the period of July 1, 2025, through June 30, 2026 in an amount not to exceed \$31,940.16.

Approval to Pay Stuart Mechanical for Emergency Repair of Air Handling Units (AHU) E-1A and E3

During the testing phase of the chiller replacement project, ruptures were discovered in the coils of 2 air handling units (AHU), AHU E1A and AHU E3, as chilled water entered the HVAC system.

There is an emergency need to replace 4 coils in AHU E-1A which services the 3rd floor in Adam Strohm Hall and Old Fine Arts, and one coil in AHU E3 which services the office areas on the 3rd floor of Main Library. These coils are essential in effectively controlling the temperature of the building.

Our current service provider, Stuart Mechanical provided quotes for time and material to replace the 5 coils:

AHU E-1A - \$86,420
AHU E-3 - \$19,340

Minutes were approved at the May 20, 2025 Commission Meeting

Therefore, the Detroit Library Commission (DLC) Committee on Buildings is requesting that the Detroit Library Commission authorize the Finance and Business Office to pay Stuart Mechanical for the replacement of 5 coils in AHU E-1A and AHU E-3 in an amount not to exceed \$105,760. Stuart Mechanical is the library's contracted vendor to make emergency mechanical repairs.

COMMISSION ACTION

Commissioner Short moved approval of all of the proposed contracts under the Committee on Buildings. Commissioner Milton supported.

Roll call vote:

- | | |
|-------------------|-----|
| ➤ Bounds | Yes |
| ➤ Frierson-Haynes | Yes |
| ➤ Hicks | Yes |
| ➤ Milton | Yes |
| ➤ Short | Yes |
| ➤ Vaughn | Yes |
| ➤ President Adams | Yes |

The motion passed unanimously.

Approval to Accept a \$3,000,000 Appropriation from the Detroit Downtown Development Authority for Capital Improvements at the Skillman Branch Library

This appropriation was formally approved by the DDA on January 22, 2025. It represents a significant investment in the preservation and enhancement of one of Detroit's most historic and architecturally significant library branches. The Skillman Branch, located at 121 Gratiot Avenue, Detroit, MI 48226, plays a vital role in serving the educational, informational, and cultural needs of residents, workers, and visitors in the downtown area.

The funds will be used to support the following recommended capital improvements:

- Roof replacement – Estimated cost: \$1,400,000
- Replacement of exterior glass windows with laminated glass and tinting – Estimated cost: \$570,000
- Replacement of two boilers and chiller – Estimated cost: \$725,000
- Repair of front concrete and porch – Estimated cost: \$80,000
- Removal of shrubs and landscaping with addition of exterior lighting – Estimated cost: \$150,000

Minutes were approved at the May 20, 2025 Commission Meeting

- Replacement of interior floor of the Cyber-Café – Estimated cost: \$65,000
- Interior painting of the National Automotive History Collection Auditorium – Estimated cost: \$12,000

We are also requesting the Commission approval of the following terms and conditions associated with the acceptance of this appropriation:

1. Use of Funds: The \$3,000,000 appropriation shall be used exclusively for capital renovation work at the Downtown Skillman Branch Library.
2. Project Management: The Detroit Public Library requests that the Detroit Building Authority manage the renovation project to ensure effective oversight and alignment with City capital project standards. The charge for this service is 5% of the grant allocation, estimated at \$150,000.
3. Timeline: The expectation is that the Skillman Branch will reopen to the public in 2026 following the completion of the renovation.
4. Recognition: In recognition of the Downtown Development Authority's support, a permanent sponsorship acknowledgment will be installed in the garden area of the Skillman Branch upon completion of the project.

Therefore, the Detroit Library Commission (DLC) Committee on Buildings recommends that the Detroit Library Commission authorizes the Detroit Public Library Administration to accept a \$3,000,000 appropriation from the Detroit Downtown Development Authority (DDA) to support critical renovations at the Skillman Branch Library.

COMMISSION ACTION

President Adams moved approval to accept a \$3,000,000 appropriation from the Detroit Downtown Development Authority for capital improvements at the Skillman Branch Library. Commissioner Milton supported.

DISCUSSION

Commissioner Hicks asked if there were any discussion on the dimensions of the proposed acknowledgement sign that the Detroit Building Authority (DBA) wants to install at Skillman Library?

Mr. Antonio Brown, Chief Financial Officer, replied no, there has been no discussion on the signage dimensions.

President Adams stated that there was assurance from the discussions at the Committee on Buildings meeting that DPL would maintain control over certain aspects of the project when we enter into the agreement with the DBA. The agreement to accept the funding includes a provision that requires DPL to engage the DBA as the project manager.

Minutes were approved at the May 20, 2025 Commission Meeting

DPL will need a project management agreement with the DBA with all the particular details fleshed out before it is presented to the Commission for approval, especially the Detroit Public Library maintaining some of the design control.

Commissioner Frierson-Haynes asked if DPL had to pay for the improvements first and then get reimbursed?

Mr. Brown explained that if DPL contracts with the Detroit Building Authority (DBA), then the DBA would procure the work and report the invoices to Downtown Development Authority (DDA). The DDA would then release the funds to the DBA to pay the vendors. DPL is not directly receiving the funds.

Commissioner Bounds asked Mr. Brown if he could provide a copy of the draft agreement to the Commission.

Mr. Brown provided a draft copy of the agreement to the Commission during the meeting.

President Adams said moving forward, please make sure all supporting documents are included in the Commission packets.

Commissioner Bounds what would happen to the funds if the project deadline is not met?

Mr. Brown said that in the proposed agreement, there is a March 31, 2026 deadline. Within the body of the agreement, there is a request for an extension of time without penalty.

The Commission agreed that the Detroit Building Authority needs to be held accountable for their scope of work in this project.

COMMISSION ACTION CONT'D

Roll call vote:

➤ Bounds	Yes
➤ Frierson-Haynes	Yes
➤ Hicks	Yes
➤ Milton	Yes
➤ Short	Yes

Minutes were approved at the May 20, 2025 Commission Meeting

- Vaughn Yes
- President Adams Yes

The motion passed unanimously.

COMMITTEE ON FINANCE

COMMISSION ACTION

Commissioner Vaughn moved approval to renew the contract with Lagarda Security for security guard services for Detroit Public Library Branches, approval to renew the contract with Sonitrol Great Lakes for security monitoring services for Detroit Public Library Branches and approval of the routine finance report. Commissioner Bounds supported.

DISCUSSION

Commissioner Hicks moved to amend the approval to renew the contract with Sonitrol Control to include the following: The Commission is requiring this service to be bidded out at the conclusion of the current contract.

President Adams accepted the amendment.

Approval to Renew Contract with Lagarda Security for Security Guard Services for Detroit Public Library Branches

The current contract, which commenced on July 1, 2024, is scheduled to expire on June 30, 2025. The agreement includes two consecutive one-year renewal options; this renewal would be the first, with one additional renewal option remaining. The proposed annual cost for FY 2025 is \$1,115,857.60, reflecting an increase from the original contract amount of \$1,071,345.70. All terms and conditions will remain consistent with the original agreement.

Security Guard Services
July 1, 2025 – June 30, 2026

Lagarda Security
2123 S. Center Rd.
Burton, MI 48519

Amount not to Exceed: \$1,115,857.60

Minutes were approved at the May 20, 2025 Commission Meeting

Therefore, the Detroit Library Commission (DLC) Committee on Finance recommends that the Detroit Library Commission approve the renewal of the security guard services contract with Lagarda Security for the period of July 1, 2025, through June 30, 2026 in an amount not to exceed \$1,115,857.60.

Approval to Renew Contract with Sonitrol Great Lakes for Security Monitoring Services for Detroit Public Library Branches

Sonitrol has provided security monitoring services to DPL branches for 28 years. The current agreement is an ongoing contract without a defined expiration date. This renewal will confirm continued services for the period of July 1, 2025, through June 30, 2026. The proposed annual cost for FY 2026 is \$50,082.48, based on a monthly rate of \$4,173.54 for all DPL locations. All terms and conditions will remain consistent with the original agreement.

Security Monitoring Services
July 1, 2025 – June 30, 2026

Sonitrol Great Lakes
7241 Fenton Road
Grand Blanc, MI 48439

Amount not to Exceed: \$50,082.48

Therefore, the Detroit Library Commission (DLC) Committee on Finance recommends that the Detroit Library Commission approve the renewal of the security monitoring services contract with Sonitrol Great Lakes for the period of July 1, 2025, through June 30, 2026 in an amount not to exceed \$50,082.48.

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.

Minutes were approved at the May 20, 2025 Commission Meeting

<u>Summary of Expenditures</u>			
<u>PUBLIC FUNDS</u>			
PAYMENTS PROCESSED BY CITY OF DETROIT:			
1. Total Payroll	April 2025		\$1,107,011.70
2. Total Vouchers-processed on FUSION	After 3/13/2020 listed by invoice number & date (processed off-site)		\$1,210,075.37
3. FY2025 Annual Retiree Supplement			\$0.00
4. FY2025 General Retirement System (GRS)			\$0.00
5. FY2025 Central Staffing Services			\$0.00
6. FY2025 3rd quarter 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			\$2,317,087.07
PAYMENTS PROCESSED BY DPL:			
1. Public Funds/Comerica checking	Checks	1433	\$7,575.00
2. Branch & Main Checking account	Checks	9170 - 9264	\$43,786.63
3. Branch & Main Checking account	Electronic Fund Transfer (EFT)	Paid 4/8/2025	\$1,723.99
Total processed by DPL			\$53,085.62
Grand Total			\$2,370,172.69

<u>Summary of Expenditures</u>			
<u>Restricted/Designated Funds</u>			
1. Burton Endowment Checking	Checks	8366 - 8367	\$14,346.16
2. O'Brien Checking	Checks	5078	\$12.90
3. Programs & Gifts Checking Account	Checks	3058 - 3059	\$59,354.27
Grand Total			\$ 73,713.33
<u>Programs & Gifts Checking Account:</u>			
Programs & Gifts Checking	\$38,818.27	To transfer Wayne County delinquent funds EFT to General Fund	
Programs & Gifts Checking	\$20,536.00	To transfer FY2025 the first 50% State LBPH EFT to General Fund	
<u>\$59,354.27 TOTAL</u>			

<u>Credit Card Expenditures</u>	
1. Executive Director	\$ -
2. Executive Director's Office-used for general office purpose	482.29
3. Chief Financial Officer	328.00
4. Human Resources Department	(265.81)
5. Marketing Department	3,269.05
6. Technical Services	7,193.01
7. Facilities Department	2,399.06
8. Information Technology	135.99
9. Procurement	426.34
10. Security	582.21
11. Public Services	2,200.85
Grand Total	\$ 16,750.99
NOTE: These are March 2025 Credit Card purchases	

Minutes were approved at the May 20, 2025 Commission Meeting

COMMISSION ACTION CONT'D

Roll call vote:

- | | |
|-------------------|-----|
| ➤ Bounds | Yes |
| ➤ Frierson-Haynes | Yes |
| ➤ Hicks | Yes |
| ➤ Milton | Yes |
| ➤ Short | Yes |
| ➤ Vaughn | No |
| ➤ President Adam | No |

The motion passed with the amendment.

OLD BUSINESS

Commissioner Bounds requested an update on the Wayne County Penal Fines matter.

President Adams recused herself and was not part of the discussion. She relinquished the chair to Commissioner Hicks and left the room.

Mrs. Mondowney said that at the April 15, 2025 Commission meeting, she reported that we were waiting for a response from Wayne County regarding the next steps. To date, we have not received anything in writing that says where they are in settling this matter.

Mrs. Mondowney said that it appears that Wayne County is going to try and collect from the libraries that were overpaid penal fines and then negotiate with the libraries that were underpaid penal fines.

Commissioner Bounds said that from her understanding, there has been some movement with Wayne County with other libraries that are owed, particularly with one group that has engaged legal counsel. They allegedly received a draft settlement agreement from Wayne County. However, it is not final but was discussed at another Board meeting.

Commissioner Hicks suggested that the Executive Director contact Wayne County for an update regarding the penal fines matter and give a report at the June 17, 2025 Commission meeting.

Minutes were approved at the May 20, 2025 Commission Meeting

President Adams returned and resumed chairing the meeting.

NOTED

Commissioner Hicks said that Commissioner Vaughn indicated that the security guard contract and the finance report were not voted on.

President Adams stated that all of the finance items were tie-barred together.

Commissioner Vaughn asked who made the motion.

President Adams said she believed Commissioner Vaughn made the motion.

President Adams said to avoid any confusion, the votes will be retaken.

COMMISSION ACTION

Commissioner Vaughn moved approval to renew the contract with Lagarda Security for security guard services for Detroit Public Library Branches. Commissioner Milton supported.

Roll call vote:

➤ Bounds	Yes
➤ Frierson-Haynes	Yes
➤ Hicks	Yes
➤ Milton	Yes
➤ Short	Yes
➤ Vaughn	Yes
➤ President Adam	Yes

The motion passed unanimously.

Commissioner Vaughn moved approval of the routine finance report. Commissioner Frierson-Haynes supported.

Minutes were approved at the May 20, 2025 Commission Meeting

Roll call vote:

- | | |
|-------------------|-----|
| ➤ Bounds | Yes |
| ➤ Frierson-Haynes | Yes |
| ➤ Hicks | Yes |
| ➤ Milton | Yes |
| ➤ Short | Yes |
| ➤ Vaughn | Yes |
| ➤ President Adam | Yes |

The motion passed unanimously.

ADJOURNMENT

The meeting was adjourned at 4:29 p.m.