

**DETROIT LIBRARY COMMISSION PROCEEDINGS
REGULAR MEETING
JUNE 17, 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 1:42 p.m.

Roll call attendance:

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

Excused: Commissioners Milton, Short.

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

Present Also: Hyden Al-najar, Jessica Bostian, Stacy Brooks, Deborah Dorsey, Katie Dowgiewicz, Sean Everett, Latonya Foster, Ethel Franklin, M. Garcia, Karen Garrette, Kalana Gates, Tyrand Goodwin I. Grayson, D'Andre Herron, K. Jackson, DeAidre Jones, C. Kent, Joyce Krom, Annette Lotharp, Torria Love, Tracy Massey, Carolyn Mosley, Tasleema Muntaqim, Angela Newby-Clora, Leroy Pettigrew, Yvette Rice, Jamaul Robinson, I. Rons. Heidi Sargis, James Scott Jr., Shakir Smith, Megan Summers, Mary Taylor, Tim Turner, Brian Vance, Dawanna Veasley, Mattie Wiggins, Cheryle Williams, Jacqueline Williams, Tarissa Williams, Cheryl Wright,

Minutes were approved at the September 16, 2025 Commission Meeting

APPROVAL OF THE DETROIT LIBRARY COMMISSION MEETING AGENDA

COMMISSION ACTION

Commission Hicks moved approval of the agenda with the addition of “Closed Session Meeting” under item #5 on the agenda. Commissioner Vaughn supported.

Roll call vote:

- | | |
|-------------------|-----|
| ➤ Bounds | Yes |
| ➤ Frierson-Haynes | Yes |
| ➤ Hicks | Yes |
| ➤ President Adams | Yes |

The agenda was approved with the addition.

APPROVAL OF THE MEETING MINUTES

Commissioner Hicks moved approval of the May 20, 2025 Commission meeting minutes with any necessary corrections. Commissioner Vaughn supported.

Roll call vote:

- | | |
|-------------------|-----|
| ➤ Bounds | Yes |
| ➤ Frierson-Haynes | Yes |
| ➤ Hicks | Yes |
| ➤ President Adams | Yes |

The minutes were approved as presented.

PUBLIC COMMENTS

Latonya Foster – Expressed her concerns about the all of the changes in the Riverbend Community. She would like to see the reopening of the Monteith Branch Library be part of the changes in the community.

President Adams stated that some of the Commissioners had recently visited the Monteith Branch Library. She said that financing sources are being reviewed for the cost of repairs to reopen, whether the reopening could be done on a limited scale in parts of the building, as well as other facilities and services that could be brought to the

Minutes were approved at the September 16, 2025 Commission Meeting

neighborhood. She said that it is a monumental task to reopen that library from what they saw. The condition of the building has deteriorated a lot.

Jamaul Robinson – Expressed his concerns about forming a non-profit company that would help people battling substance abuse with literacy.

APPROVAL TO ENTER INTO A CLOSED SESSION MEETING

Commissioner Frierson-Haynes moved to enter into a closed session to discuss the following matters:

- Settlement Agreement – **Action Item**
- Legal Memo **-Information Only**

Commissioner Hicks supported.

Roll call vote:

- | | |
|-------------------|-----|
| ➤ Bounds | Yes |
| ➤ Frierson-Haynes | Yes |
| ➤ Hicks | Yes |
| ➤ President Adams | Yes |

The closed session began at 1:53 p.m.

APPROVAL TO COME OUT OF CLOSED SESSION MEETING

Commissioner Vaughn moved approval to come out of the closed session meeting. Commissioner Hicks supported.

Roll call vote:

- | | |
|-------------------|-----|
| ➤ Bounds | Yes |
| ➤ Frierson-Haynes | Yes |
| ➤ Hicks | Yes |
| ➤ President Adams | Yes |

The closed session ended at 2:29 p.m.

The regular meeting resumed at 2:29 p.m.

Minutes were approved at the September 16, 2025 Commission Meeting

APPROVAL OF THE PENAL FINES SETTLEMENT WITH WAYNE COUNTY

Commissioner Hicks moved approval to accept the penal fines settlement with Wayne County. Commissioner Frierson-Haynes supported.

Roll call vote:

- | | |
|-------------------|-----|
| ➤ Bounds | Yes |
| ➤ Frierson-Haynes | Yes |
| ➤ Hicks | Yes |
| ➤ President Adams | Yes |

The motion passed unanimously.

REPORT OF THE EXECUTIVE DIRECTOR

Ms. Deborah Dorsey, Executive Assistant, read the Executive Director's report on behalf of Mrs. Mondowney.

IMLS Update: June 6, 2025

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 (ALA v. Sonderling). On June 6, 2025, a federal judge declined to block the Trump administration's efforts to dismantle IMLS. This ruling will allow the administration to continue with its cuts at the independent agency while the case proceeds.

2025 Summer Reading Kick-Off: Color Our World

The Detroit Public Library and the Detroit Lions celebrated Summer Reading 2025 at the Kick-Off Party on June 5th. One hundred and eighty 2nd and 3rd 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, enjoyed fun educational experiences presented by Detroit PBS Kids, Wayne RESA, Drone Camp Rebels and the Detroit Opera, all designed to encourage students to continue reading and learning this summer.

Minutes were approved at the September 16, 2025 Commission Meeting

Detroit PBS Kids Partnership

PBS Kids will offer “ODD SQUAD” and “Peg + Cat” experiences at several DPL locations throughout the summer. These are two popular PBS educational programs that help children learn math concepts while solving strange and hilarious cases by using video clips and books.

PBS Kids will also sponsor screenings of the documentary “Building the Reading Brain” for parents and caregivers with children learning to read. This documentary will help adults learn how the brain’s neuropsychological pathways are built and their impact on early childhood literacy, skill development, and school readiness. Information about Detroit PBS Kids summer program is available on the Library’s website, detroitpubliclibrary.org, and at detroitpbs.org.

Vision to Learn Partnership

Vision to Learn will partner again with DPL to provide children with free eye screens, eye exams, and free glasses. Last summer Vision to Learn visited 16 DPL locations and provided 390 eye screenings and 199 eye exams. Children were provided with 194 pairs of glasses. Appointments for this summer can be made by contacting Vision to Learn at 313-413-4899. Additional information is available on the Summer Reading page on the Library’s website, detroitpubliclibrary.org.

2025 African American Booklist: “Voices Heard”

The 2025 African American Booklist is now available at all library locations and on the Library’s website, detroitpubliclibrary.org. This year’s theme is “Voices Heard: African American Young Adult Authors.” The Booklist includes an essay on the history of African American teen/young adult literature by Dr. Pauletta Brown Bracy, a professor in the School of Library and Information Science at North Carolina Central University, and Ms. Deborah Taylor, retired coordinator of school and student services for Baltimore’s Enoch Pratt Free Library. Much of the artwork was provided by a young Detroit artist, Kyle Blessett, whose style is influenced by manga and comics.

June - July 2025 Upcoming Events

I have provided a preliminary listing of programs planned for June/July 2025. Please visit the Library’s website, detroitpubliclibrary.org, to confirm programs because they may be subject to change.

A few highlights:

- Representatives from the Detroit Black Farmer Land Fund will visit the following libraries, Douglass (June 25th), Parkman (July 7th) and Edison (July 23rd) to provide information for those interested in applying to the fund. Registration information is available on the Library’s website.
- While the Library system will be closed on June 19th for the Juneteenth holiday, many locations are planning programming the weeks of June 16th and June 23rd.

Minutes were approved at the September 16, 2025 Commission Meeting

These include crafts at the Bowen Branch and Main Library; a special “Juneteenth Bingo” at the Jefferson Branch; a story telling event at the Conely Branch, and a dance jamboree at the Elmwood Park Branch.

- Tonight at 6 pm., Thornetta Davis will kick-off our 2025 Java Jazz Series. On July 29, we will welcome Joan Belgrave, and on August 19, we will host Sean Dobbins. All concerts are free and open to the public and are held at 6 pm in the Clara Stanton Jones Friends Auditorium.

Accounting Aid Society: Tax Returns 2024

The Accounting Aid Society prepared 2,111 tax returns at Main Library during the 2024 tax season. The refund amount totaled \$2,473,677, with \$633,300 in savings from commercial tax preparers. There were 426 Earned Income Tax Credit clients who received credits of \$782,421.

Wayne County – Delinquent Property Taxes

On May 23, 2025, the Library received \$38,508.24 for delinquent property taxes.

COMMITTEE ON ADMINISTRATION

Approval of the Routine Human Resources Report

The Human Resources Department Report provided information regarding personnel actions from May 1, 2025 through May 31, 2025. The administration has approved these actions.

APPOINTMENTS (4)

Employee Name	Title	Hire date
Jackson, Kreyia	Librarian 3	May 12, 2025
Ricketts, Omair	Library Technical Training Associate	May 12, 2025
Shreve, Malia	Customer Service Representative	May 26, 2025
Westlock, Soren	Customer Service Representative	May 26, 2025

POTENTIAL RETIREMENTS (5) Pending COD Approval

Employee Name	Title	Last Working Day
Mannino, Joann	Librarian 3	June 6, 2025
Ward, Grace	Librarian 2	June 14, 2025
Kordyban, Mary	Library Department Manager	June 30, 2025
Shane, Phillip	Library Technical Training Associate	July 11, 2025
Abbott, Annie	Customer Service Representative	August 30, 2025

Minutes were approved at the September 16, 2025 Commission Meeting

RETIREMENTS (2)

Employee Name	Title	Last Day Worked
Moore, Deltrinee	Library Human Resource Director	May 2, 2025
Mitchell, Diane	Customer Service Representative	May 30, 2025

SICK LEAVE PAYOUTS (0)**SEPARATIONS (2)**

Employee Name	Title	Last Day Worked
Brooks, India	Customer Service Representative	May 1, 2025
Biggs-Lucas, Logan	Customer Service Representative	May 3, 2025

<u>POSITIONS</u>			
	May 2025	May 2024	
Vacant Positions to be filled	21	93	
Filled Budgeted Positions	258		
*Not Actively Being Recruited Budgeted Positions	35		
Positions not filled in FY25	11		
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	30	2
Librarian II/I/Pre-Pro	49	27	8(*14)
Technical Training Associate	29	24	*5
Office Support Asst/Tech Svs Asst	10	9	1
Senior Customer Rep (Clerk)	24	9	*15
Bookmobile Operator	2	2	0

Minutes were approved at the September 16, 2025 Commission Meeting

Customer Service Reps (FTE's)	48	43	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	258	56
<i>Positions not filled in FY25</i>	<i>11</i>		
Total	325		

DPL currently has a total of **325 budgeted positions**. Of the total positions **258 are filled**, and **56 are vacant**. The Human Resources Department is actively recruiting 21 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

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

Roll call vote:

- Bounds Yes
- Frierson-Haynes Yes
- Hicks Yes
- President Adams Yes

The motion passed unanimously.

COMMITTEE ON BOOKS AND LITERACY

Approval of the Revised Confidentiality Policy

As part of its ongoing commitment to intellectual freedom and the protection of user rights, the Detroit Public Library (DPL) maintains a Confidentiality Policy that governs customer privacy and the disclosure of library records. The policy, which was last approved by the Library Commission on September 16, 2003, has been reviewed and revised by the Public Services team and Committee on Books & Literacy as follows:

Minutes were approved at the September 16, 2025 Commission Meeting

The Detroit Public Library (DPL) supports the American Library Association's principle that "encourages libraries and their staff to protect the privacy and confidentiality of people's lawful use of the library, its equipment, and its resources." (ALA Policy 52.4, Policy on Confidentiality of Library Records.)

DPL is committed to protecting the privacy of library user records of material circulation, records of access to electronic resources, including the Internet, and any other information that specifically identifies or tracks a person's library usage.

The library will treat circulation records and other records identifying the names of library users or their use of library resources as confidential. DPL maintains such records only to the extent that they are reasonably necessary or appropriate for efficient provision of library and information services.

Customer records will be made available to law enforcement authorities only as required by a process, warrant, order or subpoena authorized by law, ~~including the law known as the USA Patriot Act, which became effective in October, 2001. Some provisions of the Patriot Act override the Michigan Library Privacy Act.~~

*The Detroit Library Commission has designated the library **Executive** Director as the institution's privacy officer. The **Executive** Director may designate other persons to serve in this capacity as necessary. The privacy officer will oversee and coordinate, in consultation with the library's counsel, all requests and orders by law enforcement personnel for access to library records.*

If approached by a law enforcement officer with a subpoena, the library staff will not disclose any information, but will immediately notify the privacy officer, who will consult with the library's legal counsel. If approached by a law enforcement officer with a search warrant, library staff will follow the guidelines for complying with a search warrant as detailed in the document, DPL Procedures for Responding to Law Enforcement Search Warrants and Subpoenas.

~~*In compliance with the USA Patriot Act, library staff will not disclose the existence or nature of such a request or order under that act to any person, except to the library's privacy officer or to other staff that the library's privacy officer designates to oversee and coordinate the request or order.*~~

The policy references the *DPL Procedures for Responding to Law Enforcement Search Warrants and Subpoenas*, which has been provided to the Commission for reference.

Minutes were approved at the September 16, 2025 Commission Meeting

DETROIT PUBLIC LIBRARY
PROCEDURES FOR RESPONDING TO LAW ENFORCEMENT
SEARCH WARRANTS AND SUBPOENAS

1. WHAT TO DO IF A LAW ENFORCEMENT AGENT REQUESTS INFORMATION ABOUT LIBRARY RECORDS COMPUTER USE, CUSTOMERS, ETC.
 - a. Staff Person-in-Charge Requests Identification: Remain calm. Ask for identification and a copy of the agent's business card. If more than one agent is present (as is often the case), identify the agent-in-charge.
 - b. Escort to Private Office: Ask to escort the agent(s) to a conference room or private office and ask for a brief delay to contact the Library Privacy Officer (the Library Executive Director).
 - c. Copy of Search Warrant/Subpoena: Ask for a copy of the subpoena or search warrant (and, if available, any affidavit submitted to the court to obtain the search warrant) authorizing the information request.
 - d. If No Search Warrant/Subpoena: If the agent has no subpoena or search warrant, politely refuse to provide any information at this time and ask that the information request be made to Library Privacy Officer.
 - e. Call Library Privacy Officer: The Library Executive Director is the Library's Privacy Officer. If agent has a search warrant or subpoena, immediately call the Library's Privacy Officer, or designee or the library security office. Ask (but do not attempt to require) that all inquiries by agent be addressed to the Privacy Officer until legal counsel arrives.
2. WHAT TO DO IF THE DOCUMENT PRODUCED IS A SEARCH WARRANT
 - a. Search Warrant: A search warrant is a written court order in a criminal case authorizing law enforcement agents to search a defined area and seize property that constitutes evidence of commission of an alleged crime described in the warrant.
 - b. Copy of Warrant: Ask for a copy of the warrant and any affidavit submitted to the court to obtain the warrant. Ask the agent-in-charge to identify the prosecutor (at whose direction the agent is acting) by name and phone number if that person is not indicated on the warrant.
 - c. Contact Library Privacy Officer: The Library Executive Director is the Library's Privacy Officer. The Executive Director also may designate others to serve as Library Privacy Officer. Contact the Executive Director's

office or the library's security department if the Executive Director is unavailable.

- d. Inform Agent: Staff-in-charge should inform the agent-in-charge that the Library Privacy Officer and library counsel have been contacted. If Library Privacy Officer or legal counsel is on the way, ask that the agent not proceed until counsel arrives.
- e. Monitor Search: If the agent waits for counsel to arrive, counsel will likely identify similar monitoring steps. If the agent will not wait for counsel to arrive, take the following steps to monitor the search:
 - i. Read Warrant: Carefully read the warrant.
 - ii. Warrant Signature: Make sure the warrant is signed by a judge or magistrate. If not, notify the agent.
 - iii. Timing of Search: Ask if the search can be conducted after the Library closes to avoid disruption of business and to simplify the search process.
 - iv. Scope of Warrant: Determine the scope of the warrant, the area to be searched and the type of evidence to be seized. If there is a discrepancy between the scope of the search authorized in the warrant and the search actually conducted by the agents, notify the agent in charge. Offer to assist the agent in retrieving those documents that are the subject of the search.
 - v. Identify Essential Employees: Identify those essential employees who are knowledgeable and can assist in retrieving the requested documents or information. Notify the agent-in-charge that those employees are available to assist in obtaining materials subject to the search with minimal disruption of Library business.
 - vi. Advise Employees: Remind employees of their roles.
 - Advise them that they must not interfere with the search.
 - Also advise them that they are not required to authenticate documents or answer questions, except as to the location of items described in the warrant (but ask that those questions be directed to the Privacy Officer).

- Be sure that employees understand that there is no such thing as an informal or off-the-record conversation with the agents in such circumstances.
 - Advise employees that it is their choice whether or not to answer questions; do not advise employees to refuse to answer questions.
 - If the Library is asked to consent to search items beyond the scope of the warrant, in clear terms decline to do so. Make sure employees do not consent, even inadvertently, to an expanded search. Make notes of any such requests and the declinations
- vii Monitor Search: Monitor the search, but do not impede or obstruct the agents. Be courteous, quiet and cooperative.
- viii Make Notes/Inventory: Delegate someone (or several employees if the agents split into groups) to take notes of the search. Note down what questions were asked. If the agents number the rooms they enter, record the numbering system. Record an inventory of the type and location of all evidence seized. (The Library will be entitled to an inventory provided by agents, but it is helpful to make an inventory in your own terms). Note down the agents' conduct, the places searched and the time involved in each part of the search.
- ix Obtain Copies of Items Seized/Inventory: Library counsel may call the local prosecutor or U.S. Attorney if the agents go beyond the scope of the warrant and refuse his/her request to desist. Even if they exceed the scope of the warrant, no one may impede or obstruct them. Counsel (or the Privacy Officer) should request photocopies of all documents and electronic copies of computer files or drives that are seized. If refused, record in further detail all items that are seized. Counsel (or the Privacy Officer) also should request an inventory of all items that are seized. You are entitled to such an inventory. Do not sign anything verifying the contents or accuracy of the inventory.
- x Nondisclosure: Instruct employees not to discuss the search warrant or related events with the press, other employees, the public or third parties. You will be told if there is a gag or sealed order that prohibits disclosure of the search.

3. WHAT TO DO IF THE DOCUMENT PRODUCED IS A SUBPOENA

- a. Subpoena: A subpoena, like a search warrant, is a court order, subject to the contempt powers of the court, but unlike a search warrant a subpoena usually does not require the immediate release of information. A subpoena requires you to provide certain documents or other items and/or testimony. Sometimes a subpoena is issued as a "forthwith subpoena," which requires that you immediately produce the requested materials and, thus, should be treated much like a search warrant (as discussed above).
- b. Review by Counsel: Therefore, the agent should be informed that the subpoena will be reviewed by the Library and its counsel, with a response provided within the allocated time.
- c. Submit to Privacy Officer: The subpoena should be submitted immediately to the Library's Privacy Officer, who should electronically transmit a copy to Library counsel.
- d. Refer to Counsel: If the agent tries to insist on the provision of information immediately, he or she should be referred to the Privacy Officer or Library counsel.

Approval is requested to adopt the *Confidentiality Policy* as presented.

COMMISSION ACTION

Commissioner Bounds moved approval of the revised Confidentiality Policy.
Commissioner Frierson-Haynes supported.

Roll call vote:

- | | |
|-------------------|-----|
| ➤ Bounds | Yes |
| ➤ Frierson-Haynes | Yes |
| ➤ Hicks | Yes |
| ➤ President Adams | Yes |

The motion passed unanimously.

Minutes were approved at the September 16, 2025 Commission Meeting

COMMITTEE ON BUILDINGS

Approval to Contract with Superior Innovation Solutions, LLC for Brass Surface Cleaning at the Main Library

This project is a rebid of a solicitation originally awarded in December 2024. The previously selected vendor was unable to complete the work and abandoned the project. As a result, DPL reissued the solicitation to identify a new contractor to fulfill the scope of services.

An Invitation for Bid (IFB-TL-2161) was posted on the Michigan Inter-Governmental Trade Network (MITN) website, www.bidnetdirect.com, from April 30, 2025, until the bid closing at 2:00 p.m. on May 29, 2025. Forty (40) companies downloaded the solicitation. Two mandatory site visits were held for this project. The first was attended by four (4) companies, and the second by three (3) companies.

At the close of the bidding period, two (2) companies submitted proposals. The bid results are as follows:

Vendor	Address	Bid Amount
Stone Restoration Services	1407 Allen Dr., Ste I, Troy, MI 48083	\$ 81,125.00
Superior Innovation Solutions, LLC	444 West Willis St., Ste. 101, Detroit, MI 48201	\$ 54,153.00

Therefore, the Detroit Library Commission (DLC) Committee on Buildings is advising the Detroit Library Commission to authorize the Finance and Business office to approve a contract with Superior Innovation Solutions, LLC, located at located at 444 West Willis Street, Suite 101, Detroit, MI 48201, to provide brass surface cleaning at the Main Library. The total contract amount will not exceed \$66,875.95, which includes the original bid of \$54,153.00 and a 15% contingency allowance of \$8,722.95.

COMMISSION ACTION

President Adams moved approval to contract with Superior Innovation Solutions, LLC for brass surface cleaning at the Main Library. Commissioner Vaughn supported.

DISCUSSION

Commissioner Hicks asked what happened to the original vendor?

Mr. Cledos Powell replied that the previous selected vendor was unable to complete the work and abandoned the project. DPL has not submitted any payments to this vendor.

Minutes were approved at the September 16, 2025 Commission Meeting

Roll call vote:

- | | |
|-------------------|-----|
| ➤ Bounds | Yes |
| ➤ Frierson-Haynes | Yes |
| ➤ Hicks | Yes |
| ➤ President Adams | Yes |

The motion passed unanimously.

Approval to Contract with MCD Architects for As-Needed Architectural and Engineering A/E Services) for Detroit Public Library

This contract will support the design and modification of existing DPL structures to meet the Library's current and future facility needs. The A/E firm will develop scopes and requirements for construction and renovation projects which meet the requirements of City of Detroit and State of Michigan Building and Fire Safety Code. A licensed Historic Preservation Architect will ensure Library repairs and renovations do not alter the interior or exterior appearance of the Library buildings.

A Request for Proposal (RFP), DPL-TL-2158 was advertised and posted on the Michigan Inter-Governmental Trade Network (MITN) website, www.bidnetdirect.com from April 28, 2025 until bid closing at 2:00 p.m. on May 28, 2025, at which time the bid documents were no longer available for download. The solicitation was downloaded from the MITN website by one hundred twenty-one (121) companies; eleven (11) companies submitted proposals; four (4) companies were disqualified due to submitting incomplete proposals. The proposals were reviewed by the evaluation committee consisting of the following DPL staff: Cledos Powell, Assistant Director for Facilities and Talisha Williams, Assistant Director for Security Operations.

MCD Architects submitted the highest-ranked, responsive proposal in accordance with the award provisions outlined in the solicitation. The evaluation process, as summarized on the following page, reflects their alignment with the project requirements and overall value to the Library.

MCD brings a proven history of collaboration with public libraries across the state of Michigan. Their portfolio includes a diverse range of library planning, design, and renovation projects, demonstrating their ability to tailor solutions that meet the functional, architectural, and community-specific needs of library facilities.

Therefore, the Detroit Library Commission (DLC) Committee on Buildings is advising the Detroit Library Commission to authorize the Finance and Business office to approve the contract with MCD Architects for an amount not to exceed \$75,000. It is important to note, at this time, there is no financial commitment. Services will be billed hourly as

Minutes were approved at the September 16, 2025 Commission Meeting

needed according to the supplier's rate schedule. Each engagement and subsequent approval will be administered according to the Detroit Public Library's Procurement Policy.

		MCD Architects PLC		Inform Studio		Kingscott Asso.		Hamilton Anderson Asso.		NORR LLC		Fishbeck		Albert Kahn Asso., Inc.	
		Farmington, MI		Northville, MI		Kalamazoo, MI		Detroit, MI		Detroit, MI		Grand Rapids, MI		Detroit, MI	
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	Raw Score	Weighted Score
Cost of Eligible Services	20%	10.00	20.00%	10.00	20.00%	10.00	20.00%	10.00	20.00%	10.00	20.00%	10.00	20.00%	10.00	20.00%
Qualification of the Proposed A/E Firm & Project Staff	20%	9.50	19.00%	8.50	17.00%	9.00	18.00%	9.00	18.00%	9.00	18.00%	7.50	15.00%	9.00	18.00%
Relevant Experience	25%	10.00	25.00%	9.00	22.50%	8.50	21.25%	9.50	23.75%	9.50	23.75%	8.00	20.00%	9.00	22.50%
Capacity to Provide Services	25%	10.00	25.00%	9.00	22.50%	8.50	21.25%	9.00	22.50%	9.50	23.75%	7.50	18.75%	9.00	22.50%
Professional References	10%	9.50	9.50%	8.50	8.50%	9.00	9.00%	9.00	9.00%	9.00	9.00%	7.50	7.50%	9.00	9.00%
Overall Ranking	100%	98.50%		90.50%		89.50%		93.25%		94.50%		81.25%		92.00%	

COMMISSION ACTION

President Adams moved approval to contract with MCD Architects for (as-needed architectural and engineering A/E services) for Detroit Public Library. Commissioner Vaughn supported.

Roll call vote:

- Bounds Yes
- Frierson-Haynes Yes
- Hicks Yes
- President Adams Yes

The motion passed unanimously.

Approval to Renew Contract with Premier Group Associates, LLC for Snow Removal and De-icing Services at all the Detroit Public Library Locations

The current contract with Premier Group Associates, LLC, located at 535 Griswold, Suite 1420, Detroit, Michigan 48226, began in October 2022 with a two-year base term and three one-year renewal options. The first renewal is currently in effect and is set to expire on September 30, 2025.

The branches and locations that are included in the scope of the contract are as follows:

Minutes were approved at the September 16, 2025 Commission Meeting

<i>Branch</i>	<i>Address</i>
<i>Westside Locations</i>	
Bowen Branch	3648 W. Vernor, Detroit, MI 48216
Chaney Branch	16101 Grand River, Detroit, MI 48227
Chase Branch	17731 W. Seven Mile, Detroit, MI 48235
Conely Branch	4600 Martin, Detroit, MI 48210
Douglass Branch	3666 Grand River, Detroit, MI 48208
Edison Branch	18400 Joy Road, Detroit, MI 48228
Fort Street	3345-3427 W. Fort St., Detroit, MI 48216
Hubbard Branch	12929 W. McNichols, Detroit, MI 48235
Duffield Branch	2507 W. Grand Blvd., Detroit, MI 48208
Parkman Branch	1766 Oakman Blvd., Detroit, MI 48238
Redford Branch	21200 Grand River, Detroit, MI 48219
Sherwood Forest	7117 W. Seven Mile, Detroit, MI 48221

<i>Branch</i>	<i>Address</i>
<i>Eastside Locations</i>	
<i>Main Library</i>	<i>5201 Woodward Ave., Detroit, MI 48202</i>
Chandler Park	12800 Harper, Detroit, MI 48213
Franklin Branch	13651 E. McNichols, Detroit, MI 48205
Jefferson Branch	12350 E Outer Drive, Detroit, MI 48224
Lincoln Branch	1221 E. Seven Mile, Detroit, MI 48203
Monteith Branch	14100 Kercheval, Detroit, MI 48215
Knapp Branch	13330 Conant, Detroit, MI 48212
Skillman Branch	121 Gratiot, Detroit, MI 48226
Wilder Branch	7140 E. Seven Mile, Detroit, MI 48234
Service Building	6315 E. Seven Mile, Detroit, MI 48234
801 W. Baltimore	801 West Baltimore, Detroit, MI 48202

Therefore, the Detroit Library Commission (DLC) Committee on Buildings is advising the Detroit Library Commission to authorize the Business and Finance office to approve exercising the second one-year renewal option of the contract with Premier Group Associates, LLC for snow removal and de-icing services at Detroit Public Library Branches. One additional one-year renewal option will remain following this extension.

The extension period will cover the time period from October 1, 2025 through September 30, 2026. The total amount of the extension will not exceed \$150,488.00.

Minutes were approved at the September 16, 2025 Commission Meeting

COMMISSION ACTION

President Adams moved approval to renew the contract with Premier Group Associates, LLC for snow removal and de-icing services at all the Detroit Public Library locations. Commissioner Hicks supported.

Roll call vote:

- | | |
|-------------------|-----|
| ➤ Bounds | Yes |
| ➤ Frierson-Haynes | Yes |
| ➤ Hicks | Yes |
| ➤ President Adams | Yes |

The motion passed unanimously.

Approval to Contract with Abell Pest Control for Pest Control Services at Detroit Public Library Branches

The Detroit Public Library (DPL) Committee on Buildings requests that the Detroit Library Commission approve a contract with Abell Pest Control, located at 11112 N. Jennings Rd., Clio, MI 48420, to provide pest control services for Detroit Public Library Branches. The agreement will cover an initial term of one year, with two one-year renewal options.

Invitation for Bid (IFB-TL-2159) was publicly advertised on the Michigan Inter-Governmental Trade Network (MITN) website at www.bidnetdirect.com, beginning May 1, 2025, and remained open until the official bid closing at 2:00 p.m. on May 30, 2025. A total of thirty (30) firms downloaded the solicitation documents. A mandatory site visit was conducted as part of the procurement process and was attended by six (6) companies.

At the close of the bidding period, five (5) companies submitted responses. The bid results are as follows:

Vendor	Address	Bid Amount
PoshnFit	17910 Van Dyke Ste. 1073, Detroit, MI 48234	\$ 16,560.00
Abell Pest Control	11112 N. Jennings Rd., Clio, MI 48420	\$ 18,750.00
Elite Pest Control Management	36358 Garfield Rd., Ste. 8, Clinton Twp, MI 48034	\$ 18,960.00
Terminix-Ehrlich Pest Control	25353 Dequindre Rd., Madison Hgts., MI 48071	\$ 22,740.00
Orkin Pest Control	5670 18 Mile Rd., Sterling Hgts., MI 48313	\$ 44,533.92

PoshnFit submitted the lowest bid and is located within the City of Detroit. However, upon further review and investigation into the company's qualifications and business operations, it was determined that PoshnFit is not an established pest control provider. As such, they do not meet the minimum requirements necessary to perform the scope of services outlined in the solicitation.

Minutes were approved at the September 16, 2025 Commission Meeting

Therefore, the Detroit Library Commission (DLC) Committee on Buildings is advising the Detroit Library Commission to authorize the Finance and Business Office to approve a contract with Abell Pest Control for Pest Control Services at DPL Branches. The total contract amount will not exceed \$21,262.50, which includes the original bid of \$18,750.00 and a 15% contingency allowance of \$2,812.50.

COMMISSION ACTION

President Adams moved approval to contract with Abell Pest Control for pest control services at Detroit Public Library Branches. Commissioner Frierson-Haynes supported.

Roll call vote:

- | | |
|-------------------|-----|
| ➤ Bounds | Yes |
| ➤ Frierson-Haynes | Yes |
| ➤ Hicks | Yes |
| ➤ President Adams | Yes |

The motion passed unanimously.

COMMITTEE ON FINANCE

COMMISSION ACTION

Commissioner Vaughn moved to tie-bar all of the insurance policies provided that they were read into the minutes. Commissioner Hicks supported.

Approval to Renew the Insurance Policy for General Liability for the Detroit Public Library

The Detroit Public Library's (DPL) general liability policy with current provider, Citizens Insurance Company of America, will expire on June 30, 2025. The general liability insurance provides broad form coverage for Library properties against bodily injuries and property damage by others. DPL's insurance broker, Alliant Insurance Services recommends renewing the insurance with the current provider.

It's getting harder to get General Liability insurance right now because lawsuits are becoming more expensive. This is due to a few big reasons: juries are awarding larger payouts, legal costs are rising, outside investors are funding more lawsuits, and the legal environment in Michigan is changing in ways that make things riskier for insurers.

Minutes were approved at the September 16, 2025 Commission Meeting

Even for loss free accounts, we are consistently seeing 10% to 15% premium increases, which is consistent with the Library's 2025 – 2026 renewal.

General Liability	2024 – 2025	2025 – 2026	Annual Change
Citizens Insurance Company of America	\$21,591	\$24,552	13.71%

Policy Liability Limits

- Each Occurrence Limit - \$1,000,000
- General Aggregate Limit - \$2,000,000
- Personal & Advertising Injury Limit - \$1,000,000
- Damage of Rented Property - \$100,000
- Medical Expense Limit - \$10,000 (per person)

Deductible - \$0

Therefore, the Detroit Library Commission (DLC) Committee on Finance is advising the Detroit Library Commission to authorize the Finance and Business office to renew the insurance policy for general liability of the Detroit Public Library from Citizens Insurance Company of America through Alliant Insurance Services for an amount not to exceed **\$24,552**. The renewal period is from July 1, 2025 – June 30, 2026.

Approval to Renew the Fine Arts Insurance Policy for the Detroit Public Library

The Detroit Public Library's (DPL) Fine Arts insurance with current provider, Lloyd's of London, is set to expire on June 30, 2025. DPL's insurance broker, Alliant Insurance Service recommends a renewal with our current provider as there is no difference in rate or coverage:

Fine Arts	2024 – 2025	2025 – 2026	Annual Change
Lloyds of London	\$23,088.13	\$23,088.13	0.00%

Fine Arts Coverage - \$45,000,000

Flood - \$45,000,000

Earth Movement - \$45,000,000

Deductible - \$1,750

Minutes were approved at the September 16, 2025 Commission Meeting

Therefore, the Detroit Library Commission (DLC) Committee on Finance is advising the Detroit Library Commission to authorize the Finance and Business Office to renew the Fine Arts insurance policy of the Detroit Public Library from Lloyd's of London through Alliant Insurance Services for an amount not to exceed **\$23,088.13**. The renewal period is from July 1, 2025 – June 30, 2026.

Approval to Renew the Insurance Policy for Directors & Officers for the Detroit Public Library

The Detroit Public Library's (DPL) Directors and Officers insurance policy with current provider, ACE American Insurance Company, expires on June 30, 2025. DPL's insurance broker, Alliant Insurance Services recommends a renewal with the current insurance provider as there is no change in rate or coverage.

Directors & Officers	2024 – 2025	2025 – 2026	Annual Change
ACE American Insurance Company	\$36,268	\$36,268	0.0%

Policy terms:

Liability Limit - \$1,000,000

Deductible - \$100,000.

In addition to covering the actions taken by the Directors and Officers, the D&O Insurance policy covers employment practice liabilities.

Therefore, the Detroit Library Commission (DLC) Committee on Finance is advising the Detroit Library Commission to authorize the Finance and Business office to renew the insurance policy for the Directors and Officers of the Detroit Public Library from ACE/Chubb through Alliant Insurance Services for an amount not to exceed **\$36,268**. The renewal period is from July 1, 2025 – June 30, 2026.

Approval to Renew the Business Auto Insurance Policy for the Detroit Public Library

The Detroit Public Library's (DPL) Business Auto insurance policy with current provider, Citizens Insurance Company of America, expire on June 30, 2025. DPL's insurance broker, Alliant Insurance Servicers, recommends a renewal with the current provider.

Auto insurance premiums are up nationwide. The cost to replace vehicles continues to rise, and the technology inside the vehicles is driving costs up further and further. Along with this, distracted driving continues to be a big issue, with factors such as recreational marijuana causing an uptick in activity in Michigan. As a result, the Library's Automobile Liability and Physical Damage renewal is coming in higher than expected.

Minutes were approved at the September 16, 2025 Commission Meeting

Much of this is due to increase in rate per vehicle and the adding of (4) newer vehicles. Another factor contributing to this increase is the loss experience.

Automobile Liability	2024 – 2025	2025 – 2026	Annual Change
Citizens Insurance Company of America	\$43,679	\$53,424	22.31%

Deductible - \$500; \$1,000 deductible for Mobile Library

Therefore, the Detroit Library Commission (DLC) Committee on Finance is advising the Detroit Library Commission to authorize the Finance and Business Office to renew the Business Auto insurance policy of the Detroit Public Library from Citizens Insurance Company of America through Alliant Insurance Services for an amount not to exceed **\$53,424**. The renewal period is from July 1, 2025 – June 30, 2026.

Approval to Purchase a Property Insurance Policy for the Detroit Public Library

The current property insurance policy with Travelers Indemnity Insurance is set to expire on June 30, 2025. As is standard in the industry, Alliant took the Library's program to the market this year, as they typically test the market for clients every three years. As a result of the marketing efforts, Alliant was able to secure a competitive alternative quote to compete with the Library's current property insurer, Travelers, through Chubb. Even though the renewal quote from Travelers was offered at an 8.5% reduction in cost compared to the current policy, the quote offered by Chubb offers the Library an opportunity to save an additional \$150,000 in premium for the 2025 – 2026 term.

It is important to note that the coverage provided by Chubb is substantially similar to the coverage offered by Travelers. Given the extent of coverage offered and the significant premium savings, our recommendation is that we move the property insurance coverage to Chubb for the 2025 – 2026 policy year.

Below is a summary of the quotes offered to the Library:

Property	2024 – 2025 (Travelers)	2025 – 2026 (Travelers)	Annual Change
Travelers Premium	\$1,441,324	\$1,203,000	-16%
Total Values	\$874,092,043	\$869,290,596	1.36%
Rate Applied to Values	\$0.165	\$0.139	-9.76%

Minutes were approved at the September 16, 2025 Commission Meeting

Property	2024 – 2025 (Travelers)	2025 – 2026 (Chubb)	Annual Change
Chubb Premium	\$1,441,324	\$1,165,719	-19.12%
Total Values	\$874,092,043	\$869,290,596	1.36%
Rate Applied to Values	\$0.165	\$0.134	-18.79%

Please note that Chubb does have two critical recommendations they would expect to be complied with at some point during the first year of coverage:

1. Commercial Water Detection System Water Damage Mitigation - Critical

Water damage and escaped liquids can cause severe property damage and business interruption. The sources of water damage in the building are many and include domestic plumbing systems, bathrooms, fire protection systems, appliances, HVAC units, water heaters, and many others. We recommend a commercial grade water detection system be installed to help protect your business from water and escaped liquids damages. Some of the most effective systems today are wireless with battery backup; use multiple sensors, flow meters, local alarms, automatic shutoff valve(s); and are monitored by a third-party service. While a leak detection solution with water shut off capability is best, having a system that provides an alarm or alert is far better than having nothing at all. Battery powered systems are ideal so there is no need to run a power supply to the devices. Routine testing and maintenance per the manufacturer's guidelines are essential.

Reference: Underwriters Laboratories (UL) 3225 Standards

Chubb did include a quote to satisfy this requirement through their subsidiary company, StreamLabs. The quoted annual cost to comply is \$4,872. The Library IS NOT required to use StreamLabs to satisfy this requirement.

2. Install Fire Detection Throughout All Buildings Fire Detection & Alarm Systems - Critical

Automatic fire detection can provide an early warning in the event of a fire, alerting protective agencies for more rapid response to the site. While there is smoke detection present, the spacing is not adequate per NFPA 72 standards. We recommend expanding your automatic fire detection and alarm system throughout all buildings that are not fully protected by fire sprinklers. The system should be installed to meet NFPA 72 requirements for complete coverage, including detection within all rooms, areas, and spaces, with the intent being to promptly identify a fire occurring anywhere within the building. All fire detectors should be monitored by a fire alarm panel and transmit an alarm signal automatically to a UL Listed central station fire alarm company. Note: The intent of this fire detection system is not for life safety purposes, which may permit the omission of fire detection devices within some building areas.

Reference: NFPA 72 National Fire Alarm and Signaling Code

Minutes were approved at the September 16, 2025 Commission Meeting

The DPL Committee on Finance is advising the Detroit Library Commission to authorize the Finance and Business Office to renew the property insurance policy as recommended by Alliant, with Chubb/ACE. This renewal is for the time period from July 1, 2025 through June 30, 2026. The total amount of the renewal will not exceed \$1,165,719.

DISCUSSION

Mr. Antonio Brown announced that Chubb/ACE offered DPL a lower renewal policy in an amount not to exceed \$1,125,719.

COMMISSION ACTION CONT'D

Commissioner Vaughn moved to tie-bar all of the insurance policies with the amendment to the property insurance policy for the Detroit Public Library to renew policy in an amount not to exceed \$1,125,719. Commissioner Hicks supported.

Roll call vote:

- | | |
|-------------------|-----|
| ➤ Bounds | Yes |
| ➤ Frierson-Haynes | Yes |
| ➤ Hicks | Yes |
| ➤ President Adams | Yes |

The motion passed unanimously.

Approval to Contract with Dell for a 3-Year Lease of Dell Computers at the Detroit Public Library

The lease for 200 Dell Pro Slim QCS1255 desktop computers and 200 Dell 24 monitors will allow DPL to bring online outdated computers within the branches.

Minutes were approved at the September 16, 2025 Commission Meeting

Dell is the sole source desktop computer vendor for the Detroit Public Library through a partnership through MiDeal, a State of Michigan procured rate, Contract #071B6600111, which expires on July 31, 2026. Presidio is an approved vendor with the State of Michigan to execute this contract. Maintenance and replacement of damaged equipment is included in the contract.

Therefore, the Detroit Library Commission (DLC) Committee on Finance is advising the Detroit Library Commission to authorize the Finance and Business Office to enter into a three-year leasing agreement with Dell Computer for 200 Dell Pro Slim QCS1255 desktop computers and 200 Dell 24 monitors for an amount not to exceed \$172,200.00; with an annual fee of \$57,400.

COMMISSION ACTION

Commissioner Vaughn moved to contract with Dell for a 3-Year lease of Dell computers and monitors at the Detroit Public Library. President Adams supported.

Roll call vote:

- | | |
|-------------------|-----|
| ➤ Bounds | Yes |
| ➤ Frierson-Haynes | Yes |
| ➤ Hicks | Yes |
| ➤ President Adams | Yes |

The motion passed unanimously.

Approval of the Routine Report on Finance

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 September 16, 2025 Commission Meeting

<u>Summary of Expenditures</u>			
<u>PUBLIC FUNDS</u>			
PAYMENTS PROCESSED BY CITY OF DETROIT:			
1. Total Payroll	May 2025		\$1,724,502.66
2. Total Vouchers-processed on FUSION	After 3/13/2020 listed by invoice number & date (processed off-site)		\$623,563.05
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			\$2,348,065.71
PAYMENTS PROCESSED BY DPL:			
1. Public Funds/Comerica checking	Checks	1434	\$7,876.50
2. Branch & Main Checking account	Checks	9265 - 9325	\$57,808.54
3. Branch & Main Checking account	Electronic Fund Transfer (EFT)	Paid 5/8/2025	\$2,287.45
Total processed by DPL			\$67,972.49
Grand Total			\$2,416,038.20

<u>Summary of Expenditures</u>			
<u>Restricted/Designated Funds</u>			
1. Burton Endowment Checking	Checks	8368	\$ 5,000.00
2. O'Brien Checking	Checks	5079 - 5081	\$ 4,165.62
3. Programs & Gifts Checking Account	Checks	3060 - 3061	\$ 152,253.28
Grand Total			\$ 161,418.90
<u>Programs & Gifts Checking Account:</u>			
Programs & Gifts Checking	\$152,253.28	To transfer Wayne County delinquent funds EFT to General Fund	
		\$152,253.28	TOTAL

<u>Credit Card Expenditures</u>	
1. Executive Director	\$0.00
2. Executive Director's Office-used for general office purpose	398.10
3. Chief Financial Officer	\$0.00
4. Human Resources Department	60.19
5. Marketing Department	1,871.48
6. Technical Services	416.87
7. Facilities Department	2,490.35
8. Information Technology	227.00
9. Procurement	606.06
10. Security	65.99
11. Public Services	293.40
Grand Total	\$ 6,429.44
NOTE: These are April 2025 Credit Card purchases	

Minutes were approved at the September 16, 2025 Commission Meeting

COMMISSION ACTION

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

Roll call vote:

- | | |
|-------------------|-----|
| ➤ Bounds | Yes |
| ➤ Frierson-Haynes | Yes |
| ➤ Hicks | Yes |
| ➤ President Adams | Yes |

The motion passed unanimously.

NEW BUSINESS**COMMISSION ACTION**

Commissioner Hicks moved that the Commission direct the administration to generate an RFP for the purpose of updating the data and other information related to the physical structure of all the Detroit Public Library locations and bring the appropriate recommendation to the Commission for approval. Commissioner Frierson-Haynes supported.

Roll call vote:

- | | |
|-------------------|-----|
| ➤ Bounds | Yes |
| ➤ Frierson-Haynes | Yes |
| ➤ Hicks | Yes |
| ➤ President Adams | Yes |

The motion passed unanimously.

OLD BUSINESS

President Adams asked about the status of the Human Resources Director search.

Ms. Debra Williams, Interim Head of Human Resources, replied that the job description for the Human Resources Director is being finalized.

Minutes were approved at the September 16, 2025 Commission Meeting

Upon completion, the job description will be presented to Mrs. Mondowney for review and approval.

Upon approval, Ms. Williams said that she would launch the search for a permanent Human Resources Director using the same kind of approach that a search firm would use without the minimum cost of 30% of the candidates' first-year salary plus expenses that a search firm would charge.

ADJOURNMENT

Commissioner Vaughn moved to adjourn. President Adams supported.

The meeting was adjourned at 3:26 p.m.