

**DETROIT LIBRARY COMMISSION PROCEEDINGS
REGULAR MEETING
JUNE 18, 2024**

NOTED

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

President Short called the Regular Meeting of the Detroit Library Commission to order at 1:33 p.m.

A roll call attendance was taken with the following results:

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

Commissioner Adams joined the meeting at 2:10 p.m.

Excused: Commissioners Geraci, Peterson-Mayberry

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

Present Also: James Allen, Hyden Al-najar, Janet Batchelder Griffin, Russ Bellant, Douglas Blount, Maria Bryson, Cheryl Buckoff, Enid Clark, India Davis, Deborah Dorsey, Karen Garrett, Kalana Gates, Tyrand Goodwin, Debra Henning, Elena Herrada, DeAidre Jones, Shawn Kijewski, Mary Kordyban, J. Lawson, Annette Lotharp, Deborah Madison, Tina Manley, Tracy Massey, Vernadette McAllister, Carolyn Mosley, Angela Newby-Clora, Yvette Rice, K. Seamon, Heidi Sargis, Cully Sommers, Shakir Smith, Tim Turner, Brian Vance, Mattie Wiggins, Jacqueline Williams, Cheryl Wright

APPROVAL OF THE MEETING MINUTES

COMMISSION ACTION

Commissioner Hicks moved approval of the May 21, 2024 Commission meeting minutes. Commissioner Hayden Friley supported.

A roll call vote was taken with the following results:

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

The minutes were approved as presented.

PUBLIC COMMENTS

Russ Bellant – He expressed his concerns about the impact of the taxes captured by the proposed EV battery plant at 601 Piquette will have on the Detroit Public Library.

James Allen - He expressed his concerns about the 2nd floor closure at the Main Library.

Mr. Antonio Brown explained that the 2nd floor was closed because we did not have a working elevator and there was a staff shortage. He said that the elevator was replaced and is now working. We are actively working on fully staffing the 2nd floor. An exact reopen date was not available.

Commissioner Hicks requested that a preliminary plan of reopening the 2nd floor of Main Library and any closed Branches be given to the Commission and the public prior to reopening.

REPORT OF THE EXECUTIVE DIRECTOR

Ms. Alma Simmons, Special Assistant to the Executive Director, highlighted the Executive Director's report on behalf of Mrs. Mondowney.

Minutes were approved at the September 17, 2024 Commission Meeting

Millage Renewal Update

We have finalized our voter education information for our 10-year millage renewal (Proposal L), which will be on the August 6, 2024 primary ballot. A voter information mailer has been prepared by DPL staff and will be sent to absentee voters the week of June 17th. It will also be distributed throughout the community prior to the election. Flyers will also be available at all DPL locations, at Mobile Library site visits, and at many special events like Java & Jazz.

Proposal L was the focus of the June 10th edition of “DPL ShortCuts: Your Digital News & Updates.” It was sent to 16,000 e-mail addresses. On June 10th, our initial Proposal L post on Facebook, Instagram and X (formerly Twitter), reached a total of 28,200 followers. Library supporters Jessica Care Moore, Detroit’s Poet Laureate, and Roland Coit, owner of the shoe boutique, Two 18, in Eastern Market, have filmed informational spots that will run on digital media and cable. Information about Proposal L is available on the Library’s website, detroitpubliclibrary.org.

Annual Detroit Public Library Central Staff Services

On June 5, 2024, Steve Watson, Budget Director & Deputy CFO, notified the Library that the Office of the Chief Financial Officer (OCFO), conducted an assessment of the central staff services charged to the Library annually. “The charges ensure that the City of Detroit recovers a portion of its operating overhead expenses attributable to services rendered on behalf of DPL.” For Fiscal Year 2024-2025, the charge will be reduced from \$1,153,643 to \$696,719, a reduction of 42%. The \$696,719 charges are for services rendered for DPL by the OCFO, Human Resources payroll management, an allocation of software license costs for use of the City of Detroit’s financial systems, and a portion of costs related to the Auditor General’s oversight activities.

Library Cards for Detroit Public Schools Community District (DPSCD) Students

In May, librarians delivered 4,231 library cards to DPSCD schools as part of a collaborative effort between DPL and DPSCD to improve student access to library resources and services. Cards were created for students whose parent completed an application form that was included in the 2023-2024 student enrollment packet, and whose electronic school record was updated accordingly. This was the first time ever that DPL and DPSCD coordinated a system-wide library card campaign. The effort will be repeated next year, and the years thereafter, to ensure all school children have easy access to a library card and the benefits it affords them.

Mobile Library: Summer Activities 2024

Once again, the Mobile Library will have an active schedule in June, July and August. Visit sites include recreation centers, parks, community events, Eastern Market and Reading & Rhythm on the Riverfront.

During visits throughout the city, Mobile Library staff offer an opportunity for library card sign-up, library books for checkout, Wi-Fi, and four computer stations. In addition, staff will distribute free books for children and teens, generously donated by Kiwanis Detroit Club No. 1, and free children's ZooBooks magazines donated by "Literacy Ends Poverty - Reading Is Where It All Begins."

Detroit Parks Coalition

The Detroit Parks Coalition invited DPL to offer free library and literacy programs this summer in five city parks. Branches will offer programs in five Detroit parks: Bowen (Clark Park), Campbell (Patton Park), Chandler Park (Chandler Park), Duffield (Curtis Jones Park), and Sherwood Forest (Palmer Park).

Accounting Aid Society

During the 2024 tax season, the Accounting Aid Society served 16,000 clients with more than \$26 million going back to individuals. At Main Library, the Society prepared 1,972 returns, which resulted in refunds of \$2,367,000. In addition, the Society served 339 Earned Income Tax Credit clients, who received refunds of \$478,500.

Elmwood Park Branch at "Occupy the Corner"

On May 7, 2024, the Elmwood Park Branch staff represented DPL at the 11th Annual "Occupy the Corner" event sponsored by Detroit City Council President Mary Sheffield. The event was held at the Joseph Walker Williams Recreation Center. Staff shared information about Proposal L, our Summer Reading and Summer Lunch programs, and library card sign-ups.

Glascoe McKinney II Trust Additional Donation

On May 21, 2024, the Library received an additional donation of \$333.33 from the estate of Glascoe McKinney II, of Detroit, Michigan. Mr. McKinney passed on November 3, 2023. This amount is in addition to the \$8,398.20 reported in the May Commission report.

Wayne County Delinquent Property Taxes

On May 17, 2024, the Library received a payment of \$122,839.63 from Wayne County for delinquent property taxes.

DISCUSSION

Commissioner Hicks asked if the ballot language for the millage explain to the voters that this was not a tax increase.

Minutes were approved at the September 17, 2024 Commission Meeting

Mr. Christopher Korenowsky, Chief of Operations and Customer Experiences Officer, said that it is explained legally in the ballot language by stating “this is millage renewal. It is not a millage increase.”

Commissioner Hicks recommended letting the public know that there will be no tax increase.

COMMITTEE ON ADMINISTRATION

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

APPOINTMENTS (3)

Employee Name	Title	Hire date
Justine Cucchi-Dietlin	Librarian II	May 13, 2024
Lisa Valerio-Nowc	Librarian III	May 13, 2024
Debra Hicks	Customer Service Representative	May 27, 2024

RETIREMENTS (0)

SICK LEAVE PAYOUTS (0)

TOTAL PAYOUTS = \$0

POTENTIAL RETIREMENTS (3) Pending COD Approval

Employee Name	Title	Last Day Worked
Cindy Hollowell	Supervisor, Payroll Services	July 5, 2024
Barbara Kennedy	Senior Customer Rep	July 26, 2024
Mary Masasabi	Librarian III	August 30, 2024

SEPARATIONS (2)

Employee Name	Title	Last Day Worked
Lucy Smith	Customer Service Representative	May 10, 2024
Daniel Patton	Librarian II	May 31, 2024

Minutes were approved at the September 17, 2024 Commission Meeting

<u>POSITIONS</u>			
	May 2024		May 2023
Vacant Positions to be filled	77.5	Vacant Positions	93
Filled Budgeted Positions	233.5		
Not Actively Being Recruited Budgeted Positions	14		
Total Budgeted Positions	325	Budgeted Positions	325
POSITION	# OF BUDGETED POSITIONS	# OF FILLED POSITIONS	VACANT POSITIONS
Director's Office	6	6	0
Human Resources	7	7	0
FBO	7	7	0
Marketing	6	6	0
Information Systems	8	8	0
Public Services	2	2	0
Tech Processing Manager	1	1	0
Circulation Manager	1	1	0
Shipping Room Assistant	1	1	0
Bookmobile Operator	2	2	0
Technical Services Assistant	3	3	0
Manager	29	25	4
Librarian II	44	21	23
Librarian III	33	29	4
Facilities	18	14	4
Customer Service Representative Full-time	26	22	4
Customer Service Representative Part-time FTE	22	14.5	7.5
Senior Customer Rep (Clerk)	25	11	14(*)
Security	18	14	4
TTA	33	20	13
Office Support Assistant	11	10	1
Sr Dup Devices Operator	1	0	1
Principal Clerk	3	2	1
Pre-Professional	3	2	1
Procurement Assistant	1	0	1
Delivery Driver	2	1	1
Custodians	12	4	8
Total	325	233.5	77.5

Minutes were approved at the September 17, 2024 Commission Meeting

DPL currently has a total of <u>325 budgeted positions</u> . Of the total positions there are <u>233.5 filled</u> and <u>77.5 vacant</u> .			
The Human Resources Department is actively recruiting for 77.5 <u>vacant positions</u> .			

COMMISSION ACTION

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

A roll call vote was taken with the following results:

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

The motion passed unanimously.

COMMITTEE ON BUILDINGS

Approval to Renew Contract with NORR, LLC for As-Needed Architectural and Engineering (A/E Services) for Detroit Public Library

The current contract for as-needed architectural and engineering (A/E Services) with NORR LLC., began in 2022 as the result of an IFB and has 2 remaining optional renewal periods. The facilities department has reviewed and found that the services rendered by NORR to be satisfactory for renewing the contract

A/E Services

July 1, 2024 – June 30, 2025

NORR LLC

150 W. Jefferson Ave Ste. 1300
Detroit, MI 48226

Amount not to Exceed: \$100,000

Therefore, the DLC Committee on Buildings is advising the Detroit Library Commission to authorize the Finance and Business Office to renew the contract with NORR, LLC. It is important to note, at this time, there is no financial commitment. Services will be billed hourly as needed according to the supplier's rate schedule as proposed.

NOTED

The FY2025 contract will be for assistance with Parkman Branch's porch and evaluation of the Monteith Branch. Additional architect and engineering services may be needed.

COMMISSION ACTION

Commissioner Hicks moved approval to renew contract with NORR, LLC for as-needed architectural and engineering (A/E Services) for the Detroit Public Library. Commissioner Hayden Friley supported.

A roll call vote was taken with the following results:

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

The motion passed unanimously.

Approval to Renew Contract with OTIS Elevator to Perform Elevator & Escalator Maintenance and Repairs for the Detroit Public Library

The current contract for elevator and escalator maintenance and repair services with OTIS Elevator began in 2022 as the result of an IFB and has two renewal options available. The renewal calls for a 4% increase from the prior contract year price of \$33,135. The facilities department has found the work of OTIS as satisfactory and recommends exercising the first renewal option.

Elevator Maintenance & Repair
July 1, 2024 – June 30, 2025

OTIS Elevator
25365 Interchange Court
Farmington Hills, MI 48335

Amount not to Exceed: \$34,460

Therefore, the DLC Committee on Buildings is advising the Detroit Library Commission to authorize the Finance and Business Office to renew the contract for elevator and escalator preventative maintenance and repair services with OTIS elevator. The contract period is from July 1, 2024 through June 30, 2025. The total amount of the contract will not exceed **\$34,460**.

NOTED

The FY2025 contract will cover all of the maintenance and repairs of all elevators at Main Library and the escalator, as well as the elevators located at the Redford and Skillman locations. OTIS has provided quality service and has not gone over budget in its previous contracts.

COMMISSION ACTION

Commissioner Hicks moved approval to renew contract with OTIS Elevator to perform elevator & escalator maintenance and repairs for the Detroit Public Library.

Commissioner Adams supported.

A roll call vote was taken with the following results:

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

The motion passed unanimously.

Approval to Renew Contract with JC Ehrlich for Pest Control Services at Detroit Public Library and Branch Locations

The Procurement Department has obtained agreement from JC Ehrlich to extend the current contract for the time periods as listed below under the same terms and conditions as agreed upon in the IFB dated March 26, 2018.

Pest Control Services

July 1, 2024 – June 30, 2025

Rentokil NA

1125 Berkshire Blvd

Reading, PA 19610

Amount not to Exceed: \$13,500

Therefore, the DLC Committee on Buildings is advising the Detroit Library Commission to authorize the Finance and Business Office to renew the contract for pest control services. The extension period will cover the time period from July 1, 2024 through June 30, 2025. The total amount will not exceed \$13,500.

NOTED

JC Ehrlich has been a responsive partner throughout the previous contracts. The contractor last year, invoiced for \$12,765, which was below the budgeted amount of \$13,500.

COMMISSION ACTION

Commissioner Hicks moved approval to renew contract with JC Ehrlich for pest control services at the Detroit Public Library and Branch Locations.

Commissioner Frierson-Haynes supported.

A roll call vote was taken with the following results:

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

The motion passed unanimously.

Approval to Contract with Master Craft Floors to Install New Rubber Floor Tiles and Sub-Floor As Needed in the Bowen Branch First Floor Staff Areas and Second Break Room.

The floor tiles and sub floor have become a safety issue due to trip hazards and splintering over the past years.

An Invitation for Bid (IFB), IFB-TL-2134, was advertised and posted on the Michigan Inter-Governmental Trade Network (MITN) website, www.bidnetdirect.com, and on the Detroit Public Library website on April 15, 2024 until bidding closed at 2:00 p.m. on May 15, 2024, at which time the bid documents were no longer available for download.

There were three (3) bids submitted:

Master Craft Floors Plymouth, MI 48170	\$25,806.00
Omega Floors Harrison Twp, MI 48043	\$45,660.00
Decima LLC Detroit, MI 48235	\$71,781.00

Minutes were approved at the September 17, 2024 Commission Meeting

Therefore, the DLC Committee on Buildings is advising the Detroit Library Commission to authorize the Finance and Business Office to execute an agreement with Master Craft Flooring, **the lowest qualified bidder**, for Bowen's rubber floor tile replacement and sub floor as needed in an amount not to exceed **\$25,806.00**.

NOTED

Mastercraft has been a service provider for several years and has installed rubber floors throughout the Library system. The provider will install a sub floor and rubber floor for 960 sq ft for the Bowen Branch Library.

COMMISSION ACTION

Commissioner Hicks moved approval to contract with Master Craft Floors to install new rubber floor tiles and sub-floor as needed in the Bowen Branch first floor staff areas and second break room.

Commissioner Frierson-Haynes supported.

A roll call vote was taken with the following results:

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

The motion passed unanimously.

BYLAWS COMMITTEE

Approval of the 1st Reading of the Detroit Library Commission Proposed Rules and Regulation Revisions

NOTED

Commissioner Adams noted that any revisions to the Detroit Library Commission proposed rules and regulations are required to have a first reading and then adopted at the second reading at the next Commission meeting.

DETROIT LIBRARY COMMISSION RULES AND REGULATIONS

Revised February 15, 2000

Revised January 19, 2010

Revised December 10, 2013

Revised May 20, 2014

Revised December 29, 2016

DETROIT PUBLIC LIBRARY
5201 WOODWARD AVENUE
DETROIT, MI 48202-4093

INTRODUCTION

The Detroit Library Commission was created and incorporated by action of the Michigan State Legislature (Local Act 314, 1881; Local Act 359, 1901) to be the governing body of the Detroit Public Library. It is empowered to acquire and hold property, to construct buildings, to provide for the operation and maintenance of buildings, and to employ personnel.

The Commission has responsibility for setting policy for the delivery of library service to its constituency; for appointing the Executive Director of the Library; for establishing salaries for the Executive Director and the Administrative Staff; for establishing hours of service; and for procuring the funding necessary for the operation of the Library. The Commission shall operate under Robert's Rules of Order, Newly Revised, unless rules are suspended by a two-thirds vote.

I. THE LIBRARY COMMISSION

A. *APPOINTMENTS*

1. *Appointment of Commissioners.* The Detroit Library Commission shall consist of seven members: six elected by the Detroit Board of Education; and the seventh, the current President of the Board of Education, who is an ex-officio member.

2. *Term of Office.* Commissioners shall be appointed to six-year terms, with the term of one member expiring each year and one Commissioner being appointed annually in place of that member whose term of office expires in that year. The Board of Education shall appoint a replacement to fill the unexpired term resulting from a vacancy for any cause.

3. *Reappointment of Commissioners.* If qualified, Commissioners may be re-appointed by the Board of Education.

4. *Non-Interference.* When dealing with affairs of the Detroit Public Library, individual Commissioners shall deal solely through the Executive Director. Notwithstanding the foregoing, the Commission may take action as body when dealing with the affairs of the Library and shall not be required to deal solely through the Executive Director.

No individual Commissioner shall direct any employee in the discharge of their duties. This policy shall not diminish an individual Commissioner's right to communicate with Library employees. Commissioners may still continue to make inquiries of staff and staff shall be required to respond to such inquiries without further consent from or interference by the Executive Director.

[5. *Decorum.* The Commission may censure a member for: (a) willful violation of these rules, (b) any intentional and repeated false accusation against any member of the Commissioners, Library leadership or staff that is factually unfounded, (c) disruptive conduct that substantially interferes with any DPL meetings, (d) for an intentional misrepresentation to the DPL, the DLC or the public in connection with Library or Commission matters, or (e) any conduct that brings discredit to the Commission.]

6. *Removal of Commissioners:* The Commission may remove any member by an affirmative vote of 2/3rds of the members for the following offenses:

- failure to file a full, accurate and complete disclosure statement when required;
- application for employment at DPL;
- submitting or failure to recuse from voting on a contract that could lead to remuneration for the Commissioner or a Commissioner's business associate or family member;
- any improper intervention in the procurement process;
- an egregious instance or a pattern of willful violation of these Rules and Regulations; → an egregious instance or a pattern of clearly unwarranted and unfounded criticism of Commissioners or Library leadership;
- an egregious instance or a pattern of misrepresentations to the DPL, the DLC or their partners or contractors or the public;
- post-appointment revelations of violations of the Detroit Public School Community District Board of Education application process to become a Commissioner, including any unmet conditions placed upon the appointee/Commissioner;
- any other conduct that violates the Code of Ethics, the Conflict of Interest policy or otherwise brings discredit to the Commission.

Prior to any vote to remove, a member subject to removal individual must be informed of the charges against them and given an opportunity to present a defense and to contest the removal decision in a special meeting, in writing or through other appropriate means as determined by the Commission.

Any member of the Commission can bring charges for removal against an appointed member of the body and must provide evidence to support such charge(s). Charges shall be specified in writing to the charged member and to the President, who shall refer such charges to the Audit Committee to investigate and propose disposition to the full Commission of the matter, provided, however, in the case of a conflict, the President may appoint three members of Special Investigating Committee in accordance with Section C.2 of these bylaws. The charged member shall be afforded a full opportunity to respond to the charge(s) and to contest the removal decision in writing, at a Special Meeting called for such purpose or through other appropriate means as determined by the Commission including an executive session, as outlined in Robert's Rules of Order, Disciplinary Procedures and in accordance with the Michigan Open Meetings Act. If the President is the subject of the charges, the Vice President shall appoint the Investigating Committee and chair the proceedings of the full Commission when hearing the committee's recommendation.

B. OFFICERS

The officers of the Detroit Library Commission shall consist of a President, Vice President, and Secretary. The term of office shall be one year.

Each member of the Commission shall succeed to the office of the President in the order of the length of continuous service on the Commission, and each member shall serve as Vice President the year before becoming President, and on retiring as President shall become Secretary, except that the present members of the Commission who have heretofore served as President shall hereafter succeed to that office in the same order as each heretofore served therein.

Duties of Officers

President: The President shall chair all meetings of the Commission or designate a chair when appropriate; shall review meeting agendas with the Director; shall compose the membership and name the chair of each standing committee; committees composed of community members, such as millage or literacy campaign committees, shall be composed with the input and consent of the body; the President shall be the spokesperson for the Commission to the public and to the staff; shall ensure that timely evaluations of the job performance of the Executive Director are conducted based on clearly written goals and methodology adopted by the Commission; shall provide strategic leadership that keeps the DPL independent, on a sound financial footing and in service to the residents of Detroit.

Vice President: Shall assist the President as needed and serve in the place of the President when required.

Secretary: Shall certify actions that have been approved by the Commission as needed for processing financial or legal matters

Each member of the Commission shall succeed to the office of the President in the order of the length of continuous service on the Commission, and each member shall serve as Vice President the year before becoming President, and on retiring as President shall become Secretary, except that the present members of the Commission who have heretofore served as President shall hereafter succeed to that office in the same order as each heretofore served therein.

Officers may be removed by a majority vote for cause and replaced no later than the next regular meeting.

Cause for demotion may include but not limited to willful violation of these rules, application for employment at the DPL, failure to file a full and complete disclosure statement, or conduct that brings discredit to the Commission.

The Commission may also censure a member for lesser matters as it sees fit.

C. COMMITTEES

1. Standing Committees. There shall be **five** standing committees of at least three members each, namely: a Committee on Administration; a Committee on Books and Literacy; a Committee on Buildings; an Audit Committee and a Committee on Finance. These Committees shall be appointed annually by the President not later than the first meeting after his/her succession and shall serve for one year or until new committees are appointed.

Except where power to act is generally or specifically delegated to a Committee by the Commission, the functions of the Committee as hereinafter detailed shall be of an advisory nature only. All recommendations of committees shall be submitted to the Commission for final action.

a) Committee on Administration. The Committee on Administration shall have responsibility for all policy matters of a general nature, which are not specifically assigned to other committees in these Rules and Regulations. The Committee shall have general responsibility in the area of personnel; presenting the recommendations of the Executive Director for appointments, permanency, promotions, demotions, leaves of absence, retirements, suspensions, and discharges of employees within the framework of the collective bargaining agreements.

b) Committee on Books and Literacy. The Committee on Books and Literacy shall have general responsibility in the area of the acquisition and preservation of library materials in accordance with DLC policy.

Selection of Materials. The selection of all materials, new and replacement, for the Library shall be the responsibility of the Executive Director, who shall avail him/herself of such staff counsel as he/she deems advisable.

c) Committee on Buildings. The Committee on Buildings shall have general responsibility for all matters relating to Library buildings and grounds, including the acquisition of sites, erection of new buildings, repair and upkeep, and the disposal of any surplus buildings and sites.

d) Committee on Finance. The Committee on Finance shall have general responsibility for all matters pertaining to finance, including the annual budget, reports, contracts and leases, and investments. All bills incurred by the Commission shall be referred to this Committee for approval.

e) Audit Committee. The Audit Committee shall have oversight over the audit of the Library general fund, the Library Cooperative, and all special funds and accounts of the Library system. The Audit Committee shall also investigate credible claims of any acts of impropriety or abuses of position that abuse or exploit the resources of the Library system. **The presentation of any audit shall be made to the full Commission upon the recommendation of acceptance by the Audit Committee.**

2. Special Committees. There shall be appointed such special committees as the exigencies of the service require.

D. PURCHASES AND PAYMENTS

1. Purchase Limitations. All purchases, of whatever nature, shall be made by the Executive Director, unless otherwise ordered by the Commission. Except for emergency purchases or purchases in small amounts, purchases shall be made on a competitive basis. Except for books and periodicals, and unless generally or specifically accepted by the Commission, purchases in excess of \$10,000 shall be awarded by the Commission after the receipt of bids.

2. Certification of Payment. Payrolls for salaries and bills for payment of all purchases must be certified by the appropriate Director or in his/her absence by a designated assistant. All payments must be made in accordance with DLC policy and applicable law. All changes in compensation must be approved by the DLC.

3. Purchase Authority. No member or employee of the Commission shall incur any liability against the Commission unless previously authorized to do so, with the understanding that the approval of the annual budget and any amendments thereto by the Commission constitute an authorization to the Executive Director to make purchases, not to exceed the total amount approved in each account. The Executive Director is further authorized to recommend to the City Council, when necessary, the transfer of funds from one account to another. The Commission intends to prevent any unauthorized encumbrances on the library. If such cases do occur, the Commission will investigate, assess liability and pursue collection as it sees fit.

4. Imprest Cash Fund. An imprest cash fund, not to exceed the amount which shall be approved by the Commission, shall be placed in the custody of the Executive Director or his/her designated representative, who shall be accountable for the same. From this fund the Executive Director is authorized to advance or pay incidental or petty expenses. Invoices covering such payments shall be presented to the Commission for approval in the same manner as other payments.

E. EXECUTIVE

The Executive Director shall be the executive agent of the Library Commission and shall be responsible for the recording of the Commission proceedings.

All proceedings shall be reproduced for the use of the Commission and, upon Commission approval, be made part of the public record and be clearly posted on the Library's website.

F. MEETINGS

1. Open Meetings Act. All meetings shall be conducted in conformity with the Open Meetings Act (Michigan P.A. 267, 1976). Procedures for addressing the Commission are embodied in the "Rules for Addressing the Detroit Library Commission" adopted September 6, 1977.

2. Meeting Dates. The Commission shall hold regular meetings the third Tuesdays of each month from September through June. **No less than 2 regular meetings during any calendar year shall be held in the evening hours (5:30 – 8:00 pm) to allow for broader community participation. Any Commissioner missing more than 2 regular meetings within a calendar year without an excuse and prior notice shall be subject to removal by a vote of 2/3rds of the Members.**

NOTED

Commissioner Hayden Friley suggested to Commissioner Adams to add "without proper notification to the appropriate DPL staff member." to the bylaws.

3. Order of Business. The order of business at the regular meetings of the Commission shall be as follows:

- a) Reading of the minutes of the previous meeting.
- b) Report of the President
- c) Report of the Director
- d) Reports of the Committees
 - 1) Standing
 - 2) Special
- e) Old Business
- f) New business

4. Annual Meeting. At the annual meeting the retiring President shall preside up to the announcement of his/her successor.

After the order of reading and approval of minutes any newly appointed or re-appointed member shall take and subscribe to an oath of office. The announcement of officers for the ensuing year shall follow, after which the new President shall take the chair and the regular order of business shall be resumed.

5. Rule Changes.

- a) Suspension of Rules. The rules of the Commission may be suspended at any regular meeting by a two-thirds vote of the members present.
- b) Amendments to the Rules. The rules of the Commission may be amended at any regular meeting by a two-thirds vote of the members present, but no amendment may be passed without the affirmative vote of at least four members. No proposed amendments to these rules shall be acted on at the same meeting at which such amendments are submitted.

6. Special Meetings. Special meetings may be called by the President, or, in his/her absence or inability to act, by the Vice-President, or shall be called by the Secretary upon the written request of any other two members. No business shall be transacted at any special meeting except such as designated in the notice given to each member.

7. Special Meetings--Retreats. Recommendations made at Retreats shall be brought before Commission at a Regular or Special Meeting for approval.

II. THE STAFF

A. ORGANIZATION

1. Executive Director. The Executive Director shall have general charge and superintendence of the Library: of all employees; of the operation of the Library; and of the carrying on of the service to the public. Notwithstanding the foregoing, The Executive Director shall conduct all operations, including personnel matters and decisions, in accordance with Library policies and rules prescribed by the Commission.

All petitions or communications to the Commission shall be transmitted through the Executive Director, together with his/her recommendation, prior to the consideration of such communications by the Commission unless such communication is in direct response to a Commission inquiry in which case such communication shall be directed to the Commission. In an emergency the Executive Director may direct the Library or any part thereof to be closed for the whole or part of any one day.

2. Directors. The Library's operations shall be organized by such major functions as may from time to time be deemed appropriate by the Commission as reflected in the organization chart. These functions will be headed by the Directors, to be appointed by the majority vote of the Commission and upon the recommendation of the Executive Director and the Committee on Administration. The Directors shall be assisted by Assistant Directors in charge of groups of service units, Coordinators of Major Library Activities, and other staff as necessary.

3. Service Units. Each service unit shall be the charge of a competent head responsible to the Executive Director. Service units are defined to be departments, bureaus, or other such units which shall be established by the Commission as reflected in the organization chart.

The heads of the units shall be vested with the authority inherent in responsible supervision of service and property and public interest under their jurisdiction. Appropriate staff shall be assigned to each service unit as determined by the Executive Director. Their salaries, fringe benefits, and working conditions shall be determined through the collective bargaining process and embodied in collective bargaining agreements. Unrepresented staff shall have their salaries, fringe benefits, and working conditions determined by the Commission.

NOTED

Commissioner Hicks suggested to Commissioner Adams to draft language to add to the bylaws for a special search committee for any future Executive Director and/or other Directors.

III. USE OF THE LIBRARY BY THE PUBLIC

- A. **HOURS OF SERVICE.** Library hours shall conform to regular, announced schedules as established by the Commission.
- B. **USE OF LIBRARY MATERIALS.** Regulations concerning the use of Library materials including requirements for borrowers and borrowing will be determined as necessary and will be embodied in a separate code book. Any person violating these regulations, or the privileges of the Library may forfeit his/her right to its use, and the case may be reported to the Commission by the Executive Director for such further action as may seem warranted.
- C. **ORDERLY CONDUCT.** Conduct not consistent with the quiet and orderly use of the Library is prohibited.

APPENDIX I

RULES FOR ADDRESSING A MEETING OF THE DETROIT LIBRARY COMMISSION.

A person shall be permitted to address a meeting of the Detroit Library Commission or Detroit Library Commission sitting as a committee of the whole (hereafter referred to as DLC) subject to the following rules:

- 1. To be placed on the agenda of a regular DLC meeting under public comment with a time limit of five minutes, a brief written request with subject matter and contact information shall be filed with the President of the Commission at the Detroit Public Library not later than Thursday of the week immediately preceding the day of the regularly scheduled meeting to which the request pertains.

In the case of a request to address a special meeting of the DLC such notice must be filed one business day before the meeting.

APPENDIX II

STATE LAWS AND CHARTER PROVISIONS AUTHORIZING FUNCTIONS OF THE DETROIT LIBRARY COMMISSION

ACT NO. 359 of the Local Acts of 1901

Sec. 2 Faith and credit bonds authorized; method of issuing outlined; restrictions.

Sec. 5-13 May take private property for library use; condemnation procedures outlined.

ACT NO. 390 of the Local Acts of 1903

Sec. 1 Board of Education to appoint six-member commission; president of board of education to be ex-officio member; overlapping terms; qualifications; tenure; to make contracts; to appoint a staff; general procedures.

ACT NO. 460 of the Local Acts of 1905

Sec. 3 Sinking fund provisions.

Sec. 7 Condemnation procedures clarified.

ACT NO. 305 of the Public Acts of 1919

By a resolution of Common Council, may issue bonds not to exceed 1/4 of 1% of assessed valuation, exclusive of the city's debt limit for general purposes.

ACT NO. 26 of the Public Acts of 1921 (First Extra Session)

Sec. 1 Library boundaries to be co-extensive with city boundaries.

Sec 2 Annual budget subject to same condition as other city departments

Sec 3 Fiscal year to be identical with city's.

ACT NO. 185 of the Public Acts of 1921

Sec. 5 Method of paying payrolls bills, accounts, and claims specified.

ACT NO. 92 of the Public Acts of 1952

Sec. 1 May cooperate with libraries in adjoining counties to supplement services rendered.

CITY CHARTER (2012), Article 9, Chapter 5

Sec. 9-504 The city may make appropriations to, and exercise its powers in aid of, the Detroit Library Commission for the operation of libraries within the city.

COMMISSION ACTION

Commissioner Adams moved approval of the 1st reading of the Detroit Library Commission proposed rules and regulation revisions.

Commissioner Short supported.

A roll call vote was taken with the following results:

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

The motion passed unanimously.

COMMITTEE ON FINANCE

Approval for Offset Printing and Mailing Services for the Detroit Public Library's Millage Campaign

A request was made to secure a new contract with a qualified vendor to provide offset printing and mailing services for the Detroit Public Library's millage campaign.

An Invitation for Bid, (IFB-TL-1932), was advertised and posted on the Michigan Inter-Governmental Trade Network (MITN) website, www.bidnetdirect.com, and on the Detroit Public Library website from May 14, 2024 until bid closing at 2:00 p.m. on May 24, 2024, at which time the bid documents were no longer available for download. The solicitation was downloaded from the MITN website by sixty-nine (69) companies; ten (10) companies submitted a bid.

The bid results are as follows:

Supplier	Location	Bid Amount
AmEx	Detroit, MI	\$ 26,786.00
Avalon	Syracuse, NY	\$ 138,924.98
Image Printing	Royal Oak, MI	\$ 34,903.80
Inland Press	Detroit, MI	\$ 49,457.00
KM Printing LLC	Owings Mills, MD	\$ 65,215.83
PhoInn2023	Troy, MI	\$ 34,125.00
Printwell, Inc.	Taylor, MI	\$ 22,353.52
Solo Printing LLC	Miami, FL	\$ 41,760.00
TGI Direct	Flint, MI	\$ 83,406.00
Wolverine Solutions Group, Inc.	Detroit, MI	\$ 69,428.00

In the bid submission, we requested that the cost of postage and mailing be included. AmEx, Image Printing, Inland Press, PhoInn2023, Printwell, and Solo Printing LLC did not include the cost of postage in their bids, therefore they did not meet the bid requirements. Of the acceptable bids from Avalon, KM Printing, TGI Direct, and Wolverine Solutions Group, although KM Printing LLC had a lower bid, Wolverine Solutions Group included providing a registered voter and absentee voter list by zip codes. KM Printing LLC's did not include this, however, if DPL provided the list, we would incur additional costs.

Therefore, the Finance Committee is recommending that the Detroit Library Commission authorize the Finance and Business Office to enter into an agreement with Wolverine Solutions Group, Inc. for offset printing and mailing services for the Detroit Public Library's millage campaign for a total amount not to exceed \$69,428. Please note that the estimated cost of postage in the amount of \$29,560 will be paid directly to the US Postmaster using the Library's government permit. The total to be paid directly to Wolverine Solutions Group for printing and mailing will be \$39,868.

COMMISSION ACTION

Commissioner Hayden Friley moved approval for offset printing and mailing services for the Detroit Public Library's millage campaign. Commissioner Frierson-Haynes supported.

A roll call vote was taken with the following results:

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

The motion passed unanimously.

Approval to Renew Property, Liability, Fine Arts, and Commercial Crime Insurance Policies for Detroit Public Library

Below is a summary of results for the 2024 – 2025 insurance renewal and recommendations for the insurance policies for Property, General Liability, Auto Liability, Director & Officer Liability, Fine Arts, and Commercial Crime.

Property:

Following the Library's large water damage loss of 2021, Alliant has worked with multiple insurers to find the best possible solution for the Library. Two years ago, DPL was able to place our program with a strong and stable partner in Travelers. Strategically, it is in the Library's best interest not to conduct a full marketing sweep each and every year. Insurance companies tend to get "fatigued" by seeing the same submission year after year. Early conversations with Travelers told us that we were not to expect any substantial changes to terms, or any increases in pricing beyond what is standard in the industry.

Following the steep increases in both rates and property values in 2023, DPL is now in the midst of a much more stable property market for 2024. This year we were able to negotiate a 2.10% increase in property values with your current partner, Travelers (compared to a 10.4% increase last year). Claim activity remains high, but we are at a point where the market is beginning to stabilize, and we are seeing significantly less percentage rate increases, but still seeing moderate, single digit increases. As such, Travelers is offering a renewal at a 5.26% rate increase.

Below is a summary of the property insurance renewal options that Travelers suggested:

Property	2023 - 2024	2024 - 2025	Annual Change
Travelers Premiums	\$1,341,130	\$1,441,324	7.47%
Total Values	\$856,100,702	\$874,092,043	2.10%
Rate Applied to Values	\$0.157	\$0.165	14.1%

General Liability:

The General Liability renewal was relatively benign. This is consistent with the market. The reason for the increase in premium is due to a 10.74% rate increase on the rate of library buildings. There was also a 2.23% rate increase for vacant land. The increase also included adding new location at 6315 E. 7 Mile Road. Summary is below:

General Liability	2023 - 2024	2024 - 2025	Annual Change
Citizens Insurance Company of America	\$23,471	\$25,401	8.22%

Automobile Liability:

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. Much of this is due to the roughly 16.62% increase in rate per vehicle (which is consistent with the Auto Insurance industry as a whole).

The deductibles are also being increased from \$500 to \$1,000. Another factor contributing to this increase is the loss that Library experienced this past year.

Automobile Liability	2023 - 2024	2024 - 2025	Annual Change
Citizens Insurance Company of America	\$42,631	\$49,717	16.64%

Directors and Officers Liability:

Directors and Officers Liability coverage is a flat renewal.

Directors & Officers	2023 - 2024	2024 - 2025	Annual Change
ACE American Insurance Company	\$36,264.00	\$36,264.00	0%

Fine Arts:

There have been no changes to the Library's Fine Arts exposure, and as such there is no change to the annual premium.

Fine Arts	2023 - 2024	2024 - 2025	Annual Change
Lloyds of London	\$23,088.13	\$23,088.13	0.00%

Commercial Crime Policy:

Last year, the Library renewed its Crime policy with Travelers on a three-year term. As such, the renewal premium is the same until the 7/1/2025 renewal. Below is a summary of charges:

Commercial Crime	2023 - 2024	2024 - 2025	Annual Change
The Travelers Indemnity Company	\$3,072.00	\$3,072.00	0.00%

Summary:

Below is a premium summary for all of the Library's 7/1/2024 renewals.

Detroit Library Commission	Insurer	2023 - 2024	2024 - 2025	Annual Change
Total	Various	\$1,469,656.13	\$1,578,866.13	7.43%
Property	Travelers	\$1,341,130	\$1,441,324	7.47%
General Liability	Citizens	\$23,471.00	\$25,401	8.22%
Automobile	Citizens	\$42,631.00	\$49,717	16.64%
Directors & Officers	Ace	\$36,264.00	\$36,264	0.00%
Fine Arts	Lloyds of London	\$23,088.13	\$23,088.13	0.00%
Commercial Crime	Travelers	\$3,072.00	\$3,072.00	0.00%

Therefore, the DLC Committee on Finance is advising the Detroit Library Commission to authorize the Finance and Business Office to renew the insurance policies for Property, General Liability, Auto Liability, Director & Officers Liability, Fine Arts, and Commercial Crime for the time period from July 1, 2024 through June 30, 2025. The total amount of the renewal will not exceed \$1,578,866.13.

COMMISSION ACTION

Commissioner Hayden Friley moved approval to renew property, liability, fine arts, and commercial crime insurance policies for Detroit Public Library. Commissioner Frierson-Haynes supported.

A roll call vote was taken with the following results:

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

The motion passed unanimously.

Minutes were approved at the September 17, 2024 Commission Meeting

Approval to Contract with AWE Acquisitions for the Lease of Early Learning Desktop Computers at the Detroit Public Library

The current AWE children's computers are more than 10 years old and in need of an upgrade. The new devices come with applications that are not available on the current devices. The lease gives DPL the opportunity to purchase the devices for \$1 at the end of the lease. The devices will not be outdated at the end of the lease.

AWE is the sole source early learning desktop computer vendor for the Detroit Public Library.

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 AWE Acquisitions Inc. for 17 AIO Model desktop computers with applicable hardware and warranties in an amount not to exceed **\$76,957** with annual payments of **\$25,652**.

COMMISSION ACTION

Commissioner Hayden Friley moved approval to contract with AWE Acquisitions for the lease of early learning desktop computers at the Detroit Public Library. Commissioner Frierson-Haynes supported.

A roll call vote was taken with the following results:

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

The motion passed unanimously.

Approval to Renew Contract for Security Monitoring Services at Detroit Public Library

Sonitrol, Inc has been the provider of security monitoring services for the Library for over 27 years. They have installed sensors and other surveillance equipment. The service is satisfactory and they are adequately qualified and fully responsive to the needs of the library. The Procurement Department has obtained agreement from Sonitrol Inc to extend the contract for the time period as listed below under the same terms and conditions, as follows:

Security & Fire Alarm Monitoring

July 1, 2024 – June 30, 2025

Sonitrol Great Lakes

7241 Fenton Road

Grand Blanc, MI 48439

Amount not to Exceed: \$48,727

Therefore, the DLC Committee on Finance is advising the Detroit Library Commission to authorize the Finance and Business Office to renew the annual contract with Sonitrol Inc. for security monitoring services. The extension period will cover the time period from July 1, 2024 through June 30, 2025. The total amount of the extension will not exceed **\$48,727**.

COMMISSION ACTION

Commissioner Hayden Friley moved approval to renew the contract for security monitoring services at the Detroit Public Library. Commissioner Frierson-Haynes supported.

A roll call vote was taken with the following results:

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

The motion passed unanimously.

Approval to Renew the Contract with Signature Technology Solutions for Microsoft Office 365 Maintenance and Support

Signature Technology Solutions was awarded the contract in June 2022 after submitting a top-ranking competitive proposal.

The service supports the library's use of Microsoft Office as a platform for communication, collaboration, file storage, and hosting internal virtual meetings.

The administration and staff have found the services provided by Signature Technology Solutions to be acceptable.

Microsoft Office 365 Maintenance and Support

July 1, 2024 – June 30, 2025

Signature Technology Solutions

23455 W. 12 Mile Rd., Unit 3601

Farmington Hills, MI 48333

Minutes were approved at the September 17, 2024 Commission Meeting

Therefore, the Detroit Library Commission (DLC) Committee on Finance advises the Detroit Library Commission to authorize the Finance and Business Office to renew the service agreement for Microsoft Office 365 maintenance and support with Signature Technology Solutions for the time beginning July 1, 2024 through June 30, 2025. This is for year three of an agreement that has one renewal option left. The total amount will not exceed \$161,772.96.

COMMISSION ACTION

Commissioner Hayden Friley moved approval to renew the contract with Signature Technology Solutions for Microsoft Office 365 maintenance and support. Commissioner Adams supported.

A roll call vote was taken with the following results:

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

The motion passed unanimously.

Approval to Renew Annual Hosting & Software Maintenance Agreement for Procurement Software from Naviant, Inc. for the Detroit Public Library

In November 2020, a like-to-like conversion of the Library's Procurement software was performed due to the existing software reaching end of life. Hyland Software offered DPL a like-to-like conversion from SIRE to Onbase free of charge. Naviant upgraded the SIRE system and assisted with establishing a single, enterprise-wide platform for the Library's Procurement Department and Business Office.

Licensing and use of the software require an annual financial commitment to hosting and maintenance. Hyland hosts the application and related data in a remote server and performs regular hardware and software maintenance on behalf of the library as outlined below. The total annual amount for hosting and maintenance is **\$118,525.57**.

Annual Total for Hosting & Maintenance	\$118,525.57
Cloud Based Hosting Subscription	\$ 52,890.72
Maintenance & Support Total:	\$ 65,634.85
<i>Maintenance Costs consist of:</i>	
ONBASE Licensing per Hyland Community	\$ 45,939.76
Single Sign On Subscription	\$ 2,635.90
Naviant Support Level Agreement - SLA	\$ 16,749.19

Therefore, the DLC Committee on Finance is advising the Detroit Library Commission to authorize the Finance and Business Office to exercise the option to renew a hosting and maintenance agreement for procurement software in an amount not to exceed \$118,525.57. This cost includes \$65,634.85 for software maintenance & support and \$52,890.72 for offsite application and data hosting. This renewal covers the period from September 1, 2024 through August 31, 2025.

COMMISSION ACTION

Commissioner Hayden Friley moved approval to renew the annual hosting & software maintenance agreement for procurement software from Naviant, Inc. for the Detroit Public Library. Commissioner Frierson-Haynes supported.

A roll call vote was taken with the following results:

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

The motion passed unanimously.

Approval of the Routine Finance Report

The following accounts have been examined and found correct by the staff of Business and Financial Operations and ratification of payment is recommended.

<u>Summary of Expenditures</u>				
<u>PUBLIC FUNDS</u>				
PAYMENTS PROCESSED BY CITY OF DETROIT:				
1. Total Payroll	May 2024			\$1,522,605.56
2. Total Vouchers-processed on FUSION	After 3/13/2020 listed by invoice number & date (processed off-site)			\$501,197.83
3. FY24 Annual Retiree Supplement				\$0.00
4. FY24 General Retirement System				\$0.00
5. FY24 Central Staffing Services				\$0.00
6. FY24 Hybrid Pension Payment				\$0.00
7. FY24 VEBA				0.00
8. FY24 Debt Service Interest for 2014B(1) & 2014B(2) Notes				0.00
9. Building purchase - 6315 E. 7 Mile Rd, Detroit MI 48234				491,449.24
Total processed by City of Detroit				\$2,515,252.63
<u>PAYMENTS PROCESSED BY DPL:</u>				
1. Public Funds/Comerica checking		Checks	1423	\$1,357.00
2. Branch & Main Library Deposit Checking account		Checks	8606 - 8646	\$45,317.17
3. Branch & Main Library Deposit Checking ac	Paid 5/08/2024	Electronic Funds Transfer (EFT)		\$2,601.93
Total processed by DPL				\$49,276.10
Grand Total				\$2,564,528.73

Summary of Expenditures				
Restricted/Designated Funds				
1. Burton Endowment Checking		Checks	NONE	\$0.00
2. O'Brien Checking		Checks	NONE	\$0.00
3. Programs & Gifts Checking Account		Checks	3033-3035	\$581,478.51
Grand Total				\$581,478.51
Programs & Gifts Checking Account:				
Programs & Gifts Checking	\$321,778.32	Transfer State of Michigan State Aid EFT to General Fund		
Programs & Gifts Checking	\$9,700.19	Transfer Wayne County March 2024 delinquent taxes EFT to General Fund		
Programs & Gifts Checking	\$250,000.00	To transfer Michigan Economic Development Grant (MEDC) EFT to General Fund		
	\$581,478.51	TOTAL		

Credit Card Expenditures	
1. Executive Director	\$ -
2. Executive Director's Office-used for general office purpose	-
3. Chief Financial Officer	150.00
4. Human Resources Department	60.19
5. Marketing Department	652.25
6. Technical Services	504.90
7. Facilities Department	6,297.48
8. Information Technology	261.44
9. Procurement	260.49
10. Security	933.32
11. Public Services	366.91
Grand Total	\$ 9,486.98
NOTE: These are April 2024 Credit Card purchases	

Minutes were approved at the September 17, 2024 Commission Meeting

COMMISSION ACTION

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

A roll call vote was taken with the following results:

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

The motion passed unanimously.

NOTED

Commissioner Hayden Friley commended the members of the Committee on Finance, Commissioners Aliqae Geraci and Angelique Peterson-Mayberry, as well as staff members, Christopher Korenowsky, Chief of Operations, Antonio Brown, Chief Financial Officer and Yvette Rice, Executive Assistant II, for their work and guidance.

NEW BUSINESS

President Short presented the following resolution:

Whereas the Detroit Public Library as an entity is a member of the American Library Association and the Michigan Library Association,

Whereas as individual board members/library commissioners are not a member of either professional organization,

Whereas these are two of the leading associations, but current board members do not have access to information from either organization,

Whereas it is important for all members of the board have access to information about libraries,

Be it resolved that the Detroit Public Library will pay the seventy-three dollars (\$73) membership fee for membership in the American Library Association and the eighty-five dollars (\$85) membership fee for the Michigan Library Association annually.

DISCUSSION

Commissioner Hayden Friley requested that the following be added to the resolution: “providing that there are funds in the annual budget to pay for the memberships.”

Commission Hicks requested that the following be added to the resolution: “provided that the individual Commissioner wants to become a member of either organization.”

COMMISSION ACTION

President Short moved approval of the resolution for individual Commissioners become members of the American Library Association and the Michigan Library Association and the Library will pay for the memberships. Commissioner Hicks supported.

A roll call vote was taken with the following results:

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

The motion passed.

OLD BUSINESS

Mr. Cledos Powell, Assistant Director for Facilities, reported that the HVAC system at the Main Library is under repair and operating part-time. It should be fully operational in June or July of 2025.

ADJOURNMENT

Commissioner Adams moved to adjourned. Commissioner Hayden Friley supported.

A roll call vote was taken with the following results:

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

The meeting was adjourned at 3:40 p.m.

Minutes were approved at the September 17, 2024 Commission Meeting