

**DETROIT LIBRARY COMMISSION PROCEEDINGS
REGULAR MEETING
JUNE 20, 2023**

NOTED

The meeting was held in Main Library's Galleria. The meeting was also available for virtual viewing.

President Hayden Friley called the Regular Meeting of the Detroit Library Commission to order at 1:43 p.m.

Present: President Hayden Friley, Commissioners Adams, Frierson-Haynes, Hicks, Jackson, Short

Excused: Commissioner Peterson-Mayberry

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

Present Also: Katie Andreovich, Janet Batchelder, Russ Bellant, Cheryl Blessett, Maria Bryson, L. Day, Deborah Dorsey, Katie Dowgiewicz, DeAngela Golen, Alexis Griffin, Debra Henning, Augustus Hill, Imara Hyman, J. Johnson, Deborah Madison, Tracy Massey, Vernadette McAllister, Carolyn Mosley, Angela Newby, Detroit's OtterPilot, Christine Peele, Yvette Rice, Heidi Sargis, Malak Silmi, Ralph Simpson, Shakir Smith, Megan Summers, Brian Vance, Dewanna Veasley

APPROVAL OF THE MEETING MINUTES

COMMISSION ACTION

Commissioner Jackson moved approval of the Regular Meeting Minutes of April 18, 2023 and the Committee of the Whole Meeting Minutes of May 16, 2023. Commissioner Short supported.

Minutes were approved at the September 19, 2023 Commission Meeting

A roll call vote was taken with the following results:

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

The minutes were approved as presented.

PUBLIC COMMENTS

Imara Hyman – Expressed her concerns about the repairs at the Conely Branch Library and the Mobile Library's visit to the Conely Branch on Mondays at 1:00 p.m. She suggested changing the time and location for residents to better utilize the Mobile Library.

Mr. Cledos Powell, Assistant Director for Facilities, explained that the bids for repairs at the Conely Branch had been sent out and returned and a contractor had been selected. The repairs will begin once the contract is approved by the Commission.

President Hayden Friley said that the suggestion to relocate the Mobile Library will be taken under advisement.

Ralph Simpson – Expressed his concerns about ADA access at the Bowen Branch Library. He said that he will be sending a letter to the Commissioners about his concerns at the Bowen Branch Library.

Glenda McGabney – Expressed her concerns about inappropriate books on display at the Library. She suggested that they be displayed out of view from children and anyone that would find them offensive.

Russ Bellant – Asked the following questions:

- 1) Any report provided to the Library on Senate Bill 243?
- 2) Any movement on the backflow preventers at Main Library?
- 3) Has the Library received any funds from the Downtown Development Authority (DDA) that was promised?

- 4) How much of the American Rescue Plan Act (ARPA) funds that that City of Detroit promised to provide the Library for bridging the digital divide has the Library received?

Mr. Antonio Brown, Chief Financial Officer, responded with the following answers:

- 1) Mr. Brown said that in April 2023, DPL's lobbyist, Kelley Cawthorne, provided a report on Senate Bill 243 to the Commissioners.
- 2) DPL has not issued a RFP for the backflow preventers. There has to be discussion with DPL's engineers to determine the best system for Main Library.
- 3) DPL received a check from the DDA in the amount of \$220,000. The initial amount promised to DPL was \$360,000. DPL is still working with the DDA to receive the full amount.
- 4) The City of Detroit has not provided any funds to DPL for the digital divide.

NOTED

President Hayden Friley suggested that the Commission address the By-Laws because they are a bit antiquated. She asked the By-Laws Chair, Commissioner Adams, if this matter could be addressed before the end of the year

REPORT OF THE EXECUTIVE DIRECTOR

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

Summer Reading 2023 – All Together Now

The 2023 Summer Reading slogan is **All Together Now**. This year's theme centers around Kindness, Friendship and Unity. Our wide variety of fun filled summer programs will encompass the theme in many ways. The programs include DPL's Summer Beanstack Reading Challenge, LEGO Build the Change Challenges, Kindergarten Bootcamp, Let's Read Tutoring, teen cooking classes, programs about Michigan's wildlife, and much more.

We have partnered with several local and national organizations which include: LEGO, Michigan Science Center, Detroit Public Schools Community District Department of Family and Community Engagement, Detroit Public Television and Kiwanis Detroit. On Saturday, June 24th, 1-4 p.m., Children's Library will host the official Summer Reading kick-off sponsored by LEGO and the Michigan Science Center.

Minutes were approved at the September 19, 2023 Commission Meeting

Families will enjoy LEGO Challenges, inflatables, face painting and more. Registration for summer reading activities is available at all library branches or at detroitpubliclibrary.org.

Free Notary Services-Redford Branch Library

The Redford Branch will offer free notary services for low-income library customers. The service will be offered from 3:00 p.m. – 4:30 p.m., on the second and fourth Mondays of the month through December of this year. Those wishing to use this service must bring a picture ID, and some type of government-issued verification of low-income level, for example, a WIC card or a Medicaid card.

Popular Library: 2023 Summer Events

Main Library's Popular Library is sponsoring several events this summer:

- On Saturday June 24th, at 2 p.m., master flutist Galen Abdur-Razzaq will present a lecture and concert, titled "Jazz and the Civil Rights Movement." For more than 30 years, he has performed and spoken to college and university students across the country.
- At 2 p.m., on Friday, June 30th, Popular Library will host an opening reception for an exhibit of the work of LaDonna Harris, a painter, clothing and jewelry designer. The exhibit will be on display in the Galleria through the month of July.

ARISE Detroit! 2023 Neighborhood Day

DPL will continue its longtime partnership with ARISE Detroit, as it celebrates its 17th Annual Neighborhood Day, on Saturday, August 5th. Main Library will host several programs including a free book giveaway, a family yoga class, a children's story time, and a Zumba dance party. The detailed schedule will be available at detroitpubliclibrary.org and arisedetroit.org in mid-July.

Media Coverage

On May 21, 2023, the Detroit Free Press posted a story about adults who were serving life sentences received as juveniles. These sentences were set aside under recent law changes and the adults are now returning to the community. The article noted that DPL is a frequent place for gaining technology access and the importance of obtaining a library card.

The HYPE Teen Center sponsored a "SMASH" video game challenge on April 21, 2023. On May 29, WDET 101.9 ran a segment on the challenge, interviewing Joseph Veld, the Technical Training Assistant (TTA) who planned and hosted the event.

Woodbridge Neighborhood Development - Donation

The Woodbridge Neighborhood Development organization is once again financially supporting the Douglass Library children's summer programs to be held in Scripps Park. On May 30, 2023, the organization provided a generous donation of \$2,500.

DPL Foundation's General Endowment Fund

On May 16, 2023, the Library received \$5,000 from the DPL Foundation's General Endowment Fund for the acquisition of materials for the National Automotive History Collection. On May 30, 2023, the Foundation made donations of \$2,500 for the HYPE Teen Center and \$5,000 to Special Collections for the acquisition of rare books.

Wayne County

On May 19, 2023, the Library received a payment of \$102,978.43 for delinquent property taxes.

Kukla-Scheibner Fund

On June 7, 2023 the Library received \$1,599 from the Kukla-Scheibner Fund in support of the Burton Endowment Fund. This is the first of two annual payments made to the Library. The fund is managed by the Community Foundation for Southeast Michigan.

City of Detroit Brownfield Redevelopment Authority (DBRA) Grant

On June 7, 2023, the Library received a check in the amount of \$205,090 for the DBRA grant. On April 28, 2021, the City of Detroit's Brownfield Redevelopment Authority Board of Commissioners approved the Library's grant application submitted to the local Brownfield Revolving Fund in the amount of \$339,945. The grant was to reimburse the Library for eligible expenses related to brownfield activities that included demolition, lead and asbestos remediation, and site preparation when the roof was replaced at Main Library in 2019.

COMMITTEE ON ADMINISTRATION**Approval of the 2023 – 2024 Calendar of Library Closings and Schedule Changes**

The Human Resources Department is requesting approval of the annual Calendar of Library Closings and Scheduled Changes. The Calendar has been reviewed by Library Administration.

The Calendar begins at the start of the fiscal year, July 1, 2023 and concludes on June 30, 2024.

Minutes were approved at the September 19, 2023 Commission Meeting

Approval is requested to accept the 2023/2024 Calendar of Library Closings and Schedule Changes.

**CALENDAR OF LIBRARY CLOSINGS AND SCHEDULE CHANGES
2023 – 2024**

July 4, 2023 (Tuesday)	Independence Day holiday (all locations closed)
September 4, 2023 (Monday)	Labor Day holiday (all locations closed)
September 8-9, 2023 (Friday-Saturday)	Branch Fall schedule begins: closed Fridays, open Saturdays.
October 1, 2023 (Sunday)	Sunday schedule begins at Main Library
October 4, 2023 (Wednesday)	Staff Development Day (all locations closed)
November 10, 2023 (Friday)	Veterans Day designated holiday for support agencies
November 11, 2023 (Saturday)	Veterans Day holiday for public service agencies (all locations closed)
November 23, 2023 (Thursday)	Thanksgiving Day holiday (all locations closed)
November 24, 2023 (Friday)	Day after Thanksgiving holiday (all locations closed) (holiday for Main & support agencies; branches closed per regular schedule)
November 25, 2023 (Saturday)	Day after Thanksgiving designated holiday for branches (Branches closed, Main open)
December 22, 2023 (Friday)	Christmas Eve designated holiday for support agencies
December 23, 2023 (Saturday)	Christmas Eve designated holiday for public service agencies (all locations closed)
December 24, 2023 (Sunday)	No Sunday service
December 25, 2023 (Monday)	Christmas Day holiday (all locations closed)
December 29, 2023 (Friday)	New Year's Eve designated holiday for support agencies
December 30, 2023 (Saturday)	New Year's Eve designated holiday for public service agencies (all locations closed)
December 31, 2023 (Sunday)	No Sunday service
January 1, 2024 (Monday)	New Year's Day holiday (all locations closed)
January 15, 2024 (Monday)	Martin Luther King Jr. Day holiday (all locations closed)
February 19, 2024 (Monday)	Presidents' Day holiday (all locations closed)
March 29, 2024 (Friday)	Good Friday holiday (all locations closed) (holiday for Main & support agencies; branches closed per regular schedule)
March 30, 2024 (Saturday)	Good Friday designated holiday for branches (Branches closed, Main open)
March 31, 2024 (Sunday)	No Sunday service
May 19, 2024 (Sunday)	Last Sunday of season for Main Library
May 24-25, 2024 (Friday-Saturday)	Branch Summer schedule begins: open Fridays, closed Saturdays.

Minutes were approved at the September 19, 2023 Commission Meeting

May 27, 2024 (Monday)	Memorial Day holiday (all locations closed)
June 19, 2024 (Wednesday)	Juneteenth holiday (all locations closed)

COMMISSION ACTION

Commissioner Jackson moved approval of the calendar of Library closings.
Commissioner Short supported.

A roll call vote was taken with the following results:

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

The motion passed unanimously.

Approval of the May 2023 Routine Human Resources Report

The Human Resources Department Report provides information regarding personnel actions taken from April 1, 2023 through April 30, 2023. These actions have been approved by Administration.

APPOINTMENTS (7)

Employee Name	Title	Hire date
Gina Barnhouse	Librarian II	April 3, 2023
Emma Brockett	Customer Service Representative	April 3, 2023
Essence Adams	Customer Service Representative	April 17, 2023
Katherine Chesney	Customer Service Representative	April 17, 2023
Zarina Fluellen	Customer Service Representative	April 17, 2023
DePaula Hill	Customer Service Representative	April 17, 2023
NiMatullah Watkins	Customer Service Representative	April 17, 2023

RETIREMENTS (0)

SICK LEAVE PAYOUTS (0)

TOTAL PAYOUTS = \$0

Minutes were approved at the September 19, 2023 Commission Meeting

POTENTIAL RETIREMENTS (1) Pending COD Approval

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

SEPARATIONS (4)

Employee Name	Title	Last Day Worked
Victoria Truelove	Customer Service Representative	April 21, 2023
Leiann Day	Procurement Manager	April 6, 2023
Rudyqing Dahl	Customer Service Representative	April 29, 2023
Alyssa Nunez	Customer Service Representative	April 29, 2023

EMPLOYEE HEADCOUNT

Headcount	April 2023	Headcount	April 2022
Budgeted Positions =	325	Budgeted Positions =	325
Active Employees =	231	Active Employees =	174
Furlough Employees =	0	Furlough Employees	13
Vacant Positions =	94	Vacant Positions =	138

VACANT POSITIONS

POSITION	# OF BUDGETED POSITIONS	# OF FILLED POSITIONS	VACANT POSITIONS
Manager	26	24	2
Librarian III	36	24	12
Librarian I & II	24	21	3
Facilities	17	11	6
TTA	17	14	3
Customer Service Representative	92	50	42
Senior Customer Rep (Clerk)	24	13	11
Senior Accountant	2	1	1
Security	16	12	4
Office Support Assistant	11	10	1
Technical Services Assistant	4	3	1
Sr Dup Devices Operator	1	0	1
Principal Clerk	2	1	1
Shipping Room Assistant	1	0	1
Administrative Assistant	6	5	1
Human Resources	7	6	1
Pre-Professional	3	1	2
Procurement Manager	1	0	1
Total			94

Minutes were approved at the September 19, 2023 Commission Meeting

Only Position Titles with vacancies are listed.

The Human Resources Department is actively recruiting for open positions.

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

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

Approval of the June 2023 Routine Human Resources Report

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

APPOINTMENTS (4)

Employee Name	Title	Hire date
Lori Steinbach	Human Resources Specialist	May 15, 2023
Elonda Cruder	Security Officer	May 15, 2023
Nicole Candelario-Ocasio	Customer Service Representative	May 29, 2023
Carol Brown	Customer Service Representative	May 29, 2023

RETIREMENTS (1)

Employee Name/Title	Title	Last Day Worked	Retirement Date
Genevieve Oldani-Carusio	Assistant Director, Public Services	May 12, 2023	Determined by COD

SICK LEAVE PAYOUTS (0)

TOTAL PAYOUTS = \$0

POTENTIAL RETIREMENTS (0) Pending COD Approval

SEPARATIONS (2)

Employee Name	Title	Last Day Worked
DePaula Hill	Customer Service Representative	May 10, 2023
Econda Cruder	Security Officer	May 30, 2023

EMPLOYEE HEADCOUNT

Headcount	May 2023	Headcount	May 2022
Budgeted Positions =	325	Budgeted Positions =	325
Active Employees =	232	Active Employees =	172
Furlough Employees =	0	Furlough Employees=	11
Vacant Positions =	93	Vacant Positions =	142

Minutes were approved at the September 19, 2023 Commission Meeting

VACANT POSITIONS

POSITION	# OF BUDGETED POSITIONS	# OF FILLED POSITIONS	VACANT POSITIONS
Manager	26	24	2
Librarian III	36	24	12
Librarian I & II	24	21	3
Facilities	17	11	6
TTA	17	14	3
Customer Service Representative	92	51	41
Senior Customer Rep (Clerk)	24	13	11
Senior Accountant	2	1	1
Security	16	12	4
Office Support Assistant	11	10	1
Technical Services Assistant	4	3	1
Sr Dup Devices Operator	1	0	1
Principal Clerk	2	1	1
Shipping Room Assistant	1	0	1
Administrative Assistant	6	5	1
Pre-Professional	3	1	2
Procurement Manager	1	0	1
Assistant Director	6	5	1
Total			93

Only Position Titles with vacancies are listed.

The Human Resources Department is actively recruiting for open positions.

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

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

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

COMMISSION ACTION

Commissioner Short moved approval of the May 2023 routine Human Resources report and the June 2023 routine Human Resources report. Commissioner Frierson-Haynes supported.

A roll call vote was taken with the following results:

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

The motion passed unanimously.

AUDIT COMMITTEE

Approval of the Burton Endowment Fund Financial Audit for Fiscal Year Ending June 30, 2022

The government-wide financial statements, fund financial statements, fiduciary funds and notes for the financial statements have been reviewed by management and the Audit Committee members for fiscal year ending June 30, 2022.

Alan C. Young & Associates, P.C., completed the audits and determined that all accounting principles have been met.

Approval is requested to accept the Burton Endowment Fund Financial Audit for Fiscal Year ending June 30, 2022.

COMMISSION ACTION

Commissioner Adams moved approval of the Burton Endowment Fund financial audit for fiscal year ending June 30, 2022. Commissioner Frierson-Haynes supported.

A roll call vote was taken with the following results:

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

The motion passed unanimously.

Minutes were approved at the September 19, 2023 Commission Meeting

Approval of the Detroit Public Library Financial Audit for Fiscal Year Ending June 30, 2022

The government-wide financial statements, fund financial statements, fiduciary funds and notes for the financial statements have been reviewed by management and the Audit Committee members for fiscal year ending June 30, 2022.

Maner Costerisan, P.C., completed the audits and determined that all accounting principles have been met.

Approval is requested to accept the Detroit Public Library Financial Audit for Fiscal Year ending June 30, 2022.

COMMISSION ACTION

Commissioner Adams moved approval of the Detroit Public Library financial audit for fiscal year ending June 30, 2022. Commissioner Frierson-Haynes supported.

A roll call vote was taken with the following results:

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

The motion passed unanimously.

COMMITTEE ON BUILDINGS

COMMISSION ACTION

Commissioner Hicks moved to bundle the following contract write-ups together. Commissioner Short supported. Commissioner Hicks asked Mr. Antonio Brown to read each contract write-up.

Approval to Contract with Gabriel Industry (ServPro) for Concrete Replacement, Paint, and Seal at the Conely Branch Library

The basement floor at the Conely Branch Library needs concrete replacement, painting and sealing.

An Invitation for Bid (IFB), IFB-FA-2308 was advertised and posted on the Michigan Inter-Governmental Trade Network (MITN) website, www.bidnetdirect.com, and on the Detroit Public Library's website on February 24, 2023, until bidding closed at 3:00 p.m. on March 28, 2023, at which time the bid documents were no longer available for download.

There were two (2) bids submitted:

Gabriel Industry (ServPro)	\$126,832.17
18149 E. 8 Mile Rd., Eastpointe, MI 48021	
Base cost break...concrete paint and seal	\$101,301.32
Alternate #1... exterior basement steps	\$14,220.00
Alternate #2... scoping, cleaning & make work	\$3,800.00
Alternate #3... install 7" wood stain oak base	\$7,510.85

Smith's Waterproofing LLC	\$307,840.00
3821 Van Dyke, Almont, MI 48003	

Base cost break...concrete paint and seal	\$282,550.00
Alternate #1... exterior basement steps	\$13,710.00
Alternate #2... scoping, cleaning & make work	\$7,200.00
Alternate #3... install 4" rubber base	\$4,380.00

Therefore, the Facilities Department is recommending that the DLC Committee on Buildings advise the Detroit Library Commission to authorize the Finance and Business Office to contract with Gabriel Industry, **the lowest qualified bidder**, to repair the concrete floor in the basement at the Conely Branch Library for an amount not to exceed **\$126,832.17** including line alternates #1, #2, and #3.

Approval to Contract with Gabriel Industry (ServPro) for Plaster Repairs and Painting on the First and Second Floors and the Children's Area in the East Wing at the Conely Branch Library.

The first and second floors, as well as the children's area in the east wing at the Conely Branch Library need plaster repairs and painting.

An Invitation for Bid (IFB), IFB-FA-2309 was advertised and posted on the Michigan Inter-Governmental Trade Network (MITN) website, www.bidnetdirect.com, and on the Detroit Public Library website on February 24, 2023 until bidding closed at 3:00 p.m. on March 28, 2023, at which time the bid documents were no longer available for download.

There were three (3) bids submitted:

Gabriel Industry (ServPro) 18149 E. 8 Mile Rd., Eastpointe, MI 48021	\$21,475.00
Smith's Waterproofing LLC 3821 Van Dyke, Almont, MI 48003	\$73,100.00
Industrial Painting Contractors, Inc. 25163 Darin Rd., Taylor, MI 48180	\$130,000.00

Therefore, the Facilities Department is recommending that the DLC Committee on Buildings advise the Detroit Library Commission to authorize the Finance and Business Office to contract with Gabriel Industry, **the lowest qualified bidder**, for **\$18,725.00** for plaster repair and painting the first and second floors at the Conely Branch Library. An additional **\$2,750.00** is for plaster repair and painting the Children's area at the Conely Branch Library for a total amount not to exceed **\$21,475.00**.

Approval to Contract with Best Asphalt for Parking Lot Resurfacing at Main Library - The East Large Employee Lot, West Small Service Lot, Center Drive, and Both Wings

The parking areas have become a safety hazard to the staff and the public due to the large holes and general wear over the past years.

An Invitation for Bid (IFB), IFB-FA-2307 was advertised and posted on the Michigan Inter-Governmental Trade Network (MITN) website, www.bidnetdirect.com, and on the Detroit Public Library website on February 22, 2023 until bidding closed at 3:00 p.m. on March 21, 2023 at which time the bid documents were no longer available for download.

There were four (4) bids submitted:

Best Asphalt, Inc. 6334 N. Beverly Plaza, Romulus, MI 48174	\$148,800.00
Nagle Paving Co, 3000 E. 10 Mile Rd., Warren, MI 48091	\$157,775.00
Hutch Paving 3000 E. 10 Mile Rd., Warren, MI 48091	\$194,100.00
Orion Modern Concepts, Inc. 3000 E. 10 Mile Rd., Warren, MI 48091	\$418,080.00

Therefore, the Facilities Department is recommending that the DLC Committee on Buildings advise the Detroit Library Commission to authorize the Finance and Business Office to contract with Best Asphalt, Inc., **the lowest qualified bidder**, for parking lot resurfacing at Main Library in an amount not to exceed **\$148,800.00**.

Minutes were approved at the September 19, 2023 Commission Meeting

Approval to Contract with Best Asphalt for Parking Lot Resurfacing at Chandler Park Library

The parking area has become a safety hazard to the staff, the public and their vehicles due to the large holes and general wear over the past few years.

An Invitation for Bid (IFB), IFB-FA-2312 was advertised and posted on the Michigan Inter-Governmental Trade Network (MITN) website, www.bidnetdirect.com, and on the Detroit Public Library website on February 22, 2023 until bidding closed at 3:00 p.m. on April 27, 2023 at which time the bid documents were no longer available for download.

There were four (4) bids submitted:

Best Asphalt, Inc. 6334 N. Beverly Plaza, Romulus, MI 48174	\$ 66,000.00
Nagle Paving Co. 3000 E. 10 Mile Rd., Warren, MI 48091	\$ 66,390.00
Hutch Paving 3000 E. 10 Mile Rd., Warren, MI 48091	\$ NB
Premier Group Associate 2221 Bellevue St, Detroit, MI 48207	\$ 233,519.56

Therefore, the Facilities Department is recommending that the DLC Committee on Buildings advise the Detroit Library Commission to authorize the Finance and Business Office to execute an agreement with Best Asphalt, **the lowest qualified bidder**, for Chandler Park Library's Asphalt replacement in an amount not to exceed **\$ 66,000.00**.

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

The current contract with OTIS Elevator to perform elevator and escalator maintenance and repairs was approved by the Detroit Library Commission on June 21, 2022. The renewal included a 4% increase above the initial contract year price at \$31,869. The facilities Department has found the work of OTIS to be satisfactory and recommends exercising the first renewal option.

Elevator Maintenance & Repair
July 1, 2023 – June 30, 2024

OTIS Elevator
25365 Interchange Court
Farmington Hills, MI 48335

Amount not to Exceed: \$33,135

Therefore, the Facilities Department is recommending that the DLC Committee on Buildings advise the Detroit Library Commission to authorize the Finance and Business Office to execute an agreement for elevator and escalator preventative maintenance and repair services with OTIS elevator. The contract period is from July 1, 2023 through June 30, 2024. The total amount of the contract will not exceed **\$33,135**.

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

The current contract with JC Ehrlich for pest control services was approved by the Detroit Library Commission on June 19, 2018 and has been renewed on an annual basis with pricing and service levels essentially unchanged.

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 agreement.

Pest Control Services

July 1, 2023 – June 30, 2024

Rentokil NA

1125 Berkshire Blvd

Reading, PA 19610

Amount not to Exceed: \$13,500

Therefore, the Facilities Department is recommending that the DLC Committee on Buildings advise the Detroit Library Commission to authorize the Finance and Business Office to renew the contract for pest control services. The total amount will not exceed **\$13,500**.

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

The current contract with NORR, LLC to provide as-needed architectural and engineering (A/E Services) for the Library was approved by the Detroit Library Commission on May 17, 2022 with three 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, 2023 – June 30, 2024

NORR LLC

150 W. Jefferson Ave, Ste. 1300

Detroit, MI 48226

Amount not to Exceed: \$75,000

Therefore, the Facilities Department is recommending that the DLC Committee on Buildings advise the Detroit Library Commission to authorize the Finance and Business Office to renew the contract to 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.

Approval to Contract with Lutz Roofing for New Roof Replacement at Chandler Park Library

The roof at the Chandler Park Library is at end of life and needs to be replaced.

OMINI Partners (formerly US Communities), a Government and non-profit purchasing cooperative, established a five-year contract # 14-5903 with Garland Roofing Systems by way of Invitation for bid (IFB) #PW1925 effective October 15, 2019, to provide roofing supplies and services. Under the agreement, Garland Roofing Company provides the initial assessment, materials, engineering services and project oversight to ensure proper installation of the Garland Roof replacement system. DPL as a member of the cooperative, collaborated with Garland Roofing Company to complete the roof replacement project.

The Library's Procurement Department bid the labor portion of the roof replacement system under IFB-FAC-0124.

The IFB advertised and posted on the Michigan Inter-Governmental Trade Network (MITN) website, www.bidnitnet.com.

The solicitation period was from May 22, 2023-June 2, 2023. An Invitation for Bid (IFB), IFB-FAC-0124 was advertised and posted on the Michigan Inter-Governmental Trade Network (MITN) website, www.bidnetdirect.com, and on the Detroit Public Library's website until bidding closed at 12:00 p.m. on June 2, 2023, at which time the bid documents were no longer available for download.

There were five (5) bids submitted:

	DPL LABOR IFB-FAC-0124	OMINI MATERIAL IFB #PW1925	Upper Wall Panels	Total
Lutz Roofing 471 22 Mile Rd Shelby Twp., MI	\$164,500.00	\$209,439.84	\$35,854.39	\$409,794.23
Royal Roofing 2445 Brown Rd. Orion, MI	\$ 187,000.00	\$202,989.99	\$38,500.24	\$428,490.23
Schreiber Corp 29945 Beck Rd. Wixom, MI	\$289,000.00	\$196,818.33	NB	\$485,818.33
Schena Roofing 28299 Kehrig Chesterfield, MI	\$314,331.00	\$210,185.38	\$36,699.58	\$561,215.96
SAS	Disqualified			

Minutes were approved at the September 19, 2023 Commission Meeting

Therefore, the Facilities Department is recommending that the DLC Committee on Buildings advise the Detroit Library Commission to authorize the Finance and Business Office to execute an agreement with Lutz Roofing, **the lowest qualified bidder**, for Chandler Park Library's roof replacement in an amount not exceed **\$409,794.23**.

COMMISSION ACTION

A roll call vote was taken with the following results:

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

The motion passed unanimously.

COMMITTEE ON FINANCE

COMMISSION ACTION

Commissioner Jackson moved to bundle the following contract write-ups together. Commissioner Adams supported. Commissioner Jackson asked Mr. Antonio Brown to read each contract write-up.

Approval to Contract with Dell for the Lease of Dell Computers at the Detroit Public Library

Dell is the sole source desktop computer vendor for the Detroit Public Library through a partnership through MiDeal, a State of Michigan procured rate. Presidio is an approved vendor with the State of Michigan to execute this contract.

Renewing the lease of these desktops will allow DPL to keep up with changing trends in technology as well as provide required management and maintenance.

The old computers will be disposed because they cannot be upgraded to the current Windows 11 operating system. Windows does not offer support to the old operating systems.

Therefore, the DLC Committee on Finance is advising the Detroit Library Commission to authorize the Finance and Business Office to enter into a leasing agreement with Presidio Networked Solutions Group LLC for 170 Dell Optiplex 7000 SFF desktop computers with applicable hardware and monitors and 50 Dell Latitude 5440 units with applicable hardware for an amount not to exceed **\$228,417.44**, with annual payments of **\$57,104.36**.

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

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

Therefore, the DLC Committee on Finance is advising the Detroit Library Commission to authorize the Finance and Business Office enter into a four-year leasing agreement with AWE Acquisitions Inc. for 17 AIO Model desktop computers with applicable hardware and warranties in an amount not to exceed **\$74,854.12** with annual payments of **\$18,713.53**.

Approval to Renew Contracts with Sentinel Technologies for IT infrastructure Services and Support for Detroit Public Library

The Universal Service Administrative Company (USAC) administers the Universal Service Fund under the direction of the Federal Communications Commission (FCC). USAC administers the E-Rate program, which provides funding toward eligible services for public schools and libraries. The Information Systems Department oversees the program on behalf of Detroit Public Library. The renewals listed below are funded through the E-Rate program which allows the Detroit Public Library to secure necessary access to safe technology with federal funding at 85% of the total cost, as shown in the table below.

The Procurement Department obtained agreement from the current provider to extend the existing contracts for a one-year period under the same terms and conditions, as follows:

Service	Supplier	Total Amount	USAC Funding Commitment	DPL Not to Exceed Amount
Managed Internal Broadband Service (MIBS)	Sentinel Technologies 17199 N. Laurel Park Dr Ste. 322 Livonia, MI	\$45,456.00	85%	\$6,818.00
Basic maintenance of Internal Connections (BMIC) - wireless access points	Sentinel Technologies 17199 N. Laurel Park Dr Ste. 322 Livonia, MI	\$168,018.00	85%	\$25,203.00
Totals		\$213,474.00		\$32,021.00

Minutes were approved at the September 19, 2023 Commission Meeting

Therefore, the DLC Committee on Finance is advising the Detroit Library Commission to consider authorizing the Finance and Business Office to exercise the option to renew the contracts with Sentinel Technologies for the period from July 1, 2023, through June 30, 2024. The total amount of the combined agreements will not exceed **\$32,021**.

Approval to Renew Annual Contract with Merit Network for Internet Service for Detroit Public Library

The Universal Service Administrative Company (USAC) administers the Universal Service Fund under the direction of the Federal Communications Commission (FCC). USAC administers the E-Rate program, which provides funding toward eligible services for public schools and libraries. The Information Systems Department oversees the program on behalf of Detroit Public Library. The renewal is funded through the E-Rate program which allows the Detroit Public Library to secure necessary access to safe technology with federal funding at 90% of the total cost, as shown in the table below.

The Procurement Department obtained agreement from the current provider to extend the existing contract for a one-year period under the same terms and conditions, as follows:

Service	Supplier	Total Amount	USAC Funding Commitment	DPL Not to Exceed Amount
Internet Access w/ bundle Firewall service	Merit Network 880 Technology Drive Suite B Ann Arbor, MI	\$508,919.00	90%	\$50,982.00

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 the contract with Merit Network for internet services for the period from July 1, 2023, through June 30, 2024. The total amount of the renewal will not exceed **\$50,982**.

Authorization to Renew Annual Hosting, Maintenance and Support 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 **\$94,527.64**.

Minutes were approved at the September 19, 2023 Commission Meeting

Annual Total for Hosting & Maintenance	\$ 94,527.64
Cloud Based Hosting Subscription	\$ 45,768.00
Maintenance Total:	\$ 48,759.64
<i>Maintenance Costs consist of:</i>	
<i>ONBASE Licensing per Hyland Community</i>	\$ 31,346.40
<i>Single Sign On Subscription</i>	\$ 2,280.94
<i>Naviant Support Level Agreement - SLA</i>	\$ 15,132.30

Therefore, The DLC Committee on Finance is advising the Detroit Library Commission to consider authorizing 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 **\$94,527.64**. This cost includes **\$48,759.64** for software maintenance & support and **\$45,768.00** for offsite application and data hosting. This renewal covers the period from September 1, 2023 through August 31, 2024.

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

The current contract with Signature Technology Solutions for Microsoft Office 365 maintenance and support was approved by the Detroit Library Commission May 17, 2022, with two optional renewals. The administration and staff have found the services provided by Signature Technology Solutions to be acceptable.

Signature Technology Solutions
23455 W 12 Mile Rd, Unit 3601
Farmington Hills, MI 48333

Therefore, The DLC Committee on Finance is advising the Detroit Library Commission to consider authorizing the Finance and Business Office to exercise the option to renew the service agreement for Microsoft Office 365 maintenance and support with Signature Technology Solutions for the time beginning July 1, 2023 through June 30, 2024, in an amount not to exceed **\$153,684**.

Approval to Renew Contract with Sterling Security, LLC for Security Services at Detroit Public Library Branches

The current contract with Sterling Security, located at 21700 Northwestern Hwy, Ste. 832, Southfield, MI 48075, was approved by the Detroit Library Commission on June 21, 2022, with two one-year optional renewals.

The administration and staff have found the services provided by Sterling Security to be acceptable. The extension period will cover the time period from July 1, 2023 through June 30, 2024.

Therefore, the DLC Committee on Finance is advising the Detroit Library Commission to authorize the Finance and Business Office to renew the contract with Sterling Security, LLC for Security services at Detroit Public Library branches in an amount not to exceed **\$902,423**.

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

Sonitrol, Inc. has been the provider of security monitoring for the last twenty-five years. They have installed sensors and other surveillance equipment that make switching to another provider extremely costly. 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, 2023 – June 30, 2024

Sonitrol Great Lakes

7241 Fenton Road

Grand Blanc, MI 48439

Amount not to Exceed: \$47,872.24

Therefore, the DLC Committee of Finance is advising the Detroit Library Commission to consider authorizing 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, 2023 through June 30, 2024. The total amount of the extension will not exceed **\$47,872.24**.

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

Below are the summaries for the 2023 – 2024 insurance renewal and recommendations for the insurance policies for Property, General Liability, Auto Liability, Director & Officer Liability, Fine Arts, and Commercial Crime.

Property:

The current property insurance market is calling for dramatic increases in property values due to increased cost of labor and materials. It is not uncommon for insurance companies to seek 15% - 30% increases in property values alone. To contrast this, Alliant, our insurance broker since 2021, was able to negotiate a roughly 10% increase in property values with our current partner, Travelers. On top of the valuation issue, insurance companies have experienced a drastic uptick in claim activity, and as a result, 2023 reinsurance renewals (insurance purchased by insurance companies) are up consistently 40% to 50%. This is causing widespread rate increases across organizations with large property values.

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

Property	2022 - 2023	2023 - 2024	Annual Change
Travelers Premiums	\$1,059,001	\$1,333,214	25.9%
Total Values	\$770,819,156	\$851,067,896	10.4%
Rate Applied to Values	\$0.1374	\$0.1567	14.1%

While this is a good outcome in this market, this is still a fairly sizable increase. Alliant approached Travelers for some options to try and help save on premium. The below is what we were provided:

Property Options	2022 – 2023	2023 – 2024	Annual Change
\$5 Mil Flood Limit (Currently \$10 Mil)	\$1,059,001	\$1,263,214	19.3%
\$750,000 Deductible (Currently \$500,000)	\$1,059,001	\$1,297,998	22.6%
\$1 Mil Deductible	\$1,059,001	\$1,256,687	18.7%
\$750,000 Deductible AND \$5 Mil Flood	\$1,059,001	\$1,227,998	16.0%
\$1 Mil Deductible AND \$5 Mil Flood	\$1,059,001	\$1,186,687	12.1%

The only key difference on the property renewal over last year in terms of coverage is that they are now excluding Builder's Risk coverage. This had previously been sub-limited to \$2,500,000. This means that any sort of structural modification, addition, or new construction will be excluded moving forward. This is a stance Travelers is taking on all of their accounts.

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 7.5% rate increase on the rate of library buildings. There was also a 1% rate decrease for vacant land to slightly offset this, and a 1% decrease in exposure (Gabriel Richard). Summary is below:

General Liability	2022 - 2023	2023 - 2024	Annual Change
Citizens Insurance Company of America	\$21,381	\$22,112.00	6.2%

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 14% increase in rate per vehicle (which is consistent with the Auto Insurance industry as a whole). Another reason for the increase is the addition of the two Ford Transit Vans, which account for roughly \$4,700 in additional premium.

Automobile Liability	2022 - 2023	2023 - 2024	Annual Change
Citizens Insurance Company of America	\$31,684.00	\$40,678	28.4%

Minutes were approved at the September 19, 2023 Commission Meeting

Directors and Officers Liability:

Directors and Officers Liability coverage has also experienced a slight increase. The main drivers behind this increase is the Library's revenue being up by nearly 14% and the expenditures are up by nearly 25%. Additionally, the Library's employee count is up by more than 20%.

Directors & Officers	2022 - 2023	2023 - 2024	Annual Change
ACE American Insurance Company	\$34,462.00	\$36,264.00	5.2%

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	2022 - 2023	2023 - 2024	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	2022 - 2023	2023 - 2024	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 7/1/2023 renewals if the Travelers Property option is selected:

Detroit Library Commission	Insurer	2022 - 2023	2023 - 2024	Annual Change
Total	Various	\$1,173,419.13	\$1,458,428.13	24.3%
Property	Travelers	\$1,059,001	\$1,333,214	25.9%
General Liability	Citizens	\$21,381.00	\$22,112.00	6.2%
Automobile	Citizens	\$31,684.00	\$40,678	28.4%
Directors & Officers	Ace	\$34,462.00	\$36,264	5.2%
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, 2023 through June 30, 2024. The total amount of the renewal will not exceed \$1,458,428.13.

COMMISSION ACTION CONT'D

A roll call vote was taken with the following results:

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

The motion passed unanimously.

Approval of the Routine May 2023 Finance Report and the Routine June 2023 Finance Report

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

<u>Summary of Expenditures</u>			
<u>PUBLIC FUNDS</u>			
<u>PAYMENTS PROCESSED BY CITY OF DETROIT:</u>			
1. Total Payroll	April 2023		\$891,159.35
2. Total Vouchers-processed on FUSION	After 3/13/2020 listed by invoice number & date (processed off-site)		\$2,554,063.97
3. FY23 Annual Retiree Supplement			0.00
4. FY23 General Retirement System (GRS)			0.00
5. FY23 Q4 Central Staffing Services			0.00
6. FY23 3rd Qtr. Hybrid Pension Payment	Paid 4/28/23		\$125,011.97
7. FY23 VEBA			0.00
8. FY23 Debt Service Interest for 2014B(1) & 2014B(2) Notes			0.00
Total processed by City of Detroit			\$3,570,235.29
<u>PAYMENTS PROCESSED BY DPL:</u>			
1. Public Funds/Comerica checking	Checks	1383 - 1384	\$8,997.50
2. Branch & Main Library Deposit Checking account	Checks	8065 - 8090	\$14,875.95
3. Branch & Main Library Deposit Checking account	Paid 4/10/2023	Electronic Funds Transfer (EFT)	\$2,313.93
Total processed by DPL			\$26,187.38
Grand Total			\$3,596,422.67

<u>Summary of Expenditures</u>			
<u>Restricted/Designated Funds</u>			
1. Burton Endowment Checking	Checks	8343 - 8344	\$2,925.43
2. O'Brien Checking	Checks	4940 - 4946	\$6,948.18
3. Programs & Gifts Checking Account ***	Checks	3004 - 3007	\$1,221,885.70
Grand Total			\$1,231,759.31

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

\$73,767.33	To transfer Wayne County delinquent tax for February 2023 to General Fund
\$321,778.32	To transfer State of Michigan first 50% State Aid electronic wire transfer to General Fund
\$826,322.75	To transfer FINAL AIG insurance company reimbursement for flood damage to General Fund
\$17.30	Language Line Services expenses
\$1,221,885.70	

<u>Credit Card Expenditures</u>	
1. Executive Director	\$ -
2. Executive Director's Office-used for general office purpose	78.02
3. Chief Financial Officer	280.00
4. Human Resources Department	39.00
5. Marketing Department	1,527.89
6. Technical Services	1,193.33
7. Facilities Department	1,439.96
8. Information Technology	51.00
9. Procurement	3,029.75
10. Security	443.34
11. Public Services	616.06
Grand Total	\$ 8,698.35
NOTE: These are March 2023 Credit Card purchases	

Minutes were approved at the September 19, 2023 Commission Meeting

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

<u>Summary of Expenditures</u>			
<u>PUBLIC FUNDS</u>			
<u>PAYMENTS PROCESSED BY CITY OF DETROIT:</u>			
1. Total Payroll	May 2023		\$1,216,467.82
2. Total Vouchers-processed on FUSION	After 3/13/2020 listed by invoice number & date (processed off-site)		\$948,866.67
3. FY23 Annual Retiree Supplement			0.00
4. FY23 General Retirement System (GRS)			0.00
5. FY23 Q4 Central Staffing Services	Paid 5/12/23		\$310,298.75
6. FY23 3rd Qtr. Hybrid Pension Payment			0.00
7. FY23 VEBA			0.00
8. FY23 Debt Service Interest for 2014B(1) & 2014B(2) Notes			0.00
Total processed by City of Detroit			\$2,475,633.24
<u>PAYMENTS PROCESSED BY DPL:</u>			
1. Public Funds/Comerica checking	Checks	1385 - 1386	\$9,248.00
2. Branch & Main Library Deposit Checking account	Checks	8091 - 8129	\$12,769.48
3. Branch & Main Library Deposit Checking accou	Paid 5/15/2023	Electronic Funds Transfer (EFT)	\$2,205.68
Total processed by DPL			\$24,223.16
Grand Total			\$2,499,856.40

<u>Summary of Expenditures</u>			
<u>Restricted/Designated Funds</u>			
1. Burton Endowment Checking	Checks	NONE	\$0.00
2. O'Brien Checking	Checks	4947 - 4951	\$6,549.42
3. Programs & Gifts Checking Account ***	Checks	3008	\$156,133.82
Grand Total			\$162,683.24

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

\$156,133.82	To transfer Wayne County delinquent tax for March 2023 to General Fund
<u>\$156,133.82</u>	

<u>Credit Card Expenditures</u>	
1. Executive Director	\$ -
2. Executive Director's Office-used for general office purpose	-
3. Chief Financial Officer	443.79
4. Human Resources Department	1,262.00
5. Marketing Department	2,501.34
6. Technical Services	8,874.74
7. Facilities Department	3,765.56
8. Information Technology	574.58
9. Procurement	120.88
10. Security	295.33
11. Public Services	119.03
Grand Total	\$ 17,957.25
NOTE: These are April 2023 Credit Card purchases	

Minutes were approved at the September 19, 2023 Commission Meeting

COMMISSION ACTION

Commissioner Jackson moved approval of the May 2023 finance report and the June 2023 finance report. Commissioner Adams supported.

A roll call vote was taken with the following results:

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

The motion passed unanimously.

NEW BUSINESS

Request to Engage Legal Counsel to Review DPL's Options with Respect to the City of Detroit and the Grant Funding for DPL's Laptop-to-Go Program that Has Been Withdrawn

DISCUSSION

Commissioner Jackson said that the City of Detroit encouraged DPL to start this program with the promise of grant funding, however, the funding has been withdrawn.

President Hayden Friley also noted that a letter was sent to the Detroit City Council and Mayor Mike Duggan regarding this matter but there was no response.

COMMISSION ACTION

Commissioner Jackson moved approval. Commissioner Hicks supported.

A roll call vote was taken with the following results:

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

The motion passed unanimously.

Minutes were approved at the September 19, 2023 Commission Meeting

NOTED

Commissioner Adams left the meeting at 2:49 p.m.

COMMISSION ACTION

Commissioner Hicks moved to immediately end contract with Kelley Cawthorne so that they are no longer representing DPL as a lobbyist. Commissioner Frierson-Haynes supported.

DISCUSSION

Commissioner Hicks said that DPL does not have a full contract with Kelley Cawthorne and are on a month-to-month basis.

Commissioner Jackson asked if there was any provision of a 30-day notice to end the contract?

Mr. Brown said that Kelley Cawthorne is currently working month-to-month for DPL so the Commission can terminate the service because DPL does not have a long-term contract with Kelley Cawthorne.

A roll call vote was taken with the following results:

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

The motion passed unanimously.

OLD BUSINESS**Legal Analysis in the Two Opinions from the City of Detroit Counsel - March 2, 2023 – Information Only Item**

This “information only” item was given to the Commissioners.

ADJOURNMENT

Commissioner Jackson moved to adjourn. Commissioner Short supported.

A roll call vote was taken with the following results:

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

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