

**DETROIT LIBRARY COMMISSION PROCEEDINGS
SPECIAL MEETING
AUGUST 27, 2025**

NOTED

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

President Adams called the Special Meeting of the Detroit Library Commission to order at 2:20 p.m.

A roll call attendance was taken:

- | | |
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| ➤ Adams | Present |
| ➤ Bounds | Present |
| ➤ Hicks | Present |
| ➤ Short | Present |

Excused: Commissioners Frierson-Haynes, Milton, Vaughn

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

Present Also: Hyden Al-najar, T. Clay, Deborah Dorsey, Katie Dowgiewicz, Karen Garrette, J. Johnson, Joyce Krom, D. Jones, Deborah Madison, Tracy Massey, Vernadette McAllister, Janis McKinney, Carolyn Mosley, Yvette Rice, Tim Turner, Beverly Umeh, Dawanna Veasly, Mattie Wiggins

**APPROVAL OF THE PROJECT MANAGEMENT AGREEMENT WITH THE
DETROIT BUILDING AUTHORITY FOR THE SKILLMAN BRANCH LIBRARY
RENOVATIONS**

Committee on Buildings

This Agreement supports the strategic partnership between DPL and the DBA to deliver effective project management services for the renovation and reopening of the Skillman

Minutes were approved at the September 16, 2025 Commission Meeting

Branch located at 121 Gratiot Avenue. Under the terms of the Agreement, DBA will manage the procurement of architectural, engineering, and construction services necessary to complete the improvements identified in the Funding Agreement between DPL and the Downtown Development Authority (DDA). The DDA has committed up to \$3,000,000 in tax increment revenue to fund these improvements.

Key provisions of the Agreement include:

- Engagement of the DBA as the Project Manager for the Skillman Branch Improvements.
- Requirement for all contracts and disbursements to be authorized by DPL, with DBA providing administrative support, oversight, and disbursement coordination.
- Inclusion of a 5% administrative fee payable to DBA for its project management services, built into the allocated project funds.
- Defined roles and responsibilities for both parties, including budget preparation, procurement compliance, and insurance requirements.
- Term of the Agreement extending for three years from the effective date or until project completion.
- Assurance that DPL retains contracting authority and full fiscal oversight of the project.

Importantly, the attorneys for both parties—the Detroit Public Library’s legal counsel and the Detroit Building Authority’s legal counsel—have reviewed the final draft of the Agreement. Both legal teams have confirmed that the document is in acceptable form and requires no further adjustments.

This Agreement represents a critical milestone in DPL’s ongoing capital improvements strategy and aligns with our goals for safe, timely, and cost-effective modernization of public library spaces. Approval of this Agreement will enable DPL to move forward promptly with renovations at the Skillman Branch in anticipation of work substantially completed by June 30, 2026.

Therefore, the Detroit Library Commission (DLC) Committee on Buildings request that the Detroit Library Commission approve the execution of the Project Manager Services Agreement with the Detroit Building Authority for an amount not to exceed \$150,000.

DISCUSSION

Commissioner Short asked if more funds were needed to complete the Skillman renovations.

Commissioner Hicks asked if there are any foreseeable problems at Skillman Library?

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Mr. Antonio Brown, Chief Financial Officer, stated that DPL would not know until the services are procured. The contract addresses Skillman's critical needs.

COMMISSION ACTION

Commissioner Short moved approval of the Project Management Agreement with the Detroit Building Authority for the Skillman Branch Library Renovations. Commissioner Hicks supported.

A roll call vote was taken:

- | | |
|----------|-----|
| ➤ Adams | Yes |
| ➤ Bounds | Yes |
| ➤ Hicks | Yes |
| ➤ Short | Yes |

The motion passed unanimously.

ADJOURNMENT

COMMISSION ACTION

Commissioner Short moved to adjourn. Commissioner Adams supported.

A roll call vote was taken:

- | | |
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| ➤ Adams | Yes |
| ➤ Bounds | Yes |
| ➤ Hicks | Yes |
| ➤ Short | Yes |

The meeting was adjourned at 2:33 p.m..