

**DETROIT LIBRARY COMMISSION PROCEEDINGS  
REGULAR MEETING  
SEPTEMBER 17, 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 1:34 p.m.

A roll call attendance was taken with the following results:

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

Excused: Commissioners Adams, Peterson-Mayberry

**NOTED**

Commissioner Geraci officially resigned on September 15, 2024

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

Present Also: Rhonda Askew, Hyden Al-najar, Russ Bellant, Stacy Brooks, India Davis, Deborah Dorsey, Katie Dowgiewicz, Cynthia Eagan, Ethel Franklin, M. Garcia, Debra Henning, Elena Herrada, D'Andre Herron, DeAidre Jones, Furqan Khaldun, F. Kijoga, Sharon Kilgore, Enriqueta Kozakowski, Torria Love, Tina Manley, Tracy Massey, Carolyn Mosley, Tasleema Muntaqim, Leroy Pettigrew, Yvette Rice, Rana Robinson, Cully Sommers, Shakir Smith, Megan Summers, Monique Taylor, Brian Vance, Dawanna Veasley, Mattie Wiggins, Cheryl Wright, Tracey Wyatt

Minutes were approved at the October 15, 2024 Commission Meeting with Corrections

## **APPROVAL OF THE MEETING MINUTES**

### **COMMISSION ACTION**

Commissioner Hayden Friley moved approval of the June 18, 2024 Commission meeting minutes. 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 minutes were approved as presented.

### **PUBLIC COMMENTS**

***Elena Herrada*** – Expressed her concerns about the Bowen Branch Library not having enough copies of the book “*Bad Mexicans*” at an event that was hosted by the library.

***Debra Henning*** – She wanted to know what percentage of the Library’s budget is dedicated to purchasing printed materials.

Ms. Margaret Bruni, Director for Public Services responded the she would provide her with the information

***Furqah Khaldun*** – He stated that he was from the Detroit Chapter of Hope and their organization had worked with several Library branches hosting several events that included book distribution, homemade toy making demonstrations and early childhood learning. He said that his organization looks forward to partnering with additional Detroit Public Libraries.

Mr. Christopher Korenowsky, Chief of Operations, asked Mr. Khaldun to contact him for further discussion.

***Russ Bellant*** – Expressed his concerns about the amount of money the Library has lost because of tax captures and the administrative fees taken by the City of Detroit.

Minutes were approved at the October 15, 2024 Commission Meeting with Corrections

## **REPORT OF THE PRESIDENT**

President Short thanked the public for the passage of the Detroit Public Library's millage.

President Short said that she attended the American Library Association's annual conference on June 27, 2024 that was held in San Diego, CA. She said that she learned that she was the first Detroit Library Commissioner to go to the conference in twenty years. She said the conference was very informative and she learned about different programs from other libraries around the country. She said that the two programs that caught her interest were providing library services to the homeless population and the incarcerated population.

President Short encouraged all off the Commissioners to become members of the American Library Association (ALA), Public Library Association (PLA) and the Michigan Library Association (MLA). She said that each individual Commissioner would pay their membership fees and then be reimbursed by the Library.

### **NOTED**

President Short said that Commissioner Hicks had seven items that he wanted added to the agenda.

Commissioner Hicks thanked the staff and the public on the passage of the Detroit Public Library's millage.

Commissioner Hicks presented the seven items that he would like added to DPL's FY2026 budget:

1. Restart the process of redeveloping DPL's municipal reference library with the \$200,000 allocation per year for five years and then reassess the relative need for the above service including tract utilization/request for service.
  - Commissioner Hicks said that in the past, the municipal reference Library was used by elected officials and community people to get the best information available.
2. Allocate \$200,000 for internal/staff legal counsel to advise the administration and Board in matters related to the Library. The Board and staff are completely reliant on the legal advice and opinions of the Detroit Law Department or must refer legal issues to outside counsel (at a rate that discourages detailed investigations of issues).

Minutes were approved at the October 15, 2024 Commission Meeting with Corrections

In several cases the interests of the City/City Law Department are in conflict with the Library. Internal staff can allow for more discretion and completeness in our understanding of legal challenges and potential strategies to maintain the Library's independence.

- Commissioner Hicks said that he had some concerns about DPL's millage ballot language not including the 5% cap on tax captures that was approved at the March 19, 2024 Commission meeting. He said that every time DPL has an issue that requires legal attention, our general counsel is notified about the issue and they submit a pretty substantial bill to DPL for their services. He said that most of the time he does not get a response to the issue he has raised.

### **NOTED**

DPL's millage ballot language that included the 5% cap on tax captures that was approved at the March 19, 2024 Commission meeting was submitted to the City of Detroit City Council Legislative Policy Division. The modifications to the ballot language were made by the Legislative Policy Division and approved by the Detroit City Council and the Detroit Election Department to be placed on the August 5, 2024 election ballot.

### **POINT OF ORDER**

Commissioner Hayden Friley requested a Point of Order. She said that since this list of items is coming from one Commissioner and these are major budgetary items, they should be presented at a Committee on Finance meeting for review and discussion. It would be out of order to present these items at this Commission meeting.

President Short said that she would like for Commissioner Hicks to proceed with presenting the items.

3. Allocate 1.5 FTE's to act as direct administrative support to the Board. Said positions should be a direct report to the Board.

- Commissioner Hicks said that this is not any criticism of the current executive assistant and the current executive staff, however, they report to the Executive Director whom they are obligated to. He said that this request is to have someone report directly to the Commission.

4. Amend the rules governing the relationship between the Board and the Executive Director to include language that if any person in the organization is working remote that such case should be reviewed by the Board after 60 days of remote or leave time.
  - Commissioner Hicks said that he was concerned that he had not seen the Human Resources Director in a period of time. He was told that they are working remotely. He said that he would like to amend the rules so that if there is a remote assignment that exceeds sixty days, then that remote assignment would be presented to the Commission for approval.
5. Allocate \$50,000 to conduct a feasibility study to determine if the DPL should return as a public entity to the publishing business to support local writers and researchers.
  - Commissioner Hicks said that in the past, DPL used to be a publisher. He said there is a number of old and young writers that would like to see this service returned.
6. Allocate \$250,000 to support the creation and support for a national search for the position of DPL Executive Director.
  - Commissioner Hicks said that in December 2023, the Executive Director was given a one-year contract extension with the condition that the Committee on Administration, the Executive Director and any of the other Commissioners that would like to participate in the process, meet and construct a robust set of goals and objectives to be used at the conclusion of the 12-month period to evaluate the Executive Director. He said that he suggested on several occasions that a draft of the evaluation should come from the Executive Director to be presented to the Commission. He said that he never received that evaluation. He stated that in his opinion, he had not seen any real interest on the part of the Executive Director to keep the job.

Commissioner Hicks said that the Executive Director's contract will be up for discussion at the end of the year and he would like to put the Commission in the position that they have actually explored the possibility of the next Executive Director. He said that although he said next, he doesn't mean new. This process does not exclude the current Executive Director from applying and going through the process for the position. He said this gives the Commission a better opportunity to negotiate with the Executive Director and put forth their views on how they want to see things done. He said that you get more out of people before you sign the contract than after you sign the contract.

7. Support for legislation in the Michigan House and Senate to exempt DPL from tax captures. Detroit is the only Library in Michigan that has its revenue captured for preferential economic development.

- Commissioner Hicks said that Senator Sylvia Santana introduced Senate Bill 243 which would exempt public libraries from tax captures if it is passed. He said that the Detroit Public Library was the only Library in the state of Michigan that is getting tax captures.

Commissioner Hicks said that at the next Commission meeting, he would like to submit a resolution and a letter to support Senate Bill 243.

## **DISCUSSION**

Commissioner Hicks said that he would like for the administrative staff to review all of the items and remove the items with budgetary significance and put them in the pot for the upcoming budget discussion.

President Short asked Commissioner Hicks for clarity was he asking the staff to add items 1-6 in the planning of the upcoming budget for discussion at a Committee on Finance meeting?

Commissioner Hicks replied yes.

Commissioner Hayden Friley said that her Point of Order was to discuss these items at a Committee on Finance meeting.

Commissioner Hicks said that Commissioner Hayden Friley's Point of Order was also to disallow him an opportunity to put forth his views in front of the general public.

Commissioner Hicks said that it is now appropriate for the items to be submitted to the Committee on Finance for discussion. He said that he would look for the upcoming proposed budget to include some of the submitted items. If these items are not included in the proposed budget, he would be prepared to argue the point of why they should be included.

President Short asked Mr. Antonio Brown, Chief Financial Officer, when is the budget normally ready?

Mr. Brown replied that the budget submission deadline to the City of Detroit is October 31, 2024. The proposed budget will be presented to the Commission at the October 15, 2024 Commission meeting.

President Short said this was a good opportunity to give the staff time to put the proposed changes in the budget to see what it would look like. It is not set in stone. It just means that these items are going to the staff to work on and then these items will be presented to the Committee on Finance to review and decide what would be recommended to the full Commission.

Commissioner Hayden Friley said that the items were submitted by one Commissioner, to be included the upcoming proposed budget, rather than the full Commission.

President Short said that the work that Commissioner Hicks had done on those proposed items would benefit the Library and we have to find it in the budget.

Commissioner Hayden Friley said that the three-member Committee on Finance was unable to hold a meeting because of a lack of a quorum. One member resigned and the other member was unavailable. She said that these are the wishes of Commissioner Hicks to add these items to the budget. None of these items were presented to the Committee on Finance (COF).

Commissioner Hicks said that he was also unable to hold a Committee on Buildings (COB) meeting because of the same circumstances, however, all of the items on the COB agenda were moved to the full Commission for review and approval recognizing that the Committees are subservient to the full Commission.

Commissioner Hicks suggested adding item #4 "Amend the rules governing the relationship between the Board and the Executive Director to include language that if any person in the organization is working remote that such case should be reviewed by the Board after 60 days of remote or leave time." to the Detroit Library Commission Rules and Regulations.

### **COMMISSION ACTION**

Commissioner Hicks moved to amend the Detroit Library Commission Rules and Regulations between the Executive Director and the Detroit Library Commission to include language that if a person in the organization is working remote in such case should be reviewed by the Commission after sixty days of the remote assignment. President Short supported.

### **DISCUSSION**

Commissioner Hicks said that if we have employees who are working remote and if the time exceeds sixty days, then that information is presented to the Commission for action. The Commission will then decide if the employee have a good reason to continue to work remotely or not. This does not take any operational activities from the Executive Director.

A roll call vote was taken with the following results:

- |                   |           |
|-------------------|-----------|
| ➤ Frierson-Haynes | Abstained |
| ➤ Hayden Friley   | No        |
| ➤ Hicks           | Yes       |
| ➤ President Short | Yes       |

The motion failed.

## **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.

### **10-Year Millage Renewal – Proposal L**

On Tuesday, August 6, 2024, Detroit voters supported Proposal L, the ten-year renewal of DPL's 3.9943 mills that provides approximately 85% of our revenue. The proposal received 63,494 "Yes" votes (85.8%) and 10,509 "No" votes (14.2%). This renewal will provide funding for library services for July 1, 2025 to June 30, 2035. The overwhelming support we received indicates that Detroiters value and appreciate the important role the DPL plays in providing access to information, technology and programs that enhance the quality of life.

### **Main Library Sunday Schedule Resumes**

Beginning October 6, 2024, Main Library will resume Sunday services from 1:00 - 5:00 p.m. All regular services are available as well as special programs for all ages. The Sunday schedule continues through May 18, 2025.

### **Vision to Learn**

During the summer, DPL locations hosted "Vision to Learn," a national program that provides free eye exams and glasses for children and young adults aged 4-21. The program was offered at Main Library and 15 branches. As a result of this program, 186 young people received eye exams, and 181 of them received new glasses. The program manager for "Vision to Learn" noted, "It has been a pleasure working with all of the different branches, and we are excited about the positive impact we've made. Looking ahead, we are eager to continue our collaboration next summer and provide glasses for even more kids."

### **Summer Reading**

This year's Summer Reading theme was "Adventure Begins at the Library." Families had access to fun educational programs and free books throughout the summer at all library locations. Programs were provided by the Michigan Department of Natural Resources, Huron-Clinton Metroparks, DPSCD Office of Nutrition, Gardens and Fitness, the Detroit Puppet Company, and DPL's hard-working and creative children's librarians and staff.

Minutes were approved at the October 15, 2024 Commission Meeting with Corrections



A special thank you goes to our partners Detroit PBS Kids, Kiwanis Detroit #1, Forgotten Harvest, White Castle and the Michigan Science Center, who helped to make this year's Summer Reading Program a success. During the seven-week reading program, we served 4,270 free lunches that were provided by Forgotten Harvest.

### **Gaming Development Workshop**

On Saturday, October 5, 2024, the History of Black Writing program at the University of Kansas and the Detroit Public Library, will present "Game Jam Workshop," a free day-long workshop for teens to discover the components of game development. Dr. Kishonna Gray, author, gamer and Professor of Racial Justice and Technology at the University of Michigan, will be the presenter. The workshop begins at 11:30 a.m. and will be held in Main Library's HYPE Teen Center. Registration is available at [detroitpubliclibrary.org](http://detroitpubliclibrary.org).

### **Native American Art Exhibit**

Main Library's Galleria is the site of an exhibit, "Original Americans: A Native American Story in Art," sponsored by the Federal Home Loan Bank of Indianapolis. The exhibit features several Detroit area artists and is available for viewing until October 31. During the opening reception on August 21, 2024, the bank presented DPL a \$10,000 donation in support of the Library's mission to serve the people of Detroit.

### **DPL Foundation**

On June 26, 2024, we received three \$5,000 checks from the DPL Foundation: \$5,000 was from the Hester Fund for Special Collections for the acquisition of rare books; \$5,000 was from the Vera Malone Fund for youth programming at the Bowen Branch; and \$5,000 was from the Grant Howell Fund for the acquisition of NAHC materials and supplies. On September 10, 2024, we received from the Foundation a total distribution check of \$10,748, that includes donations for NAHC and various programs.

### **State Aid: Library for the Blind and Physically Handicapped (LBPH)**

LBPH received the second half of its State Aid payment in the amount of \$20,536, on July 19, 2024.

### **State Aid: Detroit Public Library**

DPL received the second half of its State Aid payment in the amount of \$330,475.34, on July 25, 2024

### **State of Michigan Reimbursement**

On July 15, 2024, DPL received a "facilities relocation reimbursement" in the amount of \$224,350 from the State of Michigan. The funding is related to the cost of relocating the Library's Service Building to a building at 6315 E. Seven Mile Road.

### **State of Michigan FY2024 Renaissance Zone**

On August 21, 2024, DPL received a Renaissance Zone payment in the amount of \$1,067,958.10.

Minutes were approved at the October 15, 2024 Commission Meeting with Corrections

**Wayne County**

DPL received three payments from Wayne County for delinquent property taxes: on June 14, 2024, a payment of \$199,562; on June 28, 2024, a payment of \$4,625,599.64; and on August 23, 2024, a payment of \$56,550.

**DISCUSSION**

Commissioner Hayden Friley said that she would like to commend the staff on the “Vision to Learn” program for providing free exams and glasses for those in need.

Commissioner Hayden Friley also inquired about the status of the Detroit Public Library Friends Foundation.

Mr. Brown said that the last action taken by the Commission was to submit a cease-and-desist letter to the Foundation. That letter was delivered by DPL’s attorneys.

Commissioner Hayden Friley said that based on the report, the foundation is receiving funds on behalf of the Library, however, we do not know how much has been collected by the Foundation on behalf of the Library.

Commissioner Frierson-Haynes asked why are we continuing to accept funds from the DPL Foundation if we submitted a cease-and-desist letter?

Mr. Brown said that in the past, DPL used to submit requests for funds to the Detroit Public Library Friends Foundation to support certain programs, however, DPL has not submitted any requests to the DPL Foundation for funds to support its programs. The DPL Foundation is submitting donations on its own to support certain programs.

Commissioner Hicks said that this is one of the reasons he is suggesting internal legal counsel.

President Short asked where are we in terms of next steps regarding the DPL Foundation.

Commissioner Hayden Friley suggested following-up on the cease-and-desist letter, challenge the Foundation’s status with the Internal Revenue Service and look at their annual reports to see what types of funds are being collected to determine if the Detroit Public Library needs to go to the Internal Revenue Service to challenge their financial status.

Minutes were approved at the October 15, 2024 Commission Meeting with Corrections

President Short said that she did not know anything about the DPL Foundation and asked that the following information be provided to the Commission:

- How did the DPL Foundation get started?
- What is their relationship to the Library?

Commissioner Hayden Friley said that Mrs. Mondowney had scheduled a meeting and met with the Commissioners that were present to talk about the relationship with the DPL Foundation and the results of that meeting developed a cease-and-desist letter.

Commissioner Hayden Friley said that the Commission needed more current information about the DPL Foundation and the interpretation of how to proceed with the DPL Foundation to make them responsible to the public.

Commissioner Hayden Friley requested the following information:

- DPL's Foundation annual reports
- The amount of funds the DPL Foundation is collecting and what they are spending it on
- DPL's Foundation Board of Directors

## **COMMITTEE ON ADMINISTRATION**

### **Approval of the Detroit Public Library's Device and Data Management Policy**

The proposed policy outlines the responsibilities and expectations for all employees, contractors, and third parties who access DPL devices and data. It covers the ethical management of library data, the proper use and return of library-owned devices, and the procedures for data retention and handling. The policy also includes guidelines for addressing violations and the financial obligations related to lost, stolen, or damaged devices. This policy is essential for ensuring the secure and ethical handling of DPL-owned devices and data, maintaining the integrity of the library's information systems, and complying with legal and organizational standards.

#### **1. Ethical Management of Data:**

- Employees must maintain confidentiality and use DPL devices and data solely for library-related activities.
- The IS Department reserves the right to monitor device and data usage to ensure compliance.

Minutes were approved at the October 15, 2024 Commission Meeting with Corrections

## **2. Device Return Policy:**

- Employees must notify their supervisor and the IS Department upon resignation, termination, or transfer, and return devices in good condition by their last working day.
- Returned devices will be inspected for damage or unauthorized modifications.

## **3. Data Retention and Handling:**

- DPL data must be retained according to the library's data retention policy, and employees are prohibited from deleting or discarding data without permission.
- Regular backups are required to prevent data loss, and any data transfers must be documented and approved.

## **4. Violations:**

- Any policy violations will result in disciplinary action, including possible termination and legal consequences.
- Employees are financially responsible for lost, stolen, or damaged devices, as well as any costs related to recovering deleted or discarded data.

## **5. Information Systems Department:**

- The IS Department will oversee the policy's implementation, enforce compliance, and conduct annual reviews to ensure the policy remains up to date with legal and technological changes.

Therefore, the Information Systems Department is recommending that the Detroit Library Commission approve the DPL Device and Data Management Policy to strengthen its commitment to these objectives. The adoption of this policy is crucial for protecting the library's assets, ensuring data security, and promoting ethical practices.

## **COMMISSION ACTION**

Commissioner Frierson-Haynes moved approval of the Detroit Public Library's Device and Data Management Policy. 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.

Minutes were approved at the October 15, 2024 Commission Meeting with Corrections

### Approval of the 2024 – 2025 Calendar of Library Closings and Schedule Changes

The calendar has been reviewed by Library Administration and begins at the start of the fiscal year, July 1, 2024 and concludes on June 30, 2025.

#### **CALENDAR OF LIBRARY CLOSINGS AND SCHEDULE CHANGES** **2024 – 2025**

July 4, 2024 (Thursday)	Independence Day holiday (all locations closed)
September 2, 2024 (Monday)	Labor Day holiday (all locations closed)
September 6-7, 2024 (Friday-Saturday)	Branch Fall schedule begins (branches closed Fridays, open Saturdays)
October 6, 2024 (Sunday)	Sunday schedule begins at Main Library
October 2, 2024 (Wednesday)	Staff Development Day (all locations closed)
November 11, 2024 (Monday)	Veterans Day holiday (all locations closed)
November 27, 2024 (Wednesday)	All Public Service agencies open 10am – 6pm
November 28, 2024 (Thursday)	Thanksgiving Day holiday (all locations closed)
November 29, 2024 (Friday)	Day After Thanksgiving holiday (all locations closed) (holiday for Main Library & support agencies; branches closed per regular schedule)
November 30, 2024 (Saturday)	Day after Thanksgiving designated holiday for branches (branches closed, Main Library open)
December 24, 2024 (Tuesday)	Christmas Eve holiday (all locations closed)
December 25, 2024 (Wednesday)	Christmas Day holiday (all locations closed)
December 29, 2024 (Sunday)	Main Library closed
December 31, 2024 (Tuesday)	New Year's Eve holiday (all locations closed)
January 1, 2025 (Wednesday)	New Year's Day holiday (all locations closed)
January 20, 2025 (Monday)	Martin Luther King Jr. Day holiday (all locations closed)
February 17, 2025 (Monday)	Presidents' Day holiday (all locations closed)
April 18, 2025 (Friday)	Good Friday holiday (all locations closed) (holiday for Main & support agencies; branches closed per regular schedule)
April 19, 2025 (Saturday)	Good Friday designated holiday for branches (branches closed, Main Library open)
April 20, 2025 (Sunday)	Easter Sunday (Main Library closed)

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May 18, 2025 (Sunday)	Last Sunday of season for Main Library
May 23-24, 2025 (Friday-Saturday)	Branch Summer schedule begins (branches open Fridays, closed Saturdays)
May 26, 2025 (Monday)	Memorial Day holiday (all locations closed)
June 19, 2025 (Thursday)	Juneteenth holiday (all locations closed)

7/2/2024

Therefore, the Human Resources Department is requesting approval of the 2024/2025 Calendar of Library Closings and Scheduled Changes.

### **COMMISSION ACTION**

Commissioner Frierson-Haynes moved approval of the 2024-2025 Detroit Public Library's calendar of Library closings. 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.

### **Approval of the Routine Human Resources Report**

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

### **APPOINTMENTS (27)**

<b>Employee Name</b>	<b>Title</b>	<b>Hire date</b>
Lisa Borum	Customer Service Representative	June 10, 2024
Donnie Humphrey	Security Officer	June 10, 2024
Bettie-Deniqua Robinson	Customer Service Representative	June 10, 2024
Adele Townsend	Security Officer	June 10, 2024
Kayla Ventura	Customer Service Representative	June 10, 2024
Ethel Franklin	Payroll Supervisor	June 24, 2024
Robert Huey	Refrigeration Equipment	June 24, 2024

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Bradley Winter	Customer Service Representative	June 24, 2024
Fern Zelton	Customer Service Representative	June 24, 2024
Aaron Hall	Customer Service Representative	July 8, 2024
Elizabeth McClintock-Oberg	Customer Service Representative	July 8, 2024
Delaney McIntyre	Customer Service Representative	July 8, 2024
Alyssa Olson	Customer Service Representative	July 8, 2024
Nuhjat Zaman	Customer Service Representative	July 8, 2024
Brandon Bingham	Senior Payroll Specialist	July 8, 2024
Spencer Hellier	Customer Service Representative	July 22, 2024
Aurin Schacht	Customer Service Representative	July 22, 2024
Joshua Stigall	Customer Service Representative	July 22, 2024
Olivia Barron	Customer Service Representative	August 5, 2024
Teona Blair	Customer Service Representative	August 5, 2024
Tuesdai Cargile	Customer Service Representative	August 5, 2024
Pamela Grand	Customer Service Representative	August 5, 2024
Angelique Harris	Customer Service Representative	August 5, 2024
Susie Hartings	Customer Service Representative	August 5, 2024
Erin Jackson	Customer Service Representative	August 5, 2024
Aaron Thomas	Customer Service Representative	August 5, 2024
India Brooks	Customer Service Representative	August 19, 2024

#### **POTENTIAL RETIREMENTS (7) Pending COD Approval**

<b>Employee Name</b>	<b>Title</b>	<b>Last Day Worked</b>
Cindy Hollowell	Supervisor, Payroll Services	July 5, 2024
Barbara Kennedy	Senior Customer Rep	July 26, 2024
Carrie Pruitt	Office Support Assistant II	July 26, 2024
Annette Stocks	Library Manager	August 2, 2024
Mary Masasabi	Librarian III	August 30, 2024
Krystal Booker	Library Manager	September 20, 2024
Cynthia Eagan	Library Manager	September 20, 2024

#### **RETIREMENTS (5)**

<b>Employee Name</b>	<b>Title</b>	<b>Last Day Worked</b>
Cindy Hollowell	Supervisor, Payroll Services	July 5, 2024
Barbara Kennedy	Senior Customer Rep	July 26, 2024
Carrie Pruitt	Office Support Assistant II	July 26, 2024
Annette Stocks	Library Manager	August 2, 2024
Mary Masasabi	Librarian III	August 30, 2024

#### **SICK LEAVE PAYOUTS (0)**

#### **TOTAL PAYOUTS = \$0**

Minutes were approved at the October 15, 2024 Commission Meeting with Corrections

**SEPARATIONS (5)**

<b>Employee Name</b>	<b>Title</b>	<b>Last Day Worked</b>
Khamisi Benford	Publications Manager	June 12, 2024
Melissa Senay	Librarian II	July 1, 2024
Katherine Chesney	Customer Service Representative	July 19, 2024
Elizabeth Stauch	Librarian II	July 27, 2024
Alyssa Olson	Customer Service Representative	August 8, 2024

<b>POSITION</b>	<b>FY25 POSITIONS</b>	<b>FILLED POSITIONS</b>	<b>VACANT POSITIONS</b>
Director's Office	6	6	0
FBO	10	10	0
Human Resources	7	7	0
Facilities/Shipping	23	19	4
Information Systems	8	8	0
Marketing/Print Shop	7	5	2
Public Services	3	2	1
Librarian, Coordinator	3	3	0
Librarian, Manager	25	22	3
Librarian III, Assistant Manager	32	25	7
Librarian II/I/Pre-Pro	49	24	25
Technical Training Associate	32	20	12
Office Support Asst/Tech Svs Asst	10	9	1
Senior Customer Rep (Clerk)	24	9	15
Bookmobile Operator	2	2	0
Customer Service Reps (FTE's)	45	44.5	0.5
Custodians	4	4	0
Circulation Manager	1	1	0
Tech Processing Manager	1	1	0
Principal Clerk	2	1	1
Security	18	18	0
<b>Sub-Total</b>	<b>312</b>	<b>240.5</b>	<b>71.5</b>
<i>Positions not filled in FY25</i>	<i>13</i>		
<b>Total</b>	<b>325</b>		

DPL currently has a total of **325 budgeted positions**. Of the total positions there are **240.5 filled** and **71.5 vacant**.

The Human Resources Department is actively recruiting for 71.5 **vacant positions**.

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

Minutes were approved at the October 15, 2024 Commission Meeting with Corrections



### **COMMISSION ACTION**

Commissioner Frierson-Haynes moved approval of 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 Pay Stuart Mechanical for Emergency Repair of Sump Pumps at Main Library**

On July 12, 2024, the Facilities Department was notified that the auditorium had flooded after several days of rain and had several inches of standing water.

The two sump pumps that control and prevent the auditorium from flooding both failed. One pump had a catastrophic electrical failure and the other pump had control panel issues due to flooding.

Therefore, the Detroit Library Commission (DLC) Committee on Buildings advises the Detroit Library Commission to authorize the Finance and Business Office to pay Stuart Mechanical for the replacement of the two sump pumps at Main Library in an amount not to exceed \$28,159.

### **COMMISSION ACTION**

Commissioner Hicks moved approval to pay Stuart Mechanical for emergency repair of sump pumps at Main Library. Commissioner Frierson-Haynes 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 Extend Contract with Premier Group Associates, LLC for Snow Removal and De-icing Services at Detroit Public Library Locations

The current contract with Premier Group Associates, LLC located at 535 Griswold #1420, Detroit, Michigan 48226 expires on September 30, 2024 and there are three optional one-year extensions available.

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

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

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

Minutes were approved at the October 15, 2024 Commission Meeting with Corrections

Therefore, the Detroit Library Commission (DLC) Committee on Buildings is advising the Detroit Library Commission to approve a 1-year contract extension with Premier Group Associates, LLC for Snow Removal and De-icing Services at Detroit Public Library locations.

The extension period will cover the time period from October 1, 2024 through September 30, 2025. The total amount of the extension will not exceed \$150,488.00.

### **DISCUSSION**

Commissioner Hicks asked if the amount of the contract was the same as last year's contract?

Mr. Brown said that the contract included a 3% inflation cost.

Commissioner Hicks asked Mr. Brown to amend the snow removal request to include the 3% increase.

### **COMMISSION ACTION**

Commissioner Hicks moved approval to extend contract with Premier Group Associates, LLC for snow removal and de-icing services at Detroit Public Library locations. 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.

### **NOTED**

Commissioner Hicks said that he received a communication about the possibility of mold around the air ducts at the Sherwood Forest Branch Library.

Mr. Cledos Powell, Assistant Director for Facilities, said an environmentalist was called to the Sherwood Forest Library on September 17, 2024 to take samples. The results will be available in a few days. It is believed to have been soot instead of mold. When the results of the samples are available, they will be sent to the Commissioners.

## **COMMITTEE ON FINANCE**

### **Approval to Renew the 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:

<b>Service</b>	<b>Supplier</b>	<b>Total Amount</b>	<b>USAC Funding Commitment</b>	<b>DPL Not to Exceed Amount</b>
Internet Access w/ bundle Firewall service	Merit Network 880 Technology Drive Suite B Ann Arbor, MI	\$458,027.14	90%	<b>\$45,802.71</b>

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, 2024, through June 30, 2025. The total amount of the renewal will not exceed **\$45,802.71**.

### **COMMISSION ACTION**

Commissioner Hayden Friley moved approval to renew the annual contract with Merit Network for internet service for Detroit Public Library. 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.

### Approval to Contract with Signature Technology Solutions for Main Library's Network Cabling

The cabling at Main is old and has exposed wire; most of the points of contact are broken or corroded from floor wax. Cabling standards have since upgraded to accommodate greater bandwidth.

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.

A Request for Proposal (RFP) was advertised and posted on the Michigan Inter-Governmental Trade Network (MITN) website, [www.bidnetdirect.com](http://www.bidnetdirect.com). The solicitation period was from February 7, 2024 until bid closing at 2:00 p.m. on March 19, 2024, at which time the bid documents were no longer available for download. The IFB was downloaded from the MITN website by thirty-five (35) firms. Two (2) companies submitted a bid for the services. One of the firms submitted an incomplete proposal and was therefore disqualified from the evaluation process.

Organization Name	Bid Amount	Exceptions	Bid Rank
Signature Technology Solutions, Inc. 32455 West 12 Mile Rd, #3061 Farmington Hills, MI	\$626,193.62		1

Under the USAC agreement, DPL is obligated to pay fifteen percent (15%) of the Funding Request Number for the services under this contract. There is a funding commitment of \$93,929.04. E-Rate funding is approved for projects completed during Fiscal Year 2024.

Therefore, the Detroit Library Commission (DLC) Committee on Finance advises the Detroit Library Commission to consider authorizing the Finance and Business Office to contract with Signature Technology Solutions, Inc. to install Network Cable at Main Library. This is a limited engagement with a one-time cost of \$626,193.62, which is 85% funded through USAC's E-Rate program and 15% covered by the Detroit Public Library for an amount not to exceed \$93,929.04. There are no recurring or maintenance fees.

### **COMMISSION ACTION**

Commissioner Hayden Friley moved approval to contract with Signature Technology Solutions for Main Library's network cabling. Commissioner Frierson-Haynes supported.

Minutes were approved at the October 15, 2024 Commission Meeting with Corrections

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 Contract with Signature Technology Solutions, Inc. to Purchase Category 2 Network Equipment for Main 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.

A Request for Proposals (RFP) was advertised and posted on the Michigan Inter-Governmental Trade Network (MITN) website, [www.bidnetdirect.com](http://www.bidnetdirect.com). The solicitation period was from February 7, 2024 until bid closing at 2:00 p.m. on March 19, 2024, at which time the bid documents were no longer available for download. The RFP was downloaded from the MITN website by thirty-five (35) firms. Three (3) companies submitted a bid for the services.

Organization Name	Bid Amount	Exceptions	Bid Rank
Signature Technology Solutions, Inc. 32455 West 12 Mile Rd, #3061 Farmington Hills, MI	\$73,138.63		1
Sentinel Technologies Inc. 17199 N. Laurel Park Dr, #322, Livonia, MI	\$63,037.00	Did not include the cost for installation in the proposal	0
Nerds Xpress 440 Burroughs St., #607 Detroit, MI	\$63,821.69	Did not include the cost for installation in the proposal	0

Under the USAC agreement, DPL is obligated to pay fifteen percent (15%) of the Funding Request Number for the services under this contract. There is a funding commitment of \$10,970.80. E-Rate funding is approved for projects completed during Fiscal Year 2024.

Therefore, the Detroit Library Commission (DLC) Committee on Finance advises the Detroit Library Commission to consider authorizing the Finance and Business Office to contract with Signature Technology Solutions, to purchase Category 2 Network Equipment for Main Library. E-Rate Category 2 equipment will enable DPL to accomplish the necessary upgrades at a discounted cost.

This is a limited engagement with a one-time cost of \$73,138.63, which is 85% funded through USAC's E-Rate program and 15% covered by the Detroit Public Library for an amount not to exceed \$10,970.80. There are no recurring or maintenance fees.

### **COMMISSION ACTION**

Commissioner Hayden Friley moved approval to contract with Signature Technology Solutions to purchase category 2 network equipment for Main Library. Commissioner Short 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 of a Three-Year Subscription for Microsoft Enterprise Products and Additional Services**

The proposal outlines the subscription details for Microsoft products over three years, broken down by individual products and annual pricing. This subscription plan is essential for maintaining the library's access to vital productivity tools and ensuring the smooth operation of digital services. The subscription ensures stability and continuity of service at a predictable cost.

### **Enterprise Products:**

Minutes were approved at the October 15, 2024 Commission Meeting with Corrections

➤ **M365 Apps Enterprise Sub (Per User):**

- License Quantity: 350
- Unit Price: \$3.00 per month
- Annual Cost: \$12,600.00

➤ **O365 E1 Sub (Per User):**

- License Quantity: 350
- Unit Price: \$0.00
- Annual Cost: \$0.00

**Additional Products:**

➤ **Power Automate Premium Sub (Per User):**

- License Quantity: 1
- Unit Price: \$3.75 per month
- Annual Cost: \$45.00

➤ **Teams AC with Dial Out US/CA Sub Add-on (Per User):**

- License Quantity: 350
- Unit Price: \$0.00
- Annual Cost: \$0.00

**Total Cost Breakdown:**

- Total Year 1 Payment: \$12,645.00
- Total Year 2 Payment: \$12,645.00
- Total Year 3 Payment: \$12,645.00

**Total 3-Year Subscription Cost: \$37,935**

Therefore, the Detroit Library Commission (DLC) Committee on Finance advises the Detroit Library Commission to authorize the Finance and Business Office to approve the three-year subscription for Microsoft Enterprise products and additional services in an amount not to exceed \$37,935.

**COMMISSION ACTION**

Commissioner Hayden Friley moved approval of a three-year subscription for Microsoft Enterprise products and additional services. Commissioner Frierson-Haynes supported.

A roll call vote was taken with the following results:

- Frierson-Haynes                      Yes
- Hayden Friley                        Yes

Minutes were approved at the October 15, 2024 Commission Meeting with Corrections



- |                   |     |
|-------------------|-----|
| ➤ Hicks           | Yes |
| ➤ President Short | Yes |

The motion passed unanimously.

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

The lease for 250 Dell Optiplex 7020 SFF desktop computers, 250 Dell 24 monitors and 50 Dell Latitude 3450 laptops will allow DPL to bring online outdated computers within the branches.

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

Therefore, the Detroit Library Commission (DLC) Committee on Finance is advising the Detroit Library Commission to consider authorizing the Finance and Business Office to enter into a three-year leasing agreement with Presidio Networked Solutions Group LLC for 250 Dell Optiplex 7020 SFF desktop computers, 250 Dell 24 monitors and 50 Dell Latitude 3450 laptops for an amount not to exceed **\$221,225.00**.

#### **COMMISSION ACTION**

Commissioner Hayden Friley moved approval to contract with Dell for a 3-year lease of Dell Computers at the Detroit Public Library. 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.

#### Approval of the Routine Finance Report

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

<u>Summary of Expenditures</u>				
<u>PUBLIC FUNDS</u>				
<b>PAYMENTS PROCESSED BY CITY OF DETROIT:</b>				
1. Total Payroll	May 2024			\$1,010,125.29
2. Total Vouchers-processed on FUSION	After 3/13/2020 listed by invoice number & date (processed off-site)			\$682,896.21
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				0.00
Total processed by City of Detroit				\$1,693,021.50
<b><u>PAYMENTS PROCESSED BY DPL:</u></b>				
1. Public Funds/Comerica checking		Checks	1424	\$295.00
2. Branch & Main Library Deposit Checking account		Checks	8647 - 8718	\$61,219.00
3. Branch & Main Library Deposit Checking ac	Paid 6/10/2024	Electronic Funds Transfer (EFT)		\$2,254.01
Total processed by DPL				\$63,768.01
<b>Grand Total</b>				<b>\$1,756,789.51</b>

<b>Summary of Expenditures</b>				
<b>Restricted/Designated Funds</b>				
1. Burton Endowment Checking		Checks	NONE	\$0.00
2. O'Brien Checking		Checks	5025 - 5030	\$2,651.71
3. Programs & Gifts Checking Account		Checks	3036 - 3039	\$382,107.22
<b>Grand Total</b>				<b>\$384,758.93</b>
<b>Programs &amp; Gifts Checking Account:</b>				
Programs & Gifts Checking	\$9,200.14	To transfer ACH funds to General Fund - Library of Michigan LSTA Improving		
Programs & Gifts Checking	\$122,839.63	To transfer ACH funds to General Fund - WC delinquent taxes for April 2024		
Programs & Gifts Checking	\$67.45	Invoice # 11304155, dated 5/31/24 - over-the-phone interpreter services		
Programs & Gifts Checking	\$250,000.00	To transfer ACH funds to General Fund - WC delinquent taxes for May 2024		
	<b>\$382,107.22</b>	<b>TOTAL</b>		

<b>Credit Card Expenditures</b>	
1. Executive Director	\$ -
2. Executive Director's Office-used for general office purpose	-
3. Chief Financial Officer	300.00
4. Human Resources Department	1,116.38
5. Marketing Department	8,071.26
6. Technical Services	2,840.86
7. Facilities Department	10,266.34
8. Information Technology	336.73
9. Procurement	2,558.14
10. Security	533.46
11. Public Services	1,036.86
<b>Grand Total</b>	<b>\$ 27,060.03</b>
<b>NOTE: These are May and June 2024 Credit Card purchases</b>	

Minutes were approved at the October 15, 2024 Commission Meeting with Corrections

**DISCUSSION**

Commissioner Hicks said that as he read through the numbers in the finance report, he discovered there might be around two million dollars that was previously part of DPL's budget that is going to disappear.

Mr. Brown replied that the two million dollars has disappeared.

Commissioner Hicks said that ideally as the new budget is considered, there is two million dollars that we can imagine for other uses. He said that the items that he submitted would not necessarily create a greater burden on the Library.

**NOTED**

The Commissioners were given a copy of the preliminary proposed budget for FY2026 and FY2027-FY2029 projections as an information only item.

Mr. Brown requested that the Commission put any questions they have about the budget in writing and forward them to the Executive Director's office prior to the October 15, 2024 Commission meeting so that that he can have time to prepare an answer.

**ADJOURNMENT**

Commissioner Hicks moved approval to adjourn. Commissioner Frierson-Haynes supported.

A roll call vote was taken with the following results:

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

The meeting was adjourned at 3:53 p.m.