

**DETROIT LIBRARY COMMISSION PROCEEDINGS
REGULAR MEETING
APRIL 15, 2025**

NOTED

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

President Adams apologized for being delayed because of an accident on the Lodge Freeway that stalled traffic.

President Adams called the Regular Meeting of the Detroit Library Commission to order at 2:16 p.m.

Roll call attendance:

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

Commissioner Milton attended the meeting via Zoom, however, because of the Open Meetings Act, his attendance did not count towards a quorum nor could he vote on any action items.

Excused: Commissioner Short

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

Present Also: Hyden Al-najar, Vickie Baker, Aaron Burrell, Enid Clark, India Davis, Deborah Dorsey, Katie Dowgiewicz, Ethel Franklin, M. Garcia, Karen Garrette, Tyrand Goodwin, Emi Jackson, J. Johnson, DeAidre Jones, C. Kent, Frank Kijoga, Mary Kordyban, E. Kozakowski, Joyce Krom, Karen Lemmons, Annette Lotharp, Torria Love, Tina Manley, Tracy Massey, Vernadette McAllister, Kandia Milton, Carolyn Mosley, Tasleema Muntaqim, Ivette Nash, Yvette Rice, Heidi Sargis, James Scott Jr., Brian Vance, Dawanna Veasley, Mattie Wiggins, Debra Williams, Jacqueline Williams, Tarissa Williams, Cheryl Wright, Tracey Wyatt

Minutes were approved at the May 20, 2025 Commission Meeting

COMMISSION ACTION

Commissioner Hicks moved to enter into a closed session to discuss a legal matter.
Commissioner Frierson-Haynes supported.

Roll call vote:

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

The closed session began at 2:17 p.m.

Everyone was excused from the meeting except for the Commissioners, Mrs. Mondowney, Executive Director; Mr. Antonio Brown, Chief Financial Officer; Mr. Aaron Burrell, Attorney, Dickinson Wright, LLC.

The Zoom meeting was paused.

COMMISSION ACTION

Roll call vote to end closed session:

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

The closed session ended at 3:17 p.m.

There was no action taken.

The Regular meeting and Zoom meeting resumed at 3:19 p.m.

APPROVAL OF THE DETROIT LIBRARY COMMISSION MEETING AGENDA

COMMISSION ACTION

Commissioner Hicks moved approval of the Detroit Library Commission's agenda. Commissioner Frierson-Haynes supported.

The agenda was approved as presented.

APPROVAL OF THE MEETING MINUTES

COMMISSION ACTION

Commissioner Bounds moved approval of the Regular Meeting Minutes of March 18, 2025. Commissioner Frierson-Haynes supported.

The minutes were approved with any necessary corrections.

PUBLIC COMMENTS

Russ Bellant – Expressed his concern about DPL programs under MeL (Michigan eLibrary) and MeLCat (Michigan eLibrary Catalog and Resource Sharing System) being impacted by the Federal funding cuts to libraries.

Margaret Bruni, Director for Public Services, explained that DPL would not be impacted by cuts to MeLCat, an interlibrary loan program, because DPL does not participate in the program. (DPL participates in the MLibraryCard reciprocal borrowing program instead.)

DPL benefits from the Michigan Electronic Library, also known as MeL, which grants Michigan residents access to a wide range of subscription databases using their driver's license or library card. The Library of Michigan, MLA and others are exploring options to continue support for the Michigan Electronic Library, if federal funding is lost. If necessary, DPL would have the option to continue access to any of the products currently available through the Michigan Electronic Library at our own expense.

Minutes were approved at the May 20, 2025 Commission Meeting

REPORT OF THE PRESIDENT

President Adams reminded the Commissioners of the upcoming Strategic Planning retreat that will be held on Saturday, May 31st.

Approval to Hire Ms. Debra Williams

President Adams stated that she asked Mrs. Mondowney to bring this action to the Commission because there was a provision in their bylaws that provides the Commission the authority to approved the hiring of all Director Level positions.

Ms. Trinee Moore, Director for Human Resources, explained that she announced to Mrs. Mondowney that she would be retiring and Mrs. Mondowney asked her to identify someone in the interim as a short-term hire. The purpose of the interim appointment was to have someone in place with experience in Human Resources employment laws and workforce development as well as being able to simplify the transition in the fully functional Human Resources Department and to facilitate the hiring of a permanent Human Resources Director.

Ms. Moore said that after she checked with the City of Detroit's payroll department, it was determined that a contractor or a consultant could not have access to employee records. They would have to be hired and added to the City of Detroit's payroll system. Ms. Williams title is Temporary Senior Human Resources Associate.

DISCUSSION

Commissioner Hicks asked what was the annual cost of this position.

Ms. Moore replied that the salary was not annualized. The position is for 28-30 hours per week at \$100 per hour from April 14, 2025 – December 30, 2025.

Commissioner Hicks asked to see a document that showed the reporting structure of Coordinators and Assistant Directors.

Mrs. Mondowney said that she would be happy to go into further detail to provide the information to him.

President Adams said that since Ms. Williams is not being hired as a Director, it does not fall under the Commission purview of authority to approve her hiring.

Minutes were approved at the May 20, 2025 Commission Meeting

COMMISSION ACTION

Commissioner Hicks made a motion to restrict the Executive Director from acting on hiring Ms. Williams. Commissioner Frierson-Haynes supported.

Roll call vote:

- | | |
|-------------------|-----|
| ➤ Bounds | No |
| ➤ Frierson-Haynes | Yes |
| ➤ Hicks | Yes |
| ➤ President Adams | No |

The motion failed.

President Adams asked Ms. Williams to introduce herself.

Ms. Williams introduced herself and gave a brief description of her Human Resources experience.

REPORT OF THE EXECUTIVE DIRECTOR**Wayne County Treasury Penal Fines Update**

Mrs. Mondowney reported that at the March 18, 2025, meeting of the Detroit Library Commission, Commissioners agreed to have the Executive Director engage in a conversation with Wayne County about the underpayment of penal fines to the Detroit Public Library. On March 20, the Executive Director contacted Ms. Melissa Evans at Wayne County to discuss this matter. On March 24, via email, Ms. Evans advised the Executive Director that the Library could “soon” expect a letter of resolution about the penal fines issue.

Federal Reductions Impact

Mrs. Mondowney reported that the Library is continuously monitoring potential cuts from federal sources including IMLS and USAC, Universal Service Administrative Company (E-rate). At the February 13, 2025, Committee on Finance meeting, Commissioner Hicks asked if the Library expected any reductions to the DPL budget due to possible cuts at the federal level. Rudy Dale, Assistant Director of Information Systems, explained that the reduction in E-rate would have the most significant financial impact on DPL.

Minutes were approved at the May 20, 2025 Commission Meeting

However, Mr. Dale noted that we have built up the Library's infrastructure in such a way that if federal funding is reduced or discontinued, our internet service and maintenance of fiber cable are the only costs that would be incurred by DPL.

Life Planning & Legacy Workshops

Mrs. Mondowney reported that the Neighborhood Legal Services' Elder Law & Advocacy Center will conduct free will preparation and estate planning workshops at multiple DPL locations from April through August. The workshops are aimed at protecting the generational wealth of Detroit families and reducing the number of "heirs' properties" in the city. "Heirs' properties" are properties that have been passed down to a family member without a clear title/deed. Please visit the library's website, detroitpubliclibrary.org, for details about scheduled workshops

Desktop Video Magnifier Donation

Mrs. Mondowney reported that the Library for the Blind and Physically Handicapped, located in the Douglass Branch at 3666 Grand River, received a donation of a new, full-sized digital magnification system from Henry Ford Health System's Center for Vision Rehabilitation. The magnifier dramatically enlarges documents, newspapers, photos and more, to make reading small text easier.

Library for the Blind and Physically Handicapped customers who have low-vision challenges, will benefit from this service enhancement. This system was donated by Henry Ford Health System's Center for Vision Rehabilitation in memory of Ms. Wanda Smith, a Center employee.

Celebrating National Poetry Month

Mrs. Mondowney reported that on Tuesday, April 1, 2025, more than 150 people attended a presentation by Detroit Poet Laureate, Jessica Care Moore.

The program, held in the Clara Stanton Jones Friends Auditorium, launched DPL's celebration of National Poetry Month. Several poetry programs have been held throughout the Library system during April. A celebration of the poetry of Nikki Giovanni was held on April 10, 2025, at the Lincoln Branch (1221 E. Seven Mile).

Poet Brittany Rogers, a Michigan Notable Books Award recipient for her debut poetry collection, *Good Dress*, was at the Parkman Branch (1766 Oakman Blvd.) on April 12, 2025.

Leonard Pitts at Main Library

Mrs. Mondowney reported that about 50 people attended the book talk by author and journalist Leonard Pitts, on Saturday, April 5, 2025.

Minutes were approved at the May 20, 2025 Commission Meeting

Pitts discussed his newest novel *54 Miles* which is based on the events of March 1965 including “Bloody Sunday” in Selma and the march to the Montgomery capitol.

Candle Making Program

Mrs. Mondowney reported that on Saturday, April 5, 2025, 70 people participated in the “Make a Candle” program at the Chase Branch, located at 17731 W. Seven Mile Rd. Branch manager Heidi Sargis reported that the branch’s Saturday craft programs have been very popular with an average attendance of 20-35 participants.

May 2025 Author Talks @ Main Library

Mrs. Mondowney reported the following:

- On Saturday, May 3, at 2 p.m., Dr. Justene Hill Edwards will discuss her new book, *Savings and Trust: The Rise and Betrayal of the Freedman’s Bank*.
- On Sunday, May 4, at 2 p.m., Bernadette Atuahene, author of *Plundered: How Racist Policies Undermine Black Homeownership in America*, will have a conversation about her book with Stephen Henderson,
- Jocelyn Benson, Michigan Secretary of State, will discuss her book, *The Purposeful Warrior: Standing Up for What’s Right When the Stakes Are High*, on Wednesday, May 7, at 5:30 p.m. Her conversation partner will be Dennis Archer, Jr.

Upcoming Programs

Mrs. Mondowney reported that she provided a preliminary listing of programs planned for the month of May 2025. Please visit the Library’s website, detroitpubliclibrary.org, to confirm programs because they may be subject to change.

A few highlights include:

- “Computer Savvy Seniors,” at Noon, on Saturday, May 3, at the Elmwood Park Branch (550 Chene). Older adults will have an opportunity to learn how to navigate technology.
- On Monday, May 5, the Conely Branch (4600 Martin) will celebrate Cinco de Mayo, beginning at 1 p.m., with an afternoon that will include a Mariachi band, storytelling, games and crafts.

Minutes were approved at the May 20, 2025 Commission Meeting

- The Wilder Branch (7140 E. Seven Mile Rd.) will host, “Make a Mother’s Day Gift,” at Noon, on Saturday, May 10.
- At 2 p.m., on Saturday May 17, the Bowen Branch (3648 W. Vernor) will host “Bee Present Honey: Honey Tasting, Crafts and More!” This is an opportunity to learn about the important role of bees in nature.

Detroit Opera Partnership 2025

Mrs. Mondowney reported that DPL will be hosting the Detroit Opera's Storybook Opera program at five locations during the months of April, May and June. The operatic performances include the familiar tales, “Little Red Riding Hood” and “Three Little Pigs.” Each performance has been developed to appeal to children in grades K-3. The Children’s Library performance was held on April 11th. Other performances: Chaney (16101 Grand River) on May 5th, Parkman (1766 Oakman Blvd.) on May 8th, Conely (4600 Martin) on May 19th, and Lincoln (1221 E. Seven Mile Rd.) on June 4th. Each location has invited neighboring schools to attend these special cultural events.

2025 ProjectArt Annual Exhibition

Mrs. Mondowney reported that in May, special ProjectArt Student Showcases will be held in Children’s Library, and at the Elmwood Park, Sherwood Forest, and Lincoln branches. The schedule will be post on the Library’s website, detroitpubliclibrary.org. At the Showcases, students will proudly present a body of artwork made in one of DPL's ProjectArt classes this year.

These showcases are more than just a celebration: they are student-led curatorial projects, which allow students the opportunity to actively arrange and display their work in preparation for ProjectArt’s Annual Exhibition on May 23 at the Irwin House Gallery, located at 2351 W. Grand Blvd.

Design After Hours

Mrs. Mondowney reported that as a part of Detroit Design Month, DPL will host “Design After Hours: Artwork by Detroit Public Library Staff,” in Main Library’s Galleria, August 19 – September 30, 2025. All Library staff are invited to submit art for display, from painting to drawings to sculpture to knitting – all forms of artistic disciplines are welcome.

State Aid: Detroit Public Library

Mrs. Mondowney reported that on March 19, 2025, DPL received \$342,746.28, the first half of its FY2025 State Aid payment.

Minutes were approved at the May 20, 2025 Commission Meeting

State Aid: Library for the Blind and Physically Handicapped

Mrs. Mondowney reported that on March 26, 2025, DPL received \$20,536, the first half of its FY2025 State Aid payment for the Library for the Blind and Physically Handicapped.

Wayne County: Delinquent Property Tax

Mrs. Mondowney reported that on March 28, 2025, the Library received \$38,818.27, from Wayne County for delinquent property taxes.

NOTED

Mrs. Mondowney announced that Ms. Trinee Moore, Director for Human Resources would be retiring on May 2, 2025 having served for the past seventeen years. She thanked Ms. Moore and said that the Detroit Public Library was pleased with services she provided to the staff and the people of Detroit.

Mrs. Moore received a round of applause.

DISCUSSION

Commissioner Hicks asked if the Library owned the three book titles that was part of the May 2025 Author Talks?

Ms. Christine Peele replied yes. The Library owned copies of the three books.

Commissioner Hicks asked if a resolution has been prepared for the late former Commissioner Luther Keith?

President Adams stated that she had the resolution and she would read it under "Old Business".

Commissioner Hicks asked if the presentation by Judge Cynthia Stephens been scheduled?

Mrs. Mondowney replied that we are waiting on her to responds with a date she is available to do the presentation.

Commissioner Hicks asked about the Detroit Needs Management Map collaboration with DPL?

Minutes were approved at the May 20, 2025 Commission Meeting

Mrs. Mondowney replied that the matter has been resolved.

Commissioner Adams asked how were the funds for the State Aid payment for the Library for the Blind and Physically Handicapped calculated because \$40,000 sounded like a small amount based on Detroit's population.

Ms. Alma Simmons, Special Assistant to the Executive Director, replied that the payment is calculated per capita.

Commissioner Hicks asked how much did the entire state of Michigan receive?

Mrs. Mondowney replied that it is only about four regions and she could get the information for him.

COMMITTEE ON ADMINISTRATION

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

APPOINTMENTS (5)

Employee Name	Title	Hire date
Amey, Jade	Librarian 2	March 3, 2025
Hunter, Jordan-Akil	Library Technical Training Associate	March 17, 2025
Cooper, Jazmine	Customer Service Representative	March 17, 2025
Knepp, Enno	Customer Service Representative	March 17, 2025
Moore, Lindsey	Customer Service Representative	March 17, 2025

POTENTIAL RETIREMENTS (2) Pending COD Approval

Employee Name	Title	Last Working Day
Moore, Trinee	Library Director of Human Resources	May 2, 2025
Ward, Grace	Librarian 2	June 14, 2025

RETIREMENTS (0)

SICK LEAVE PAYOUTS (0)

SEPARATIONS (1)

Employee Name	Title	Last Day Worked
Borum, Lisa	Customer Service Representative	March 27, 2025

Minutes were approved at the May 20, 2025 Commission Meeting

<u>POSITIONS</u>			
		March 2025	March 2024
Vacant Positions to be filled		24	84.5
Filled Budgeted Positions		253	226.5
*Not Actively Being Recruited Budgeted Positions		35	14
Positions not filled in FY25		13	
Total Budgeted Positions		325	325
POSITION	FY25 POSITIONS	FILLED POSITIONS	VACANT POSITIONS
Director's Office	6	6	0
FBO	10	10	0
Human Resources	7	7	0
Facilities/Shipping	23	21	2
Information Systems	8	8	0
Marketing/Print Shop	7	6	1
Public Services	3	2	1
Librarian, Coordinator	3	3	0
Librarian, Manager	25	24	1
Librarian III, Assistant Manager	32	29	3
Librarian II/I/Pre-Pro	49	24	11(*14)
Technical Training Associate	29	23	*6
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)	48	45	3
Custodians	4	4	0
Circulation Manager	1	1	0
Tech Processing Manager	1	1	0
Principal Clerk	2	1	1
Security	18	18	0
Sub-Total	312	253	59
<i>Positions not filled in FY25</i>	<i>13</i>		
Total	325		
DPL currently has a total of 325 budgeted positions . Of the total positions 253 are filled , and 59 are vacant . The Human Resources Department is actively recruiting 24 vacant positions. The 35 remaining vacant positions are not actively being recruited.			

COMMISSION ACTION

Minutes were approved at the May 20, 2025 Commission Meeting

Commissioner Frierson-Haynes moved approval of the routine Human Resources report. Commissioner Hicks supported.

Roll call vote:

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

The motion passed unanimously.

AUDIT COMMITTEE

Approval to Renew Contract with Maner Costerisan for Independent Auditing Services for the Detroit Public Library

The current contract began on July 1, 2021 and will expire on June 30, 2025. There are three remaining one-year renewal options under the existing agreement.

Independent Auditing Services

July 1, 2025 – June 30, 2026

Maner Costerisan

2425 E. Grand River Ave., Ste. 1
Lansing, MI 48912

Amount not to Exceed: \$45,500.00

Therefore, the Detroit Library Commission (DLC) Audit Committee recommends that the Detroit Library Commission approve the renewal of the independent auditing services contract with Maner Costerisan for the period of July 1, 2025, through June 30, 2026 at an annual cost not to exceed \$45,500.00. All terms and conditions will remain consistent with the original contract.

COMMISSION ACTION

Commissioner Adams moved approval to renew the contract with Maner Costerisan for independent auditing services for the Detroit Public Library. Commissioner Bounds supported.

Roll call vote:

- Bounds Yes
- Frierson-Haynes Yes
- Hicks Yes

Minutes were approved at the May 20, 2025 Commission Meeting

- President Adams Yes

The motion passed unanimously.

Approval to Renew Contract with Alan C. Young & Associates, P.C for Independent Auditing Services for the Burton Endowment Fund

The current contract with Alan C. Young & Associates, P.C. began on July 1, 2021 and will expire on June 30, 2025. There are three remaining one-year renewal options under the existing agreement.

Independent Auditing Services
July 1, 2025 – June 30, 2026

Alan C. Young & Associates, P.C
7310 Woodward Ave., Ste 740
Detroit, MI 48202

Amount not to Exceed: \$7,510.00

Therefore, the Detroit Library Commission (DLC) Audit Committee recommends that the Detroit Library Commission approve the renewal of the independent auditing services contract for Burton Endowment Fund with Alan C. Young & Associates, P.C. for the period of July 1, 2025, through June 30, 2026 at an annual cost not to exceed \$7,510.00. All terms and conditions will remain consistent with the original contract.

COMMISSION ACTION

President Adams moved approval to renew the contract with Alan C. Young & Associates, P.C for independent auditing services for the Burton Endowment Fund. Commissioner Frierson-Haynes supported.

Roll call vote:

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

The motion passed unanimously.

Approval to Renew Contract with Alan C. Young & Associates, P.C for Independent Auditing Services for the Detroit Library Cooperative

The current contract, which began on October 1, 2021, is set to expire on September 30, 2025. There are three remaining one-year renewal options under the existing agreement.

Minutes were approved at the May 20, 2025 Commission Meeting

Independent Auditing Services

October 1, 2025 – September 30, 2026

Alan C. Young & Associates, P.C

7310 Woodward Ave., Ste. 740

Detroit, MI 48202

Amount not to Exceed: \$7,135.00

The Detroit Library Audit Committee recommends that the Detroit Library Commission approve the renewal of the independent auditing services contract for the Detroit Library Cooperative with Alan C. Young & Associates, P.C. for the period of October 1, 2025, through September 30, 2026 at an annual cost not to exceed \$7,135.00. All terms and conditions will remain consistent with the original contract.

COMMISSION ACTION

President Adams moved approval to renew the contract with Alan C. Young & Associates, P.C for independent auditing services for the Detroit Library Cooperative. Commissioner Bounds supported.

Roll call vote:

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

The motion passed unanimously.

COMMITTEE ON BUILDINGS**Approval to Renew Contract with Stuart Mechanical LLC for HVAC Maintenance and Repairs at All Detroit Public Library Locations**

The current contract began on May 1, 2023 and will expire on April 30, 2025. There are two remaining one-year renewal options under the existing agreement.

HVAC Maintenance and Repair Services

May 1, 2025 – June 30, 2026

Stuart Mechanical LLC

2275 N. Opdyke Rd., Ste. A

Auburn Hills, MI 48326

Amount not to Exceed: \$99,743.00

Minutes were approved at the May 20, 2025 Commission Meeting

Therefore, the Detroit Library Commission (DLC) Committee on Buildings recommends that the Detroit Library Commission approve the renewal of the HVAC maintenance and repairs contract with Stuart Mechanical LLC for the period of May 1, 2025 through April 30, 2026 at an annual cost not to exceed \$99,743.00. All terms and conditions will remain consistent with the original contract.

COMMISSION ACTION

President Adams moved approval to renew the contract with Stuart Mechanical LLC for HVAC maintenance and repairs at all Detroit Public Library Locations. Commissioner Frierson-Haynes supported.

DISCUSSION

Commissioner Hicks asked what was the amount of the original contract?

Mr. Brown, Chief Financial Officer said that he would provide that information to him in writing.

Roll call vote:

- | | |
|-------------------|-----|
| ➤ Bounds | Yes |
| ➤ Frierson-Haynes | Yes |
| ➤ Hicks | No |
| ➤ President Adams | Yes |

The motion passed.

Approval to Contract with DJ's Landscape Management for Lawn Maintenance Services at Detroit Public Library Branches and Service Building for a Three-Year Term

Lawn maintenance is important for Detroit Public Library branches and the Service Building as it contributes to the overall appearance, accessibility, and functionality of these public facilities. Well-maintained grounds help create a welcoming and professional environment for customers, staff, and visitors, reflecting the Library's commitment to providing clean and community-friendly spaces.

Regular upkeep also supports outdoor programming opportunities, reduces the risk of overgrowth-related issues, and preserves the integrity of the landscape surrounding each location. Additionally, consistent maintenance of the Service Building ensures that operational areas remain clear and presentable, supporting efficient day-to-day functions and reinforcing the Library's role as a responsible steward of public resources.

Minutes were approved at the May 20, 2025 Commission Meeting

An Invitation for Bid (IFB-TL-2155) was advertised on the Michigan Inter-Governmental Trade Network (MITN) website, www.bidnetdirect.com, from February 13, 2025, until the bid closing at 2:00 p.m. on March 17, 2025. The solicitation was downloaded by forty-nine (49) companies, six (6) companies attended the site visit, and two (2) companies submitted bids.

An evaluation took place on April 3, 2025, conducted by a committee of three (3) members: Keith Brooks, Supervisor, Grounds Maintenance, Enriqueta Kozakowski, Manager, Bowen Branch Library, and DeAidre Jones, Manager, Jefferson Branch Library. The selection criteria and overall scores are as follows:

		DJ's Landscape Management		Premier Group Associates LC	
		36700 Northline Rd. Romulus, MI 48174		2221 Bellevue St. Detroit, MI 48207	
		Price:	\$ 101,650.00	Price:	\$ 262,614.75
Selection Criteria:	Weight	Raw Score	Weighted Score	Raw Score	Weighted Score
Cost of Eligible Services	35%	10.00	35.00%	3.87	13.55%
Experience	15%	10.00	15.00%	6.00	9.00%
Availability	15%	10.00	15.00%	6.00	9.00%
Quality of Proposal/References	15%	10.00	15.00%	7.00	10.50%
Anticipated Level of Service	20%	9.00	18.00%	7.00	14.00%
Overall Ranking	100%		98.00%		56.05%

Although Premier Group Associates is a Detroit-based firm with a strong understanding of local conditions and the potential benefit of proximity to multiple Library sites, their submitted proposal was more than twice the amount quoted by DJ's Landscape Management. While a local presence can provide logistical advantages across several locations, the significant cost disparity raises concerns about overall value and fiscal responsibility. In addition, DJ's Landscape Management not only offers a competitive price but also hires Detroit residents for projects within the City of Detroit, further supporting local employment. Given the need to manage public resources efficiently while ensuring consistent service quality across all branches and facilities, the pricing submitted by Premier Group Associates was not deemed the most cost-effective solution for the Library.

Therefore, the Detroit Library Commission Committee on Buildings recommends that the Detroit Library Commission approve a contract with DJ's Landscape Management, located at 36700 Northline Road, Romulus, MI 48174. DJ's Landscape Management, which merged with WH Canon, will provide lawn maintenance services at Detroit Public Library branches and the Service Building for a three (3) year term including two (2) one-year renewal options.

Minutes were approved at the May 20, 2025 Commission Meeting

The total amount shall not exceed \$116,897.50 annually, which includes the quoted price of \$101,650.00 plus a 15% contingency to accommodate any unforeseen service needs.

COMMISSION ACTION

This item was tabled until the next Commission meeting.

Approval to Contract with DJ's Landscape Management for Lawn Maintenance Services at Main Library for a Three-Year Term

Lawn maintenance at the Main Library is essential to preserving the historic integrity of the building and providing a welcoming environment for all visitors. As a prominent landmark and cultural institution, the Library's exterior appearance contributes to the overall civic pride of the City of Detroit. Well-maintained grounds enhance curb appeal and create a functional space for outdoor programming and public events. By investing in consistent lawn care, the Library reinforces its role as a responsible steward of public property and a vital resource for the community.

An Invitation for Bid (IFB-TL-2157) was advertised on the Michigan Inter-Governmental Trade Network (MITN) website, www.bidnetdirect.com, from February 20, 2025, until the bid closing at 2:00 p.m. on March 24, 2025. The solicitation was downloaded by sixty (60) companies, ten (10) companies attended the site visit, and six (6) companies submitted bids.

An evaluation took place on April 2, 2025, conducted by a committee of four (4) members: Christopher Korenowsky, Chief Officer of Operations, Keith Brooks, Supervisor, Grounds Maintenance, Talisha Williams, Assistant Director of Security Operations, and Mary Kordyban, Manager, Business, Science and Technology. The selection criteria and overall scores are as follows:

		Ashton Contracting		DJ's Landscape		Maple Valley Land		Premier Group Associates		Professional Building		RNA Facilities Management	
		30443 Industrial Rd. Livonia, MI 48150		36700 Northline Rd. Romulus, MI 48174		85 Stanton Lane Grosse Pointe Farms, MI 48236		2221 Bellevue St. Detroit, MI 48207		15201 E. Eleven Mile Rd. Roseville, MI 48066		2793 Plymouth Rd. Ste J Ann Arbor, MI 48105	
		Price:**	\$ 33,360.00	Price:**	\$ 49,500.00		\$ 32,000.00		\$ 97,704.29		\$ 54,030.00		\$ 99,200.00
Selection Criteria:	Weight*	Raw Score	Weighted Score	Raw Score	Weighted Score	Raw Score	Weighted Score	Raw Score	Weighted Score	Raw Score	Weighted Score	Raw Score	Weighted Score
Cost of Eligible Services	35%	9.59	33.57%	6.46	22.63%	10.00	35.00%	3.28	11.46%	5.92	20.73%	3.23	11.29%
Experience	15%	4.75	7.13%	9.25	13.88%	2.75	4.13%	8.25	12.38%	5.25	7.88%	6.00	9.00%
Availability	15%	4.25	6.38%	8.75	13.13%	4.00	6.00%	6.00	9.00%	4.75	7.13%	5.50	8.25%
Quality of Proposal/References	15%	3.50	5.25%	9.25	13.88%	2.00	3.00%	9.25	13.88%	5.25	7.88%	6.00	9.00%
Anticipated Level of Service	20%	3.50	7.00%	9.00	18.00%	3.25	6.50%	6.50	13.00%	5.00	10.00%	5.50	11.00%
Overall Ranking	100%	59.32%		81.50%		54.63%		59.71%		53.60%		48.54%	

Although Ashton Contracting and Maple Valley submitted the lowest bids, their proposals did not meet the minimum specifications outlined in the scope of work.

Minutes were approved at the May 20, 2025 Commission Meeting

Both vendors lacked sufficient qualifications, relevant experience, and the operational capacity necessary to perform the project at the required standards. Premier Group Associates, a Detroit-based firm with familiarity of local conditions and a potentially beneficial geographic presence, submitted the second-highest bid among all proposals, raising concerns regarding overall cost-effectiveness compared to other qualified vendors. In contrast, DJ's Landscape Management not only meets the required qualifications but also demonstrates a commitment to the community by employing Detroit residents on Detroit-based projects.

Therefore, the Detroit Library Commission Committee on Buildings recommends that the Detroit Library Commission approve a contract with DJ's Landscape Management, located at 36700 Northline Road, Romulus, MI 48174. DJ's Landscape Management, which merged with WH Canon, will provide lawn maintenance services at the Main Library for a three (3) year term including (2) one-year renewal options.

The total amount shall not exceed \$56,925.00 annually, which includes the quoted price of \$49,500.00 plus a 15% contingency to accommodate any unforeseen service needs.

COMMISSION ACTION

This item was tabled until the next Commission meeting.

COMMITTEE ON FINANCE

Approval to Contract with Actron Integrated Security Systems, Inc. for the Installation of a Keyless Access Entry System at Detroit Public Library Branches

Installing a Keyless Access Entry System at DPL branches enhances security, convenience, and operational efficiency. It allows staff to control and monitor access to library facilities more effectively, reducing the risk of unauthorized entry. Additionally, keyless systems eliminate the need for physical keys, minimizing the chances of lost or duplicated keys compromising security.

This upgrade also improves accessibility by enabling remote access management and creating a safer environment for both employees and customers.

An Invitation for Bid (IFB-TL-2156 was advertised on the Michigan Inter-Governmental Trade Network (MITN) website, www.bidnetdirect.com, from February 20, 2025, until the bid closing at 2:00 p.m. on March 21, 2025. The solicitation was downloaded by fifty-three (53) companies, seven (7) companies attended the site visit, and three (3) companies submitted bids. The bid results are as follows:

Minutes were approved at the May 20, 2025 Commission Meeting

Organization Name	Address	Bid Amount
Presidio	660 E. 10 Mile Rd., Ste. 110 Ferndale, MI 48220	\$49,631.39
Actron Integrated Security Systems, Inc.	1056 Dix Rd. Lincoln Park, MI 48146	\$54,953.40
Bayview Electric Company, LLC	12230 Dixie St. Detroit, MI 48239	\$118,923.00

Although Presidio offered the lowest bid, its proposal does not include all necessary equipment, materials, or installation. In addition, as a cloud-based service, it will incur recurring costs.

The Detroit Library Commission Committee on Finance is requesting that the Detroit Library Commission approve a contract with Actron Integrated Security Systems, Inc., located at 1056 Dix Road, Lincoln Park, Michigan 48146, for the installation of a keyless access entry system at DPL Branches, in an amount not to exceed \$54,953.40.

COMMISSION ACTION

President Adams moved approval to contract with Actron Integrated Security Systems, Inc. for the installation of a keyless access entry system at Detroit Public Library Branches. Commissioner Hicks supported.

Roll call vote:

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

The motion passed unanimously.

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

In November 2020, the Library's Procurement software underwent a direct system replacement as the existing platform had reached the end of its lifecycle. Hyland Software provided DPL with a complimentary transition from SIRE to OnBase. Naviant facilitated the system upgrade and supported the implementation of a unified, enterprise-wide platform for the Library's Procurement Department and Business Office.

Minutes were approved at the May 20, 2025 Commission Meeting

The software's licensing and usage require an annual financial commitment for hosting and maintenance. Hyland manages the application and its associated data on a remote server, handling regular hardware and software maintenance for the Library, as detailed below. The total yearly cost for hosting, maintenance, and a system upgrade is \$109,528.71.

Annual Total for Hosting, Maintenance & Upgrade	
Cloud Based Hosting Subscription	\$56,526.63
Maintenance & Support Total	\$34,812.60
Service Level Agreement	\$15,004.48
System Upgrade	\$3,185.00
Total	\$109,528.71

Therefore, the Detroit Library Commission Committee on Finance is advising the Detroit Library Commission to consider approving and authorizing the Finance and Business Office to exercise the option to renew a hosting, software maintenance, and support agreement for procurement software managed by Naviant, Inc. in an amount not to exceed \$109,528.71. This renewal will be effective from July 1, 2025, through June 30, 2026.

COMMISSION ACTION

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

Roll call vote:

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

The motion passed unanimously.

Approval to Contract with Signature Technology Solutions, Inc. to Purchase Category 2 Cabling and Network Equipment for Detroit Public Library Branches

Category 2 cabling and network equipment is essential for the Detroit Public Library to maintain a reliable and high-speed network infrastructure across its branches.

Minutes were approved at the May 20, 2025 Commission Meeting

This equipment supports critical library functions, including public internet access, staff operations, digital learning programs, and secure data management. Upgrading and maintaining network equipment and structured cabling ensures seamless connectivity for customers and staff, enhances cybersecurity, and improves overall efficiency.

With increasing reliance on digital resources and online services, investing in this infrastructure is necessary to meet the evolving needs of the community.

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. The solicitation period was from February 13, 2025 until bid closing at 2:00 p.m. on March 19, 2025, at which time the bid documents were no longer available for download. The RFP was downloaded from the MITN website by thirty-nine (39) firms. Eight (8) firms attended the mandatory walkthrough and three (3) companies submitted a bid.

An evaluation took place on March 25, 2025, conducted by a committee of five (5) members: Rudy Dale, Assistant Director of Information Systems, India Davis, Manager of Information Systems, Tarissa Williams, Systems Specialist, Jonathan Davis, Senior PC Technician, and Kenneth Gabriel, IS Network Technician. The selection criteria and overall scores are as follows:

		Bayview Electric Company		Sentinel Technologies, Inc.		Signature Technology Solutions	
		12230 Dixie Street Detroit, MI		2550 Warrenville Rd Downers Grove, IL		32455 W. 12 Mile Rd Farmington Hills, MI	
		Price:	\$ 1,328,892.00	Price:	\$ 1,207,843.34	Price:	\$ 1,349,020.08
Selection Criteria:	Weight	Score	Weighted Score	Score	Weighted Score	Score	Weighted Score
E-Rate eligible recurring and one-time circuit costs	30%	9.09	27.27%	10.00	30.00%	8.95	26.86%
Meets & Understands Needs	20%	6.20	12.40%	7.40	14.80%	8.60	17.20%
Compatibility with Existing Network	20%	6.40	12.80%	7.40	14.80%	8.40	16.80%
Quality of Proposal and/or References	15%	6.20	9.30%	6.80	10.20%	7.80	11.70%
Technical Ability	15%	6.60	9.90%	7.60	11.40%	8.20	12.30%

Overall Ranking	100%	71.67%	81.20%	84.86%
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Minutes were approved at the May 20, 2025 Commission Meeting

Although Bayview and Sentinel submitted lower quotes than Signature, Signature's overall evaluation scores were higher. Additionally, Sentinel's location was a determining factor in their non-selection.

E-Rate funding from USAC covers 85% of the cost, or \$1,146,667.07, while the Detroit Public Library will cover 15% of the cost, or \$202,353.12. There are no recurring or maintenance fees. The contract will become effective upon authorization of federal funding and E-Rate approval.

Therefore, the Detroit Library Commission Committee on Finance is requesting that the Detroit Library Commission approve a contract with Signature Technology Solutions to provide Category 2 Cabling and Network Equipment for Detroit Public Library Branches in an amount not to exceed \$202,353.12.

COMMISSION ACTION

Commissioner Adams moved approval to contract with Signature Technology Solutions, Inc. to purchase category 2 cabling and network equipment for Detroit Public Library Branches. Commissioner Hicks supported.

DISCUSSION

Commissioner Frierson-Haynes asked if the contract was updated?

Mr. Rudy Dale, Assistant Director for Information Systems replied yes.

Mr. Brown said that the contract would only become effective upon authorization of federal funding and E-Rate program approval.

Commissioner Hicks expressed his concerns about the E-Rate funding not being awarded or truncated in the middle of a project.

President Adams said that Commissioner Hicks concern was noted and called for the question.

Roll call vote:

- | | |
|-------------------|-----|
| ➤ Bounds | Yes |
| ➤ Frierson-Haynes | Yes |
| ➤ Hicks | No |
| ➤ President Adams | Yes |

The motion passed.

Minutes were approved at the May 20, 2025 Commission Meeting

Approval of the Routine Finance Report

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

<u>Summary of Expenditures</u> <u>PUBLIC FUNDS</u>			
<u>PAYMENTS PROCESSED BY CITY OF DETROIT:</u>			
1. Total Payroll	March 2025		\$1,093,913.74
2. Total Vouchers-processed on FUSION	After 3/13/2020 listed by invoice number & date (processed off-site)		\$919,750.17
3. FY2025 Annual Retiree Supplement			\$0.00
4. FY2025 General Retirement System (GRS)			\$0.00
5. FY2025 Central Staffing Services			\$0.00
6. FY2025 3rd quarter Hybrid Pension Payment	paid 3/11/2025		\$25,000.00
7. FY2025 VEBA			0.00
8. FY2025 Debt Service Interest for 2014B(1) & 2014B(2) Notes	paid 3/15/2025		\$164,720.79
Total processed by City of Detroit			\$2,203,384.70
<u>PAYMENTS PROCESSED BY DPL:</u>			
1. Public Funds/Comerica checking	Checks	NONE	\$0.00
2. Branch & Main Checking account	Checks	9144 - 9169	\$11,960.09
3. Branch & Main Checking account	Electronic Fund Transfer (EFT)	Paid 3/10/202	\$1,916.54
Total processed by DPL			\$13,876.63
Grand Total			\$2,217,261.33

Summary of Expenditures Restricted/Designated Funds			
1. Burton Endowment Checking	Checks	NONE	\$0.00
2. O'Brien Checking	Checks	5073 - 5075	\$285.00
3. Programs & Gifts Checking Account	Checks	3056	\$342,746.28
Grand Total			\$ 343,031.28
Programs & Gifts Checking Account:			
Programs & Gifts Checking	\$342,746.28	To transfer FY2025 State Aid first 50% to the General Fund	
<u>\$342,746.28</u> TOTAL			

<u>Credit Card Expenditures</u>	
1. Executive Director	0
2. Executive Director's Office-used for general office purpose	0
3. Chief Financial Officer	0
4. Human Resources Department	\$ 1,295.54
5. Marketing Department	993.49
6. Technical Services	4,885.53
7. Facilities Department	5,579.02
8. Information Technology	135.99
9. Procurement	2,413.98
10. Security	1,117.85
11. Public Services	2,479.28
Grand Total	\$ 18,900.68
NOTE: These are February 2025 Credit Card purchases	

Minutes were approved at the May 20, 2025 Commission Meeting

COMMISSION ACTION

Commissioner Adams moved approval of the routine finance report. Commissioner Bounds supported.

Roll call vote:

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

The motion passed unanimously.

NEW BUSINESS

Monteith Branch Library Update

Mrs. Mondowney said that she would like to propose that the Building Committee, along with the proper DPL staff, visit the Monteith Branch Library to discuss possible renovation options or other options that could support the Jefferson-Chalmers and Riverbend communities.

Commissioner Hicks stated that he is not a member of the Building Committee but he would like to be part of the visit to Monteith Branch Library.

President Adams said that he was welcome to be a part of the visit to Monteith Branch.

President Adams said that all Commissioners are invited to attend any Committee meeting that they are not a member of, however, they cannot participate or vote if they are not a member of the Committee.

Skillman Branch Library MOU

Mr. Antonio Brown reported that the Downtown Development Authority (DDA) approved a \$3,000,000 appropriation to support capital projects at Skillman Branch. DPL requested an agreement from the DDA with terms and conditions of accepting that appropriation to present to the Commission. To date, DPL does not have the finalized agreement. When the agreement is finalized, it will first be presented to the Buildings Committee for a recommendation to send it to the full Commission for final approval.

Commissioner Hicks expressed his concerns about the harm that was done to the Skillman Library during the construction of the Hudson Building. He would like to know if the harm has been corrected.

Minutes were approved at the May 20, 2025 Commission Meeting

Commissioner Hicks asked about the \$2,000,000 from the Detroit City Council to go towards the restoration of the Monteith Branch Library.

Mr. Brown said that the funds are still available and have not been pulled back by the Detroit City Council.

OLD BUSINESS

Memorial Resolution for Former Commissioner Luther Keith

President Adams read the following resolution:

Detroit Library Commission
Memorial Resolution
Luther Keith
October 9, 1950 – March 5, 2025

Whereas the Detroit Library Commission and the City of Detroit, lost an important member of our community on March 5, 2025, with the death of Luther “Badman” Keith;

Whereas Mr. Keith earned a journalism degree from the University of Detroit in 1972, and launched a trailblazing career at the *Detroit News*, where he became the first Black sports reporter at a Detroit daily newspaper, the first assigned to cover the state Capitol and the first newsroom editor;

Whereas in recognition of his many professional accomplishments, Mr. Keith was inducted into the Michigan Journalism Hall of Fame in 1995;

Whereas in 1985, he founded Wayne State University’s Journalism Institute for Minorities, providing mentorship and opportunities that set students on a path to media careers;

Whereas he was a member of the boards of several community organizations including the Rosa Parks Scholarship Foundation, the Detroit Chapter of the National Association of Black Journalists and the Detroit Press Club;

Whereas in 2006, Mr. Keith was the founder of ARISE Detroit!, a community-based organization that worked to improve Detroit’s neighborhoods and nourish a spirit of cooperation and volunteerism;

Whereas the *Detroit News* reported that Arise Detroit! grew from 22 founding members to more than 400 partner organizations;

Whereas his passion and enthusiasm for the blues was an essential part of his life and his guitar playing and singing were enjoyed by many; and

Minutes were approved at the May 20, 2025 Commission Meeting

Whereas he served on the Detroit Library Commission from January 2006 – May 2011 and, even after his service, he remained a valuable supporter of the Library; now, therefore be it

RESOLVED, that the members of the Detroit Library Commission and the administration and staff of the Detroit Public Library, recognize the significant contributions of Luther Keith to the City of Detroit and beyond, and to the Detroit Public Library, and extend our sincerest condolences to his wife, Jacqueline and his daughter, Erin, and other family members and friends.

Commissioner Hicks suggested that the resolution be displayed at Main Library in addition to sending a copy of the resolution to Mr. Keith's family.

President Adams asked that the staff explore an appropriate place to display the resolution along with a photograph of Mr. Keith.

President Adams inquired about scheduling a date for the Commissioners to take a photograph to update the "READ" posters display of the Commissioners at Main Library near the Circulation Desk.

Mr. Atiim Funchess, Assistant Director for Marketing, said that the photographs for the posters can be taken. The Commissioners just need to schedule a date they would like their photo taken.

Commissioner Hicks suggested having a group picture taken at the next Commission meeting and have it displayed at all DPL locations.

President Adams asked Ms. Rice to survey the Commissioners to see if they are available and willing to take a group picture.

ADJOURNMENT

Commissioner Bounds moved to adjourn. President Adams supported.

Roll call vote:

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

The meeting was adjourned at 4:56 p.m.

Minutes were approved at the May 20, 2025 Commission Meeting