

**DETROIT LIBRARY COMMISSION PROCEEDINGS  
REGULAR MEETING  
MARCH 18, 2025**

**NOTED**

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

President Adams called the Regular Meeting of the Detroit Library Commission to order at 1:38 p.m.

**APPROVAL OF THE DETROIT LIBRARY COMMISSION MEETING AGENDA**

**COMMISSION ACTION**

Commissioner Hicks moved approval of the Detroit Library Commission's agenda. Commissioner Short supported.

The agenda was approved as presented.

A roll call attendance was taken with the following results:

➤ Adams	Present
➤ Bounds	Present
➤ Frierson-Haynes	Present
➤ Hicks	Present
➤ Milton	Present
➤ Short	Present
➤ Vaughn	Present

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

Present Also: Hyden Al-najar, Joel Anyim, Vickie Baker, Janet Batchelder, Scott Benson, Jessica Bostian, M. Bryson, Rev. Sherisse Butler, T. Chapman-Mills, Angela Clora, India Davis, Deborah Dorsey, Katie Dowgiewicz, Erin Dwyer,

Minutes were approved at the April 15, 2025 Commission Meeting

Sean Everett, Ethel Franklin, Karen Garrette, Kalana Gates, Tatiana Grant, E. Jackson, J. Johnson, DeAidre Jones, E. Kozakowski, Joyce Krom, Karen Lemmons, Annette Lotharp, Torria Love, Tina Manley, Tracy Massey, Carolyn Mosley, Caitlin Myers, Ivette Nash, Yvette Rice, Heidi Sargis, Megan Summers, Lisa Thomas, Brian Vance, Dawanna Veasley, Lawrielle West, Mattie Wiggins, Jacqueline Williams, Tarissa Williams, Cheryl Wright, Tracey Wyatt

### **APPROVAL OF THE MEETING MINUTES**

#### **COMMISSION ACTION**

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

The minutes were approved with any necessary corrections.

#### **PUBLIC COMMENTS**

***Caitlin Myers*** – She asked if the Commission had any plans for funding for the Detroit Public Library in response to the March 14, 2025 Federal Executive Order seeking to eliminate the IMLS (Institute of Museum and Library Services, an independent federal agency that supports libraries, archives, and museums in the United States).

Mrs. Mondowney replied that the Detroit Public Library, at this time, is not impacted by the Federal Executive Order seeking to eliminate the IMLS.

***Erin Dwyer*** – She asked about the updates on the impending closure of the Sherwood Forest Branch Library for repairs.

Mrs. Mondowney said that a statement about Sherwood Forest was made at the February 18, 2025 Commission meeting. The public will continue to be updated about the status of the repairs at Sherwood Forest.

***Tatiana Grant, Principal, 2050 Partners Inc.*** – She explained that her company delivers integrated marketing, social impact and business strategies to a diverse range of partners and clients.

Minutes were approved at the April 15, 2025 Commission Meeting

She said that the company recently celebrated their 5-year anniversary and would like to collaborate with DPL to provide pro bono services including marketing and branding ideas.

## **REPORT OF THE PRESIDENT**

### **MOMENT OF SILENCE**

President Adams asked for a moment of silence for former Commissioner Luther Keith, who passed away suddenly on March 5, 2025.

### **COMMITTEE ASSIGNMENTS**

**ADMINISTRATION.....**Chaundra Frierson-Haynes, **Chair**  
Bishop Corletta J. Vaughn  
Kandia Milton

**AUDIT.....****Dr. Ida Short, Chair**  
Dr. Gregory Hicks  
Katerli Bounds

**BOOKS & LITERACY .....**Kandia Milton, **Chair**  
Katerli Bounds  
Dr. Ida Short

**BY-LAWS.....**Dr. Gregory Hicks, **Chair**  
Jean-Vierre Adams  
Chaundra Frierson-Haynes

**BUILDINGS.....**Jean-Vierre Adams, **Chair**  
Kandia Milton  
Bishop Corletta J. Vaughn

**FINANCE.....**Bishop Corletta J. Vaughn, **Chair**  
Chaundra Frierson-Haynes  
Dr. Gregory Hicks

**LIAISON TO THE  
DPL FOUNDATION.....**Katerli Bounds

**STRATEGIC PLANNING.....**Committee of the Whole

Minutes were approved at the April 15, 2025 Commission Meeting

President Adams asked the Commissioners to review the Detroit Library Commission Rules and Regulations for the duties and rights of each of the Committees they serve on. All Committees should have regular scheduled monthly meetings at least one week prior to the Commission meeting. The Chair of each Committee should establish the times and dates of the meetings with the administration and staff with the agreement of their members.

President Adams stated that the Committee on Books and Literacy (COBL) is a standing Committee that should have been meeting regularly over the years but has not but should be. She said that there is such a need for the (COBL) to review, update and develop policies that align with DPL's mission and support the community.

### **OPEN MEETINGS**

President Adams stated that the Commission is governed by the Open Meetings Act (OMA). A copy of the OMA was given to the Commissioners for review of the requirements.

President Adams said that if emails are sent among Commission members and deliberations of a matter take place, that is a violation of the Open Meetings Act.

## **REPORT OF THE EXECUTIVE DIRECTOR**

### **Detroit City Council Budget Hearing**

Mrs. Mondowney reported that the Library's FY 2026 budget hearing will be held at 11 a.m., Thursday, March 27, 2025, on the 13<sup>th</sup> floor of the Coleman A. Young Municipal Building, 2 Woodward Avenue.

### **State of Michigan Minimum Wage Increase**

Mrs. Mondowney reported that effective February 21, 2025, following the recent Michigan Supreme Court ruling regarding the Improved Workforce Opportunity Wage Act (IWOWA), the minimum wage rate for the State of Michigan is \$12.48 per hour. This required DPL to adjust the hourly rate of 12 AFSCME 1231 Customer Service Representatives earning \$12.04 an hour. This adjustment will be reflected in the next pay cycle. All impacted members were notified. A compensation study will be conducted to ensure appropriate scales for the remaining members of AFSCME 1231 and AFSCME 1259.

### **State of Michigan Earned Sick Time Act**

Mrs. Mondowney reported that the amended Earned Sick Time Act (ESTA) was effective on February 21, 2025. DPL has historically provided more paid time off (PTO) than the minimum sick pay accrual required under ESTA.

Minutes were approved at the April 15, 2025 Commission Meeting

Part-time employees currently accrue eight (8) hours of sick time per month, which exceeds ESTA's accrual rate of one (1) hour per thirty (30) hours worked.

The Law provides for the implementation of ESTA upon the expiration of Collective Bargaining Agreements. Thus, DPL will implement the ESTA after June 2027, when the AFSCME 1231 Collective Bargaining Agreement expires.

### **DPL Staff Guidelines for ICE and Law Enforcement Responses**

Mrs. Mondowney reported that DPL's *Confidentiality Policy*, adopted by the Detroit Library Commission on September 16, 2003, protects the privacy and confidentiality of people's lawful use of the Library, its equipment, and its resources. In light of recent federal orders regarding immigration, and consistent with this *Policy*, Library Administration issued guidelines to staff on how to respond to ICE (Immigration and Customs Enforcement) and other law enforcement agents who are: 1) in the Library's public spaces, 2) seeking access to the Library's non-public areas, 3) requesting information contained in Library records, and/or 4) requesting to review the Employment Eligibility Verification (I-9) forms of DPL employees.

Library staff is also assisting immigrants by providing information about their legal rights and referral to local organizations that provide a range of supportive services, such as legal aid, family preparedness training, ESL, and citizenship classes.

Several branches that serve immigrant communities have or are planning to host information sessions conducted by various local advocacy groups, such as the Michigan Immigrant Rights Center and the A. Philip Randolph Institute, Metro Detroit Chapter. Retired Judge Cynthia D. Stephens has agreed to provide presentations for staff and commissioners regarding the immigration crisis. We are in the process of confirming dates and times.

### **National Financial Literacy Month**

Mrs. Mondowney reported that in support of April 2025 as National Financial Literacy Month, Comerica Bank is sponsoring a free financial empowerment workshop series at the Duffield Branch, located at 2507 W. Grand Blvd. The sessions will be held at 11 a.m., on Monday, April 7, Tuesday, April 15 and Thursday, April 17. Workshop participants will learn how to work with banks to manage and safeguard their financial resources.

### **March and April 2025 Author Talks at Main Library (5201 Woodward)**

- At 2 p.m., on Sunday, March 23, 2025, Detroit native Bridgett M. Davis will discuss her latest book, *Love Rita: An American Story of Sisterhood, Joy, Loss and Legacy*. This is the inspiring and tragic story of her beloved older sister.

- We will host Jessica Care Moore, Detroit's new Poet Laureate, for her first annual performance and discussion, at 6 p.m., on Tuesday, April 1, 2025, in the Clara Stanton Jones Friends Auditorium. Appointed to this position in April 2024 by Mayor Duggan, Ms. Moore is the city's third poet laureate, following Dudley Randall and Naomi Long Madgett.
- On Saturday, April 5, at 2 p.m., journalist, nationally syndicated columnist and Pulitzer Prize winner Leonard Pitts, will talk about his newest novel, *54 Miles*, which recounts events of March 1965 including "Bloody Sunday" in Selma and the march to the capitol in Montgomery.
- On Sunday, April 6, at 2 p.m., author Vanessa Ivy Rose, will discuss her book *Hall of Fame DNA: The Legacy of Norman "Turkey" Stearns*. Mr. Stearns, Vanessa's grandfather, was a champion baseball player who spent 18 years in the Negro Leagues.

### **Preliminary List of April 2025 Programs**

Mrs. Mondowney reported that during the month of April, DPL's branches and Main Library have scheduled 400 public programs. This list includes a variety of programs for all age groups including story times, technology classes, book clubs, yoga, art classes, Lego and anime clubs, and much more. She provided a list of the April preliminary programs to the Commissioners. Please visit our website, [www.detroitpubliclibrary.org](http://www.detroitpubliclibrary.org) because programs may be subject to change.

### **Former Commissioner Luther Keith**

Mrs. Mondowney reported that it is with heartfelt sadness that we note the passing of a former member of the Detroit Library Commission, Luther "Badman" Keith. He was the founder of ARISE Detroit, a journalist, musician, and activist, and served on the Detroit Library Commission from January 2006 – May 2011. Mr. Keith died suddenly on March 5, 2025. He became president of the Commission in January 2010. In 1995, he was inducted to the Michigan Journalism Hall of Fame. Mr. Keith graciously contributed to our 2016 African American Booklist entitled, *Writing the River: Black Life Stories*. His essay, "My Uncle Damon: The Person Behind the Judge's Robe," provided insight into his relationship with his uncle, Judge Damon Keith. Following his time serving on the Library Commission, he remained a valuable supporter of the Detroit Public Library.

### **DISCUSSION**

Commissioner Hicks asked the staff to develop a resolution honoring Mr. Luther Keith's contributions and present it at the next Commission meeting for approval.

Minutes were approved at the April 15, 2025 Commission Meeting

Commissioner Hicks asked the staff to notify the Commission when retired Judge Stephens confirm the presentation date.

President Adams asked if there was a wage reopener in regards to the minimum wage.

Ms. Tiffani Simon, Assistant Director for Human Resources, said there was no wage reopener. The Library was following the recent Michigan Supreme Court ruling regarding the Improved Workforce Opportunity Wage Act (IWOWA).

### **COMMITTEE ON ADMINISTRATION**

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

The Human Resources Department Report provides information regarding personnel actions from February 1, 2025, through February 28, 2025. The administration has approved these actions.

#### **APPOINTMENTS (1)**

<b>Employee Name</b>	<b>Title</b>	<b>Hire date</b>
Jackson, Emi	Library Webmaster (Web Developer)	February 17, 2025

#### **POTENTIAL RETIREMENTS (2) Pending COD Approval**

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

#### **RETIREMENTS (0)**

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

#### **SEPARATIONS (2)**

<b>Employee Name</b>	<b>Title</b>	<b>Last Day Worked</b>
Gore, Jermaine	Librarian 2	February 12, 2025
Zilinski, Jacob	Technical Training Associate	February 26, 2025

Minutes were approved at the April 15, 2025 Commission Meeting

<b><u>POSITIONS</u></b>		
	February 2025	February 2024
Vacant Positions to be filled	26	96
Filled Budgeted Positions	251	198
*Not Actively Being Recruited Budgeted Positions	35	11
Positions not filled in FY25	13	20
Total Budgeted Positions	325	325

<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	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	22	*7
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	44	4
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>251</b>	<b>61</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 **251 are filled**, and **61 are vacant**. The Human Resources Department is actively recruiting 26 vacant positions. The 35 remaining vacant positions are not actively being recruited.

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

Minutes were approved at the April 15, 2025 Commission Meeting



## **COMMISSION ACTION**

President Adams moved approval of the routine Human Resources report.  
Commissioner Hicks supported.

A roll call vote was taken with the following results:

- |                   |     |
|-------------------|-----|
| ➤ Adams           | Yes |
| ➤ Bounds          | Yes |
| ➤ Frierson-Haynes | Yes |
| ➤ Hicks           | Yes |
| ➤ Milton          | Yes |
| ➤ Short           | Yes |
| ➤ Vaughn          | Yes |

The motion passed unanimously.

## **AUDIT COMMITTEE**

### **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. The proposed annual costs are as follows: FY 2025 - \$7,510, FY 2026 - \$7,735, and FY 2027 - \$7,970, totaling \$23,215 over three years. All terms and conditions will remain consistent with the original contract.

**Independent Auditing Services**  
July 1, 2025 – June 30, 2028

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

**Amount not to Exceed: \$23,215**

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, 2028.

## **DISCUSSION**

President Adams asked if there was anything in the current contract that states all three renewal options could be exercised at one time.

Mr. Antonio Brown, Chief Financial Officer, stated that there was nothing in the current contract that stated all three renewal options could not be exercised at one time.

President Adams stated that this action effectively changes the terms of the current contract. This action would also require the consent of the auditors. The amendment to the contract needs to be in writing.

## **COMMISSION ACTION**

This action was tabled until a written amendment to the current contract with Alan C. Young & Associates, P.C. that gives DPL consent to renew all three options at one time is provided at the next Commission meeting.

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

The current contract with Maner Costerisan began on July 1, 2021 and will expire on June 30, 2025. There are three remaining one-year renewal options under the existing agreement. The proposed annual costs are as follows: FY 2025 - \$45,500, FY 2026 - \$47,750, and FY 2027 - \$50,000, totaling \$143,250 over three years. All terms and conditions will remain consistent with the original contract.

**Independent Auditing Services**  
July 1, 2025 – June 30, 2028

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

**Amount not to Exceed: \$143,250**

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, 2028.

## **COMMISSION ACTION**

This action was tabled until a written amendment to the current contract with Maner Costerisan that gives DPL consent to renew all three options at one time is provided at the next Commission meeting.

Minutes were approved at the April 15, 2025 Commission Meeting

## **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 with Stuart Mechanical LLC for HVAC maintenance and repairs at all Detroit Public Library locations began on May 1, 2023 and will expire on April 30, 2025. There are two remaining one-year renewal options under the existing agreement. The proposed annual costs are as follows: FY 2026 - \$99,743 and FY 2027 - \$102,864.04, totaling \$202,607.04 over two years. All terms and conditions will remain consistent with the original contract.

#### **HVAC Maintenance and Repair Services**

July 1, 2025 – June 30, 2027

Stuart Mechanical LLC

2275 N. Opdyke Rd., Ste. A

Auburn Hills, MI 48326

**Amount not to Exceed: \$202,607.04**

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, 2027.

### **COMMISSION ACTION**

This action was tabled until a written amendment to the current contract with Stuart Mechanical LLC that gives DPL consent to renew the two options at one time is provided at the next Commission meeting.

### **Approval to Contract with S & K Building Services, Inc., dba Award Window Cleaning Services Inc. for Interior and Exterior Window Washing at All Detroit Public Library Locations**

Consistent window cleaning is essential for maintaining a clean, professional, and welcoming atmosphere for both Library customers and staff. By keeping the windows clean, the Library enhances its visual appeal, reflecting its dedication to providing quality service to the community. Additionally, regular window washing supports the long-term upkeep of the building.

An Invitation for Bid (IFB-TL-2150) was advertised on the Michigan Inter-Governmental Trade Network (MITN) website, [www.bidnetdirect.com](http://www.bidnetdirect.com), from January 22, 2025, until the bid closing at 2:00 p.m. on February 21, 2025. The solicitation was downloaded by fifty-two (52) companies, nine (9) companies attended the site visit, and six (6) companies submitted bids.

The bid results are as follow:

Vendor	Location	Bid Amount
All Window Cleaning Services	P.O. Box 549, Hinsdale, IL 60522	\$42,660.00
Award Window Cleaning Services	501 W. Mount Hope Ave., Lansing, MI 48910	\$51,380.00
Premier Group Associates	2221 Bellevue St., Detroit, MI 48207	\$73,080.00
Frisch Window Cleaning, LLC	211 Edda Marie Ct., Lapeer, MI 48446	\$77,000.00
Central Window Cleaning	1310 Brookpark Rd., Cleveland, OH 44109	\$78,150.00
Allied Building Service Company	1801 Howard, Detroit, MI 48216	\$83,682.00

Although All Window Cleaning Services offered the lowest bid, their principal location in Illinois led to their disqualification from consideration. While geographic proximity is not a strict requirement for eligibility, the Detroit Public Library (DPL) typically prefers to work with contractors based within a reasonable distance to ensure timely service and quick responsiveness. The distance between their principal location and DPL sites raised concerns about potential delays and logistical issues, which ultimately impacted the decision.

Therefore, the Detroit Library Commission (DLC) Committee on Buildings recommends that the Detroit Library Commission approve a contract with S & K Building Services, Inc., dba Award Window Cleaning Services, located at 501 W. Mount Hope Ave., Lansing, MI 48910, for quarterly interior and exterior window washing services at the Main Library and biannual interior and exterior window washings at DPL Branches in an amount not to exceed \$51,380.00.

### **COMMISSION ACTION**

President Adams moved approval to contract with S & K Building Services, Inc., dba Award Window Cleaning Services Inc. for interior and exterior window washing at all Detroit Public Library locations. Commissioner Frierson-Haynes supported.

A roll call vote was taken with the following results:

- Adams Yes
- Bounds Yes
- Frierson-Haynes Yes
- Hicks Yes
- Milton Yes
- Short Yes
- Vaughn Yes

The motion passed unanimously.

Minutes were approved at the April 15, 2025 Commission Meeting

Approval to Contract with First Facility Services, Inc. for Commercial Grade Fence Installation at Detroit Public Library Service Building

The installation of a fence will greatly reduce potential risks and enhance safety by preventing unauthorized access to restricted areas, thus reinforcing the building's security. The fence will clearly mark the property boundaries, creating a clear distinction between public spaces and restricted areas. In addition to its security advantages, the fence will improve the facility's overall appearance, giving it a more polished and professional look. It will also enhance privacy, further supporting the Library's Facilities Department in maintaining a secure and controlled environment.

An Invitation for Bid (IFB-TL-2151) was advertised on the Michigan Inter-Governmental Trade Network (MITN) website, [www.bidnetdirect.com](http://www.bidnetdirect.com), from January 22, 2025, until the bid closing at 2:00 p.m. on February 21, 2025. The solicitation was downloaded by thirty-three (33) companies, seven (7) companies attended the site visit, and two (2) companies submitted bids. One submission was disqualified due to an incomplete bid package.

Therefore, the Detroit Library Commission (DLC) Committee on Buildings recommends that the Detroit Library Commission approve a contract with First Facility Services, Inc., located at 29488 Woodward Ave., Suite 172, Royal Oak, Michigan 48073, for the installation of a commercial grade fence at the Detroit Public Library Service Building in an amount not to exceed \$59,256.53.

**COMMISSION ACTION**

President Adams moved approval to contract with First Facility Services, Inc. for commercial grade fence Installation at Detroit Public Library Service Building. Commissioner Short supported.

A roll call vote was taken with the following results:

➤ Adams	Yes
➤ Bounds	Yes
➤ Frierson-Haynes	Yes
➤ Hicks	Yes
➤ Milton	Yes
➤ Short	Yes
➤ Vaughn	Yes

The motion passed unanimously.

Approval to Contract with Allied Building Service Company of Detroit, Inc. to Repair the Front Porch, ADA Ramp and Back Porch at the Parkman Branch Library

The porches at the Parkman Branch Library are in urgent need of repair to ensure the safety and accessibility of the facility. The front porch has deteriorated significantly, posing a safety hazard for visitors and staff. The ADA ramp is no longer safe for use due to crumbling concrete, limiting access for individuals with disabilities. The back porch has also sustained damage, with cracked concrete and unstable railings further compromising the structural integrity of the entrance. These issues have intensified over the years due to exposure to harsh weather conditions, accelerating wear and tear. Addressing these repairs is essential to maintaining a secure and accessible environment for all who visit the Library.

An Invitation for Bid (IFB-TL-2152) was advertised on the Michigan Inter-Governmental Trade Network (MITN) website, [www.bidnetdirect.com](http://www.bidnetdirect.com), from January 22, 2025, until the bid closing at 2:00 p.m. on February 25, 2025. The solicitation was downloaded by forty-eight (48) companies, eight (8) companies attended the site visit, and five (5) companies submitted bids. One submission was disqualified due to an incomplete bid package.

The bid results are as follows:

Vendor	Location	Bid Amount
Allied Building Service Company of Det, Inc.	1801 Howard St., Detroit, MI 48216	\$442,963.00
Pullman SST, Inc.	280 West Jefferson Ave., Trenton, MI 48183	\$444,600.00
JMD Building Restoration	18370 Fitzpatrick St., Detroit, MI 48228	\$458,900.00
RAM Construction Services	13800 Eckles Rd., Livonia, MI 48150	\$469,811.00

Therefore, the Detroit Library Commission (DLC) Committee on Buildings recommends that the Detroit Library Commission approve a contract with Allied Building Service Company of Detroit, Inc., located at 1801 Howard St., Detroit, MI 48216, for the repair of the porches and ADA ramp at the Parkman Branch Library in an amount not to exceed \$442,963.00.

**NOTED**

President Adams said that the repairs to the Parkman Library porches were significantly delayed because of the historic designation of this site and approvals were needed.

Commissioner Hicks said that the historical requirements reflect the costs of the materials needed to complete the project.

**COMMISSION ACTION**

President Adams moved approval to contract with Allied Building Service Company of Detroit, Inc. to repair the front porch, ADA ramp and back porch at the Parkman Branch Library. Commissioner Milton supported.

A roll call vote was taken with the following results:

- |                   |     |
|-------------------|-----|
| ➤ Adams           | Yes |
| ➤ Bounds          | Yes |
| ➤ Frierson-Haynes | Yes |
| ➤ Hicks           | Yes |
| ➤ Milton          | Yes |
| ➤ Short           | Yes |
| ➤ Vaughn          | Yes |

The motion passed unanimously.

**COMMITTEE ON FINANCE**

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.

Minutes were approved at the April 15, 2025 Commission Meeting

**Detroit Library Commission  
Committee on Finance  
March 2025 Commission Report  
February 2025 Expenses  
SUMMARY**

<b><u>Summary of Expenditures</u></b>			
<b><u>PUBLIC FUNDS</u></b>			
<b><u>PAYMENTS PROCESSED BY CITY OF DETROIT:</u></b>			
1. Total Payroll	February 2025		<b>\$1,172,018.07</b>
2. Total Vouchers-processed on FUSION	After 3/13/2020 listed by invoice number & date (processed off-site)		<b>\$878,759.03</b>
3. FY2025 Annual Retiree Supplement			<b>\$0.00</b>
4. FY2025 General Retirement System (GRS)			<b>\$0.00</b>
5. FY2025 Central Staffing Services			<b>\$0.00</b>
6. FY2025 Hybrid Pension Payment			<b>\$0.00</b>
7. FY2025 VEBA			<b>0.00</b>
8. FY2025 Debt Service Interest for 2014B(1) & 2014B(2) Notes			<b>\$0.00</b>
<b>Total processed by City of Detroit</b>			<b>\$2,050,777.10</b>
<b><u>PAYMENTS PROCESSED BY DPL:</u></b>			
1. Public Funds/Comerica checking	Checks	1431 - 1432	<b>\$6,759.00</b>
2. Branch & Main Checking account	Checks	9092 - 9143	<b>\$32,814.63</b>
3. Branch & Main Checking account	Electronic Fund Transfer (EFT)	<b>Paid 2/7/25</b>	<b>\$2,645.15</b>
<b>Total processed by DPL</b>			<b>\$42,218.78</b>
<b>Grand Total</b>			<b>\$2,092,995.88</b>

<b><u>Summary of Expenditures</u></b>			
<b><u>Restricted/Designated Funds</u></b>			
1. Burton Endowment Checking	Checks	<b>NONE</b>	<b>\$0.00</b>
2. O'Brien Checking	Checks	<b>5073 - 5075</b>	<b>\$5,625.00</b>
3. Programs & Gifts Checking Account	Checks	<b>3056</b>	<b>\$40,320.24</b>
<b>Grand Total</b>			<b>\$ 45,945.24</b>
<b><u>Programs &amp; Gifts Checking Account:</u></b>			
Programs & Gifts Checking	\$40,320.24	To transfer December 2024 Wayne County Delinquent Taxes to the General Fund	
	<u>\$40,320.24</u>	<b>TOTAL</b>	

<b><u>Credit Card Expenditures</u></b>	
1. Executive Director	<b>\$ (85.00)</b>
2. Executive Director's Office-used for general office purpose	<b>250.00</b>
3. Chief Financial Officer	<b>817.35</b>
4. Human Resources Department	<b>497.65</b>
5. Marketing Department	<b>1,236.65</b>
6. Technical Services	<b>621.66</b>
7. Facilities Department	<b>7,341.89</b>
8. Information Technology	<b>178.08</b>
9. Procurement	<b>3,875.95</b>
10. Security	<b>1,814.80</b>
11. Public Services	<b>3,480.31</b>
<b>Grand Total</b>	<b>\$ 20,029.34</b>
<b>NOTE: These are January 2025 Credit Card purchases</b>	

Minutes were approved at the April 15, 2025 Commission Meeting



**COMMISSION ACTION**

Commissioner Vaughn moved approval of the routine finance report. Commissioner Milton supported.

A roll call vote was taken with the following results:

- |                   |     |
|-------------------|-----|
| ➤ Adams           | Yes |
| ➤ Bounds          | Yes |
| ➤ Frierson-Haynes | Yes |
| ➤ Hicks           | Yes |
| ➤ Milton          | Yes |
| ➤ Short           | Yes |
| ➤ Vaughn          | Yes |

The motion passed unanimously.

**OLD BUSINESS**

Commissioner Hicks asked about an update on a presentation given by a group that wanted to collaborate with DPL to add the Detroit Needs Management Map to DPL's website. The Detroit Needs Management Map is an interactive map that has information on homeless shelters, warming centers and food pantries

Mr. Rudy Dale, Assistant Director for Information Systems, explained that there were some glitches in the Detroit Needs Management Map in which the encryption could lead to vulnerability if embedded in DPL's website. He was working with DPL's Web Developer to create DPL's own interactive map that would provide the same information but would be more secure for DPL's website.

Commissioner Hicks asked for an update on the penal fines miscalculations.

President Adams said that she was recusing herself and would not be part of the discussion. She relinquished the chair to Commissioner Hicks and left the room.

Mrs. Mondowney reported that the State Librarian, Mr. Randy Riley, said that the Library of Michigan is removing itself from going any further with negotiations about the penal fines matter. He said the libraries should contact the Wayne County Treasurer staff because they are willing to negotiate a resolution.

Minutes were approved at the April 15, 2025 Commission Meeting

Mrs. Mondowey said that DPL does have a contact person, Ms. Melissa Brown, to begin the discussions surrounding the penal fines matter. It does not commit DPL to anything. It's just the next step to try and resolve the payout and agree on what could be brought back to the Commission.

Commissioner Bounds asked Mrs. Mondowney if she had a recommendation on what she thinks the Library should do in terms of next steps?

Mrs. Mondowney said that she thinks DPL should pursue talking with Wayne County.

Commissioner Bounds asked if DPL had standing legal representation and if so, what firm?

Mrs. Mondowney said yes. DPL's legal firm is Dickinson Wright.

The Commission agreed to have Mrs. Mondowney engage in conversation with Wayne County about the restoration of funds and DPL is flexible on the timetable of the restoration of funds.

Commissioner Milton asked what was DPL's legal recourse if there is pushback from Wayne County?

The Commission would be made aware if Wayne County has any issues with the conditions presented by DPL. They would decide to accept or reject any offers.

Commissioner Adams returned and resumed chairing the meeting.

Commissioner Short asked for an update on the new circulating laptops.

Mr. Dale, said that there are 200 new laptops and they are currently being circulated.

President Adams said that this matter can be discussed at a Committee on Books and Literacy meeting to work on and develop a policy.

President Adams said that she has been in discussions with Mrs. Mondowney about the Strategic Planning Retreat. We are hoping to schedule something in May, 2025 at Wayne State University.

Commissioner Hicks asked if this retreat would include training for the Commission.

President Adams said yes.

Minutes were approved at the April 15, 2025 Commission Meeting

## **ADJOURNMENT**

### **COMMISSION ACTION**

Commissioner Vaughn moved to adjourn. Commissioner Milton supported.

A roll call vote was taken with the following results:

- |                   |     |
|-------------------|-----|
| ➤ Adams           | Yes |
| ➤ Bounds          | Yes |
| ➤ Frierson-Haynes | Yes |
| ➤ Hicks           | Yes |
| ➤ Milton          | Yes |
| ➤ Short           | Yes |
| ➤ Vaughn          | Yes |

The meeting was adjourned at 3:07 p.m.