

DETROIT LIBRARY COMMISSION PROCEEDINGS

ANNUAL MEETING

JANUARY 15, 2019

President Adams called the Annual Meeting of the Detroit Library Commission to order at 1:43 p.m.

Present: President Adams, Commissioners Bellant, Gray, Inniss-Edwards, Jackson

Administrative staff: Mondowney, Brown, Call, Bruni, Funchess, Ibegbu, Johnson, Norfolk, Powell, Williams

Excused: Commissioners Inniss-Edwards, Gray, Taylor (Ex-Officio)

Present Also: Sanders Bryant, Cheryl Blessett, Lurine Carter, Enid Clark, Lee Dial Deborah Dorsey, Kathryn Dowgiewicz, D'Andre Herron, Ida Byrd-Hill, Christina Ladson, Carolyn Mosley, David Rambeau, Yvette Rice, Tiffani Simon, Bianca Suarez, Derick Suppon

APPROVAL OF MEETING MINUTES

The minutes of the Regular Meeting of December 18, 2018 were approved as presented.

PUBLIC COMMENTS

David Rambeau – Mr. Rambeau expressed his concern regarding adults not having access to the podcast equipment in the H.Y.P.E. Center. He said that he would like a copy of the equipment's contract that outlined the restrictions of adult usage.

NOTED

President Adams stated to Mr. Rambeau that the staff would investigate his concern and for now he could use the podcast equipment. She said he would have to submit a Freedom of Information (FOIA) request to receive a copy of the contract.

Ida Byrd-Hill - Ms. Byrd-Hill talked about Automation Workz 4 U, a Cisco Networking Academy that provides workforce development training in IT. It is currently being held at four library branches: Parkman, Wilder, Redford and Bowen. She said that it was the first academy hosted in a public library system and she would like DPL to keep promoting the program.

NOTED

President Adams stated to Ms. Byrd-Hill that DPL's Marketing Department will contact her regarding the program.

REPORT OF THE PRESIDENT

The 2019 slate of officers are as follows:

Jean-Vierre Adams.....President
 Cassandra Smith Gray.....Vice President
 Victoria Inniss-Edwards.....Secretary

President Adams stated that the committees will remain the same as last year until a new Commissioner is appointed unless a member would like to be added or removed from a committee. She asked that all of the committee chairs be active in meeting and should be prepared to give a report at the monthly Commission meeting.

President Adams stated that she had attended the ribbon-cutting ceremony at the newly renovated Franklin Branch Library. She thanked Victor Ibegbu, Assistant Director for Information Systems, Mr. Cledos Powell, Assistant Director for Facilities and their staff as well as the Franklin Branch staff.

President Adams asked for a moment of silence in memory of Mr. Norman Maas who was a member of the Detroit Public Library Foundation and a former employee of the Detroit Public Library.

REPORT OF THE EXECUTIVE DIRECTOR

Franklin Branch

Mrs. Mondowney reported that the Benjamin Franklin Branch celebrated its reopening with a ribbon-cutting ceremony and reception on January 10, 2019. The branch was closed for one year for interior renovations, including new flooring, lighting, furniture, computers and HVAC system. Exterior work, including a new cement approach, drive and parking lot, will be completed in the Spring. The Franklin Branch represents the seventh major renovation or repair project the DPL has completed since 2014. She commended and thanked the many staff members including Margaret Bruni, Director for Public Services, for their hard work in support of the renovation.

Mrs. Mondowney reported the following updates:

Facilities

- The Jefferson Branch closed for renovations on Monday, January 7, 2019. Phase One of the work will be completed by June 2019, and Phase Two will be completed by August 2019.
- The water main break at Main Library has been repaired. Repair work required shutting off water to the building, resulting in closures on December 19, 20 and 21, 2018. The concrete on the Cass Circle Drive will be repaired in the spring.

Pathways

Mrs. Mondowney reported that the Winter 2019 issue of *Pathways* was published in the Michigan Chronicle on January 2, 2019. Copies of *Pathways* are also available at all library branches and Main Library.

Dr. Martin Luther King Jr. Day

Mrs. Mondowney reported that several branches will offer special programming to mark the Martin Luther King Jr. holiday. The Conely Branch will celebrate Dr. King's birthday with a showing of the movie, "March On! The Day My Brother Changed the World," at 2 p.m., on Saturday, January 19, 2019. On Sunday, January 20, the Wilder Branch will offer a children's story hour about Dr. King, followed by a craft activity. Information about other branch programming is available on the Library's website.

Presidential Letters Exhibit

Mrs. Mondowney reported that Mr. Henry Meyer (1895-1952), a Detroit attorney and member of the Detroit Library Commission and Friends of the Detroit Public Library,

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began a collection of original autograph letters from the presidents of the United States from George Washington to Dwight D. Eisenhower.

The collection was posthumously given to the Burton Collection in 1955. In 2018, Mr. Meyer's daughter, Joan Jampel, wanted to bring the collection of letters up-to-date in an effort to continue her father's legacy. She purchased Jimmy Carter and George H. Bush letters, and the beautifully crafted presentation box that houses them. The Honorable Carl Levin, former U.S. Senator from Michigan, upon learning of her efforts to update the collection, generously donated letters from George H. W. Bush, Bill Clinton and Barack Obama. The letters will be on display along with a Thomas Jefferson letter from January 30 – March 3, 2019.

Author Events

Mrs. Mondowney reported that the Main Library will host Imbolo Mbue, author of *Behold the Dreamers*, at 6 p.m. on February 6, 2019. The book was a New York Times best seller in 2017 and also received the PEN/Faulkner Award for Fiction. Culinary historian Michael W. Twitty, author of *The Cooking Gene: A Journey Through African American Culinary History in the Old South*, will visit on February 9, 2019.

Mrs. Mondowney reported the following:

Branch Activities

- The Chase Branch will present a six-week series, "Cooking Matters for Adults," beginning Wednesday, January 16, 2019. This series will feature information about smart shopping and healthy cooking on a budget.
- The Duffield Branch will host its 41st Annual Albert S. Mallory Famous Black Hero Oratorical Essay Contest at 1 p.m., on Saturday, February 16, 2019. This year's contest will focus on famous African American politicians and civic leaders who made an impact on society from 1865-1949.
- Every Sunday in February the Wilder Branch will offer several family fun opportunities including on February 10, a concert by jazz musician Smoke Jones, and on February 17, a presentation Ivory D. Williams, an engaging and energetic story teller. Both programs begin at 2 p.m.
- Alice McAllister Tillman, a versatile musical artist whose experiences have taken her to concert halls and recital stages throughout the U.S. and Canada, will be the featured performer at the 2019 E. Azalia Hackley Collection Concert. The concert will be held at 7 p.m., on Wednesday, February 20, 2019, in the Clara Stanton Jones Friends Auditorium. Ms. Tillman earned undergraduate and

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graduate degrees at the University of Michigan. She is the artistic director of the Brazeal Dennard Chorale.

- At 2 p.m., on Tuesday, February 26, 2019, the Bowen Branch will present a special Black History Month celebration with a paper-quilt making program that is based on the work of artist Faith Ringgold.

Wayne County

Mrs. Mondowney reported that on December 26, 2018, DPL received a payment of \$89,442.21 from Wayne County for delinquent property taxes.

COMMITTEE ON ADMINISTRATION

Update on the Status of the Executive Director's Contract

This item was tabled until the next Regular Commission meeting.

Approval of the Human Resources Report

The Human Resources Department Report provides information regarding personnel actions taken from December 1, 2018 through December 31, 2018. These actions have been approved by Administration.

APPOINTMENTS (1)

Employee Name	Title	Hire date
Keith Parker	Refrigeration Equipment Operator	December 11, 2018

RETIREMENTS (0)

SICK LEAVE PAYOUTS (0)

TOTAL PAYOUTS = (0)

POTENTIAL RETIREMENTS (0) Pending COD Approval

SEPARATIONS (0)

EMPLOYEE HEADCOUNT

Minutes were approved at the February 19, 2019 Commission Meeting

Headcount	December 2018	Headcount	December 2017
Budgeted Positions =	325	Budgeted Positions =	325
Active Employees =	307	Active Employees =	301
Vacant Positions =	8	Vacant Positions =	24

VACANT POSITIONS

POSITION	# OF BUDGETED POSITIONS	# OF FILLED POSITIONS	VACANT POSITIONS
Manager	25	21	4
Librarian III	29	28	1
Librarian I & II	24	21	3
Total			8

Only Position Titles with vacancies are listed.

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

COMMISSION ACTION

Commissioner Gray moved approval. Commissioner Jackson supported.
The motion passed unanimously.

COMMITTEE ON FINANCE

Approval of the Routine Report on Finance

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 THE CITY OF DETROIT</u>			
1	Total Payroll	December 2018	\$1,137,813.47
2	Total Vouchers – Processed on FUSION	330 to 381	\$250,378.27
3	FY 2019 Benefits Plan		\$0.00
4	FY 2019 General Retirement System (GRS)		\$0.00
5	FY 2019 Central Staffing Services		\$0.00
6	FY 2019 Hybrid Pension Plan		\$0.00
	Total Processed by City of Detroit		<u>\$1,388,191.74</u>

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<u>PAYMENTS PROCESSED BY DPL</u>				
1.	Public Funds/Comerica Checking	Check	1311 - 1312	\$8,985.00
2.	Branch & Main Library Deposit Checking Account	Checks	6262 - 6328	\$51,926.20
Total Processed by DPL				<u>\$60,911.20</u>
GRAND TOTAL				<u>\$1,449,102.94</u>
<u>Summary of Expenditures</u>				
<u>RESTRICTED/DESIGNATED FUNDS</u>				
1.	Burton Endowment Checking	Checks	NONE	\$0.00
2.	O'Brien Checking	Checks	4702 - 4705	\$5,665.00
3.	Programs & Gifts	Checks	2656 - 2664	<u>\$2,155.00</u>
GRAND TOTAL				<u>\$7,820.00</u>
<u>CREDIT CARD EXPENDITURES</u>				
1.	Executive Director			\$51.28
2.	Executive Director's Office – used for general office purpose			\$192.42
3.	Chief Financial Officer			\$318.60
4.	Human Resources Department			\$203.67
5.	Marketing Department			\$167.14
6.	Technical Services			\$4,101.66
7.	Facilities Department			\$2,904.87
8.	Information Technology			\$1,197.54
9.	Purchasing			\$4,608.88
10.	Security			\$176.58
11.	Public Services			<u>\$3,628.33</u>
GRAND TOTAL				<u>\$17,551.04</u>
Note: These are October 2018 Credit Card Purchases				

COMMISSION ACTION

Commissioner Jackson moved approval of the routine report on finance as presented. Commissioner Bellant supported. The motion passed unanimously.

NEW BUSINESS**Approval of Payment to Cranbrook General Underwriters for Fine Arts Insurance Premium for Detroit Public Library**

Minutes were approved at the February 19, 2019 Commission Meeting

The Detroit Public Library's (DPL) Fine Arts insurance with the current provider, The Traveler's Company is set to expire on January 31, 2019. Cranbrook General Underwriters requested pricing from the following carriers:

Citizens – Declined as they can't compete with current pricing
Hartford – Declined as they can't compete with current pricing
Chubb – Declined as they can't compete with current pricing
Travelers - \$23,877

DPL's current carrier, The Traveler's Company has agreed to renew the current policy at a premium of \$23,877.00. The renewal pricing from Traveler's is the same as the price for the current policy with the same coverage levels and limits.

Fine Arts Coverage - \$43,815,100
Flood - \$5,000,000
Earth Movement - \$5,000,000

Deductible - \$2,500

Authorization is requested to renew the Fine Arts insurance policy with The Traveler's Company through Cranbrook General Underwriters for an amount not to exceed twenty-three thousand eight hundred seventy-seven dollars (\$23,877).

COMMISSION ACTION

Commissioner Bellant moved approval of the routine report on finance as presented. Commissioner Gray supported. The motion passed unanimously.

OLD BUSINESS

Reading of the Proposed Revision to the Detroit Library Commission Rules and Regulations

This item was tabled until the next Regular Commission meeting.

The meeting was adjourned at 2:35 p.m.