

**DETROIT LIBRARY COMMISSION PROCEEDINGS  
ANNUAL MEETING  
JANUARY 17, 2023**

**NOTED**

This meeting was held in Main Library's Galleria. Due to COVID-19 restrictions, seating capacity was limited to the first 25 guests, and seating was arranged to provide social distancing. The meeting was also available for virtual viewing.

President Jackson called the Annual Meeting of the Detroit Library Commission to order at 1:33 p.m.

Present: President Jackson, Commissioners Adams, Hayden Friley, Hicks  
Commissioner Adams left the meeting at 2:04 p.m. Commissioner Short joined the meeting at 2:24 p.m.

Excused: Commissioner Peterson-Mayberry

Administrative Staff: Mondowney, Brown, Caruso, Dale, Funchess, Moore  
Norfolk, Powell, Simon, Simmons, Williams

Present Also: Cheryl Blessett, Stacy Brooks, India Davis, J. Davis, Leiann Day, Deborah Dorsey, Sean Everett, Danielle Hall, Ruth Hart, Elena Herrada, Augustus Hill, Imara Hyman, D. Jones, E. Kozakowski, Deborah Madison, Tracy Massey, Carolyn Mosley, Christine Peele, Sarah Rahal, Yvette Rice, Brian Vance

**APPROVAL OF THE MEETING MINUTES**

**COMMISSION ACTION**

Commissioner Adams moved approval of the Regular Meeting Minutes of December 20, 2022. Commissioner Hayden Friley supported.

Minutes were approved at the February 21, 2023 Commission Meeting

A roll call vote was taken with the following results:

- Adams Yes
- Hayden Friley Yes
- Hicks Yes
- President Jackson Yes

The minutes were approved as presented.

### **PUBLIC COMMENTS**

***Elena Herrada*** – Expressed her concerns about an alleged wire fraud investigation at Detroit Public Library. She also expressed concerns about the Library's inability to get books that customers request.

***Ruth Hart*** – Expressed her concerns about the reopening of the Conely Branch Library.

Mr. Cledos Powell, Assistant Director for Facilities, stated that the specs for the repairs are being finalized and should be sent out for bids soon. A timeframe for the completion of work is not available until a contractor is selected.

***Imara Hyman*** - Expressed her concerns about the reopening of the Conely Branch Library, an alleged wire fraud investigation at Detroit Public Library and the Library's inability to get books that customers request.

### **REPORT OF THE OUTGOING PRESIDENT**

President Jackson said that the wire fraud allegations at the Detroit Public Library are still under investigation. He also said that tax captures continue to be a threat to the survival of the Detroit Public Library. He asked the citizens of Detroit to protect their Libraries.

He passed the gavel to Commissioner Hayden Friley. Mrs. Mondowney presented a plaque to outgoing President Jackson, acknowledging his service as the Detroit Library Commission President in 2022.

### **NOTED**

Minutes were approved at the February 21, 2023 Commission Meeting

It was noted that Commissioner Adams had to leave the meeting at 2:00 p.m. and the action items on the agenda would be addressed first in order to conduct business with a quorum.

### **COMMITTEE ON ADMINISTRATION**

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

The Human Resources Department Report provides information regarding personnel actions taken from December 1, 2022 through December 31, 2022. These actions have been approved by Administration.

#### **APPOINTMENTS (3)**

<b>Employee Name</b>	<b>Title</b>	<b>Hire date</b>
Sara Brown	Customer Service Representative	December 12, 2022
Sarah Cohen	Customer Service Representative	December 12, 2022
Mahbuba Khanam	Customer Service Representative	December 12, 2022

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

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

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

#### **POTENTIAL RETIREMENTS (0) Pending COD Approval**

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

<b>Employee Name</b>	<b>Title</b>	<b>Last Day Worked</b>
Jacob Swafford	Customer Service Representative	December 2, 2022
Michael Parlett	Bldg Trades Worker General	December 9, 2022

Minutes were approved at the February 21, 2023 Commission Meeting

**EMPLOYEE HEADCOUNT**

<u>Headcount</u>	<u>December 2022</u>	<u>Headcount</u>	<u>December 2021</u>
Budgeted Positions =	325	Budgeted Positions =	325
Active Employees =	221	Active Employees =	171
Furlough Employees =	0	Furlough Employees=	31
Vacant Positions =	104	Vacant Positions =	123

**VACANT POSITIONS**

<b>POSITION</b>	<b># OF BUDGETED POSITIONS</b>	<b># OF FILLED POSITIONS</b>	<b>VACANT POSITIONS</b>
CXO	1	0	1
Manager	26	25	1
Librarian III	36	22	14
Librarian I & II	24	15	9
Facilities	17	11	6
TTA	17	15	2
Customer Service Representative	92	44	48
Senior Customer Rep (Clerk)	24	13	11
Senior Accountant	2	1	1
Security	16	14	2
Office Support Assistant	11	10	1
Technical Services Assistant	4	3	1
Sr Dup Devices Operator	1	0	1
Principal Clerk	2	1	1
Shipping Room Assistant	1	0	1
Administrative Assistant	6	5	1
Human Resources	7	6	1
Pre-Professional	3	1	2
Total			104

**Only Position Titles with vacancies are listed.**

***The Human Resources Department is actively recruiting for open positions.***

***48 of the vacant positions are part-time Customer Service Representative positions.***

***60 of the remaining vacancies will be filled consistent with the reopening of the branches.***

## **COMMISSION ACTION**

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

A roll call vote was taken with the following results:

- |                           |     |
|---------------------------|-----|
| ➤ Adams                   | Yes |
| ➤ Hicks                   | Yes |
| ➤ Jackson                 | Yes |
| ➤ President Hayden Friley | Yes |

The motion passed unanimously.

## **COMMITTEE ON FINANCE**

### **Approval to Lease Two High Top Transit Vans from Corporate Fleet Services for Detroit Public Library Shipping Department**


The Detroit Library Commission (DLC) Committee on Finance is advising the Detroit Library Commission to consider a lease for two (2) used 2021 Ford Transit Vans from Corporate Fleet Services located at 16322 Woodward Ave Highland Park, MI 48203. Each van has less than 5,500 miles. This is to replace two existing 2007 box trucks that support operations of the Library's Shipping and Receiving Department. One of the existing vehicles has 121,795 miles and the other has 99,997 miles, and only one of the trucks are operable.

On October 18, 2022, the DLC authorized the Finance and Business Office lease two (2) 2023 Ford Transit Vans from LaFontaine Ford of Lansing using the State of Michigan's MiDeal Vehicle Purchasing Program. On October 25th the MiDeal Program announced program changes for 2023 model year vehicles due to lack of available discounts and ongoing production and supply chain issues.

On November 03, 2022, the Library was notified that the orders had been cancelled and Ford was no longer accepting orders for gasoline powered vans. The Procurement Department requested quotes from several local dealers including Corporate Fleet Services of Highland Park, Ray Laethem CDJR of Detroit, Sterling Heights CDJR, and Bill Snethcamp CDJR of Redford.

Corporate Fleet Services of Highland Park was the only company able to provide a quote. As of January 06, 2023, there are two similar Ford Transit Vans available in West Michigan and ready for delivery:

Minutes were approved at the February 21, 2023 Commission Meeting

		
Year / Make / Model	2021 Ford Transit 250 148 WB HR 4x2	
Capitalized Cost	\$59,400.00	
Interest Rate	7.00%	
Term	Five Annual Payments	
Residual	\$1.00 (Purchase Price at lease end)	
Annual Lease Payment	\$14,849.76	

Therefore, the DLC Committee on Finance is advising the Detroit Library Commission to consider authorizing the Finance and Business Office to enter into a vehicle Lease with Corporate Fleet Services of Highland Park for an annual amount not to exceed \$29,699.52 per year for the next five years, at a total amount not to exceed \$148,497.60. The Library will have the option to purchase the vehicles at the end of the lease for \$1.00.

### **COMMISSION ACTION**

President Hayden Friley moved approval to lease two high top transit vans from Corporate Fleet Services for Detroit Public Library's Shipping Department. Commissioner Jackson supported.

A roll call vote was taken with the following results:

- Adams No
- Hicks Yes
- Jackson Yes
- President Hayden Friley Yes

The motion passed.

### **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.

Minutes were approved at the February 21, 2023 Commission Meeting

<b><u>Summary of Expenditures</u></b>						
<b><u>PUBLIC FUNDS</u></b>						
<b>PAYMENTS PROCESSED BY CITY OF DETROIT:</b>						
1. Total Payroll				December 2022		\$1,348,993.13
2. Total Vouchers-processed on FUSION				After 3/13/2020 listed by invoice number & date (processed off-site)		\$1,134,540.26
3. FY22 Annual Retiree Supplement						0.00
4. FY22 General Retirement System (GRS)						0.00
5. FY22 Q4 Central Staffing Services						0.00
6. FY22 1st Qtr. Hybrid Pension Payment						0.00
7. FY22 VEBA						0.00
8. FY22 Debt Service Interest for 2014B(1) & 2014B(2) Notes						0.00
				<b>Total processed by City of Detroit</b>		<b>\$2,483,533.39</b>
<b>PAYMENTS PROCESSED BY DPL:</b>						
1. Public Funds/Comerica checking				Checks	1376 - 1377	\$5,383.00
2. Branch & Main Library Deposit Checking account				Checks	7954 - 7970	\$7,080.20
3. Branch & Main Library Deposit Checking account				Paid 12/07/2022	Electronic Funds Transfer (EFT)	\$2,537.83
				<b>Total processed by DPL</b>		<b>\$15,001.03</b>
<b>Grand Total</b>						<b>\$2,498,534.42</b>
<b><u>Summary of Expenditures</u></b>						
<b><u>Restricted/Designated Funds</u></b>						
1. Burton Endowment Checking				Checks	None	\$0.00
2. O'Brien Checking				Checks	4925	\$412.00
3. Programs & Gifts Checking Account			***	Checks	None	\$0.00
<b>Grand Total</b>						<b>\$412.00</b>
<b><u>Credit Card Expenditures</u></b>						
1. Executive Director						\$ 251.00
2. Executive Director's Office-used for general office purpose						264.48
3. Chief Financial Officer						140.00
4. Human Resources Department						1,081.50
5. Marketing Department						1,138.63
6. Technical Services						659.49
7. Facilities Department						501.04
8. Information Technology						183.44
9. Procurement						1,622.57
10. Security						244.00
11. Public Services						89.21
<b>Grand Total</b>						<b>\$ 6,175.36</b>
<b>NOTE: These are November 2022 Credit Card purchases</b>						

Minutes were approved at the February 21, 2023 Commission Meeting

## **COMMISSION ACTION**

President Hayden Friley moved approval of the routine finance report. Commissioner Adams supported.

A roll call vote was taken with the following results:

- |                           |     |
|---------------------------|-----|
| ➤ Adams                   | Yes |
| ➤ Hicks                   | Yes |
| ➤ Jackson                 | Yes |
| ➤ President Hayden Friley | Yes |

The motion passed unanimously.

## **NOTED**

Commissioner Adams left the meeting at 2:05 p.m.

## **REPORT OF THE EXECUTIVE DIRECTOR**

### **City of Detroit Legislative Policy Division Report**

Mrs. Mondowney reported that on January 9, 2023, with input from Library Administration, the City's Legislative Policy Division (LPD) completed and sent to the Detroit City Council, its comprehensive "Ten-Year Financial Review and Projections/Outlook for the Detroit Public Library." LPD reviewed and analyzed several years of the Library's financial records and listed key findings. The report also included key recommendations "to make DPL stronger financially and become a more viable library system for its library patrons, especially for the citizens of Detroit who rely on DPL's library and social services."

### **2023 Writing for Wee-Bots!**

Mrs. Mondowney reported that 826Michigan, a non-profit tutoring and writing program for young writers in Southeast Michigan, is sponsoring a free creative writing workshop for children ages 5-10. "Writing for Wee-bots!" will be held at the Redford Branch Library, 11 am - Noon, on January 28, February 11, March 4, March 18, April 1, April 15 and April 29.

Each week young writers will read stories together and will then work in small groups to practice writing their own stories. Online registration is available at [826michigan.org](http://826michigan.org).

Minutes were approved at the February 21, 2023 Commission Meeting



### **Wayne Health Mobile Unit**

Mrs. Mondowney reported that DPL's partnership with the Wayne Health Mobile Unit will continue in 2023. Scheduling for January – June, is currently being processed. Participating branches include: Duffield, Elmwood Park, Franklin, Lincoln, Parkman, Redford, Sherwood Forest, and Wilder.

### **Media**

Mrs. Mondowney reported the following:

- Christine Peele, manager of the Edison Branch Library, was interviewed by Michigan Radio, about the most checked-out books from the DPL system during 2022. She noted that the most checked out book was *22 Seconds* by James Patterson, and the most popular e-book was Nita Prose's *The Maid*.
- Detroit Public Library locations were listed as warming centers in December 2022 by WDIV, WXYZ, Fox 2 News, CW 50, WWJ, WDET, and various social media outlets.

### **Facilities Update**

Mrs. Mondowney reported that ServPro completed the restoration of the Clara Stanton Jones-Friends Auditorium on December 22, 2022.

As a result of staffing and supply chain issues, several facilities projects have experienced major delays. Unfortunately, at this time, the companies scheduled to complete the work are unable to provide estimated dates for completion. The projects include replacement of the Cass elevator at Main Library; installations of HVAC systems at Chase and Hubbard branch libraries; and repairs at Conley Branch library.

Mrs. Mondowney responded to the issue of the Library's inability to fulfil customers book requests. She said that Baker and Taylor is DPL's primary book vendor and they were having supply chain and staffing issues. DPL is aware of the problem and is working with Baker and Taylor to resolve the issue. The staff has done everything to get books as quickly as possible.

Commissioner Hicks suggested that customers send a list of the unavailable books to the Executive Director's office for review.

### **Upcoming Programs**

Mrs. Mondowney reported the following:

- The Chandler Park Branch Library is hosting a virtual program, "Be a Digital Nomad," at 4 p.m., on Saturday, January 21, 2023. This program explains the ins and outs of working remotely in a presentation provided by Jill E. Duffy, author of *Everything Guide to Remote Work*. The registration link is available on the Library's website, [detroitpubliclibrary.org](http://detroitpubliclibrary.org).
- The DPL Author Series will present Peter J. Hammer, author of "*No Equal Justice*" *The Legacy of Civil Rights Icon George W. Crockett Jr.*, at 2 p.m., on Sunday, February 12, 2023. Crockett was a life-long fighter against racism and a defender of the constitutional rights of the oppressed. This will be an in-person Main Library event, with limited tickets available on Eventbrite.
- Main Library's Social Science, Education and Religion Department will host a virtual book talk by Sharlonda Buckman-Davis, at 4 p.m., on Wednesday, February 16, 2023. Her book, *The Ardent Advocate*, is a practitioner's guide to engaging parents through a collection of experiences, strategies and best-practice reforms. Ms. Buckman is the Assistant Superintendent of Family and Community Engagement for the Detroit Public Schools Community District. Registration is available on the Library's website.
- On Tuesday, February 21, 2023, at 6 p.m., Dr. Tarek Ramadan, a Wayne State University adjunct anthropology professor, and Mr. Aaron Sims, founder and executive director of Project We Hope, Dream and Believe, will discuss their efforts to preserve the Inkster home of Malcolm X. The program will be held in Main Library's Galleria.

### **Wayne County**

Mrs. Mondowney reported that on December 16, 2022, the Library received a payment of \$26,722.23 for delinquent property taxes.

### **DPL Foundation**

Mrs. Mondowney reported that in December, 2022, the Foundation provided the following donations to DPL: National Automotive History Collection, \$36; Burton Historical Collection, \$900; Children's Activities at the Parkman Branch, \$1800.

**NEW BUSINESS**

Commissioner Jackson held up a document entitled “Ten-Year Financial Review and Projections/Outlook for the Detroit Public Library” that was prepared by the City of Detroit Legislative Policy Division. He said that the public should have a copy.

Commissioner Hicks suggested that the public request a copy from the City of Detroit Legislative Policy Division.

**NOTED**

Commissioner Short joined the meeting at 2:24 p.m.

**OLD BUSINESS**

President Hayden Friley stated that as the President of the Detroit Library Commission, she implores each Commissioner to rededicated themselves to the appointment they accepted as a Commissioner. She said Commissioners are expected to be present and on-time to the Commission meetings and prepared to do the work that needs to be done. She said that she will be speaking to each Commissioner individually about Committee assignments.

**ADJOURNMENT**

Commissioner Jackson moved to adjourn. Commissioner Hicks supported.

A roll call vote was taken with the following results:

- |                           |     |
|---------------------------|-----|
| ➤ Hicks                   | Yes |
| ➤ Jackson                 | Yes |
| ➤ Short                   | Yes |
| ➤ President Hayden Friley | Yes |

The meeting was adjourned at 2:27 p.m.