

**DETROIT LIBRARY COMMISSION PROCEEDINGS  
VIRTUAL REGULAR MEETING  
JANUARY 18, 2022**

**NOTED**

This meeting was held electronically because of the COVID-19 crisis.

President Bellant called the Virtual Meeting of the Detroit Library Commission to order at 1:45 p.m.

A roll call attendance was taken with the following results:

- |                     |         |
|---------------------|---------|
| ➤ Adams             | Present |
| ➤ Hayden Friley     | Present |
| ➤ Jackson           | Present |
| ➤ President Bellant | Present |

Commissioner Peterson-Mayberry joined the meeting at 1:47 p.m.

Not Present: Commissioner Short

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

Present Also: Louis Aguilar, Janet Batchelder, Cheryl Blessett, Stacy Brooks, Maria Bryson, Deborah Dorsey, Karen Dybis, Tracy Massey, Carolyn Mosley, Cindy Mough, Idrees Mutahr, Christine Peele, Yvette Rice

**APPROVAL OF THE MEETING MINUTES**

Approval of the December 9, 2021 Special Commission Meeting Minutes and the December 21, 2021 Regular Commission Meeting Minutes

**COMMISSION ACTION**

Commissioner Adams moved approval. Commissioner Jackson supported.

Minutes were approved at the February 15, 2022 Virtual Commission Meeting

A roll call vote was taken with the following results:

- |                     |     |
|---------------------|-----|
| ➤ Adams             | Yes |
| ➤ Hayden Friley     | Yes |
| ➤ Jackson           | Yes |
| ➤ Peterson-Mayberry | Yes |
| ➤ President Bellant | Yes |

The minutes were approved as presented.

### **PUBLIC COMMENTS**

There were no public comments.

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

#### **Slate of Officers**

President Bellant announced the Slate of Officers for 2022:

Franklin Jackson, President  
Edythe Hayden Friley, Vice-President  
Russ Bellant, Secretary  
Ida Short, Commissioner  
Jean-Vierre Adams, Commissioner  
Angelique Peterson-Mayberry, Ex-Officio

President Bellant passed the virtual gavel to Commissioner Jackson, wished him a great year, and said he looked forward to working with him.

### **REPORT OF THE INCOMING PRESIDENT**

#### **Committee Assignments**

President Jackson stated that the Committee assignments would remain the same until the appointment of a new Commissioner. The appointment is expected take place in February 2022.

Minutes were approved at the February 15, 2022 Virtual Commission Meeting

President Jackson gave a heartfelt thank-you to Cassandra Smith Gray for her service as a Commissioner. Commissioner Smith Gray's term ended December 31, 2021.

### **NOTED**

Commissioner Peterson Mayberry, Ex-Officio, Detroit Public Schools Community District (DPSCD) School Board Chair, stated that the Commission vacancy was announced at the January 11, 2022 DPSCD Board meeting. Interested candidates should submit resumes to the Board administrator by January 21, 2022. Interviews will begin on January 24, 2022. A recommendation will be made by the Detroit Public Library Commission Appointee Committee to the full DPSCD School Board at its February 8, 2022 meeting for approval. The appointment committee members are Dr. Deborah Hunter-Harvill, Chair, Georgia Lemmons and Angelique Peterson-Mayberry. The announcement of the new Commission appointment is expected be made at the February 15, 2022 Commission meeting.

Commissioner Hayden Friley asked if the current Commissioners could have input on the selection of the new Commissioner?

Commissioner Peterson-Mayberry said that if the current Commissioners had specific qualifications that a candidate should have, they should send the information to [vania.moore@detroitk12.org](mailto:vania.moore@detroitk12.org). The current qualifications for a Commission candidate include but are not limited to experience, character and integrity.

## **REPORT OF THE EXECUTIVE DIRECTOR**

### **DPL COVID-19 Update**

Mrs. Mondowney reported that prior to the Library's November 23, 2021 implementation of a mandatory COVID-19 vaccination policy, 88% of the DPL workforce was fully vaccinated. Following the policy's implementation, the percentage of vaccinated employees increased to 90%. Unfortunately, the transmittable omicron variant coupled with the low vaccination rate in the city of Detroit, are affecting staffing levels throughout the library system. To date, there have been reductions in public service hours because of staff testing positive and/or being exposed to COVID-19 variants.

**Over-the-Counter COVID-19 Home Test Kits for the Public**

Mrs. Mondowney reported that on January 7, 2022, the Michigan Department of Health and Human Services contacted the Library about distributing free home COVID-19 test kits to the public. The Public Services and Marketing departments are in the process of developing a promotion and distribution plan for the limited supply of kits. We are also awaiting additional clarification from MDHHS pertaining to the program.

**DPL Facilities Update**

Mrs. Mondowney reported that the work of transferring Main Library's electrical system from Public Lighting to DTE is progressing and is expected to be completed in February 2022.

The installation of a new Cass elevator at Main Library is projected to be completed by July 2022.

**Wayne Health Mobile Unit – Update**

Mrs. Mondowney reported that the Wayne Health Mobile Unit is continuing its visits in January and February to four DPL branches – Wilder, Redford, Jefferson and Edison – to provide free COVID-19 testing and vaccinations. During the visits, the public can also access free diabetes, cholesterol and kidney function screenings. Since beginning visits to DPL locations in September 2021, the Mobile Unit has vaccinated 122 people. The schedule for upcoming visits is available on the Library's website, [detroitpubliclibrary.org](http://detroitpubliclibrary.org).

**DPL Network Upgrade**

Mrs. Mondowney reported that on December 11, 2021, the Information Systems Department successfully upgraded the Library's Wide Area Network and Local Area Network with the updated CISCO Meraki 425 Core. As a result of this work, the upgrade allows us to enhance the delivery of high-quality programs and services.

**MI-83 Technology, Libraries and Communities Project**

Mrs. Mondowney reported that on December 29, 2021, DPL will receive equipment from the MI-83 Technology, Libraries and Communities Project, funded by the American Rescue Plan Act of 2021. This project provides resources to public libraries to increase their capacity to safely deliver services inside libraries, outdoors, and online. DPL will receive an "online programming kit," which includes a programming laptop, video camera and webcam. The Library also will receive an "outdoor programming kit," which includes a speaker system and weather canopy. The total value of the equipment is \$3,000.

### **Detroit Public Library - Michigan Science Center Partnership**

Mrs. Mondowney reported that the Michigan Science Center, in partnership with DPL, received a grant from the Community Foundation of Southeast Michigan to bring STEM programs directly to families. "MiSci in a Box," is a do-it-yourself home STEM Kit with all the materials needed to explore the aerodynamics. Kits are available for pick up at Main Library's Children's Library, and the Campbell, Edison, Jefferson, Parkman, Redford, Wilder branches, and the Mobile Library.

There will be a live program about the kit's activities on January 25, 2022, at 6 p.m., on the Michigan Science Center's YouTube channel.

### **Virtual Author Event**

Mrs. Mondowney reported that Caseen Gaines, author of *Footnote: The Black Artists Who Rewrote the Rules of the Great White Way*, will virtually discuss his book at 6 pm., on Wednesday, February 9, 2022. The book tells the story of the 1921 musical "Shuffle Along," the first Broadway show that featured an all-Black creative team. Registration is available on the library's website, [detroitpubliclibrary.org](http://detroitpubliclibrary.org).

### **Estate of Karen V. DiChiera**

Mrs. Mondowney reported that on December 17, 2021, the Library received \$5,000 from the estate of Karen V. DiChiera, a former member of the Detroit Library Commission (1998-2004). Ms. DiChiera designated this gift to support the Clarence M. Burton Historical Collection and the National Automotive History Collection.

### **Wayne County**

Mrs. Mondowney reported that on December 17, 2021, the Library received a payment of \$45,354.74 from Wayne County for delinquent property taxes.

### **DISCUSSION**

Commissioner Bellant inquired about the status of the Chief of Operations and Customer Experience Officer position.

Mrs. Mondowney said that the search would begin in late January 2022.

Commissioner Bellant asked how many over-the-counter COVID-19 home test kits did the Library receive.

Mrs. Mondowney said that the Library received 2400 kits. The distribution schedule will be sent to the Commissioners when it is finalized.

Commissioner Peterson-Mayberry suggested having customers pre-register to receive the COVID-10 tests.

### **COMMITTEE ON ADMINISTRATION**

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

The Human Resources Department Report provides information regarding personnel actions taken from December 1, 2021 through December 31, 2021. These actions have been approved by Administration.

#### **APPOINTMENTS (0)**

#### **RETIREMENTS (2)**

<b>Employee Name/Title</b>	<b>Title</b>	<b>Last Day Worked</b>	<b>Retirement Date</b>
Kathryn Johnson	Librarian II	December 27, 2021	Determined by COD
Toni Sims-Lyles	Senior Customer Rep	December 31, 2021	Determined by COD

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

#### **TOTAL PAYOUTS = (0)**

#### **POTENTIAL RETIREMENTS (1) Pending COD Approval**

<b>Employee Name</b>	<b>Title</b>	<b>Last Day Worked</b>
Marianne Brown	Senior Customer Rep	January 3, 2022

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

<b>Employee Name</b>	<b>Title</b>	<b>Last Day Worked</b>
Verna Hill	Security Officer	December 3, 2021
Nichole Howard	Customer Service Representative	December 12, 2021

Minutes were approved at the February 15, 2022 Virtual Commission Meeting

**EMPLOYEE HEADCOUNT**

Headcount	December 2021	Headcount	December 2020
Budgeted Positions =	325	Budgeted Positions =	325
Active Employees =	171	Active Employees =	126
Furlough Employees =	31	Furlough Employees =	115
Vacant Positions =	123	Vacant Positions =	84

**VACANT POSITIONS**

POSITION	# OF BUDGETED POSITIONS	# OF FILLED POSITIONS	VACANT POSITIONS
Assistant Director	6	4	2
Manager	26	21	5
Librarian III	29	26	3
Librarian I & II	24	9	15
Facilities	17	11	6
TTA	17	13	4
Customer Service Representative	90	26	64
Senior Customer Rep (Clerk)	24	17	7
Branch Custodians	12	4	8
Senior Accountant	2	1	1
Security	16	12	4
Procurement Manager	1	0	1
Office Support Assistant	11	10	1
Technical Services Assistant	4	3	1
Sr Dup Devices Operator	1	0	1
Total			123

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

***"An offer was made and accepted for the Procurement Manager position. Start date is 1/24/2022."***

***"An offer was made and accepted for the Electrician position. Start date is 1/10/2022."***

***"An offer was made and accepted for the Security Officer position. Start date is 1/10/2022."***

***"No other positions are being recruited at this time per the Collective Bargaining Agreement."***

***"Positions must first be filled by employees recalled from Furlough."***

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

Minutes were approved at the February 15, 2022 Virtual Commission Meeting

## **COMMISSION ACTION**

Commissioner Hayden Friley moved approval. Commissioner Bellant supported.

A roll call vote was taken with the following results:

- |                     |     |
|---------------------|-----|
| ➤ Adams             | Yes |
| ➤ Bellant           | Yes |
| ➤ Hayden Friley     | Yes |
| ➤ Peterson-Mayberry | Yes |
| ➤ President Jackson | Yes |

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>			
<b><u>PUBLIC FUNDS</u></b>			
<b><u>PAYMENTS PROCESSED BY THE CITY OF DETROIT</u></b>			
1	Total Payroll	December 2021	\$1,323,869.58
2	Total For Vouchers – Processed on Fusion	After 3/13/20 listed by invoice number & date (processed off-site)	\$2,939,006.62
3	FY 22 Annual Retiree Supplement		\$0.00
4	FY 22 General Retirement System (GRS)		\$0.00
5	FY 22 Central Staffing Services		\$0.00
6	FY 22 Hybrid Pension Plan		\$0.00
7	FY 22 VEBA		\$0.00
8	FY 22 Debt Service Interest for 2014B(1) & 2014B(2) Notes		<u>\$0.00</u>
<b>Total Processed by City of Detroit</b>			<b><u>\$4,262,876.20</u></b>
<b><u>PAYMENTS PROCESSED BY DPL</u></b>			
1.	Public Funds/Comerica Checking	Check 1358	\$3,127.00
2.	Branch & Main Library Deposit Checking Account	Checks 7661-7678	\$18,908.78
3.	Branch & Main Library Deposit Checking Account	Electronic Funds Transfer (EFT)	<u>\$1,570.84</u>
<b>Total Processed by DPL</b>			<b><u>\$23,606.62</u></b>
<b>GRAND TOTAL</b>			<b><u>\$4,286,482.82</u></b>

Minutes were approved at the February 15, 2022 Virtual Commission Meeting



<u>Summary of Expenditures</u>		
<b><u>RESTRICTED/DESIGNATED FUNDS</u></b>		
1. Burton Endowment Checking	Checks NONE	\$0.00
2. O'Brien Checking	Checks 4855-4857	\$2,360.00
3. Programs & Gifts	Checks 2952-2954	<u>\$1,628,460.67</u>
<b>GRAND TOTAL</b>		<b><u>\$1,630,820.67</u></b>
<b><u>CREDIT CARD EXPENDITURES</u></b>		
1. Executive Director		\$257.90
2. Executive Director's Office – used for general office purpose		\$0.00
3. Chief Financial Officer		\$250.00
4. Human Resources Department		\$600.92
5. Marketing Department		\$523.95
6. Technical Services		\$1,445.44
7. Facilities Department		\$2,496.11
8. Information Technology		\$188.15
9. Procurement		\$2,525.72
10. Security		\$494.34
11. Public Services		<u>\$0.00</u>
<b>GRAND TOTAL</b>		<b><u>\$8,782.53</u></b>
<b>Note: These are November Credit Card Purchases</b>		

## **COMMISSION ACTION**

Commissioner Bellant moved approval. Commissioner Hayden Friley supported.

A roll call vote was taken with the following results:

- |                     |     |
|---------------------|-----|
| ➤ Adams             | Yes |
| ➤ Bellant           | Yes |
| ➤ Hayden Friley     | Yes |
| ➤ Peterson-Mayberry | Yes |
| ➤ President Jackson | Yes |

The motion passed unanimously.

## **NEW BUSINESS**

Commissioner Hayden Friley suggested having a live oral history program at DPL.

**ADJOURNMENT****COMMISSION ACTION**

Commissioner Bellant moved to adjourn. Commissioner Hayden Friley supported.

A roll call vote was taken with the following results:

- |                     |     |
|---------------------|-----|
| ➤ Adams             | Yes |
| ➤ Bellant           | Yes |
| ➤ Hayden Friley     | Yes |
| ➤ Peterson-Mayberry | Yes |
| ➤ President Jackson | Yes |

The meeting was adjourned at 2:20 p.m.