

**DETROIT LIBRARY COMMISSION PROCEEDINGS
REGULAR MEETING
OCTOBER 18, 2022**

NOTED

This meeting was held in Main Library's DVD/Media Room. 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.

Commissioner Jackson called the Regular Meeting of the Detroit Library Commission to order at 1:45 p.m.

Present: President Jackson, Commissioners Bellant, Hayden Friley, Hicks, Short

Excused: Commissioners Adams, Peterson-Mayberry

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

Present Also: Janet Batchelder, Gail Beasley, Cheryl Blessett, Linda Bowie, Cheryl Buckoff, Stacy Brooks, Maria Bryson, India Davis, Leiann Day, Ken Gabriel, Ruth Hart, D. Hernandez, Tim Hinkle, Imara Hyman, Joanne Mannino, Carolyn Mosley, Christine Peele, Gwendolyn Peoples, Yvette Rice, Tim Turner, Brian Vance, Paul Warner, Mattie Wiggins

APPROVAL OF THE MEETING MINUTES

COMMISSION ACTION

Commissioner Hayden Friley moved approval of the Regular Meeting Minutes of September 20 2022. Commissioner Bellant supported.

A roll call vote was taken with the following results:

- Bellant Yes
- Hayden Friley Yes
- Hicks Yes
- Short Yes
- President Jackson Yes

Minutes were approved at the November 15, 2022 Commission Meeting

The minutes were approved as presented.

PUBLIC COMMENTS

Imara Hyman – Expressed her concerns about the reopening of the Conely Branch Library.

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

Mr. Cledos Powell, Assistant Director of Facilities, stated that the assessment of repairs is in the beginning stages at Conely Branch. Once the bids for repairs are received and approved, a timeframe for completion can be established.

Gwendolyn Peoples – Expressed her concerns about the reopening of the Monteith Branch Library. She said the community is willing to help get the Library reopened.

Gail Beasley – Expressed her concerns about the reopening of the Monteith Branch Library. She said that the Library is vital to the community.

President Jackson suggested that they stay in contact with the Library's administration about this matter.

REPORT OF THE EXECUTIVE DIRECTOR

Staff Development Day

Mrs. Mondowney reported that Diversity, Equity and Inclusion (DEI) was the major focus of this year's Staff Development Day, held on October 5, 2022. All staff viewed a video entitled, "Diversity, Equity and Inclusion in the Workplace," followed by group discussions about DEI. As a means to further build a culture of diversity, equity and inclusion, staff members have been encouraged to participate in several activities including: viewing at least three videos or TED TALKS about DEI, or reading an article a month about DEI or related topics, e.g., unconscious bias, privilege, and belonging. A special thank you to the staff of the Human Resources and IS Departments for helping to make this important day a success.

Chase and Hubbard Branches HVAC Upgrades Grant

Mrs. Mondowney reported that on September 6, 2022, the Detroit Public Library was awarded a \$500,000 Michigan Enhancement Grant from the Michigan Economic Development Corporation (MEDC). The grant assists organizations in making infrastructure improvements.

Minutes were approved at the November 15, 2022 Commission Meeting

The Library administration applied for this funding to offset the cost of HVAC upgrades at the Chase and Hubbard branches. As in the terms of the grant, on September 30, 2022, the MEDC issued the first half of the grant in the amount of \$250,000. The second half of the grant will be released upon completion of the HVAC upgrades.

Sunday Service: Main Library

Mrs. Mondowney reported that on October 2, 2022, Sunday hours returned to Main Library. Public service will be offered from 1-5 p.m., through the end of May, except during holiday weekends.

Detroit Village Readers

Mrs. Mondowney reported that the Detroit Association of Black Storytellers received a Dollar General Literacy Grant to record people in the community reading stories for children. The association partnered with the Library to reach out to a variety of diverse people, that included a bus driver, fireman, artist, security officer and physical therapist who read books and talked about the importance of reading. Their videos can be viewed on our YouTube channel or at detroitpubliclibrary.org.

Terri Lyne Carrington & The Carr Center

Mrs. Mondowney reported that the New Standards Jazz Crawl is a unique 13-part music series, free to the public, featuring works by a wide range of women, from unique to popular, from historic to current, from blues to bebop, and beyond, performed by an outstanding line-up of jazz performers hailing from New York, Boston, Chicago, Los Angeles and Detroit. It is scheduled for October 14, 15, 20, 21 and 28, 2022, at the following Cultural Center institutions: Charles H. Wright Museum of African American History, Detroit Historical Museum, Detroit Institute of Arts, Detroit Public Library, Detroit Symphony Orchestra, MOCAD, The Scarab Club, and at the brand-new Carr Center Performance Studio, located in the Park Shelton. On Saturday, October 15, Main Library welcomed the Gathering Nonet Orchestra with Sean Jones and Terri Lyne Carrington, for a performance on the Woodward lawn.

Jemele Hill Author Event

Mrs. Mondowney reported that the Detroit Public Library will welcome Jemele Hill, American sports journalist and contributing writer for *The Atlantic* at 5:30 p.m., on Wednesday, November 16, 2022. Ms. Hill, a native Detroiter, will discuss her new book, *Uphill: A Memoir*. The event will be held at Main Library.

Summer Reading and Learning 2022

Mrs. Mondowney reported the following:

- “Oceans of Possibilities” was the theme for Summer Reading 2022. There were 379 registrants, which included 137 early readers, 105 children, 29 teens and 108 adults. Participants in each age group who completed the challenge of reading the required number of minutes were eligible for the drawing for Amazon e-gift cards and one family pack of 4 tickets to the Sea Life Michigan Aquarium.
- DPL partnered with DPTV and the Michigan Learning Channel to serve as the Detroit location for families to pick up free Summer Fun Activity Books. Three different activity books for PreK-K, Grades 1-3, and Grades 4-6, provided summer learning support for math and reading.
- DPL staff visited the Belle Isle Aquarium for a tour of the oldest aquarium in the United States to learn about aquatic life and how we can all work together to preserve the Great Lakes and the oceans. The video is available on the Library’s YouTube channel.
- Librarians recorded eight art technique videos for children. Three hundred accompanying art kits with supplies to take home were distributed from all open locations.
- Arts and Scraps donated over 1000 STEM kits that were utilized for take home activities.
- Forgotten Harvest snacks were distributed at all open locations and the Douglass Branch provided summer lunches.

Detroit Suzuki Academy

Mrs. Mondowney reported that on September 10, 2022, the Parkman Branch began hosting 13 weeks of free beginning violin classes for young people, ages 6-15. The Detroit Suzuki Academy is providing one-hour lessons on Saturdays. There are 13 participants in the program, using violins provided by the Academy.

Wayne County: Delinquent Property Taxes

Mrs. Mondowney reported that on September 8, 2022, DPL received a payment of \$18,490.48.

On October 7, 2022, DPL received a payment of \$120,729.94.

Minutes were approved at the November 15, 2022 Commission Meeting

State of Michigan: Renaissance Zone

Mrs. Mondowney reported that on September 30, 2022, DPL received a Renaissance Zone payment from the State of Michigan in the amount of \$1,231,433.14.

NOTED

Commissioner Short asked about the number of participants in the Detroit Village Readers program.

Mrs. Mondowney said that she would provide the information to her at a later date.

COMMITTEE ON ADMINISTRATION

Approval of the Routine Human Resources Report

The Human Resources Department Report provides information regarding personnel actions taken from September 1, 2022 through September 30, 2022. These actions have been approved by Administration.

APPOINTMENTS (10)

Employee Name	Title	Hire date
Lea Hesley	Customer Service Representative	September 5, 2022
Awsaf Islam	Customer Service Representative	September 5, 2022
Porche Johnson	Customer Service Representative	September 5, 2022
Alyssa Nunez	Customer Service Representative	September 5, 2022
Halima Davis	Manager	September 5, 2022
Dawanna Veasley	Security Manager	September 5, 2022
Patricia Harris	Customer Service Representative	September 19, 2022
Franshell Henderson	Customer Service Representative	September 19, 2022
Lucy Smith	Customer Service Representative	September 19, 2022
Zoe Taylor	Customer Service Representative	September 19, 2022

RETIREMENTS (4)

Employee Name/Title	Title	Last Day Worked	Retirement Date
Gale Henderson	Librarian III	September 2, 2022	Determined by COD
Ina Sue Nairn	Manager	September 2, 2022	Determined by COD
Ronald Bryant	Supervising Security Officer	September 9, 2022	Determined by COD
James Smith	Principal Clerk	September 30, 2022	Determined by COD

SICK LEAVE PAYOUTS (0)

Minutes were approved at the November 15, 2022 Commission Meeting

TOTAL PAYOUTS = (0)**POTENTIAL RETIREMENTS (0) Pending COD Approval****SEPARATIONS (4)**

Employee Name	Title	Last Day Worked
Vernelis Brown	Customer Service Representative	September 8, 2022
Autumn Jackson-Butler	Customer Service Representative	September 14, 2022
Edward Townsend	Customer Service Representative	September 26, 2022
Juan Wright	Security Officer	September 26, 2022

EMPLOYEE HEADCOUNT

Headcount	September 2022	Headcount	September 2021
Budgeted Positions =	325	Budgeted Positions =	325
Active Employees =	210	Active Employees =	168
Furlough Employees =	0	Furlough Employee =	44
Vacant Positions =	115	Vacant Positions =	113

VACANT POSITIONS

POSITION	# OF BUDGETED POSITIONS	# OF FILLED POSITIONS	VACANT POSITIONS
CXO	1	0	1
Manager	26	22	4
Librarian III	36	23	13
Librarian I & II	24	15	9
Facilities	17	11	6
TTA	17	13	4
Customer Service Representative	92	40	52
Senior Customer Rep (Clerk)	24	13	11
Senior Accountant	2	1	1
Security	16	11	5
Office Support Assistant	11	10	1
Technical Services Assistant	4	3	1
Sr Dup Devices Operator	1	0	1
Principal Clerk	2	0	2
Administrative Assistant	6	5	1
Human Resources	7	6	1
Pre-Professional	3	1	2
Total			115

Minutes were approved at the November 15, 2022 Commission Meeting

Only Position Titles with vacancies are listed.

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

"52 of the vacant positions are part-time Customer Service Representative positions."

NOTED

Commissioner Hicks requested report on DPL's hiring trend.

COMMISSION ACTION

Commissioner Hayden Friley moved approval of the routine Human Resources report. Commissioner Bellant supported.

A roll call vote was taken with the following results:

- Bellant Yes
- Hayden Friley Yes
- Hicks Yes
- Short Yes
- President Jackson Yes

The motion passed unanimously.

COMMITTEE ON BUILDINGS

Approval to Renew Contract with LGC Global FM for Janitorial Services at Detroit Public Library

The Detroit Library Commission (DLC) Committee on Buildings is advising the Detroit Library Commission to consider renewing the janitorial services contract with LGC Global FM from November 05, 2022 through November 04, 2023. The contract was awarded to LGC Global FM in November 2018 after submitting a top-ranking competitive proposal. The original term was for three years with three optional renewal periods. This is year two of the third optional year, with one optional year remaining.

With the current labor market as it is, LGC has requested a price increase of \$1,357.07 per month for DPL Main Library only. This will be the first increase since the agreement began in November 2018. LGC Global has negotiated new rates for their janitorial staff in a Collective Bargaining Agreement beginning August 2022.

Minutes were approved at the November 15, 2022 Commission Meeting

At the Main Library, LGC employs SEIU Local 1 staff. The request is for an annual amount of \$16,284.84. This amount is solely to cover the union wage increase as housed in the new CBA.

A summary of the request is below.

Original Contract Amt (NOV. 2018)	\$790,379.72
FY2023 Increase	16,284.84
New Proposed Amt (NOV. 2022)	\$806,664.56
Overall increase	2.1%

Therefore, the DLC Committee on Buildings is advising the Detroit Library Commission to consider authorizing the Finance and Business Office to exercise the option to renew the contract with LGC Global FM for janitorial services in an amount not to exceed \$806,664.56.

COMMISSION ACTION

Commissioner Bellant moved approval to renew the contract with LGC Global FM for janitorial services at Detroit Public Library. Commissioner Short supported.

A roll call vote was taken with the following results:

- Bellant Yes
- Hayden Friley Yes
- Hicks Yes
- Short Yes
- President Jackson Yes

The motion passed unanimously.

COMMITTEE ON FINANCE

Approval to Lease Two High Top Transit Vans from Lafontaine Ford of Lansing for Detroit Public Library's Shipping Department

The Detroit Library Commission (DLC) Committee on Finance is advising the Detroit Library Commission to consider a new lease for two (2) 2023 Ford Transit Vans to support the Library shipping and receiving department.

Minutes were approved at the November 15, 2022 Commission Meeting

This is to replace two existing 2007 box trucks. Only one of the existing trucks is operable. One of the vehicles has 121,795 miles and the other has 99,997 miles.

MiDEAL is the State of Michigan's extended purchasing program that allows Michigan government entities to buy goods and services from state contracts. The program is authorized by Michigan Legislation and has been in existence since 1984.

Members benefit directly from the reduced cost of goods and services and indirectly by eliminating the time needed to process bids.

Each year the State of Michigan DTMB conducts a sourcing event to identify the most competitive vehicle pricing for its members. LaFontaine Ford of Lansing, MI is the named provider of Ford Transit Vans for municipalities.

The library received a quote to lease two (2) 2023 Ford Transit Vans Ford Transit 350 DRW High Roof EL Cargo Van XL AWD for \$59,371.00 each. Additional details of the lease proposal are below.

LEASE OPTION:

Amount Financed - \$118,742

Lease Rate- 7.74%, 5 annual payments of \$27,414.48 + \$1.00 at lease end

1st payment @ delivery

No mileage limitation

The current lead time to order is estimated at 30 + weeks from receipt of Purchase Order. Final interest rate will be determined at the time of delivery.

Therefore, the DLC Committee on Finance is advising the Detroit Library Commission to consider authorizing the Finance and Business Office to enter into a new vehicle lease with LaFontaine Ford located at 5103 South Cedar St, Lansing, MI 48911, for an annual amount not to exceed \$27,414.48 per year for the next five years, at a total amount not to exceed \$137,072.39. The Library will have the option to purchase the vehicle at the end of the lease for \$1.00.

COMMISSION ACTION

Commissioner Hayden Friley moved approval to lease two high top transit vans from Lafontaine Ford of Lansing for Detroit Public Library's Shipping Department. Commissioner Bellant supported.

DISCUSSION

Commission Hicks asked about the rating of Detroit Auto Dealerships in this transaction.

Leiann Day, Procurement Manager, said that Lafontaine Ford of Lansing offered the best buying option for this purchase.

Commissioner Hicks asked if DPL had the option to make a purchase outside of the MiDEAL program.

Ms. Day replied yes.

A roll call vote was taken with the following results:

- | | |
|---------------------|-----|
| ➤ Bellant | Yes |
| ➤ Hayden Friley | Yes |
| ➤ Hicks | No |
| ➤ Short | Yes |
| ➤ President Jackson | Yes |

The motion passed.

Approval of the Routine Finance Report**COMMISSION ACTION**

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

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				July to September 2022	\$2,847,118.71
2. Total Vouchers-processed on FUSION	After 3/13/2020 listed by invoice number & date (processed off-site)				\$3,646,677.80
3. FY22 Annual Retiree Supplement					0.00
4. FY22 General Retirement System (GRS)					0.00
5. FY22 Q4 Central Staffing Services					\$304,214.50
6. FY22 3rd Qtr. Hybrid Pension Payment					0.00
7. FY22 VEBA					0.00
8. FY22 Debt Service Interest for 2014B(1) & 2014B(2) Notes					\$128,774.22
				Total processed by City of Detroit	\$6,926,785.23
<u>PAYMENTS PROCESSED BY DPL:</u>					
1. Public Funds/Comerica checking			Checks	1370 - 1373	\$27,459.00
2. Branch & Main Library Deposit Checking account			Checks	7800 - 7877	\$91,496.70
3. Branch & Main Library Deposit Checking account			Electronic Funds Transfer (EFT)		\$10,381.89
				Total processed by DPL	\$129,337.59
Grand Total					\$7,056,122.82
<u>Summary of Expenditures</u>					
<u>Restricted/Designated Funds</u>					
1. Burton Endowment Checking			Checks	8336 - 8338	\$4,285.00
2. O'Brien Checking			Checks	4868 - 4910	\$25,153.58
3. Programs & Gifts Checking Account			Checks	2980 - 2991	\$846,103.63
Grand Total					\$875,542.21
<u>Credit Card Expenditures</u>					
1. Executive Director					\$ 59.80
2. Executive Director's Office-used for general office purpose					-
3. Chief Financial Officer					275.00
4. Human Resources Department					1,561.78
5. Marketing Department					3,251.94
6. Technical Services					944.41
7. Facilities Department					16,004.71
8. Information Technology					57.00
9. Procurement					7,222.06
10. Security					664.14
11. Public Services					569.09
Grand Total					\$ 30,609.93
NOTE: These are July and August 2022 Credit Card purchases					

Minutes were approved at the November 15, 2022 Commission Meeting

NOTED

Commissioner Hicks requested a report that showed the number of Detroit-based vendors.

A roll call vote was taken with the following results:

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

The motion passed unanimously.

NEW BUSINESS

Commissioner Hayden Friley announced that a new tutoring center located in Highland Park, MI, The Homework House, was opening in November 2022.

Mrs. Mondowney stated that DPL was sending library card applications to the Homework House as well as information about resources offered by DPL.

OLD BUSINESS

President Jackson asked about any Facilities updates.

Mr. Cledos Powell, Assistant Director for Facilities, reported the following:

- The roof installations are completed at Knapp, Redford, and Wilder branches
- HVAC system replacement is in the beginning stages at Chase and Hubbard branches and should be completed in the Spring of 2023
- The repairs for the damage due to flooding in Main Library's lower levels should be completed by late December 2022.

ADJOURNMENT

COMMISSION ACTION

Commissioner Hayden Friley moved to adjourn. Commissioner Short supported.

A roll call vote was taken with the following results:

- Bellant Yes
- Hayden Friley Yes
- Hicks Yes
- Short Yes
- President Jackson Yes

The meeting was adjourned at 2:42 p.m.