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


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, MOCA, 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.
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)

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Title</th>
<th>Hire date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lea Hesley</td>
<td>Customer Service Representative</td>
<td>September 5, 2022</td>
</tr>
<tr>
<td>Awsaf Islam</td>
<td>Customer Service Representative</td>
<td>September 5, 2022</td>
</tr>
<tr>
<td>Porche Johnson</td>
<td>Customer Service Representative</td>
<td>September 5, 2022</td>
</tr>
<tr>
<td>Alyssa Nunez</td>
<td>Customer Service Representative</td>
<td>September 5, 2022</td>
</tr>
<tr>
<td>Halima Davis</td>
<td>Manager</td>
<td>September 5, 2022</td>
</tr>
<tr>
<td>Dawanna Veasley</td>
<td>Security Manager</td>
<td>September 5, 2022</td>
</tr>
<tr>
<td>Patricia Harris</td>
<td>Customer Service Representative</td>
<td>September 19, 2022</td>
</tr>
<tr>
<td>Franshell Henderson</td>
<td>Customer Service Representative</td>
<td>September 19, 2022</td>
</tr>
<tr>
<td>Lucy Smith</td>
<td>Customer Service Representative</td>
<td>September 19, 2022</td>
</tr>
<tr>
<td>Zoe Taylor</td>
<td>Customer Service Representative</td>
<td>September 19, 2022</td>
</tr>
</tbody>
</table>

RETIREMENTS (4)

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

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)

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Title</th>
<th>Last Day Worked</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vernelis Brown</td>
<td>Customer Service Rep</td>
<td>September 8, 2022</td>
</tr>
<tr>
<td>Autumn Jackson-Butler</td>
<td>Customer Service Rep</td>
<td>September 14, 2022</td>
</tr>
<tr>
<td>Edward Townsend</td>
<td>Customer Service Rep</td>
<td>September 26, 2022</td>
</tr>
<tr>
<td>Juan Wright</td>
<td>Security Officer</td>
<td>September 26, 2022</td>
</tr>
</tbody>
</table>

EMPLOYEE HEADCOUNT

<table>
<thead>
<tr>
<th></th>
<th>September 2022</th>
<th>September 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budgeted Positions =</td>
<td>325</td>
<td>325</td>
</tr>
<tr>
<td>Active Employees =</td>
<td>210</td>
<td>168</td>
</tr>
<tr>
<td>Furlough Employees =</td>
<td>0</td>
<td>44</td>
</tr>
<tr>
<td>Vacant Positions =</td>
<td>115</td>
<td>113</td>
</tr>
</tbody>
</table>

VACANT POSITIONS

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

Minutes were approved at the November 15, 2022 Commission Meeting
**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.
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.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original Contract Amt (NOV. 2018)</td>
<td>$790,379.72</td>
</tr>
<tr>
<td>FY2023 Increase</td>
<td>16,284.84</td>
</tr>
<tr>
<td>New Proposed Amt (NOV. 2022)</td>
<td>$806,664.56</td>
</tr>
<tr>
<td>Overall increase</td>
<td>2.1%</td>
</tr>
</tbody>
</table>

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.
Minutes were approved at the November 15, 2022 Commission Meeting

The following accounts have been examined and found correct by the staff of Business and Financial Operations and ratification of payment is recommended.

### Summary of Expenditures

**PUBLIC FUNDS**

**PAYMENTS PROCESSED BY CITY OF DETROIT:**

<table>
<thead>
<tr>
<th>Description</th>
<th>July to September 2022</th>
<th>After 3/13/2020 listed by invoice number &amp; date (processed off-site)</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Total Payroll</td>
<td>$2,847,118.71</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Total Vouchers-processed on FUSION</td>
<td>$3,646,677.80</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. FY22 Annual Retiree Supplement</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. FY22 General Retirement System (GRS)</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. FY22 Q4 Central Staffing Services</td>
<td>$304,214.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. FY22 3rd Qtr. Hybrid Pension Payment</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. FY22 VEBA</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. FY22 Debt Service Interest for 2014B(1) &amp; 2014B(2) Notes</td>
<td>$128,774.22</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PAYMENTS PROCESSED BY DPL:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Checks 1370 - 1373</th>
<th>Checks 7800 - 7877</th>
<th>Checks 2980 - 2991</th>
<th>Total processed by DPL</th>
<th>Total processed by City of Detroit</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Public Funds/Comerica checking</td>
<td></td>
<td></td>
<td></td>
<td>$27,459.00</td>
<td>$6,926,785.23</td>
<td></td>
</tr>
<tr>
<td>2. Branch &amp; Main Library Deposit Checking account</td>
<td></td>
<td></td>
<td></td>
<td>$91,496.70</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Branch &amp; Main Library Deposit Checking account</td>
<td></td>
<td></td>
<td></td>
<td>$10,381.89</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Summary of Expenditures**

**Restricted/Designated Funds**

<table>
<thead>
<tr>
<th>Description</th>
<th>Checks 8336 - 8338</th>
<th>Checks 4868 - 4910</th>
<th>Checks 2980 - 2991</th>
<th>Total processed by City of Detroit</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Burton Endowment Checking</td>
<td></td>
<td></td>
<td></td>
<td>$4,285.00</td>
<td></td>
</tr>
<tr>
<td>2. O’Brien Checking</td>
<td></td>
<td></td>
<td></td>
<td>$25,153.58</td>
<td></td>
</tr>
<tr>
<td>3. Programs &amp; Gifts Checking Account</td>
<td></td>
<td></td>
<td></td>
<td>$846,103.63</td>
<td></td>
</tr>
</tbody>
</table>

**Grand Total** $875,542.21

**Credit Card Expenditures**

1. Executive Director $59.80
2. Executive Director's Office-used for general office purpose $275.00
3. Chief Financial Officer $1,561.78
4. Human Resources Department $3,251.94
5. Marketing Department $944.41
6. Technical Services $16,004.71
7. Facilities Department $57.00
8. Information Technology $7,222.06
9. Procurement $664.14
10. Security $569.09
11. Public Services

**Grand Total** $30,609.93

**NOTE:** These are July and August 2022 Credit Card purchases
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.