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

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

A roll call attendance was taken with the following results:

- Bellant Present
- Byrd-Hill Present
- Hayden Friley Present
- Jackson Present
- Taylor Present
- President Gray Present

Excused: Commissioner Adams

Administrative Staff: Mondowney, Brown, Bruni, Ibegbu, Moore, Norfolk, Powell, Simmons

Present Also: Janet Batchelder, Stacy Brooks, Deborah Dorsey, Sean Everett, Christina Ladson, Christine Peele, Yvette Rice, Tiffani Simon, James Smith

APPROVAL OF MEETING MINUTES


Minutes were approved at the November 17, 2020 Virtual Commission Meeting
A roll call vote was taken with the following results:

- Bellant    Yes
- Byrd-Hill   Yes
- Hayden Friley Yes
- Jackson     Yes
- Taylor      Yes
- President Gray Yes

The motion passed unanimously.

**PUBLIC COMMENTS**

There were no public comments.

**REPORT OF THE EXECUTIVE DIRECTOR**

**Laptops to Go**

Mrs. Mondowney reported that DPL is now offering circulation of laptops for short-term personal use. By making a reservation, adult library card holders may borrow a laptop for 90-days.

**Mobile Library**

Mrs. Mondowney reported that DPL’s Mobile Library is offering service to selected communities where the branches are not currently open. The Mobile Library will be a location where library customers can pick up reserved books and “Laptops to Go.” Take and Make craft kits will be available for children and free books from the Detroit Kiwanis Club No. 1 will be distributed. As the weather permits, outside programming will also be offered. The Mobile Library will make weekly visits to the Conely, Douglass, Chase, Sherwood Forest, Franklin, Knapp, Elmwood Park and Duffield branches. These locations were selected based on providing a balanced level of service throughout the city and on a location’s ability to provide adequate parking of the vehicle.
Virtual Programming Continues

Mrs. Mondowney reported the following:

- DPL is once again offering a 12-week virtual journaling and creative writing program. Conducted by library staff, the class routinely draws up to 35 participants, including long-time library users and others from around the world. First offered during the Library's closure, the class is one of DPL's most successful forays into virtual programming to date.

- DPL’s long-standing partnership with ProjectArt continues this year with virtual art education classes for children. The weekly classes will continue through June 2021. Families who register children for the classes can pick up supply kits at the Main Library.

- DPL is also partnering with Wayne County RESA's Great Start program to host a virtual play group for pre-school-age children. Program activity kits are also available for pick up at the Main Library.

- DPL and WSU’s Shiffman Medical Library continue to co-host a series of virtual book discussions on health-related issues in minority communities. On September 22, 2020, author Dani McClain visited virtually for a discussion of her new book, "We Live for the We," an examination of black motherhood and the issue of black maternal and infant mortality. The event was broadcasted on Facebook Live, and has had almost 200 views since then on YouTube. The October 14th discussion featured a staff member from the WIN Network: Detroit, an organization that provides health resources to women, mothers and babies in the city. Copies of "We Live for the We," are available on Overdrive and through reserved item pick-up. This effort is part of DPL's ongoing support for the National Institute of Health's All of Us Research Program, which aims to educate minority communities about the importance of being represented in medical research studies.

- DPL hosted a virtual voter education program sponsored by the League of Women Voters on September 15 and October 13. Local representatives of the League provided information about using Vote411.org, a valuable resource for learning about local candidates and ballot issues and submitting absentee ballots.

313 Summer Reading Challenge

Minutes were approved at the November 17, 2020 Virtual Commission Meeting
Minutes were approved at the November 17, 2020 Virtual Commission Meeting

Mrs. Mondowney reported that the 313 Summer Reading challenge had 1,100 participants who read 555,282 minutes. While we did not reach our goal of 3.13 million minutes, this was an opportunity to put celebrate and encourage reading during a very challenging period.

**Wayne County**

Mrs. Mondowney reported that on September 25, 2020, DPL received a delinquent property tax payment of $145,603.43. On October 2, 2020, DPL received a delinquent property tax payment of $67,223.55. On October 6, 2020, DPL received a delinquent payment of $145,356.29.

**DISCUSSION**

Commissioner Byrd-Hill asked how many laptops were available to the public and what is the process if they are not returned.

Mrs. Mondowney stated that Lawrence Tech University had gifted around 200 laptops to DPL and they would be available to the public. The computers would be disabled remotely if they are not returned in 90-days.

**COMMITTEE ON ADMINISTRATION**

Committee on Administration

**Approval of the Human Resources Report**

The Human Resources Department Report provides information regarding personnel actions taken from September 1, 2020 through September 30, 2020. These actions have been approved by Administration.

**APPOINTMENTS (0)**

**RETIREMENTS (1)**

Minutes were approved at the November 17, 2020 Virtual Commission Meeting
SICK LEAVE PAYOUTS (0)  
TOTAL PAYOUTS = (0)

POTENTIAL RETIREMENTS (2) Pending COD Approval

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Title</th>
<th>Last Day Worked</th>
<th>Retirement Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Melvin Green</td>
<td>Boiler Operator Low</td>
<td>September 18, 2020</td>
<td>Determined by COD</td>
</tr>
</tbody>
</table>

SEPARATIONS (0)

EMPLOYEE HEADCOUNT

<table>
<thead>
<tr>
<th>Headcount</th>
<th>September 2020</th>
<th>Headcount</th>
<th>September 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budgeted Positions =</td>
<td>325</td>
<td>Budgeted Positions =</td>
<td>325</td>
</tr>
<tr>
<td>Active Employees =</td>
<td>126</td>
<td>Active Employees =</td>
<td>302</td>
</tr>
<tr>
<td>Furlough Employees =</td>
<td>118</td>
<td>Vacant Positions =</td>
<td>23</td>
</tr>
<tr>
<td>Vacant Positions =</td>
<td>81</td>
<td></td>
<td></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>Manager</td>
<td>25</td>
<td>22</td>
<td>3</td>
</tr>
<tr>
<td>Librarian I &amp; II</td>
<td>24</td>
<td>19</td>
<td>5</td>
</tr>
<tr>
<td>Facilities</td>
<td>17</td>
<td>12</td>
<td>5</td>
</tr>
<tr>
<td>TTA</td>
<td>17</td>
<td>16</td>
<td>1</td>
</tr>
<tr>
<td>Customer Service Representative</td>
<td>90</td>
<td>33</td>
<td>57</td>
</tr>
<tr>
<td>Senior Customer Rep (Clerk)</td>
<td>20</td>
<td>19</td>
<td>1</td>
</tr>
<tr>
<td>Branch Custodians</td>
<td>13</td>
<td>5</td>
<td>8</td>
</tr>
<tr>
<td>Senior Accountant</td>
<td>2</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>81</td>
</tr>
</tbody>
</table>

Only Position Titles with vacancies are listed.

COMMISSION ACTION

Minutes were approved at the November 17, 2020 Virtual Commission Meeting
Commissioner Hayden Friley moved approval. Commissioner Gray supported.

A roll call vote was taken with the following results:

- Bellant  Yes
- Byrd-Hill  Yes
- Hayden Friley  Yes
- Jackson  Yes
- Taylor  Yes
- President Gray  Yes

The motion passed unanimously.

**Calendar of Library Closings and Schedule Changes**

**CALENDAR OF LIBRARY CLOSINGS AND SCHEDULE CHANGES**

2020 - 2021

- July 3, 2020 (Friday)  Independence Day Designated (Main & Support Agencies)
- July 4, 2020 (Saturday)  Independence Day (Branches)
- September 5, 2020 (Saturday)  Labor Day Designated Holiday (Main Public Service Agencies)
- September 7, 2020 (Monday)  Labor Day (Branches & Support Agencies)
- October 7, 2020 (Wednesday)  Staff Day (Cancelled per COVID-19 mandate regarding building capacity)
- November 11, 2020 (Wednesday)  Veterans Day Holiday
- November 26, 2020 (Thursday)  Thanksgiving
- November 27, 2020 (Friday)  Day After Thanksgiving (Main & Support Agencies)
- November 28, 2020 (Saturday)  Day After Thanksgiving Designated Holiday (Branches)
- December 24, 2020 (Thursday)  Christmas Eve
- December 25, 2020 (Friday)  Christmas Day (Main & Support Agencies)
- December 26, 2020 (Saturday)  Christmas Day Designated Holiday (Branches)

Minutes were approved at the November 17, 2020 Virtual Commission Meeting
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 27, 2020 (Sunday)</td>
<td>No Sunday Service</td>
</tr>
<tr>
<td>December 31, 2020 (Thursday)</td>
<td>New Year’s Eve</td>
</tr>
<tr>
<td>January 1, 2021 (Friday)</td>
<td>New Year’s Day (Main &amp; Support Agencies)</td>
</tr>
<tr>
<td>January 2, 2021 (Saturday)</td>
<td>New Year’s Day Designated Holiday (Branches)</td>
</tr>
<tr>
<td>January 16, 2021 (Saturday)</td>
<td>Martin Luther King Jr. Day Designated Holiday (Main Public Service Agencies)</td>
</tr>
<tr>
<td>January 18, 2021 (Monday)</td>
<td>Martin Luther King Jr. Day (Branches &amp; Support Agencies)</td>
</tr>
<tr>
<td>February 13, 2021 (Saturday)</td>
<td>Presidents’ Day Designated Holiday (Main Public Service Agencies)</td>
</tr>
<tr>
<td>February 15, 2021 (Monday)</td>
<td>Presidents’ Day (Branches &amp; Support Agencies)</td>
</tr>
<tr>
<td>April 2, 2021 (Friday)</td>
<td>Good Friday (Main &amp; Support Agencies)</td>
</tr>
<tr>
<td>April 3, 2021 (Saturday)</td>
<td>Good Friday Designated Holiday (Branches)</td>
</tr>
<tr>
<td>April 4, 2021 (Sunday)</td>
<td>No Sunday Service</td>
</tr>
<tr>
<td>May 29, 2021 (Saturday) **</td>
<td>Memorial Day Designated Holiday (Main Public Service Agencies)</td>
</tr>
<tr>
<td>May 30, 2021 (Sunday)</td>
<td>No Sunday Service</td>
</tr>
<tr>
<td>May 31, 2021 (Monday)</td>
<td>Memorial Day (Branches &amp; Support Agencies)</td>
</tr>
</tbody>
</table>

* September 11-12, 2020 (Friday – Saturday) Branch Fall Schedule Begins (Closed Fridays, Open Saturdays)

** May 28-29, 2021 (Friday – Saturday) Branch Summer Schedule Begins (Open Fridays, Closed Saturdays)

**NOTED**

This was an information only item.

**COMMITTEE ON BUILDINGS/COMMITTEE ON FINANCE**

Minutes were approved at the November 17, 2020 Virtual Commission Meeting
Approval for Renewal of Snow Removal and De-Icing Services for Main and All Eastside Locations

The Facilities Department is seeking approval to exercise the renewal option for the following contract for the period of December 1, 2020 through November 30, 2021:

Snow Removal Services-Eastside Locations 
Premier Group Associates
535 Griswold, Ste 1420
Detroit, MI 48226

Amount Not to Exceed: $83,500.00/Year

The Procurement Department has received the agreement from the vendor and all required insurance documents and is requesting approval of these renewals.

COMMISSION ACTION

Commissioner Bellant moved approval. Commissioner Hayden Friley supported.

DISCUSSION

Commissioner Byrd-Hill inquired about a contract for the Westside locations.

Mr. Antonio Brown, Chief Financial Officer, stated that the Commission had approved a two-year contract with Xpert Lawn and Snow Service for the Westside locations. DPL was entering into the 2nd year of the contract.

A roll call vote was taken with the following results:

- Bellant   Yes
- Byrd-Hill Yes
- Hayden Friley Yes
- Jackson Yes
- Taylor Yes
- President Gray Yes

The motion passed unanimously.

Minutes were approved at the November 17, 2020 Virtual Commission Meeting
Approval to Renew the Heating and Cooling Preventative Maintenance Service with Johnson Controls Inc.

The Facilities Department is requesting approval to renew the contract for Heating and Cooling Preventative Maintenance. Johnson Controls Inc., is our current service provider for these services to all Detroit Library facilities. This contract was approved by Commission on October 15, 2019, through pricing under the cooperative Sourcewell Contract #030817-JHN. The cost for preventative maintenance services for all DPL locations of the Year 2 of the three-year agreement is $146,269.

The Facilities Department is requesting approval to renew the contract with Johnson Controls Inc., in an amount not to exceed $146,269.

COMMISSION ACTION

Commissioner Bellant moved approval. Commissioner Jackson supported.

DISCUSSION

Commissioner Byrd-Hill stated that she had not seen the original contract because she was not a member of the Commission when it was approved.

Mr. Brown stated that the original contracts will be included in the meeting documents from now on.

A roll call vote was taken with the following results:

- Bellant: Yes
- Byrd-Hill: No
- Hayden Friley: Yes
- Jackson: Yes
- Taylor: Yes
- President Gray: Yes

The motion passed.

Approval for Renewal of Janitorial Services with LGC Global, FM for a One-Year Period

The contract for Janitorial Services for Detroit Public Library was awarded to LGC Global FM in conjunction with RFP #DPL-CL-1901. This contract was approved by Commission on September 18, 2018 for a two-year period, with one 1-year renewal option.

Minutes were approved at the November 17, 2020 Virtual Commission Meeting
The services rendered by LGC Global FM for the initial contract period has been satisfactory and the vendor has agreed to renew the contract under the same terms and conditions. The Facilities Department is requesting approval to exercise the renewal option to ensure continuity of services for the Library. The renewal period is from November 5, 2020 through November 4, 2021, in an amount not to exceed $790,379.72.

COMMISSION ACTION

Commissioner Bellant moved approval. Commissioner Hayden Friley supported.

A roll call vote was taken with the following results:

- Bellant Yes
- Byrd-Hill Yes
- Hayden Friley Yes
- Jackson Yes
- Taylor Yes
- President Gray 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.

<table>
<thead>
<tr>
<th>Summary of Expenditures</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PUBLIC FUNDS</strong></td>
<td></td>
</tr>
<tr>
<td>PAYMENTS PROCESSED BY THE CITY OF DETROIT</td>
<td></td>
</tr>
<tr>
<td>1 Total Payroll July to September 2020</td>
<td>$1,819,916.58</td>
</tr>
<tr>
<td>2 Total For Vouchers – Processed on Fusion After 3/13/20 listed by invoice number &amp; date (processed off-site)</td>
<td>$1,830,290.64</td>
</tr>
<tr>
<td>3 FY 20 Annual Retiree Supplement</td>
<td>$0.00</td>
</tr>
<tr>
<td>4 FY 20 General Retirement System (GRS)</td>
<td>$0.00</td>
</tr>
<tr>
<td>5 FY 20 Central Staffing Services</td>
<td>$0.00</td>
</tr>
<tr>
<td>6 FY 20 Hybrid Pension Plan</td>
<td>$137,006.45</td>
</tr>
<tr>
<td>7 FY 20 VEBA</td>
<td>$0.00</td>
</tr>
<tr>
<td>8 FY 20 Debt Service Interest for 2014B(1) &amp; 2014B(2) Notes</td>
<td>$128,774.22</td>
</tr>
</tbody>
</table>

| Total Processed by City of Detroit | $3,915,987.89 |

Minutes were approved at the November 17, 2020 Virtual Commission Meeting
PAYMENTS PROCESSED BY DPL

1. Public Funds/Comerica Checking  Checks 1339 - 1341  $7,650.50
2. Branch & Main Library Deposit Checking Account  Checks 7471 - 7501  $67,233.80
3. Branch & Main Library Deposit Checking Account  Electronic Funds Transfer (EFT)  $2,272.62

Total Processed by DPL  $77,156.92

GRAND TOTAL  $3,993,144.81

Summary of Expenditures

RESTRICTED/DESIGNATED FUNDS

1. Burton Endowment Checking  Checks NONE  $0.00
2. O’Brien Checking  Checks 4804 - 4810  $29,096.75
3. Programs & Gifts  Checks 2910 - 2914  $323,079.76

GRAND TOTAL  $352,176.51

CREDIT CARD EXPENDITURES

1. Executive Director  $ 716.62
2. Executive Director’s Office – used for general office purpose  $0.00
3. Chief Financial Officer  $675.00
4. Human Resources Department  $ 532.00
5. Marketing Department  $3,330.29
6. Technical Services  $6,443.65
7. Facilities Department  $6,655.61
8. Information Technology  $233.98
9. Procurement  $4,528.06
10. Security  $541.43
11. Public Services  $2,059.69

GRAND TOTAL  $25,716.33

Note: These are July and August 2020 Credit Card Purchases

COMMISSION ACTION

Commissioner Jackson moved approval. Commissioner Bellant supported.

A roll call vote was taken with the following results:

- Bellant  Yes
- Byrd-Hill  Yes
- Hayden Friley  Yes
- Jackson  Yes
- Taylor  Yes
- President Gray  Yes

The motion passed unanimously.

Minutes were approved at the November 17, 2020 Virtual Commission Meeting
Fiscal Year 2021 Quarterly Budget to Actual Comparison (July 1, 2020 – September 30, 2020)

Mr. Antonio Brown reported the following:

The attached statement of revenues and expenditures is an actual of the Library’s financial position, comparing the amended FY2021 budget revenues and expenditures with the actual revenues and expenditures as of September 30, 2020. Please note, some revenue and expenditure items are seasonal; revenues are only deposited, and expenditures are incurred at certain times of the fiscal year.

As of September 30, 2020, a total of $11,547,654 in current year property taxes has been collected on behalf of the Library. The Library has also received $269,813 in delinquent property tax payments from Wayne County. Total revenues received for the 1st Quarter are $11,827,621; about 37% of the revenues budgeted for FY2021 of $32,424,924. This is on par for where we would have expected to be after the first quarter. Please note, the Detroit Library Commission approved at use of fund balance of $3,041,746 during the original budget process, and on June 18, 2020, the Commission approved an additional use of fund balance of $1,121,720 in response to budgetary impacts of the COVID-19.

Total expenditures as of September 30, 2020, are $4,287,283; roughly 12% of the overall expenditure budget of $35,466,670. Salaries and benefits expenditures total $2,101,325, or 10% of the budgeted total of $21,233,140. The variance is due to cost savings measures taken to furlough employees in response to the budgetary impacts of the COVID-19 pandemic. Overall operating expenses total $2,057,184; roughly 10% of the overall operating budget of $10,861,439. The existing report shows an overage in the Capital Outlay account 644124, this is due to some expenditures related to maintenance being reported in this account. Adjustments to the account will be made to use the correct line item accounts.

Overall, the Library administration believes the Library is on track with the approved budget plan for FY2021.

NOTED

This was an information only item.

Commissioner Hayden Friley thanked Mr. Brown for providing this information.
NEW BUSINESS

Commissioner Byrd-Hill asked if DPL was able to have a conversation with the Detroit Public Library Foundation to secure funding for additional masks.

Mrs. Mondowner replied yes and DPL is working on an initiative with the Detroit Public Library Foundation to provide funding for additional masks.

OLD BUSINESS

Commissioner Byrd-Hill asked about the Committee meetings not being regularly scheduled and posted on the website.

Commissioner Bellant stated that Committee meetings are not regularly scheduled and are held on an as needed basis. The meetings are always posted on the website prior to the scheduled date.

Commissioner Byrd-Hill expressed her concerns regarding the Committee on Books and Literacy, which she is a member of, not having regular meetings.

Commissioner Taylor stated that she was appointed chair of the Committee, however, she did not accept the appointment because she is an Ex-Officio.

Commissioner Byrd-Hill requested to assume the role of the chair of the Committee on Books and Literacy.

President Gray denied the request because Commissioners cannot appoint themselves to chair any Committee. This matter would be addressed at the next By-Laws Committee meeting.

COMMISSION ACTION

Commissioner Bellant moved to adjourn. Commissioner Hayden Friley supported.
A roll call vote was taken with the following results:

- Bellant Yes
- Byrd-Hill Yes
- Hayden Friley Yes
- Jackson Yes
- Taylor Yes
- President Gray Yes

The meeting was adjourned at 2:41 p.m.