

**DETROIT LIBRARY COMMISSION PROCEEDINGS
REGULAR MEETING
NOVEMBER 15, 2022**

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.

Commissioner Jackson called the Regular Meeting of the Detroit Library Commission to order at 1:41 p.m.

Present: President Jackson, Commissioners Adams, Bellant, Hicks

Excused: Commissioners Hayden Friley, Peterson-Mayberry, Short

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

Present Also: Janet Batchelder, Cheryl Blessett, Cheryl Buckoff, Maria Bryson, John Davis, Ken Gabriel, Ruth Hart, Imara Hyman, Victor Ibegbu, Courtney Kirby, JoAnne Mannino, Roger Morton, Carolyn Mosley, Cindy Mough, Christine Peele, Yvette Rice, Susan Taylor, Tim Turner, Brian Vance

APPROVAL OF THE MEETING MINUTES

COMMISSION ACTION

Commissioner Bellant moved approval of the Regular Meeting Minutes of October 18, 2022 and Special Meeting Minutes of October 18, 2022. Commissioner Hicks supported.

A roll call vote was taken with the following results:

- Adams Yes
- Bellant Yes
- Hicks Yes
- President Jackson Yes

The minutes were approved as presented.

Minutes were approved at the December 20, 2022 Commission Meeting

PUBLIC COMMENTS

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

Mr. Cledos Powell, Assistant Director of Facilities, stated that an additional assessment of the building needs to be completed before moving forward possibly before or after Christmas.

REPORT OF THE EXECUTIVE DIRECTOR

DPL and DPSCD Formalize Partnership

Mrs. Mondowney reported that over the years, the Detroit Public Library has worked with the Detroit Public Schools on a variety of programs, including Summer Reading, Author Day, Battle of the Books, and frequent classroom visits by librarians. Students have also been able to access a variety of electronic resources including Tutor.com and ABCmouse. During the pandemic students were able to obtain digital library cards, which provided access to online resources and materials that could be checked out.

DPL and Detroit Public Schools Community District (DPSCD) are now formally partnering to improve the educational outcomes of DPSCD students. A recently signed Memorandum of Understanding (MOU) between both organizations provides a framework for collaborative efforts to promote reading and support academic success. The partnership is currently focused on a campaign to put a library card in the hands of every student, and re-establishing in-person school and classroom visits by DPL librarians.

“Welcome to the Detroit Public Library” Brochure

Mrs. Mondowney reported that an informational brochure entitled, “Welcome to the Detroit Public Library,” has been distributed to all library locations. The brochure, also available in Spanish, provides details about how to obtain a library card, overdue items and replacement charges, and lending periods. A library card provides access to a wide range of services including “Book Club in a Bag,” e-books, online databases and the Michigan Activity Pass.

Doll Collecting 101 for Fun and Profit

Mrs. Mondowney reported that on Saturday, November 19, 2022, at Noon, the community is invited to the Parkman Branch to learn about doll collecting. Doll enthusiast Xzena Moore will share her expertise on how to collect dolls for fun and profit.

“Delusion, Fusion and the Age of the Sun” Astronomy Program

Mrs. Mondowney reported that DPL’s popular astronomy series continues through our partnership with the Wayne State University Planetarium. We are inviting the public to a virtual program at 6 p.m., on Tuesday, November 29, 2022, featuring Dr. Sean Gavin, associate chair of Wayne State’s Department of Physics and Astronomy. Dr. Gavin’s presentation, “Delusion, Fusion and the Age of the Sun,” will review the collision between Charles Darwin and Lord Kelvin, one of the greatest physicists of his day, and the birth of modern cosmology. Registration information is available on the Library’s website, detroitpubliclibrary.org.

Noel Night: December 3, 2022

Mrs. Mondowney reported that for the 48th Annual Noel Night, DPL in partnership with Midtown Detroit, Inc., will host an outdoor tent on Main Library’s lawn at Woodward & Kirby, on Saturday, December 3, 2022, from 5 – 9 p.m. There will be activities for children and we will also provide a holiday booklist for children and teens.

In the News

Mrs. Mondowney reported that on October 18, 2022, Fox 2’s “The Noon” featured a live segment with Lee Thomas. Mr. Thomas interviewed A.J. Funchess, Assistant Director for Marketing, and Halima Davis, Manager of Children’s Library and the HYPE Teen Center. The segment covered the Library’s programming and services for adults, children and teens. Ms. Davis also highlighted the HYPE Center’s music studio and podcast/radio studio.

Mrs. Mondowney reported that on October 27, 2022, WXYZ (Channel 7) reporter Ameera David featured a story on a local Detroit woman’s genealogy journey. The segment was partially filmed in the Clarence M. Burton Historical Collection at Main Library.

Mrs. Mondowney reported that on Sunday, October 30, 2022, the *Detroit Free Press* published an excerpt from Jemele Hill’s *Uphill: A Memoir*.

The article mentioned that Ms. Hill will be at Main Library, in the Media Room, for a book talk at 5:30 p.m., on Wednesday, November 16, 2022.

Minutes were approved at the December 20, 2022 Commission Meeting

Jalen Rose, a native Detroit and ABC/ESPN sports analyst, will have a conversation with Ms. Hill about her memoir. Although the event is at capacity for in-person seating, a link for live streaming will be available only on the day of the program at detroitpubliclibrary.org.

Wayne County: Delinquent Property Taxes

Mrs. Mondowney reported that on October 7, 2022, the Library received a payment of \$120,729.94 for delinquent property taxes.

DISCUSSION

Commissioner Hicks asked if there was a plan to post the Memorandum of Understanding (MOU) between the Detroit Public Library (DPL) and Detroit Public Schools Community District (DPSCD) on DPL's website.

Mrs. Mondowney replied there were no plans, however, it could be posted on the website.

COMMITTEE ON ADMINISTRATION

Approval of the Routine Human Resources Report

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

APPOINTMENTS (5)

Employee Name	Title	Hire date
Joseph Newman	Customer Service Representative	October 3, 2022
Michael Parlett	Building Trades Worker General	October 3, 2022
October Thomas	Security Officer	October 3, 2022
Alan Madeleine	Librarian II	October 17, 2022
Edwin Serrano	Technical Training Associate	October 17, 2022

RETIREMENTS (0)

SICK LEAVE PAYOUTS (0)

TOTAL PAYOUTS = (0)

POTENTIAL RETIREMENTS (0) Pending COD Approval

SEPARATIONS (5)

Minutes were approved at the December 20, 2022 Commission Meeting

Employee Name	Title	Last Day Worked
Franshell Henderson	Customer Service Representative	October 5, 2022
Sumiah Begum	Customer Service Representative	October 13, 2022
Mariel Fechik	Librarian II	October 13, 2022
Zapporia Shaw	Customer Service Representative	October 26, 2022
Michael Pyciak	Librarian III	October 31, 2022

EMPLOYEE HEADCOUNT

Headcount	October 2022	Headcount	October 2021
Budgeted Positions =	325	Budgeted Positions =	325
Active Employees =	210	Active Employees =	171
Furlough Employees =	0	Furlough Employees=	36
Vacant Positions =	115	Vacant Positions=	118

VACANT POSITIONS

POSITION	# OF BUDGETED POSITIONS	# OF FILLED POSITIONS	VACANT POSITIONS
CXO	1	0	1
Manager	26	22	4
Librarian III	36	22	14
Librarian I & II	24	15	9
Facilities	17	12	5
TTA	17	14	3
Customer Service Representative	92	38	54
Senior Customer Rep (Clerk)	24	13	11
Senior Accountant	2	1	1
Security	16	12	4
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

Only Position Titles with vacancies are listed.

***The Human Resources Department is actively recruiting for open positions.
54 of the vacant positions are part-time Customer Service Representative positions.***

COMMISSION ACTION

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

DISCUSSION

Commissioner Adams asked if there was a mass hiring process or if people were hired in stages. She was concerned that qualified candidates could be lost to other opportunities.

Ms. Trinee Moore, Director for Human Resources, stated that people were hired in stages so that the proper onboarding and training could be provided.

A roll call vote was taken with the following results:

- Adams Yes
- Bellant Yes
- Hicks Yes
- President Jackson Yes

The motion passed unanimously.

COMMITTEE ON BUILDINGS

Approval to Execute a Five-Year Sublease Agreement with MHT Housing, Inc. for the Campbell Branch Library

The Campbell Branch, located at 8733 W. Vernor, opened to the public in 2006 in a leased space that is approximately 6,832 square feet. The original lease between Southwest Housing Solutions, Inc. and the Detroit Public Library has expired, and the new sublessor is MHT Housing, Inc.

The terms of the agreement cover the time period beginning December 01, 2022, and ending on November 30, 2027. Significant provisions of the new sublease agreement with MHT Housing, Inc. include:

- A 5-year lease period at a base rate of \$6,745.85 per month (\$80,950.20 per year) for the first year, and subject to adjustments calculated by changes in the National Consumer Price Index for All Urban Consumers (1982-84 = 100) thereafter.
- The option to extend the lease for up to two additional 5-year terms.
- DPL is responsible for gas and electric, the landlord is responsible for water, and a reasonable amount of trash.
- The landlord will maintain the structure, including water, plumbing, sewage, snow removal and landscaping, and all perform all mechanical and electrical repairs.
- DPL will repair doors, door checks, windows, and plate glass; any grease traps, hair traps, and fixtures; furnace filters; interior walls, floors, and ceilings, when not covered by insurance.
- The landlord and DPL to both maintain necessary insurances. DPL will maintain policies of commercial general liability insurance, providing coverage for the operation of its business, including coverage for the Subleased Premises, with policy limits of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate.

Therefore, the Detroit Library Commission (DLC) Committee on Buildings is advising the Detroit Library Commission to consider approving and authorizing the Finance and Business Office to execute a new sublease with MHT Housing Inc., located at 32500 Telegraph Road, Suite 100 Bingham Farms, Michigan 48025 for a period of (5) five years. The total amount for the five-year lease is anticipated to be no more than \$438,155.23. This amount includes a projected 5% annual increase. Actual increases will be calculated based on changes in Consumer Price Index (CPI) for all urban consumers and determined at the beginning of each Lease Year.

COMMISSION ACTION

Commissioner Bellant moved approval to execute a five-year sublease agreement with MHT Housing, Inc. for the Campbell Branch Library. Commissioner Adams supported.

A roll call vote was taken with the following results:

- | | |
|---------------------|-----|
| ➤ Adams | Yes |
| ➤ Bellant | Yes |
| ➤ Hicks | Yes |
| ➤ President Jackson | Yes |

The motion passed unanimously.

Approval to Contract with Alpha Mechanical Service Group for Coil Replacement on AHU C-1 at Main Library

Minutes were approved at the December 20, 2022 Commission Meeting

The Detroit Library Commission (DLC) Committee on Buildings is advising the Detroit Library Commission to consider approving and authorizing the Finance and Business Office to contract with Alpha Mechanical Service Group for a coil replacement on AHU C-1 at Main Library at a total amount not to exceed \$57,560.

An Invitation for Bid (IFB) was advertised and posted on the Michigan Inter-Governmental Trade Network (MITN) website, www.bidnetdirect.com. The solicitation period was from October 06, 2022 until bid closing at 2:00 p.m. on October 24, 2022. The IFB was downloaded from the MITN website by twelve (12) firms. Three companies attended the mandatory walk through and two (2) companies submitted a bid for the services.

The Michigan Minority Development Council's (MMSDC)'s Matchmaker 365 (MM365) Program was utilized to identify qualified minority firms to receive an invitation to participate. The MM365 is an on-demand, online matchmaking tool that allows actual corporate buyers and decision makers to curate sourcing opportunities according to their detailed specifications. Seven potential matches were invited to utilize the MITN website for communication and tendering.

Organization Name	Bid Amount	Exceptions	Bid Rank
Alpha Mechanical Service Group 33200 Schoolcraft, Ste 112 Livonia, MI 48150	\$ 57,560.00	No	1
Johnson Controls, Inc. 2875 High Meadow Circle Auburn Hills, MI 48326	\$ 93,240.00	No	2

COMMISSION ACTION

Commissioner Bellant moved approval to contract with Alpha Mechanical Service Group for coil replacement on AHU C-1 at Main Library. Commissioner Adams supported.

DISCUSSION

Commissioner Adams asked about the vast difference in the bids.

Mr. Antonio Brown, Chief Financial Officer, stated that a pre-award meeting was held with Alpha Mechanical Service Group to ensure their price covered all the costs of labor and materials that were presented in the bid. No surprises are anticipated.

A roll call vote was taken with the following results:

- Adams Yes
- Bellant Yes

Minutes were approved at the December 20, 2022 Commission Meeting

- Hicks 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>			
<u>PUBLIC FUNDS</u>			
<u>PAYMENTS PROCESSED BY THE CITY OF DETROIT</u>			
1	Total Payroll	October 2022	\$891,815.26
2	Total For Vouchers – Processed on Fusion	After 3/13/20 listed by invoice number & date (processed off-site)	\$1,244,396.32
3	FY 22 Annual Retiree Supplement		\$0.00
4	FY 22 General Retirement System (GRS)		\$0.00
5	FY 22 Q4 Central Staffing Services		\$0.00
6	FY 22 1 ST Qtr. Hybrid Pension Plan		\$138,968.39
7	FY 22 VEBA		\$0.00
8	FY 22 Debt Service Interest for 2014B(1) & 2014B(2) Notes		<u>\$0.00</u>
Total Processed by City of Detroit			<u>\$2,275,179.97</u>
<u>PAYMENTS PROCESSED BY DPL</u>			
1.	Public Funds/Comerica Checking	Check NONE	\$0.00
2.	Branch & Main Library Deposit Checking Account	Checks 7878 - 7920	\$34,049.98
3.	Branch & Main Library Deposit Checking Account	Electronic Funds Transfer (EFT)	<u>\$2,857.16</u>
Total Processed by DPL			<u>\$36,907.14</u>
GRAND TOTAL			<u>\$2,312,087.11</u>
<u>Summary of Expenditures</u>			
<u>RESTRICTED/DESIGNATED FUNDS</u>			
1.	Burton Endowment Checking	Checks NONE	\$0.00
2.	O'Brien Checking	Checks 4911 -4919	\$11,121.22
3.	Programs & Gifts***	Checks 2992 - 2995	<u>\$1,499,951.82</u>
GRAND TOTAL			<u>\$1,511,073.04</u>
<u>Programs & Gifts Checking Account***</u>			
\$28.20	Language Line Services		
\$18,490.48	To transfer Wayne County Aug 2022 delinquent taxes to General Fund		
\$250,000.00	To transfer State of Michigan (SoM) MEDC (first 50%) to General Fund		

Minutes were approved at the December 20, 2022 Commission Meeting

\$1,231,433.14	To transfer State of Michigan (SoM) FY22 Renaissance Zone funds to General Fund
\$1,499,951.82	TOTAL
<u>CREDIT CARD EXPENDITURES</u>	
1. Executive Director	\$29.90
2. Executive Director's Office – used for general office purpose	\$0.00
3. Chief Financial Officer	\$140.00
4. Human Resources Department	\$778.20
5. Marketing Department	\$722.60
6. Technical Services	\$171.99
7. Facilities Department	\$1215.39
8. Information Technology	\$24.34
9. Procurement	\$1489.98
10. Security	\$451.79
11. Public Services	<u>\$1,008.84</u>
GRAND TOTAL	<u>\$6,033.03</u>
Note: These are September 2022 Credit Card Purchases	

COMMISSION ACTION

Commissioner Adams moved approval of the routine finance report. Commissioner Bellant supported.

A roll call vote was taken with the following results:

- Adams Yes
- Bellant Yes
- Hicks Yes
- President Jackson Yes

The motion passed unanimously.

OLD BUSINESS

Commissioner Bellant reported that the resolution initiated by Detroit City Council President, Mary Sheffield, asking the State Legislature to enact the appropriate laws to ban Tax Captures on the Detroit Public Library (DPL) and the Detroit Public Schools Community District (DPSCD) was postponed until January 2023.

ADJOURNMENT

COMMISSION ACTION

Minutes were approved at the December 20, 2022 Commission Meeting

Commissioner Bellant moved to adjourn. Commissioner Adams supported.

A roll call vote was taken with the following results:

- Adams Yes
- Bellant Yes
- Hicks Yes
- President Jackson Yes

The meeting was adjourned at 212 p.m.