

**DETROIT LIBRARY COMMISSION PROCEEDINGS
VIRTUAL REGULAR MEETING
NOVEMBER 16, 2021**

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 1:36 p.m.

A roll call attendance was taken with the following results:

- | | |
|---------------------|---------|
| ➤ Adams | Present |
| ➤ Hayden Friley | Present |
| ➤ Jackson | Present |
| ➤ Peterson-Mayberry | Present |
| ➤ Short | Present |
| ➤ President Bellant | Present |

Commissioner Adams left the meeting briefly and returned at 2:15 p.m.

Commissioner Smith Gray joined the meeting at 2:20 p.m.

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

Present Also: Katie Andreovich, Janet Batchelder, Cheryl Blessett, Maria Bryson, Aaron Burrell (Dickinson Wright PLLC), Enid Clark, Katie Dowgiewicz, Deborah Dorsey, Stephon Dorsey, Sean Everett, Ken Gabriel, Aliqae Geraci, D'Andre Herron, Christine Hoyler, B. Kennedy, Patricia Little, Joanne Mannino, Tracy Massey, Meghan McGowan, Roger Morton, Carolyn Mosley, Cindy Mough, Peggy Noble, Nushrat Rahman, Yvette Rice, J. Smith

APPROVAL OF MEETING MINUTES

COMMISSION ACTION

Commissioner Short moved approval of the October 19, 2021 meeting minutes. Commissioner Hayden Friley supported.

A roll call vote was taken with the following results:

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

The minutes were approved as presented.

PUBLIC COMMENTS

Peggy Noble – Expressed her concerns about the closure of the Chase Branch. She said that it was impacting the ability of children in the community to use the computers and have internet access.

Commissioner Peterson-Mayberry, President, Detroit Public School Community District (DPSCD) School Board, said that DPSCD students in the community should have devices that would give them internet access and they should reach out to DPSCD if their devices are not working properly.

Meghan McGowan – Expressed her concerns about the temporary closure of the Wilder Branch and the lack of branches opened on the Eastside.

Ms. Margaret Bruni, Director for Public Services, stated that the Wilder Branch was closed because some of the staff had a possible COVID-19 exposure and they were in quarantine.

Commissioner Peterson-Mayberry asked if DPL followed the Centers for Disease Control and Prevention (CDC) guidelines for COVID-19 exposure.

Minutes were approved at the December 21, 2021 Virtual Commission Meeting

Ms. Trinee Moore, Director for Human Resources, said that DPL follows the CDC, Michigan Occupational Safety & Health Administration (MI-OSHA), National Sanitation Foundation (NSF) and the City of Detroit Health Department guidelines for COVID-19 exposure.

NOTED

President Bellant said that the Commission should immediately receive notification of branch closures in case they need to respond to the community about the closure.

REPORT OF THE PRESIDENT

President Bellant reported that there had been no response to a letter from the Commission regarding tax captures that was sent to Mayor Michael Duggan in early June.

REPORT OF THE EXECUTIVE DIRECTOR

Detroit Public Library Grants

Mrs. Mondowney reported the following:

- ***State of Michigan***: On September 29, 2021, Governor Gretchen Whitmer approved Act No. 87 Public Acts of 2021, which is effectively the State of Michigan's FY2022 Budget, covering periods October 1, 2021 through September 30, 2022. Contained in the supplemental budget is a one-time appropriation of \$500,000 for an enhancement grant awarded to the Detroit Public Library to cover various maintenance and repair projects.
- ***Universal Service Administrative Fund Company (USAC) - Emergency Connectivity Funding***: On November 8, 2021, USAC notified the Library that its Emergency Connectivity Funding application had been approved in the amount of \$319,550. The total funding request was for \$525,550, which included 500 wireless hotspot devices for \$45,000, and two-years of wireless service fees for the 500 hotspots for \$154,550. The application also included 300 laptops at a cost of \$326,000. However, there is a \$400 cap per laptop from USAC.

The difference of \$206,000 will be funded by the City of Detroit's Department of Innovation and Technology.

- ***Detroit Brownfield Redevelopment Authority:*** As a reminder, during the May 18, 2021 Commission meeting, we reported that on April 27, 2021, the Detroit Brownfield Redevelopment Authority (DBRA) approved DPL's grant application from the Detroit Brownfield Authority's Local Brownfield Revolving Fund. The AKT Peerless Environmental Services provided technical support to complete the grant application.

The Redevelopment Project submitted to the DBRA was to offset the cost of eligible brownfield expenses such as demolition activities, asbestos abatement, site preparation for the Main Library's roof replacement, administration, and the consultants for the application. The grant application submitted identified \$336,945 of eligible expenses.

- ***African American History Commission Grant:*** DPL was invited to re-apply for another \$5,000 grant from the 400 Years of African American History Commission. DPL used the initial \$5,000 grant to present a virtual program entitled, "The African American in the Northwest Territory," on February 20, 2021. This additional funding will be used to develop another historical program that will be offered in the spring of 2022.

Weiss Financial Ratings Series - Financial Resource

Mrs. Mondowney reported that the Weiss Financial Ratings Series is now available at www.detroitpubliclibrary.org. This resource allows users access to resources about personal finances and financial literacy, Medigap plans, insurance, consumer guides and investment information.

Storytelling Festival

Mrs. Mondowney reported that the Detroit Association of Black Storytellers (DABS) has recorded a series of Christmas, Hanukkah and Kwanzaa stories for the Library's virtual "Holiday Storytelling Festival." DABS members have often presented in-person programming throughout the library system and are pivoting to this virtual format for the 2021 holiday season. Their stories will be available at www.detroitpubliclibrary.org in late November.

1000 Books Before Kindergarten

Mrs. Mondowney reported that DPL is participating in “1000 Books Before Kindergarten,” a national program that promotes early childhood literacy through parent and child reading.

Parents, grandparents, and caregivers are encouraged to read 1000 books to preschool children and to use the Beanstack Tracker on the Library’s website to log books read, earn digital prizes and receive free books to build a child’s personal library. Registration for the program is available at www.detroitpubliclibrary.org

Chief of Operations and Customer Experience Officer Status Report

Mrs. Mondowney reported that the Hawkins Group was hired in September of 2019 to conduct the search for a Chief of Operations and Customer Service Experience Officer. They have agreed to resume the search in mid-January 2022.

Catherine Broderick Donation

Mrs. Mondowney reported that on November 2, 2021, we received a \$500 donation from Mrs. Catherine Broderick for children’s programs and/or to purchase children’s materials.

Wayne County

Mrs. Mondowney reported that on November 5, 2021 the Library received \$106,726.97 from Wayne County for delinquent property taxes for the month of September 2021.

COMMITTEE ON ADMINISTRATION**COVID-19 Vaccination – Discussion**

Attorney Aaron Burrell discussed the proposed Detroit Public Library (DPL) vaccination policy and if it would be viable under State and Federal law. He stated that from a legal perspective, a mandatory vaccination policy is appropriate and consistent with binding law. DPL has the option of having employees fully vaccinated or having employees that are not vaccinated tested weekly for COVID-19 and continue wearing face coverings.

Minutes were approved at the December 21, 2021 Virtual Commission Meeting

All vaccination policies must allow exemptions for employees that are unable to receive the vaccination because of medical or religious reasons. These employees would be tested weekly for COVID-19 and continue wearing face coverings. Employees must provide documentation of their vaccination status. Employers must maintain a roster of each employee's vaccination status. Employers must provide the employee a reasonable amount of time for individuals to get vaccinated which includes four hours of paid time off. This policy falls under the current Occupational Safety & Health Administration (OSHA) guidelines.

Currently, the enforcement of this policy is questioned because on November 12, 2021, the United States Court of Appeals for the Fifth Circuit issued an order staying enforcement and implementation of the federal Occupational Safety & Health Administration's COVID-19 "vaccine or test" emergency temporary standard. The order was issued in response to a petition filed by various employers, states, religious groups and individual citizens.

DISCUSSION

Commissioner Peterson-Mayberry asked about a timeline for an employee to receive a vaccination if the policy was approved by the Commission.

Mr. Burrell said that DPL could create a timeline that would allow an employee a certain period of time to receive the vaccination.

Commissioner Jackson asked about preventing an employee from using a religious vaccination exemption.

Mr. Burrell said that there is no rule relative to the religiously held exemption. Employees seeking this exemption would have to produce something specific that suggests by obtaining a vaccination, it would be offensive to their religion

Commissioner Peterson-Mayberry asked if the cost of being tested weekly falls on the employer or the employee.

Mr. Burrell said that currently there is nothing in place that would require the employer to pay for the testing. The employer can ask the employee for documentation verifying their test results.

Commissioner Jackson asked about COVID-19 testing every three days for the unvaccinated employee.

Minutes were approved at the December 21, 2021 Virtual Commission Meeting

Mr. Burrell said that the standard OSHA policy requires weekly testing for an unvaccinated employee, however, there is nothing preventing DPL from preparing a policy that is more aggressive.

Mrs. Mondowney stated that with the new possibility of mandates and lawsuits surrounding those challenges, DPL needed some legal guidance on how it could minimize any pushback related to lawsuits that could cost DPL a lot of money and still be in sync with protecting the staff as well as the public. Commissioner Hayden Friley suggested having COVID-19 testing done at a legitimate site chosen by DPL.

Approval of Engagement Letter for Legal Services with Dickinson Wright PLLC

COMMISSION ACTION

Commissioner Short moved approval. Commissioner Hayden Friley supported
A roll call vote was taken with the following results:

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

The motion passed unanimously.

Approval of the Revised Internet Safety Policy for the Detroit Public Library

The draft revised Policy, provides a detailed description of the 2001 *Children's Internet Protection Act* [Pub. L. No. 106-554 and 47 USC 254(h)] and the Children's Online Privacy Protection Act (COPPA), a federal law that helps protect kids younger than 13 when they're online. It's designed to keep anyone from getting a child's personal information without a parent knowing about it and agreeing to it first. Internet safety for children comes up as a top priority when children browse the web. It is important to safeguard them from dangers.

"The Children's Internet Protection Act (CIPA) also mandates filtering on all library Internet terminals. This filter is site specific and does not block research sites or information.

Minutes were approved at the December 21, 2021 Virtual Commission Meeting

An additional component of CIPA, which parents will want to be aware of, is that minors are not permitted to disclose any personal information when using e-mail, visiting chat rooms or using any other electronic communications.”

**Policy Title: Internet Safety Policy for Detroit
Public Library Policy Number: 400**

Commission Approval Date:

I. Introduction

The Detroit Public Library participates in the federally funded “E-Rate”, program which provides affordable Internet access to schools and libraries. The Federal Communications Commission (FCC) requires E-Rate participants to follow the 2001 *Children’s Internet Protection Act (CIPA)*, a federal law. This law mandates filtering on all library Internet terminals. This filter is site specific and does not block research sites or information.

As such, it is the policy of Detroit Public Library to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

An additional component of CIPA, which parents will want to be aware of, is that minors are not permitted to disclose any personal information when using e-mail, visiting chat rooms or using any other electronic communications.

II. Public Computers

The Detroit Public Library offers computer use FREE at Main Library and all branch locations. The computers are available to anyone who has a valid library card or guest pass. A guest pass is available for one dollar.

- When signing in with a library card or guest pass, customers may use a computer for a total of one hour per day systemwide.
- Computer time will be extended when no other customers are waiting to use the computers.

- Printing is available for 10¢ per page for black & white copies and \$1 per page for color copies. (Please note: Customers are responsible for the cost of items they release from the printer. Customers are encouraged to ask staff for assistance before printing.)
- By using a library computer, customers agree to abide by the Library's Internet Use Policy, a copy of which is available at any Reference Desk or online.

III. Compliance with "The Children's Internet Protection Act" (CIPA)

- To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate visual information.
- Blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. "Harmful to minors" means any picture, image, graphic image file, or other visual depiction that: taken as a whole, lacks serious literary, artistic, political, or scientific value to minors, and appeals to a prurient interest. The term "minor" means any individual who has not attained the age of 17 years.
- Technology protection measures may be disabled for adults or minimized for minors for bona fide research or other lawful purposes.
- Parents and legal guardians are responsible for monitoring, supervising, and deciding which Internet sites are appropriate for minors in their custody.

Parents and legal guardians are responsible for all direct electronic communication (email, chat rooms or direct message service) in which minors in their custody participate.

- The Library encourages parents and guardians to read and discuss safety guidelines.
- No Internet filter is 100% effective, and library staff cannot act in loco parentis. Parents and guardians remain responsible for supervising the Internet behavior of their minor children.

Library staff should never act as "Internet cops." It is not and should not be the duty of library staff to monitor or censor what (i.e., content) patrons are accessing on the Internet.

Any such monitoring constitutes unconstitutional content-based censorship. Library staff should contact security operations or the appropriate law enforcement officials to enforce the laws.

IV. Wireless Internet

- Most library locations also offer free wireless access to the Internet to those with their own devices with wireless capabilities.
- Customers do not need a library card or password to access the wireless network; they can just search for the signal and connect.
- Library staff can point out where the wireless signal is strongest in the building but cannot troubleshoot an individual's computer.
- Most locations have designated electrical outlets for customer use. Customers may not use other outlets.
- Filters block computer access to some types of information. Adults may ask staff to temporarily turn off the filters. (Please note: The Detroit Public Library Standards of Library Behavior policy prohibits customers from "displaying profane, obscene or injurious language, text or graphics in public view.")
- By using the Library's wireless network, customers agree to abide by the Library's Internet Usage Policy, a copy of which is available at any Reference Desk or online.

V. Computer Classes

Computer classes and individualized computer instruction are available free of charge at all library locations. Ask staff for more information or go to www.detroitpubliclibrary.org.

VI. Related Policies

- Children's Internet Child Protection Act
- Detroit Public Library's Confidentiality Policy
- Detroit Public Library Standards of Library Behavior
- Electronic Communications
- Internet Use

Computer Earbuds & Flash Drives

Available for sale at the Circulation Desk.

NOTED

Ms. Christine Hoyley, E-Rate Central, stated that she had reviewed the revised Internet policy and the revisions to the policy now contain, // all of the necessary components.

COMMISSION ACTION

Commissioner Hayden Friley moved approval of the revised Internet policy.
Commissioner Peterson-Mayberry supported.

A roll call vote was taken with the following results:

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

The motion passed unanimously.

Approval of the Routine Human Resources Report

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

APPOINTMENTS (0)**RETIREMENTS (2)**

Employee Name/Title	Title	Last Day Worked	Retirement Date
Petra Rodriguez	Customer Serv. Rep	October 14, 2021	Determined by COD
Rochelle Harris	Senior Customer Rep	October 25, 2021	Determined by COD

SICK LEAVE PAYOUTS (2)

\$38,068.15

Minutes were approved at the December 21, 2021 Virtual Commission Meeting

TOTAL PAYOUTS = (2)**POTENTIAL RETIREMENTS (1) Pending COD Approval**

Employee Name	Title	Last Day Worked
Marianne Brown	Senior Customer Rep	January 3, 2022

SEPARATIONS (1)

Employee Name	Title	Last Day Worked
Abigail Rubin	Librarian II	October 31, 2021

EMPLOYEE HEADCOUNT

Headcount	October 2021	Headcount	October 2020
Budgeted Positions =	325	Budgeted Positions =	325
Active Employees =	171	Active Employees =	125
Furlough Employees =	36	Furlough Employees=	118
Vacant Positions =	118	Vacant Positions =	82

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	10	14
Facilities	17	12	5
TTA	17	13	4
Customer Service Representative	90	26	64
Senior Customer Rep (Clerk)	24	18	6
Branch Custodians	12	4	8
Senior Accountant	2	1	1
Security	16	14	2
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			118

Only Position Titles with vacancies are listed.

***"The Human Resource Department is actively recruiting for the Procurement Manager position."
"No other positions are being recruited at this time per the Collective Bargaining Agreement."
If qualified, open positions must be filled by furloughed employees.***

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

NOTED

Commissioner Peterson-Mayberry suggested adding a column in the report that would give the number of staff members that are in quarantine.

COMMISSION ACTION

Commissioner Angelique Peterson-Mayberry moved approval of the routine Human Resources report. Commissioner Hayden Friley supported.

A roll call vote was taken with the following results:

➤ Adams	Abstained
➤ Hayden Friley	Yes
➤ Jackson	Yes
➤ Peterson-Mayberry	Yes
➤ Short	Yes
➤ Cassandra Smith Gray	Yes
➤ President Bellant	Yes

The motion passed.

COMMITTEE ON FINANCE

Approval of the FY2023 Proposed Budget

Introduction

The Detroit Public Library received the "FY2023 Budget and 2024-2026 Four Year Financial Plan" submission request from the Deputy Chief Financial Officer and Budget Director of the City of Detroit on October 25, 2021, with a submission due date of November 30, 2021.

Minutes were approved at the December 21, 2021 Virtual Commission Meeting

The budget development process is in accordance with the State of Michigan Public Act 181 of 2014, Section 6(4) which requires the City of Detroit to submit a Four-Year Financial Plan at least 100 days prior to the start of the fiscal year, July 1, 2022. The City of Detroit will finalize its budget with the approvals of the City Council and Mayor by April 2022.

Overview

The overall objective of the Library's proposed spending plan is to maintain a safe, manageable and sustainable level of library service at accessible locations throughout Detroit. This spending plan is in keeping with our mission to enlighten and empower people by providing Diverse and Dynamic Pathways to Literacy and Learning.

To that end we are recommending the following: Continue to provide access and a wide-range of library programs and services from our current eight service points (Main Library; Campbell, Edison, Jefferson, Parkman, Redford and Wilder branches; and the Mobile Library) and the additional reopening of eleven branch libraries beginning July 1, 2022. The reopening of these additional branches will offer the community library programs and services at a total of 17 branch locations throughout the City of Detroit. We are requesting to keep Conely, Monteith and Skillman branch libraries closed (see notes).

The existing six branches and the additional eleven branches that will reopen starting July 1, 2022 will return to their pre-pandemic, 40-hours per week schedules. Main Library will be on a 48-hours per week schedule, including Monday hours. Sunday service hours will only be at Main Library from October through May, increasing service hours to 52-hours per week.

The proposed configuration of branches, coupled with the availability of the Mobile Library, offers increased access to the library programs and services and contributes to the economic base of the community. These valued services also compliment and support young people, parents and teachers in the Detroit Public Schools Community District, especially as it relates to the availability of technology, tutorial services, and children's and teen programming. We will continue to maintain several of the programs and services, implemented during the pandemic including virtual reference services, online virtual programming and computers for remote use.

Budget

Reopening the library system will require a substantial use of the fund balance, in the amount of **\$3,062,730**. The fund balance, at the writing of this document is **\$26,022,002**.

The projected FY2023 estimated revenues of **\$30,502,740**, is an increase of approximately **\$1million** above actual revenues of **\$29,309,245** received in FY2021. The two major funding sources FY2023 are local property taxes as well as state aid and county revenues. Local property taxes (current property taxes, prior year property taxes, NEZ, IFT, OPRA, and personal property taxes) total **\$27,634,488**. State aid and county revenue total is **\$2,645,309**. The estimated other revenue, which includes interests and earnings on investments, is **\$222,942**.

The proposed FY2023 estimated expenditures are **\$33,565,470**. Major sources of the expenditures are employee salaries and benefits, operation expenditures (i.e., utilities, computer systems, print and non-print material, repairs and maintenance), pension and retiree expenditures, and debt service. The spending plan budgets a total of **\$18,300,777** for salaries and benefits, **\$11,193,233** in operating expenses, **\$3,504,713** for pension and retiree obligations, and **\$566,746** for debt service.

Administration of the Detroit Public Library requests approval of the Proposed FY 2023 Spending Plan.

Notes:

The Monteith Branch Library critical capital improvement needs include a new roof and boiler, air conditioning, electrical work, refreshing of its public spaces and additional modifications in order to become ADA compliant. The total cost is estimated to be over \$3.3 million.

Following a structural assessment of the Conely Branch Library, it has been determined that significant repairs are needed to its basement floor and structural damage along the west and north walls.

The Skillman Branch Library, adjacent to the old Hudson's site, will remain closed while major construction activities in the area continue to disrupt parking and access to the building. The completion date was pushed back, with the front portion of the building to be completed by the end of 2023.

COMMISSION ACTION

Commissioner Jackson moved approval of the FY2023 proposed budget.
Commissioner Adams supported.

DISCUSSION

Commissioner Jackson asked if it was a necessity for the current budget proposal to use three million dollars from the fund balance to maintain projected operations for the next four years if no additional revenues are obtained.

Mr. Antonio Brown, Chief Financial Officer, stated that it was a necessity for DPL to use the fund balance over the next four years to provide as much service as possible to the citizens of Detroit.

President Bellant asked about the amount of taxes captured by the City of Detroit.

Mr. Brown said that the tax captures were now embedded in the current year property taxes and DPL's estimated amounts are as follows:

- FY 2023 \$3,400,000
- FY 2024 \$3,500.000
- FY 2025 \$3,600.000
- FY 2026 \$3,700.000

COMMISSION ACTION CONT'D

A roll call vote was taken with the following results:

- | | |
|------------------------|-----|
| ➤ Adams | No |
| ➤ Hayden Friley | Yes |
| ➤ Jackson | Yes |
| ➤ Peterson-Mayberry | Yes |
| ➤ Short | Yes |
| ➤ Cassandra Smith Gray | Yes |
| ➤ President Bellant | Yes |

The motion passed.

COMMENT

President Bellant noted that the FY2023 tax captures would more than cover the fund balance amount that is required to open Library branches

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 2021	\$745,457.27
2	Total For Vouchers – Processed on Fusion After 3/13/20 listed by invoice number & date (processed off-site)	\$346,438.90
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 1 st Qtr. Hybrid Pension Plan	\$111,424.45
7	FY 22 VEBA	\$0.00
8	FY 22 Debt Service Interest for 2014B(1) & 2014B(2) Notes	<u>\$128,774.22</u>
Total Processed by City of Detroit		<u>\$1,332,094.84</u>

Minutes were approved at the December 21, 2021 Virtual Commission Meeting

<u>PAYMENTS PROCESSED BY DPL</u>		
1. Public Funds/Comerica Checking	Checks NONE	\$0.00
2. Branch & Main Library Deposit Checking Account	Checks 7643-7660	\$13,594.67
3. Branch & Main Library Deposit Checking Account	Electronic Funds Transfer (EFT)	<u>\$1,930.93</u>
Total Processed by DPL		<u>\$15,525.60</u>
GRAND TOTAL		<u>\$1,347,620.44</u>
<u>Summary of Expenditures</u>		
<u>RESTRICTED/DESIGNATED FUNDS</u>		
1. Burton Endowment Checking	Checks NONE	\$0.00
2. O'Brien Checking	Checks 4848-4850	\$156.37
3. Programs & Gifts	Check 2947	<u>\$86,319.73</u>
GRAND TOTAL		<u>\$86,476.10</u>
<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		\$0.00
4. Human Resources Department		\$599.26
5. Marketing Department		\$1,046.65
6. Technical Services		\$823.75
7. Facilities Department		\$4,918.70
8. Information Technology		\$1,141.58
9. Procurement		\$4,316.12
10. Security		\$239.16
11. Public Services		<u>\$15.89</u>
GRAND TOTAL		<u>\$13,131.01</u>
Note: These are September 2021 Credit Card Purchases		

COMMISSION ACTION

Commissioner Adams moved approval of the routine finance report. Commissioner Smith Gray supported.

A roll call vote was taken with the following results:

- | | |
|------------------------|-----|
| ➤ Adams | Yes |
| ➤ Hayden Friley | Yes |
| ➤ Jackson | Yes |
| ➤ Peterson-Mayberry | Yes |
| ➤ Short | Yes |
| ➤ Cassandra Smith Gray | Yes |
| ➤ President Bellant | Yes |

The motion passed.

Minutes were approved at the December 21, 2021 Virtual Commission Meeting

OLD BUSINESS

Commissioner Jackson asked if the staff needed the Commission to make a motion to initiate a vaccine mandate policy.

Mrs. Mondowney stated that a vaccine policy was already drafted and ready to be presented to the Commission with a few revisions.

The Commission agreed to have a Special Commission meeting the week of November 22, 2021 to address this matter.

ADJOURNMENT

Commissioner Hayden Friley moved adjournment. Commissioner Jackson supported.

A roll call vote was taken with the following results:

- | | |
|------------------------|-----|
| ➤ Adams | Yes |
| ➤ Hayden Friley | Yes |
| ➤ Jackson | Yes |
| ➤ Peterson-Mayberry | Yes |
| ➤ Short | Yes |
| ➤ Cassandra Smith Gray | Yes |
| ➤ President Bellant | Yes |

The meeting was adjourned at 3:24 p.m.