

DETROIT LIBRARY COMMISSION PROCEEDINGS

REGULAR MEETING

NOVEMBER 20, 2018

President Thomas called the Regular Meeting of the Detroit Library Commission to order at 1:50 p.m.

Present: President Thomas, Commissioners Adams, Bellant, Inniss-Edwards, Jackson

Administrative staff: Mondowney, Brown, Call, Bruni, Funchess, Ibegbu, Johnson, Moore, Norfolk, Powell, Simmons, Williams

Excused: Commissioners Gray, Taylor (Ex-Officio)

Present Also: Cheryl Blessett, Lurine Carter, Gene Cunningham, Deborah Dorsey, Kathryn Dowgiewicz, Elena Herrada, Dawn McDuffie, Carolyn Mosley, Yvette Rice, Tiffani Simon, Derick Suppon, Bianca Suarez

President Thomas asked for a moment of silence to acknowledge the passing of Mr. Charles Gray, husband of Commissioner Cassandra Smith Gray.

APPROVAL OF MEETING MINUTES

The minutes of the Regular Meeting of October 18, 2018, were approved as presented.

PUBLIC COMMENTS

Gene Cunningham – Satisfaction Realty LLC – Mr. Cunningham asked the Commission to reconsider having a public hearing regarding the disposition of the Richard Branch. He said the community had a right to express their needs.

NOTED

Commissioner Bellant noted that Mr. Cunningham's request had not fallen on deaf ears.

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Elena Herrada – Friends of the Bowen Branch – Ms. Herrada expressed her dissatisfaction regarding the condition of Bowen Branch. She stated that the building was not ADA compliant, parking was limited and there was no air conditioning in the building. She asked how soon would they receive a response from the Commission regarding these concerns.

Dawn McDuffie – Friends of the Bowen Branch – Ms. McDuffie expressed her concerns regarding the Bowen Branch. She said more programs are needed for the children. Also, the branch has limited parking, no air conditioning and is not ADA compliant.

Bianca Suarez – Friends of the Bowen Branch – Ms. Suarez expressed her concerns regarding infrastructural improvements to the Bowen Branch such as air conditioning, parking and becoming ADA compliant.

NOTED

President Thomas stated that there are financial constraints on institutions that are sustained by taxpayers' dollars. It will take time to address all of the concerns at the Bowen Branch because the Library has many priorities. However, the issues at Bowen Branch have not gone unnoticed and have been discussed.

REPORT OF THE EXECUTIVE DIRECTOR

DPL Bookmobile

Mrs. Mondowney reported that the Library's bookmobile has been taken out of service due to a steering fluid leak that cannot be repaired. The vehicle, which has been on the road since 2002, out-lived its expected service life, which was 15 years. (A second bookmobile, which was purchased at the same time, was taken out of service in 2012 due to mechanical issues.) A new bookmobile is on order and is expected to be delivered to the Library in the Spring of 2019. Until then, Library on Wheels (LOW) will make monthly deliveries of a new set of about 25 books to participating area schools.

Facilities Update

Mrs. Mondowney reported the following updates:

Douglass Branch: Cross Construction has begun repair work on the Douglass Branch parking lot.

Skillman Branch: The branch will reopen for public service on Monday, November 26, 2018.

Franklin: The City of Detroit replaced the sidewalk easement in front of the Franklin Branch. DPL will make additional sidewalk repairs in the spring.

Water Quality Testing

Mrs. Mondowney reported that the Great Lakes Water Authority, Water Operating Services, Water Quality Department, has tested the water quality of all DPL locations except the Franklin and Skillman branches. The process and the results were as follows: "The samples collected were tested in our laboratory and found to meet the regulations for safe drinking water as mandated by the State of Michigan." The original document for each location is on file in the Human Resources Department. Franklin and Skillman were scheduled for testing the week of November 12, 2018.

Active Shooter Presentation

Mrs. Mondowney reported that Matt Conquest, Director of Law Enforcement for Crime Stoppers, made "Active Shooter Awareness & Survival" presentations to DPL staff in September. There were five presentations at Main Library with a total 268 employees from all branches and Main Library attending. A make-up date for remaining employees has been set for later in November.

Clarence M. Burton Memorial Foundation

Mrs. Mondowney reported that on October 4, 2018, DPL received a donation in the amount of \$85,000 from the Clarence M. Burton Memorial Foundation for the Library's Clarence M. Burton Endowment Fund.

Author Visits

Mrs. Mondowney reported that on October 14, 2018, Javaka Steptoe, author of *Radiant Child: The Story of Jean-Michel Basquiat*, visited Main Library to discuss his book and his creative process.

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The following morning, October 15th, he visited the Detroit School of the Arts and the Edison Branch Library. Mr. Steptoe discussed his work with 80 students at the DSA and he also participated in the "For Education" live radio broadcast. He then visited the Edison Branch Library in the afternoon where he met with a class of 27 students and 3 teachers from Cody High School.

Freda Sampson, author of *I Think I Said Something*, an account of the life, legacy and ministry of her late father, the Rev. Dr. Frederick G. Sampson II, long-time pastor of Detroit's Tabernacle Missionary Baptist Church, will be at Main Library on Sunday, December 9, 2018 at 2:30 p.m.

Dennis Archer will discuss his memoir, *Let the Future Begin*, at Main Library on Sunday, December 16, 2018 at 2:30 p.m. In addition to serving two terms as Detroit's mayor, Mr. Archer has served as a member of the Michigan Supreme Court and was the first African American to serve as president of the American Bar Association.

Holiday Branch Activities

Mrs. Mondowney reported that Thanksgiving holiday programming will include story time and craft programs at several branches including Chandler Park, Chaney, Douglass and Jefferson.

Santa Claus will visit the Chandler Park, Duffield, Hubbard, and Parkman branches in December, providing opportunities for little people to visit with him and to make holiday crafts and enjoy light refreshments. On Saturday, December 8, 2018, Santa will be joined by storytellers from the Association of Black Storytellers at the Duffield Branch.

Wayne County

Mrs. Mondowney reported that on November 13, 2018, DPL received a payment of \$153,805.30 for delinquent property taxes.

COMMITTEE ON ADMINISTRATION

Approval of the Human Resources Report

The Human Resources Department Report provides information regarding personnel actions taken from October 1, 2018 through October 31, 2018. These actions have been approved by Administration.

Minutes were approved at the December 18, 2018 Commission Meeting

APPOINTMENTS (8)

Employee Name	Title	Hire date
Imani Greason	Customer Service Representative	October 1, 2018
Mandy Kenney	Customer Service Representative	October 1, 2018
Elizabeth Allen	Librarian I	October 1, 2018
Brian Meyers	Finish Carpenter	October 1, 2018
Yvette Calvin	Customer Service Representative	October 15, 2018
Kamiro Willis	Refrigerator Equipment Operator Class1	October 15, 2018
Nafisah Halim	Customer Service Representative	October 29, 2018
Meghan McGowan	Librarian I	October 29, 2018

RETIREMENTS (1)

Employee Name/Title	Title	Last Day Worked	Retirement Date
Elizabeth Ogan	Librarian III	October 8, 2018	To be Determined by COD

SICK LEAVE PAYOUTS (0)**TOTAL PAYOUTS = \$0****POTENTIAL RETIREMENTS (0)****SEPARATIONS (3)**

Employee Name	Title	Last Day Worked
Allia McCoy	Customer Service Representative	9/30/2018
Jessica Wright	Security Officer	10/16/2018
Sianee Hawkins	Librarian III	10/31/2018

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EMPLOYEE HEADCOUNT

Headcount	October 2018	Headcount	October 2017
Budgeted Positions =	325	Budgeted Positions =	325
Active Employees =	311	Active Employees =	300
Vacant Positions =	14	Vacant Positions =	25

VACANT POSITIONS

POSITION	# OF BUDGETED POSITIONS	# OF FILLED POSITIONS	VACANT POSITIONS
Manager	25	21	4
Librarian III	29	28	1
Librarian I & II	24	21	3
Custodian	13	7	6
Total			14

Only Position Titles with vacancies are listed.

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

COMMISSION ACTION

Commissioner Bellant moved approval. Commissioner Adams supported.
The motion passed unanimously.

Approval of the Workplace Safety Policy

The purpose of the policy is to inform Detroit Public Library (DPL) employees about the Library's commitment to a safe work environment and to explain the shared responsibilities of the employee with regards to workplace safety.

The policy emphasizes DPL's commitment to a work environment that ensures the health and well-being of its employees. However, the policy also describes the Library's role and shared responsibility in maintaining a safe and healthy work environment. The policy language, in part, reads as follows:

"Each employee is expected to exercise caution and common sense in all work activities, and to abide by all state and federal health and safety laws as well as DPL's own safety and security rules. In addition, the Library will provide appropriate training for employees in the proper and safe use of DPL facilities and equipment."

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The policy also informs employees of the importance of reporting workplace injuries and to whom the emergencies should be reported. The reporting of injuries and accidents is also extended to customers and visitors.

The policy also addresses how violations of safety standards will be handled, including the use of appropriate disciplinary action.

The policy is intended to be a compliment to DPL's emergency preparedness efforts and its use will be monitored as a part of the Detroit Public Library Safety Audit Committee.

I. Purpose

Maintaining a safe workplace is essential to the Detroit Public Library (DPL), and it is the Library's policy to promote safety on the job and to comply with applicable laws regarding safety in the workplace. The health and well-being of employees is foremost among the DPL's concerns. For this reason, employees are expected to assist the library in maintaining safe working conditions. Employees are required to follow common sense safety practices and to correct or report any unsafe condition to (their supervisors/human resources/ or service directors). Safety is a state of mind and requires constant vigilance and good judgment. Safety is everyone's responsibility.

II. Objective

Employee safety and security is of primary concern to DPL. Each employee is expected to exercise caution and common sense in all work activities, and to abide by all state and federal health and safety laws, as well as DPL's own safety and security rules. In addition, the Library will provide appropriate training for employees in the proper and safe use of DPL facilities and equipment.

III. Scope of Policy

This policy applies to all employees while at work or engaged in work-related activities, i.e. conference attendance, off-site meetings and events, etc.

IV. Violations

Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, including termination of employment.

V. Related Policies

Clean Indoor Air, Drug & Alcohol Free Workplace, No Weapons and Workplace Violence.

COMMISSION ACTION

Commissioner Bellant moved approval. Commissioner Jackson supported.

DISCUSSION

Commissioner Adams asked for clarification of the policy.

Ms. Trinee Moore, Director for Human Resources, stated that the policy was to inform employees of their responsibilities for workplace safety.

Commissioner Adams stated that the policy needed to be more specific of what is expected from an employee.

COMMISSION ACTION CONT'D

Commissioner Bellant moved to withdraw the motion for approval and to refer the item back to the Committee on Administration for further discussion. Commissioner Jackson supported. The item was tabled.

Procurement Policy

A copy of the proposed procurement policy was distributed to each of the Commissioners as an "*information only*" item to be discussed at the next Committee on Administration meeting.

COMMITTEE ON BUILDINGS/FINANCE**Approval to Contract with Commercial Real Estate Broker for the Sale of the Gabriel Richard Branch Library**

A request was made to secure a contract for a Commercial Real Estate Agent/Broker to represent the Detroit Public Library for the sale of the Gabriel Richard Branch Library. The Detroit Public Library seeks to enter into an agreement with a Commercial Agent/Broker licensed in the State of Michigan to facilitate the sale of the Gabriel Richard Branch, located at 9876 Grand River Avenue.

A Request for Proposal (RFP), #DPL-CL-1904 was solicited. The RFP was also posted and available for download from the Michigan Inter-Governmental Trade Network (www.bidnetdirect.com/mitn) and the Detroit Public Library's web page (www.Detroitpubliclibrary.org) from September 25, 2018 until 2:00 pm on October 16, 2018. The RFP was downloaded from the MITN website by twenty-two (22) companies.

The Purchasing Department received one response to the RFP. The evaluation committee reviewed the proposals submitted and scored each proposal based upon the following criteria:

Criteria	Possible Points
Experience and Qualifications	60
Licenses of Proposed Staff	20
References	20

The evaluation results are as follows:

Supplier	A. Brown
Summit Commercial 7700 Second Street Suite 300 Detroit, MI 48202	95

Approval is requested to contract with the sole proposer, Summit Commercial. This is a commission-based contract of 6% of the property sale payable upon the closing of the transaction.

COMMISSION ACTION

Commissioner Adams moved approval. Commissioner Jackson supported. The motion passed unanimously.

Approval for Snow Removal and De-Icing Services for All Eastside Locations

A request was made by the Facilities Department to secure a new snow removal and de-icing contract for the Detroit Public Library's Eastside locations. Given the wide span of branch locations, it was determined that the Library would be better served by dividing the services into two separate contracts, one for the Eastside and another for the Westside branches.

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The branches and locations that are included in the scope of this RFP are the following:

<i>Branch/Location</i>	<i>Address</i>
Main Library	5201 Woodward Ave., Detroit, MI 48202
Chandler Park	12800 Harper, Detroit, MI 48213
Franklin Branch	13651 E. McNichols, Detroit, MI 48205
Jefferson Branch	12350 E. Outer Drive, Detroit, MI 48224
Lincoln Branch	1221 E Seven Mile, Detroit, MI 48203
Monteith Branch	14100 Kercheval, Detroit, MI 48215
Knapp Branch	13330 Conant, Detroit, MI 48212
Skillman Branch	121 Gratiot, Detroit, MI 48226
Wilder Branch	7140 E. Seven Mile, Detroit, MI 48234
Mark Twain Property	8500 Gratiot, Detroit, MI 48213
801 W. Baltimore	801 W. Baltimore, Detroit, MI 48202
Service Building	5828 Third Street, Detroit, MI 48202
Lothrop Property	1529 W. Grand Blvd/Warren 48208

A Request for Proposal (RFP), #DPL-CL-1903, was solicited. The RFP was also posted and available for download from the Michigan Inter-Governmental Trade Network (www.bidnetdirect.com/mitn) and the Detroit Public Library's web page (www.Detroitpubliclibrary.org). Lastly, in cooperation with the Michigan Minority Supplier Development Council (MMSDC), email notifications were sent to the snow removal firms for which they provide development services.

The Purchasing Department received five responses to the RFP. The evaluation committee reviewed the proposals submitted and scored each proposal based upon the following criteria:

<i>Criteria</i>	<i>Possible Points</i>
Responsiveness to the Scope of Services	25
Staffing/Equipment	25
Pricing	20
Past Performance on Contracts	10
References	10

The evaluation results are as follows:

Supplier	Base Bid	A. Brown	C. Powell	Average Score
Premier Group Associates 535 Griswold, Ste 1420 Detroit, MI 48226	\$80,970.00/Year \$250,270.17/Est. 3-Year Total	95	80	87.5
Xpert Lawn and Snow 21083 Mound Road Warren, MI 48091	\$85,250.00/Year \$268,750.63/Est. 3-Year Total	95	75	85
Ground Control Property Maintenance, LLC 20284 Lorne Taylor, MI 48180	\$151,576.00/Year \$454,728.00/Est. 3-Year Total	75	68	71.5

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A-Team Snow & Ice Control 459 Antoinette Drive Detroit, MI 48202	\$153,500.00/Year \$460,500.00/Est. 3-Year Total	85	72	78.5
Casar Management, LLC PO Box 661 St Clair Shores, MI 48080	\$226,650.00/Year \$679,950.00/Est. 3-Year Total	70	70	70

The Facilities Department is requesting approval of a contract with the highest ranked proposal, Premier Group Associates, for \$80,970.00 for the first year with an option to renew for two additional one-year periods, based upon acceptable performance. The total estimated three (3) year contract is \$250,270.17.

COMMISSION ACTION

Commissioner Bellant moved approval. Commissioner Adams supported. The motion passed unanimously.

Approval to Revise the Contract for the Douglass Branch Garage Extension

The contract for the Design/Build of the Garage Extension and Resurfacing of the Driveway and Parking at Douglass Branch was approved by the Detroit Library Commission on June 19, 2018 in the amount of \$197,511. During the final design phase of the project, it was agreed upon by administration and the Contractor that the driveway for the Book Mobile had to accommodate a straight approach to the garage. Therefore, the design plans were revised to accommodate this necessary change. The Contractor submitted amended plans to Administration on October 9, 2018, allowing for this change and replacing the asphalt paving with concrete to better sustain the additional weight of the heavier vehicle. The revised estimate for the project was \$194,000. Upon submitting the contractor's design plans to their review team, the Contractor was advised that final approval is contingent upon the installation of a carbon monoxide detection system and an air balancing system for the garage. The additional cost of these systems is \$17,000.

The Facilities Department is requesting approval to revise the Douglass Branch contract for an amount not to exceed \$211,000.

COMMISSION ACTION

Commissioner Bellant moved approval. Commissioner Inniss-Edwards supported. The motion passed unanimously.

COMMITTEE ON FINANCE

Approval to Renew the Contract with Kelley Cawthorne for Lobbying Services

The contract to provide Lobbying Services with Kelley Cawthorne was approved by the Commission in a Special Meeting on August 22, 2017 for one-year. The performance under this contract has been satisfactory and Administration is requesting approval renew the contract for an additional year. This renewal period will allow for continuity of Lobbying Services for one (1) year from December 1, 2018 through November 30, 2019.

Approval is requested to renew the contract with Kelley Cawthorne for an amount not to exceed thirty-nine thousand dollars (\$39,000).

COMMISSION ACTION

Commissioner Adams moved approval. Commissioner Inniss-Edwards supported. The motion passed unanimously.

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	September & October 2018	\$2,001,753.34
2	Total Vouchers – Processed on FUSION	90 to 259	\$1,296,819.75
3	FY 2019 Benefits Plan		\$0.00
4	FY 2019 General Retirement System (GRS)		\$0.00
5	FY 2019 Central Staffing Services		\$304,214.50
6	FY 2019 Hybrid Pension Plan		<u>\$136,681.40</u>
	Total Processed by City of Detroit		<u>\$3,739,468.99</u>
<u>PAYMENTS PROCESSED BY DPL</u>			
1.	Public Funds/Comerica Checking	Check below ck #1308	\$0.00
2.	Branch & Main Library Deposit Checking Account	Checks 6023 - 6169	\$74,834.92
3.	Professional Service Contracts	Checks 1308	<u>\$3,250.00</u>
	Total Processed by DPL		<u>\$ 78,084.92</u>

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GRAND TOTAL		\$ 3,817,553.91
<u>Summary of Expenditures</u>		
<u>RESTRICTED/DESIGNATED FUNDS</u>		
1. Burton Endowment Checking	Checks 8315 - 8316	\$1,715.00
2. O'Brien Checking	Checks 4669 - 4697	\$17,528.75
3. Programs & Gifts	Checks 2635 - 2641	<u>\$1,109.32</u>
GRAND TOTAL		<u>\$20,353.07</u>
<u>CREDIT CARD EXPENDITURES</u>		
1. Executive Director		\$29.90
2. Executive Director's Office – used for general office purpose		\$68.04
3. Chief Financial Officer		\$212.50
4. Human Resources Department		\$1,456.80
5. Marketing Department		\$2,395.12
6. Technical Services		\$9,487.17
7. Facilities Department		\$1,410.58
8. Information Technology		\$879.82
9. Purchasing		\$5,277.11
10. Security		\$208.65
11. Public Services		<u>\$ 120.88</u>
GRAND TOTAL		<u>\$21,546.57</u>
Note: These are August 2018 Credit Card Purchases		

COMMISSION ACTION

Commissioner Adams moved approval of the routine report on finance as presented. Commissioner Bellant supported. The motion passed unanimously.

The meeting was adjourned at 2:32 p.m.