

**DETROIT LIBRARY COMMISSION PROCEEDINGS
REGULAR MEETING
NOVEMBER 21, 2023**

NOTED

The meeting was held in Main Library's Galleria. The meeting was also available for virtual viewing.

President Hayden Friley called the Regular Meeting of the Detroit Library Commission to order at 1:40 p.m.

A roll call attendance was taken with the following results:

- Frierson-Haynes Present
- Hicks Present
- Jackson Present
- President Hayden Friley Present

Commissioner Adams joined the meeting at 1:48 p.m.

Excused: Commissioners Peterson-Mayberry, Short

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

Present Also: Douglas Blount, Maria Bryson, Cindy Darrah, India Davis,
Deborah Dorsey, Ken Gabriel, DeAngela Goler, Debra
Henning, Augustus Hill, Elena Herrada, Deidra Jones, Noah
Kincaid, Torria Love, Carolyn Mosley, Detroit's OtterPilot,
Yvette Rice, Paul Robinson, Megs Rutigliano, Shakir Smith,
Cully Sommers, Tim Turner, Brian Vance, Dewanna
Veasley, Deandrea White, Cheryl Wright

COMMISSION ACTION

Commissioner Jackson moved to enter into a closed session to discuss the Executive Director's performance evaluation and contract. Commissioner Frierson-Haynes supported.

A roll call vote was taken with the following results:

- Frierson-Haynes Yes
- Hicks Yes
- Jackson Yes
- President Hayden Friley Yes

The closed session began at 1:41 p.m.

Everyone was excused except for the Commissioners.

Commissioner Adams joined the meeting at 1:48 p.m.

COMMISSION ACTION

Commissioner Jackson moved to adjourn the closed session. Commissioner Adams supported.

A roll call vote was taken with the following results:

- Adams Yes
- Frierson-Haynes Yes
- Hicks Yes
- Jackson Yes
- President Hayden Friley Yes

The closed session ended at 1:56 p.m.

The open session began at 1:56 p.m.

Everyone reconvened in the Galleria at 1:56 p.m.

APPROVAL OF THE EXECUTIVE DIRECTOR'S CONTRACT

Commissioner Hicks moved to extend the Executive's Director existing contract for 12-months with the condition that the Committee on Administration, the Executive Director and any of the other Commissioners that would like to participate in the process, meet and construct a robust set of goals and objectives to be used at the conclusion of the 12-month period to evaluate the Executive Director. Commissioner Frierson-Haynes supported.

Minutes were approved at the December 19, 2023 Commission Meeting

A roll call vote was taken with the following results:

- | | |
|---------------------------|-----|
| ➤ Adams | Yes |
| ➤ Frierson-Haynes | Yes |
| ➤ Hicks | Yes |
| ➤ Jackson | Yes |
| ➤ President Hayden Friley | Yes |

The motion passed unanimously.

APPROVAL OF THE MEETING MINUTES

COMMISSION ACTION

Commissioner Jackson moved approval of the meeting minutes of October 17, 2023 with any necessary corrections. Commissioner Hicks supported.

A roll call vote was taken with the following results:

- | | |
|---------------------------|-----|
| ➤ Adams | Yes |
| ➤ Frierson-Haynes | Yes |
| ➤ Hicks | Yes |
| ➤ Jackson | Yes |
| ➤ President Hayden Friley | Yes |

The motion passed unanimously.

PUBLIC COMMENTS

Elena Herrada – Expressed her concerns about the Bowen Branch Library not accepting donated books.

Ms. Margaret Bruni, Director for Public Services, stated that new books can be donated at the Bowen Branch Library at the discretion of the Manager. However, used books cannot be donated because there is a lack of space.

Ms. Herrada also expressed her concerns about the reopening of the Burton Collection.

Cindy Darrah – Expressed her concerns about the Library Branches closing at 6 p.m. and not staying open later. She was also concerned about the handicapped parking on the Cass Circle. She said the parking should be available for regular customers too, not just handicapped.

Debra Henning – Expressed her concerns about the Burton Collection becoming privatized. She also expressed concern about the Burton Collection research process.

Ms. Bruni stated that there is no discussion to privatize the Burton Collection. The Burton Collection will be reopening as soon as possible. Some of the items in the collection are off-site which is why the staff asks the customer in advance what are they researching.

REPORT OF THE EXECUTIVE DIRECTOR

Ms. Alma Simmons, Special Assistant to the Executive Director, read the Executive Director's report on behalf of Mrs. Mondowney.

Bela Hubbard and Jessie C. Chase Library Branches

The Hubbard Branch, at 12929 W. McNichols, reopened to the public on November 20, 2023. The Hubbard and Chase branches were closed in March 2020 due to the COVID-19 pandemic. They remained closed during the phased re-opening of other locations when their HVAC systems failed and supply chain issues delayed delivery of the new HVAC systems. The necessary work to prepare for reopening the Chase Branch, at 17731 W. Seven Mile, should be completed by the end of December. We plan to reopen the branch for service in January 2024.

1,000 Books Before Kindergarten

Three families have reached the goal of reading 1,000 books before kindergarten. Two families joined the program in 2021 and the other family joined in 2022. There are currently 82 active readers in this program that promotes reading to infants and toddlers and encourages parent and child bonding through reading.

Noel Night 2023

For the first time since December 2019, Main Library will open its doors for Noel Night, on Saturday, December 2, 5-9 p.m. Children's Library will host Santa and Mrs. Claus, holiday crafts, story times, and a newly commissioned puppet show featuring the Flying Cardboard Theater. HYPE Teen Center will feature a DJ and cotton candy.

Minutes were approved at the December 19, 2023 Commission Meeting

Two special events will include the opening reception for an exhibition, ENCORE, featuring the work of Desiree Kelly, an award-winning artist and Detroit native. The gifted and talented, award-winning Detroit Youth Choir will have performances at 5:30 and 7:30 p.m. in the Clara Stanton Jones Friends Auditorium.

Library Card Campaign: Launch with Attorney General Dana Nessel

The Detroit Public Library is pleased to announce a partnership with Michigan's Attorney General Dana Nessel. AG Nessel graciously agreed to serve as the Honorary Chair of our Library Card Campaign; she also taped a Public Service Announcement. You may view the PSA on our website, detroitpubliclibrary.org, and on our YouTube channel.

WDIV (Channel 4): Library Card Campaign News Story

Paula Tutman, Emmy award-winning broadcast journalist and reporter for WDIV Channel 4 Detroit, interviewed A.J. Funchess, Assistant Director for Marketing & Communications and Katie Dowgiewicz, PR Specialist, about the Detroit Public Library's "Library Card Campaign" on Tuesday, November 7, 2023.

The TV news story highlighted and promoted our campaign featuring "4 Great Things You Can Do with Your Library Card!" The news story was published on the 4 p.m. news on Tuesday, November 7, 2023.

Upcoming Events

- On November 30, 2023, Noon – 3 p.m., the Wayne Metro Community Action Agency will offer the "Homebuyer Club," a class that covers the basics for first-time homebuyers. The class will meet in Main Library's Galleria.
- Knapp Branch will host "Creating a Document in Microsoft Word" on Thursday, December 28, 2023, Noon – 1 p.m.
- The Sherwood Forest Branch is partnering with the Friends of Detroit Animal Care and Control to offer the "PAWS to Read" program. Children read to rescued dogs to improve their reading skills in a healthy, non-judgmental environment while learning about animal rescue once a month. The next programs will be offered at 4:30 – 5:30 p.m., on December 3, 2023 and January 3, 2024.
- Gleaners Community Food Bank will present "Cooking Matters," a free nutrition-education program focused on meal preparation, shopping, food budgeting and nutrition. The Douglass Branch for Specialized Services will host the program on November 27th, and December 4th, 11th, and 18th, from Noon – 2 p.m. Participants will take home a bag of groceries at the end of each class

NOTED

Commissioner Frierson-Haynes suggested having a co-chair for the Library Card Campaign.

COMMITTEE ON ADMINISTRATION**Approval of the Routine Human Resources Report**

The Human Resources Department Report provides information regarding personnel actions taken from October 1, 2023 through October 31, 2023. These actions have been approved by Administration.

APPOINTMENTS (6)

Employee Name	Title	Hire date
Juliette Loeb	Librarian III	October 2, 2023
Rosanna Walker	Librarian III	October 2, 2023
Zoe Haynes	Customer Service Representative	October 2, 2023
Sanita Payne	Customer Service Representative	October 2, 2023
Torria Love	Procurement Manager	October 30, 2023
Bonnie Taylor	Customer Service Representative	October 30, 2023

RETIREMENTS (0)**SICK LEAVE PAYOUTS (0)****TOTAL PAYOUTS = \$0****POTENTIAL RETIREMENTS (2) Pending COD Approval**

Employee Name	Title	Last Day Worked
Dawn Eurich	Librarian III	November 11, 2023
Judith Paduch	Senior Customer Rep	November 30, 2023

SEPARATIONS (3)

Employee Name	Title	Last Day Worked
Pheia Smith	Customer Service Representative	October 6, 2023
Zhariyah Laughlin	Customer Service Representative	October 8, 2023
Mahbuba Khanam	Customer Service Representative	October 28, 2023

Minutes were approved at the December 19, 2023 Commission Meeting

<u>EMPLOYEE POSITIONS</u>			
	October 2023		October 2022
Vacant Positions to be filled	88	Vacant Positions =	115
Non-Vacant Budgeted Positions	20		
Filled Budgeted Positions	204		
Not Actively Being Recruited Budgeted Positions	13		
Total Budgeted Positions =	325	Budgeted Positions =	325
We currently have 224 active employees compared to 210 in October 2022			
POSITION	# OF BUDGETED POSITIONS	# OF FILLED POSITIONS	VACANT POSITIONS
Manager	29	26	3
Librarian II	44	23	21
Librarian III	30	24	6
Facilities	16	12	4
Customer Service Representative Full-time	26	15	11
Customer Service Representative Part-time FTE	22	17	5
Senior Customer Rep (Clerk)	39	26	(13*)
Security	17	12	5
TTA	33	18	15
Office Support Assistant	11	10	1
Technical Services Assistant	4	3	1
Sr Dup Devices Operator	1	0	1
Shipping Room Assistant	1	0	1
Principal Clerk	3	2	1
Administrative Assistant	6	5	1
Pre-Professional	3	2	1
Assistant Director	6	5	1
Procurement Assistant	1	0	1
Human Resources Specialist	1	0	1
Custodians	12	4	8
Total	305	204	88
Only Position Titles with vacancies are listed.			
<i>The Human Resources Department is actively recruiting for open positions.</i>			
<i>*13 Senior Customer Rep (Clerk) Not actively seeking to fill at this time.</i>			

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

Minutes were approved at the December 19, 2023 Commission Meeting

COMMISSION ACTION

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

A roll call vote was taken with the following results:

- | | |
|---------------------------|-----------|
| ➤ Adams | Yes |
| ➤ Frierson-Haynes | Abstained |
| ➤ Hicks | Yes |
| ➤ Jackson | Yes |
| ➤ President Hayden Friley | Yes |

The motion passed unanimously.

NOTED

Commissioner Frierson-Haynes stated that she abstained because she had a relative recently hired at the Detroit Public Library.

COMMITTEE ON FINANCE**Approval of the Routine Finance Report**

Minutes were approved at the December 19, 2023 Commission Meeting

**Detroit Library Commission
Committee on Finance
November 2023 Commission Report
October 2023 Expenses
SUMMARY**

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 CITY OF DETROIT:</u>				
1. Total Payroll		October 2023		\$967,202.17
2. Total Vouchers-processed on FUSION	After 3/13/2020 listed by invoice number & date (processed off-site)			\$627,074.76
3. FY23 Annual Retiree Supplement				0.00
4. FY23 General Retirement System (GRS)				\$0.00
5. FY23 Q4 Central Staffing Services				0.00
6. FY23 3rd Qtr. Hybrid Pension Payment				\$0.00
7. FY23 VEBA				0.00
8. FY23 Debt Service Interest for 2014B(1) & 2014B(2) Notes				0.00
Total processed by City of Detroit				\$1,594,276.93
<u>PAYMENTS PROCESSED BY DPL:</u>				
1. Public Funds/Comerica checking	Checks	1393		\$4,725.00
2. Branch & Main Library Deposit Checking account	Checks	8301 - 8361		\$50,894.22
3. Branch & Main Library Deposit Checking account	Paid 10/09/2023	Electronic Funds Transfer (EFT)		\$2,167.50
Total processed by DPL				\$57,786.72
Grand Total				\$1,652,063.65
<u>Summary of Expenditures</u> <u>Restricted/Designated Funds</u>				
1. Burton Endowment Checking	Checks	8355 - 8357		\$23,929.12
2. O'Brien Checking	Checks	4999 - 5000		\$4,923.89
3. Programs & Gifts Checking Account	Checks	NONE		\$0.00
Grand Total				\$28,853.01
<u>Credit Card Expenditures</u>				
1. Executive Director				\$ -
2. Executive Director's Office-used for general office purpose				139.93
3. Chief Financial Officer				3,235.52
4. Human Resources Department				3,214.17
5. Marketing Department				432.18
6. Technical Services				433.35
7. Facilities Department				4,564.23
8. Information Technology				161.49
9. Procurement				2,292.78
10. Security				1,003.24
11. Public Services				1,653.40
Grand Total				\$ 17,130.29
NOTE: These are September 2023 Credit Card purchases				

Minutes were approved at the December 19, 2023 Commission Meeting

COMMISSION ACTION

Commissioner Jackson moved approval of the routine finance report. Commissioner Frierson-Haynes supported.

A roll call vote was taken with the following results:

- | | |
|---------------------------|-----|
| ➤ Adams | Yes |
| ➤ Frierson-Haynes | Yes |
| ➤ Hicks | Yes |
| ➤ Jackson | Yes |
| ➤ President Hayden Friley | Yes |

The motion passed unanimously.

NEW BUSINESS

Mr. Antonio Brown, Chief Financial Officer, introduced DPL's new Procurement Manager, Ms. Torria Love.

Ms. Love stated that she has experience in both the private and public sectors, most recently with the City of Detroit and the Detroit Public Schools Community District. She looks forward to working at DPL to ensure that the procurement process is efficient.

OLD BUSINESS

President Hayden Friley stated that the contract for AFSCME Local 1259 was approved by the Commission and needed the signatures of the Commission President and Vice-President. President Hayden Friley signed the contract at the October 17, 2023 Commission meeting. Vice-President Short was not present. The contract was still waiting for the Vice-President's signature. Commissioner Short was not present at the November 21, 2023 Commission meeting.

COMMISSION ACTION

Commissioner Adams moved that the authority to sign the contract for AFSCME Local 1259 and any other outstanding contracts be delegated to the Secretary of the Detroit Library Commission, Mr. Franklin Jackson, on behalf of the Detroit Library Commission. Commissioner Frierson-Haynes supported.

A roll call vote was taken with the following results:

- | | |
|---------------------------|-----|
| ➤ Adams | Yes |
| ➤ Frierson-Haynes | Yes |
| ➤ Hicks | Yes |
| ➤ Jackson | Yes |
| ➤ President Hayden Friley | Yes |

The motion passed unanimously.

ADJOURNMENT

Commissioner Hicks moved to adjourn. Commissioner Adams supported.

A roll call vote was taken with the following results:

- | | |
|---------------------------|-----|
| ➤ Adams | Yes |
| ➤ Frierson-Haynes | Yes |
| ➤ Hicks | Yes |
| ➤ Jackson | Yes |
| ➤ President Hayden Friley | Yes |

The meeting was adjourned at 2:40 p.m.