

**DETROIT LIBRARY COMMISSION PROCEEDINGS**

## REGULAR MEETING

DECEMBER 18, 2018

President Thomas called the Regular Meeting of the Detroit Library Commission to order at 1:45 p.m.

Present: President Thomas, Commissioners Adams, Bellant, Jackson

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

Excused: Commissioners Inniss-Edwards, 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

**APPROVAL OF MEETING MINUTES**

The minutes of the Special Meeting of November 20, 2018, Regular Meeting of November 20, 2018, and Special Meeting of November 27, 2018, were approved as presented.

**PUBLIC COMMENTS**

There were no public comments.

**REPORT OF THE PRESIDENT**

President Thomas announced that this was his last term on the Detroit Library Commission. He said that he had a great deal of respect for the Detroit Public Library's staff and leadership. He stated that it had been a pleasure to serve as a Library Commissioner for 23 years.

### **REPORT OF THE EXECUTIVE DIRECTOR**

Mrs. Mondowney read the following resolution honoring President Edward M. Thomas:

**Whereas**, the Detroit Library Commission is the governing body of the Detroit Public Library, and its members are appointed by the Detroit Board of Education; and,

**Whereas**, Judge Edward M. Thomas was first appointed to the Detroit Library Commission in 1995, beginning his service during the tenure of Library Director Jean T. Curtis, and, has since served on the Commission through three additional library directors; and,

**Whereas**, Judge Thomas' mother, Margaret McCall Thomas Ward, was a librarian and archivist, who instilled in him the importance of libraries and the importance of lifelong learning and community service; and,

**Whereas**, Judge Thomas has provided leadership to the Detroit Library Commission for the last 23 years, having served as member and chair of various Commission committees including administration, finance, and audit; and,

**Whereas**, he has held the offices of Commission Vice President and Secretary several times, and has served as Commission President in 1999, 2004, 2011 and 2018 and, in that role, has provided important leadership to the Detroit Public Library in fulfilling its mission to enlighten and empower the people of Detroit by providing diverse and dynamic pathways to literacy and learning;

**Now**, be it therefore resolved that the Detroit Library Commission and the staff of the Detroit Public Library, thank Judge Thomas for his longtime service as a member of the Detroit Library Commission, and for his commitment to the Detroit Public Library and the citizens of Detroit.

### **COMMISSION ACTION**

Commissioner Adams moved to adopt the resolution. Commissioner Bellant supported. The motion passed unanimously.

Mrs. Mondowney presented an engraved gift to Commissioner Thomas, acknowledging his service as the President in 2018.

### **Noel Day/Night**

Mrs. Mondowney reported that the expanded Noel Night called for the library and other cultural institution to provide programming during the hours of 11 a.m. – 5 p.m. On Saturday, December 1, Main Library offered its weekly ProjectArt in the Children's Library and the Hackley After Dark Lecture Series. Midtown Detroit provided musical performances in the Clara Stanton Jones Friends Auditorium, which included the Michigan Opera Theatre Carolers and the Detroit Chamber Winds and Strings. Main Library welcomed about 2,500 visitors.

Main Library's traditional Saturday night programming was moved to Sunday, December 2 for a Family Funday Holiday Celebration. Activities included a visit from Santa Claus, a Holiday Dance Party, face painting, creating holiday ornaments using the 3D printers. Audrey Northington, the "Scat Diva," provided a "Jazzy Bluezy Christmas Concert." About 615 visitors attended the Sunday programs and activities.

### **Facilities Update**

Mrs. Mondowney reported the following updates:

The Skillman Branch reopened for public service on Monday, November 26, 2018.

The formal ribbon cutting for the Franklin Branch is scheduled for Thursday, January 10, 2019.

On December 11, 2018, there was a water main break at Main Library. DPL is in the process of having the leak repaired.

### **Tax Assistance Program**

Mrs. Mondowney reported that beginning on Saturday, January 29, 2019, the Accounting Aid Society will offer free tax preparation in the Main Library's Business, Science and Technology department for individuals and families that have \$55,000 or less in income for the tax year. To apply for this service, an appointment is required and can be obtained by calling the Accounting Aid Society. This service will be available daily from Tuesday thru Saturday during Library operating hours. (service will end daily one hour before closing). The last day to take advantage of this free service is Saturday, April 13. The Accounting Aid Society, Wayne Metro Community Action Agency and AARP will also offer free tax preparation service at several DPL branches including Campbell, Chandler Park, Duffield, Edison, Sherwood Forest and Wilder. Schedule details will be available on the DPL website.

### **Prime Time Family Reading Time**

Minutes were approved at the January 15, 2019 Commission Meeting

Mrs. Mondowney reported that DPL received a \$9,000 grant to offer the Prime Time family reading program at Main Library and the Redford and Wilder branches in Spring 2019 as part of the Library's Sunday Family Fun Day. This marks the second consecutive year that DPL has been able to offer this program that encourages families with young children to explore the joys of reading together.

### **Artist Ana Candiotti**

Mrs. Mondowney reported that Main Library is hosting "50 Years of Immortality," an exhibition of the work of Ana Candiotti, an Argentinian painter. Her large, colorful and striking paintings capture the spirit of the African diaspora, and grew out of her exposure to the Haitian culture in Miami. This exhibition honors the legacy of the Rev. Dr. Martin Luther King, Jr., and is available for public viewing through March 3, 2019.

### **Branch Activities**

Mrs. Mondowney reported that many branches are offering holiday programming. The Campbell Branch is hosting a Christmas party at 4:30 p.m., on Thursday, December 20, 2018. The Conely Branch is holding a holiday open house on Saturday, December 21, 2018, 2 – 3:30 p.m.

The Edison Branch is hosting a learning circle, "Start a Healthier New Year," an eight-week exploration of how to start a plant-based diet. This program begins on Thursday, January 10, 2019.

Several branches are offering coding classes and opportunities for children, tween and teens to explore different coding languages. Beginning in January, young people can participate in coding classes at Bowen, Chase, Hubbard, Knapp and Sherwood Forest. Schedule details are available on the Library's website.

### **Ulveling Fund**

Mrs. Mondowney reported that on November 20, 2018, DPL received \$7,000 as its annual distribution from the Ralph A. Ulveling Fund. Mr. Ulveling was DPL director for 26 years, 1941-1967.

## COMMITTEE ON ADMINISTRATION

### Approval of the Human Resources Report

The Human Resources Department Report provides information regarding personnel actions taken from November 1, 2018 through November 30, 2018. These actions have been approved by Administration.

### APPOINTMENTS (1)

Employee Name	Title	Hire date
Emilisa Thomas	Customer Service Representative	November 12, 2018

### RETIREMENTS (0)

### SICK LEAVE PAYOUTS (0)

TOTAL PAYOUTS = \$0

### POTENTIAL RETIREMENTS (0) Pending COD Approval

### SEPARATIONS (3)

Employee Name	Title	Last Day Worked
Asia Nelson	Technical Training Associate	November 10, 2018
Kamiro Willis	Refrig Equip Oper Class 1	November 13, 2018
Anthony McCormick	Security Officer	November 27, 2018

### EMPLOYEE HEADCOUNT

Headcount	November 2018	Headcount	November 2017
Budgeted Positions =	325	Budgeted Positions =	325
Active Employees =	309	Active Employees =	301
Vacant Positions =	16	Vacant Positions =	24

### VACANT POSITIONS

Minutes were approved at the January 15, 2019 Commission Meeting

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
Security	14	13	1
Facilities	17	16	1
Total			16

**Only Position Titles with vacancies are listed.**

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

### **COMMISSION ACTION**

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

### **COMMITTEE ON BUILDINGS/COMMITTEE ON FINANCE**

#### **Request for Approval of Budget for Jefferson Branch Building Renovations**

The Facilities Department is seeking approval to renovate the Jefferson Branch Library located at 12350 E. Outer Dr., near East Warren Ave. (Built in 1951; 6,914 square feet.) This branch provides library service to customers in the far southeast area of Detroit. The renovation project will be completed in two phases:

*Phase One:* Interior renovations, including asbestos abatement and removal of the old floor and ceiling, installation of new rubber flooring, installation of a new suspended ceiling and LED light fixtures and lights, installation of a unisex American with Disabilities Act (ADA) compliant restroom, floor cuts to accommodate additional electrical outlets and data lines, and other electrical system up-grades, as needed. Library materials and equipment will be packed, removed and stored prior to construction.

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*Phase One of the Jefferson renovation project is expected to be completed by June 2019 at an estimated cost of \$127,500.*

*Phase Two: Interior improvements, including replacement of the 1951 boiler and water cool condensing units, and new furniture and computer equipment. Exterior improvements will include new building signage.*

*Phase Two of the Jefferson renovation project is expected to be completed by December 2019 at a cost of \$246,000. The cost for Phase Two is incorporated into the FY2020 budget.*

Schedule: The Jefferson Branch will close to the public in December 2018 and is expected to reopen to the public at the end of 2019.

## **COSTS**

The Jefferson renovation project will span two fiscal years: FY2019, which will include most structural improvements; and, FY2020, for the heating and cooling system, furniture and computers.

The estimated costs for **Phase One** is:

\$75,000	Rubber Floor	Please note: RFP for bids has been prepared and will be issued in December 2018. Bids will be due back in February 2019. A committee will review the bids and recommend a vendor to Commission. (2019 Budget)
\$16,000	Double Tube LED light fixtures Up-grade Electrical	Please note that Advance Electric has been working with DPL on our lighting to keep cost down. 2019 budget
\$11,000	Floor and ceiling Asbestos abatement	2019 budget
\$10,000	Installation additional electrical outlets and floor cuts	2019 budget
\$7,000	Installation of Unisex ADA compliant restroom	2019 budget
\$2,500	Window repair and replacement to laminated safety glass.	2019 budget
\$6,000.00	Packing, moving, and storage of library materials	Cost charged in 2019 budget

Estimated cost incurred in FY2019 is \$127,500.00 from the Library's General Fund.

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The estimated costs for **Phase Two** is:

\$ 90,000	New Boiler and water cool condenser cooling system	Bid out and installed in the 2020 budget Part of Phase Two 2020 Budget
\$ 6,000	Return from storage and unpack	Cost charged in 2020
\$150,000	Furniture and computer equipment	

Estimated cost in FY2020 from the Library's General Fund: \$246,000.00

**Budget estimate for the Jefferson project over two fiscal years is \$373,500.00**

#### **TIMELINE FOR THE JEFFERSON BRANCH LIBRARY:**

First Stage: Preparation of the space for renovation (January 2019 – January 2019)

Second Stage: Installation of lighting and suspended ceiling, restrooms (February 2019 – May 2019)

Third Stage: Installation of floor (June 2019)

Forth Stage: Installation of new HVAC system (July 2019...FY2020)

Installation of new shelving and furniture (August 2019...FY2020)

Fifth Stage Branch set up (books & offices) (September – November 2019...FY2020)

Information systems installed and set up (October 2019 – December 2019...FY2020)

**Budget approval is requested for \$373,500.00 for the Jefferson Branch renovation project that will be spread over two fiscal years 2019 (\$127,500.00) and 2020 (\$246,000.00).**

#### **COMMISSION ACTION**

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

#### **Approval to Remove and Install One (1) Hot Water Exchanger at Skillman Branch Library**

The Facilities Department is seeking approval of a contract to remove and install one (1) hot water exchanger at the Skillman Branch Library. There are currently two hot water exchangers that maintain heat for the Skillman Branch. One exchanger is inoperable causing inefficiency in properly heating the building.

An Invitation for Bid (IFB), IFB-CL-1911, was posted on DPL's website and sent to the MITN (Michigan Inter-Governmental Trade Network) on October 19, 2018. The

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solicitation period was from October 19, 2018 until bid closing at 2:00 p.m. on October 30, 2018, at which time the bid documents were no longer available for download. The bid was downloaded from the MITN website by twelve (12) contractors. Three (3) contractors attended the mandatory site visit and one (1) company submitted a bid on the project, as follows:

Tech Mechanical, Inc. 1490 E Highwood Pontiac, MI 48340	\$29,801
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The Facilities Department reviewed the bids submitted and recommended Tech Mechanical, Inc., the sole qualified bidder, to complete the services for this project. Approval is requested to contract with Tech Mechanical, Inc. for an amount not to exceed \$29,801.

### **COMMISSION ACTION**

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

### **COMMITTEE ON FINANCE**

#### **Approval to Enter into a Forty-Eight (48) Month Lease Agreement with Xerox Corporation for the Detroit Public Library Print Shop**

The Xerox J75M2 and J75FFPS copy machine 48-month lease ended on December 1, 2018. There is a 30-day extension. The Purchasing Department received a quote from Xerox for a replacement machine. The quote submitted under negotiated TCPN Cooperative Agreement #072715300 will provide for a new 48-month lease of a Xerox V180P and V180FFPS for the Print Shop. The monthly lease rate for the copy machine is \$1,647.17/month, plus copy charges of \$.0363/copy for color copies, \$.0099/copy for black & white copies, \$.0037 for color large impressions and \$.0242/copy for extra-long impressions. This rate includes all consumable supplies for all prints, training and analyst services. The total monthly charges are estimated at \$3,504.08/month based on proposed usage, which is an approximate savings of \$485.51 over current monthly charges. The pricing for this 48-month lease term is fixed.

Approval is requested to enter into a 48-month lease with Xerox Corporation for an amount not to exceed \$42,048.96 annually, for a total cost of \$168,195.84.

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**COMMISSION ACTION**

Commissioner Adams moved approval. Commissioner Jackson 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>			
<b><u>PUBLIC FUNDS</u></b>			
<b><u>PAYMENTS PROCESSED BY THE CITY OF DETROIT</u></b>			
1	Total Payroll	November 2018	\$1,535,346.14
2	Total Vouchers – Processed on FUSION	260 - 329	\$694,248.70
3	FY 2019 Benefits Plan		\$0.00
4	FY 2019 General Retirement System (GRS)		\$0.00
5	FY 2019 Central Staffing Services		\$0.00
6	FY 2019 Hybrid Pension Plan		<u>\$0.00</u>
	Total Processed by City of Detroit		<b><u>\$2,229,594.84</u></b>
<b><u>PAYMENTS PROCESSED BY DPL</u></b>			
1.	Public Funds/Comerica Checking	Check 1309 -1310	\$6,500.00
2.	Branch & Main Library Deposit Checking Account	Checks 6170 - 6261	\$78,492.61
	Total Processed by DPL		<b><u>\$84,992.61</u></b>
<b>GRAND TOTAL</b>			<b><u>\$2,314,587.45</u></b>
<u>Summary of Expenditures</u>			
<b><u>RESTRICTED/DESIGNATED FUNDS</u></b>			
1.	Burton Endowment Checking	Checks 8317	\$6,598.00
2.	O'Brien Checking	Checks 4698 - 4701	\$403.71
3.	Programs & Gifts	Checks 2642 - 2655	<u>\$1,578,773.14</u>
<b>GRAND TOTAL</b>			<b><u>\$1,585,774.85</u></b>

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**CREDIT CARD EXPENDITURES**

1. Executive Director	\$ 29.90
2. Executive Director's Office – used for general office purpose	\$175.00
3. Chief Financial Officer	\$165.00
4. Human Resources Department	\$874.57
5. Marketing Department	\$2,595.42
6. Technical Services	\$3,072.03
7. Facilities Department	\$2,537.30
8. Information Technology	\$1,109.86
9. Purchasing	\$(14.60)
10. Security	\$363.20
11. Public Services	<u>\$1,292.56</u>

**GRAND TOTAL****\$12,200.24****Note: These are September 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.

**NEW BUSINESS**

Commissioner Bellant thanked the Executive Director for making an impact in the neighborhoods and the staff for their service and devotion in the community.

Commissioner Adams stated that she was submitting a proposed amendment to revise the language of the Detroit Library Commission Rules and Regulations under "A1 – Appointments."

**A. APPOINTMENTS**

**Current Language:** *Appointment of Commissioners.* The Detroit Library Commission shall consist of seven members: six elected by the Detroit Board of Education; and the seventh, the current President of the Board of Education, who is an ex-officio member.

**Proposed Language:** *Appointment of Commissioners.* The Detroit Library Commission shall consist of seven members: six elected by the Detroit Board of Education; and the seventh, the current President of the Board of Education, who is an ex-officio member without vote of all except in the case of a tie-breaking vote should it be necessary.

Commissioner Adams stated that there will be additional discussion and research regarding this proposed amendment.

## EXECUTIVE DIRECTOR'S CONTRACT

### **COMMISSION ACTION**

Commissioner Bellant moved to extend the Executive Director's current contract up to 90-days until such time the new contract benefits, salary and other items are negotiated and approved by the Commission retroactive to January 1, 2019. Commissioner Adams supported. The motion passed unanimously.

The meeting was adjourned at 2:15 p.m.