

**DETROIT LIBRARY COMMISSION PROCEEDINGS  
REGULAR MEETING  
DECEMBER 20, 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 1:30 p.m.

A roll call attendance was taken with the following results:

- Bellant Present
- Hayden Friley Present
- Hicks Present
- President Jackson Present

Commissioner Short joined the meeting at 1:40 p.m.

Excused: Commissioners Adams, Peterson-Mayberry

Administrative Staff: Mondowney, Brown, Dale, Funchess, Moore, Norfolk, Powell

Present Also: Janet Batchelder, Khamisi Benford, Maria Bryson, Leiann Day, Deborah Dorsey, Elizabeth Garza, Elena Herrada, Augustus Hill, Imara Hyman, Carolyn Mosley, Cindy Mough, Christine Peele, Yvette Rice, Brian Vance

**APPROVAL OF THE MEETING MINUTES**

**COMMISSION ACTION**

Commissioner Bellant moved approval of the Regular Meeting Minutes of November 15, 2022. Commissioner Hayden Friley supported.

Minutes were approved at the January 17, 2023 Commission Meeting

A roll call vote was taken with the following results:

- Bellant Yes
- Hayden Friley Yes
- Hicks Yes
- President Jackson Yes

The minutes were approved as presented.

### **PUBLIC COMMENTS**

***Elena Herrada*** – Expressed her concerns about the lack of handicap accessibility at the Bowen Branch Library. She also thanked outgoing Commissioner Bellant for his years of dedicated services as a Detroit Library Commissioner.

***Augustus Hill*** – Expressed his concerns about the ancestry website being no longer available on DPL’s website. He wanted to know if there were plans to restore it.

***Imara Hyman*** – Expressed her concerns about the reopening of the Conely Branch Library. She also thanked outgoing Commissioner Bellant for being a staunch and vocal advocate for the Detroit Public Library.

### **REPORT OF THE PRESIDENT**

President Jackson stated that the Detroit Public Library is facing some challenges. Michigan State tax increment financing laws allow Detroit’s City government to “capture” portions of dedicated millage revenues and use those funds for economic development projects. He said that DPL needs the help and support of the public to survive and continue to serve the communities.

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

#### **Laptops- to-Go Program Expanded**

Mrs. Mondowney reported that we have expanded our popular “Laptop-to-Go” program. An additional 300 circulating laptops and 500 hotspots were purchased with funds from two federal COVID-19 relief programs, the Emergency Connectivity Fund and the American Rescue Plan Act. Laptops and hotspots may be borrowed for 90 days. There is no charge to check out a laptop or hotspot, but there is a replacement fee if the devices are lost or damaged.

Minutes were approved at the January 17, 2023 Commission Meeting

Customers who need technical assistance or have troubleshooting questions, can utilize the services of a tech support person stationed at Main Library, and or they may call a hotline. Details about how to reserve a laptop and/or a hotspot are available on the Library's website, [detroitpubliclibrary.org](http://detroitpubliclibrary.org). The Detroit Free Press published an article about this expanded service on December 1, 2022.

### **ProjectArt**

Mrs. Mondowney reported that during FY 2021-22, ProjectArt Detroit in partnership with DPL has served 200 students at Main Library, and at the Parkman, Edison, Campbell and Sherwood Forest branches. An engaged 17-year old artist said in the Project's 2021-22 annual report: "Something that I like about attending art classes is that I can be myself and show how I feel in my drawings. I like that I can show my creativity to different artists just like me." ProjectArt classes resumed the week of November 6, 2022, and are being offered at Main Library, and the Sherwood Forest and Wilder branches. Although these classes are currently filled to capacity, there may be openings throughout the year. You may visit the Library's website, [detroitpubliclibrary.org](http://detroitpubliclibrary.org), for additional information.

### **Rise Up and Read More (DPSCD)**

Mrs. Mondowney reported that in partnership with Detroit Public Schools Community District's year-long initiative to encourage independent reading, staff has designed and will host three online reading challenges for students in grades K-12. The first challenge, "Rise Up and Read More #For the Culture," was posted on the Library's website on December 5, 2022, and will remain open through January 23, 2023. Students will read books, record minutes of reading and engage in classroom activities. Staff librarians are providing brief book talks on the Library's YouTube channel. This initiative is being coordinated by DPSCD's K-12 Literacy Office and DPL's Children & Teen Services Office. Please visit the library's YouTube channel to view four book talks by our librarians.

### **Detroit Phoenix Center**

Mrs. Mondowney reported that the Detroit Phoenix Center, which provides services to young people ages 13-24, who are experiencing homelessness, recently had a grand opening for its new site in Youthville, located on Woodward at Lothrop. Franklin Branch manager, Mary Jo Vorkamp, is the Center's current Board Chair and has been instrumental in connecting the young people to the services provided at the Library.

### **2022 Kwanzaa Holiday Activities**

Mrs. Mondowney reported that the Redford Branch will partner with the Dedicated Senior Medical Center to host a Family Kwanzaa Celebration on Thursday, December 29, Noon – 6 p.m.

On Wednesday, December 28, 5–7 p.m., the Main Library is offering “Penny Pinchers Kwanzaa-preneurs,” a program about entrepreneurship, as reflected in “Ujamaa,” the fourth Kwanzaa principle of cooperative economics.

### **Wayne County**

Mrs. Mondowney reported that on November 8, 2022, the Library received a payment of \$51,273.73 for delinquent property taxes.

### **Kukla-Scheibner Fund**

Mrs. Mondowney reported that on December 2, 2022, the Community Foundation for Southeast Michigan provided a final annual payment of \$1,399.50 from the Kukla-Scheibner Fund for support of the Clarence M. Burton Endowment Fund.

### **NOTED**

Commissioner Bellant requested an electronic copy of the Free Press article to be sent to the Commissioners.

### **COMMITTEE ON ADMINISTRATION**

The Human Resources Department Report provides information regarding personnel actions taken from November 1, 2022 through November 30, 2022. These actions have been approved by Administration.

### **APPOINTMENTS (7)**

<b>Employee Name</b>	<b>Title</b>	<b>Hire date</b>
Camille Brewer	Librarian II	November 14, 2022
Joseph Jammer	Technical Training Associate	November 14, 2022
Jacob Swafford	Customer Service Representative	November 14, 2022
Grace Ward	Librarian II	November 14, 2022
Alexis Griffin	Security Officer	November 28, 2022
Deonte Hall	Security Officer	November 28, 2022
Vida Hall	Security Officer	November 28, 2022

Minutes were approved at the January 17, 2023 Commission Meeting

**RETIREMENTS (1)**

Employee Name/Title	Title	Last Day Worked	Retirement Date
Wanda Griffin	Customer Service Rep	November 12, 2022	Determined by COD

**SICK LEAVE PAYOUTS (3)****TOTAL PAYOUTS = \$43,614.80****POTENTIAL RETIREMENTS (0) Pending COD Approval****SEPARATIONS (0)****EMPLOYEE HEADCOUNT**

Headcount	November 2022	Headcount	November 2021
Budgeted Positions =	325	Budgeted Positions =	325
Active Employees =	220	Active Employees =	172
Furlough Employees =	0	Furlough Employees =	34
Vacant Positions =	105	Vacant Positions =	119

**VACANT POSITIONS**

POSITION	# OF BUDGETED POSITIONS	# OF FILLED POSITIONS	VACANT POSITIONS
CXO	1	0	1
Manager	26	25	1
Librarian III	36	22	14
Librarian I & II	24	15	9
Facilities	17	12	5
TTA	17	15	2
Customer Service Representative	92	42	50
Senior Customer Rep (Clerk)	24	13	11
Senior Accountant	2	1	1
Security	16	14	2
Office Support Assistant	11	10	1
Technical Services Assistant	4	3	1
Sr Dup Devices Operator	1	0	1
Principal Clerk	2	1	1
Shipping Room Assistant	1	0	1
Administrative Assistant	6	5	1
Human Resources	7	6	1
Pre-Professional	3	1	2
Total			105

Minutes were approved at the January 17, 2023 Commission Meeting

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

***The Human Resources Department is actively recruiting for open positions.***

***50 of the vacant positions are part-time Customer Service Representative positions.***

***60 of the remaining vacancies will be filled consistent with the reopening of the branches.***

## **COMMISSION ACTION**

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

A roll call vote was taken with the following results:

- Bellant                      Yes
- Hayden Friley            Yes
- Hicks                        Yes
- Short                         Yes
- President Jackson    Yes

The motion passed unanimously.

## **COMMITTEE ON FINANCE**

### **Approval to Lease a Security Vehicle from Gorno Ford for Detroit Public Library Security Department**

The DLC Committee on Finance is advising the Detroit Library Commission to consider approving and authorizing the Finance and Business Office to enter into a new security vehicle lease with Gorno Ford located at 22025 Allen Rd Woodhaven, MI 48183, for an annual amount that will not exceed \$9,297.23 per year for the next five years, at a total amount of \$46,486.15. The Library will have the option to purchase the vehicle at the end of the lease for \$1.00.

This is to replace an existing 2007 SUV of the same model and color. The current security vehicle is 15 years old and has 87,893 miles.

On September 20, 2022, the DLC authorized the Finance and Business Office to lease a 2022 Ford Explorer Base Model White 4X4, 3.3L, V6 for \$32,979, which represents a \$7,016 savings from the MSRP of \$39,995. On September 26, 2022, the Procurement Department was notified the vehicle would have to be re-ordered as a 2023 model since Ford was no longer accepting orders for 2022 models.

Minutes were approved at the January 17, 2023 Commission Meeting

Gorno Ford of Woodhaven provided an updated quote on October 21, 2022. Prices for the Security Vehicle went from \$32,979 to \$40,097.

Due to lack of available discounts, ongoing supply chain issues, and a change in MiDeal program for 2023 models, the Procurement department requested quotes from Bob Maxey, Feldman, & Demmer Ford. Bob Maxey did not provide a quote. The results are as follows:

	<b>GORNO FORD</b> 22025 Allen Rd Woodhaven, MI 48183	<b>FELDMAN FORD</b> 8333 Michigan Avenue Detroit, MI 48210	<b>DEMMER FORD</b> 37300 Michigan Ave Wayne, MI 48184
<b>DETAILS</b>	2023 FORD EXPLORER 4x4	2024 FORD EXPLORER 4x4	2022 FORD EXPLORER 4x4, Color: BLACK
Exp Del Date	Q1 2023	Q2 2023	HOPEFULLY STILL IN STOCK
MSRP	\$ 41,940	\$ 43,190	\$ 45,980
Amount Financed	\$ 40,097	\$ 43,735	\$ 45,980
Lease Rate	7.99%	6.99%	TBD
Annual Pmt Amt	\$ 9,297.23	\$ 9,967.01	TBD
Term	5 Years	5 Years	5 Years
Total Amount Paid	\$ 46,486.15	\$ 49,835.05	

### **COMMISSION ACTION**

Commissioner Hayden Friley moved approval to lease a security vehicle from Gorno Ford for the Detroit Public Library's Security Department. Commissioner Bellant supported.

A roll call vote was taken with the following results:

- Bellant Yes
- Hayden Friley Yes
- Hicks Yes
- Short Yes
- President Jackson Yes

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.

Minutes were approved at the January 17, 2023 Commission Meeting

<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 2022	\$909,710.32
2	Total for Vouchers – Processed on Fusion	After 3/13/20 listed by invoice number & date (processed off-site)	\$786,502.70
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 <sup>st</sup> Qtr. Hybrid Pension Plan		\$0.00
7	FY 22 VEBA		\$0.00
8	FY 22 Debt Service Interest for 2014B(1) & 2014B(2) Notes		\$0.00
<b>Total Processed by City of Detroit</b>			<b><u>\$1,696,213.02</u></b>
<b><u>PAYMENTS PROCESSED BY DPL</u></b>			
1.	Public Funds/Comerica Checking	Check 1374 - 1375	\$12,228.50
2.	Branch & Main Library Deposit Checking Account	Checks 7921 -7953	\$26,135.85
3.	Branch & Main Library Deposit Checking Account	Electronic Funds Transfer (EFT)	<u>\$2,941.38</u>
<b>Total Processed by DPL</b>			<b><u>\$41,305.73</u></b>
<b>GRAND TOTAL</b>			<b><u>\$1,737,518.75</u></b>
<u>Summary of Expenditures</u>			
<b><u>RESTRICTED/DESIGNATED FUNDS</u></b>			
1.	Burton Endowment Checking	Checks 8339	\$24,328.66
2.	O'Brien Checking	Checks 4920 - 4924	\$709.00
3.	Programs & Gifts	Checks 2996	<u>\$120,729.94</u>
<b>GRAND TOTAL</b>			<b><u>\$145,767.60</u></b>
<b><u>CREDIT CARD EXPENDITURES</u></b>			
1.	Executive Director		\$29.90
2.	Executive Director's Office – used for general office purpose		\$88.13
3.	Chief Financial Officer		\$571.13
4.	Human Resources Department		\$508.62
5.	Marketing Department		\$1859.02
6.	Technical Services		\$161.00
7.	Facilities Department		\$5,958.77
8.	Information Technology		\$976.00
9.	Procurement		\$5,361.92
10.	Security		\$819.63
11.	Public Services		<u>\$962.91</u>
<b>GRAND TOTAL</b>			<b><u>\$17,297.03</u></b>
<b>Note: These are October 2022 Credit Card Purchases</b>			

**COMMISSION ACTION**

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

Minutes were approved at the January 17, 2023 Commission Meeting



A roll call vote was taken with the following results:

- Bellant Yes
- Hayden Friley Yes
- Hicks Yes
- Short Yes
- President Jackson Yes

The motion passed unanimously.

### **OLD BUSINESS**

Commissioner Hayden Friley thanked outgoing Commissioner Bellant for his leadership and guidance.

Commissioner Hicks thanked outgoing Commissioner Bellant for his support and commitment in the fight to save the Detroit Public Library from tax captures by the City of Detroit.

Commissioner Bellant thanked everyone for their kind words.

### **ADJOURNMENT**

### **COMMISSION ACTION**

Commissioner Bellant moved approval to adjourn. Commissioner Short supported.

A roll call vote was taken with the following results:

- Bellant Yes
- Hayden Friley Yes
- Hicks Yes
- Short Yes
- President Jackson Yes

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

Minutes were approved at the January 17, 2023 Commission Meeting