

**DETROIT LIBRARY COMMISSION PROCEEDINGS
VIRTUAL REGULAR MEETING
FEBRUARY 15, 2022**

NOTED

This meeting was held electronically because of the COVID-19 crisis.

President Jackson called the Virtual Meeting of the Detroit Library Commission to order at 1:33 p.m.

A roll call attendance was taken with the following results:

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

Not Present: Commissioner Short

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

Present Also: Louis Aguilar, Janet Batchelder, Cheryl Blessett, Enid Clark, Leiann Day, Deborah Dorsey, Ken Gabriel, Alexis Griffin, Tracy Massey, Meghan McGowan, Carolyn Mosley, Cindy Mough, Christine Peele, Yvette Rice, Charmaine Suttles, Paul Warner, Tracey Wyatt

NOTED

There was discussion regarding excused and unexcused absences of a Commissioner. It was decided that this matter be discussed at the next By-Laws committee meeting.

Minutes were approved at the March 15, 2022 Virtual Commission Meeting

SWEARING IN OF REAPPOINTED COMMISSIONER

Dr. Gregory Hicks was reappointed as a Commissioner and sworn in for a six-year term at the February 15, 2022 Virtual Detroit Library Commission meeting.

OATH OF OFFICE**Commissioner Dr. Gregory Hicks**

I do solemnly swear (or affirm) that I will support the constitution of the United States and the constitution of this state, and that I will faithfully discharge the duties of the office of a Library Commissioner of the Detroit Public Library, according to the best of my ability.

/S/ Dr. Gregory Hicks

Subscribed and sworn to before me this 15th day of February, A. D., 2022

/s/ Cheryl Blessett
Notary Public, Wayne County, MI
My commission expires July 14, 2028

APPROVAL OF THE MEETING MINUTES

Approval of the January 18, 2022 Regular Commission Meeting Minutes

COMMISSION ACTION

Commissioner Adams moved approval. Commissioner Jackson supported.
A roll call vote was taken with the following results:

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

The minutes were approved as presented.

Minutes were approved at the March 15, 2022 Virtual Commission Meeting

PUBLIC COMMENTS

There were no public comments.

REPORT OF THE PRESIDENT

Committee Assignments

President Jackson announced the following committee assignments for 2022:

Committee on Administration

Jean-Vierre Adams, **Chair**
Edythe Hayden Friley
Angelique Peterson-Mayberry

Audit Committee

Jean-Vierre Adams, **Chair**
Russ Bellant
Edythe Hayden Friley

Committee on Books and Literacy

Ida Short, **Chair**
Gregory Hicks

Committee on Buildings

Russ Bellant, **Chair**
Franklin Jackson
Ida Short

Committee on Finance

Edythe Hayden Friley, **Chair**
Russ Bellant
Angelique Peterson-Mayberry

Liaison to the DPL Friends Foundation

To Be Decided

Minutes were approved at the March 15, 2022 Virtual Commission Meeting

REPORT OF THE EXECUTIVE DIRECTOR

Over-the-Counter COVID-19 Home Tests for the Public

Mrs. Mondowney reported that on Tuesday, February 1, 2022, Main Library and seven branch locations, Campbell, Douglass, Edison, Jefferson, Parkman, Redford and Wilder, successfully distributed nearly 2,400 COVID-19 test kits. Since that time, the few remaining kits have been distributed. Test kits were made available as part of a pilot program sponsored by the Michigan Department of Health and Human Services. The Marketing Department provided signage, fliers and promotional support through our digital networks and press releases. The promotional support yielded coverage on WXYZ, Channel 20, WWJ, WDET and local online publications.

Wayne Health Mobile Unit

Mrs. Mondowney reported that during the month of January and the first week of February, the Wayne Mobile Health Unit visited the Edison, Jefferson, Redford and Wilder branches, and served 193 people. Thirty-seven people visited the Mobile Unit for vaccinations, 150 people were tested for COVID-19. The Mobile Unit is scheduled to visit the Edison Branch again on Saturday, February 19, 2022, 11 a.m. – 4 p.m.

MI-83 Digital Library Connection Project

Mrs. Mondowney reported that the MI-83 Digital Library Connection Project, funded by the American Rescue Act Plan of 2021, provides grants to public libraries for digital content on topics that include workforce development, job seeking skills, health, and general educational needs. We received \$3,625 to purchase digital content in those subject areas from OverDrive, our major supplier of online resources.

Accounting Aid Society Tax Program

Mrs. Mondowney reported that the Accounting Aid Society (AAS) is offering free tax preparation in Main Library's first floor Galleria, Mondays – Saturdays, through April 18, 2022. This service is offered on an appointment only basis. Appointments can be scheduled by calling the AAS at 313-556-1920, or by visiting their website, accountingaidsociety.org.

2020/2021 Community Report

Mrs. Mondowney reported that the COVID-19 pandemic forced the library system to close on March 13, 2020. Shortly after closing, we began to focus on how best to continue providing the valued programs and services needed by the people of Detroit. The 2020/2021 Community Report highlights how we pivoted and embraced the opportunities to continue to serve the public. The report may be viewed at detroitpubliclibrary.org.

Black History Month

Mrs. Mondowney reported that the Laura Ingalls Wilder Branch is sponsoring an essay contest for Black History Month. There are four age categories for entries which may be submitted to the Wilder Branch in person or via email. Young writers should write about a well-known African American and why the writer admires that person. Entries are due February 28, 2022; \$25 gift cards will be awarded to winners in the four age groups. Details are available at detroitpubliclibrary.org.

2022 African American Booklist

Mrs. Mondowney reported that the theme of the Library's 2022 African American Booklist is "The Ties That Bind: African Writers and the Black Diaspora." We are sharing with our community the rich and expansive literary world of the Black Diaspora, from Jamaica to Brazil, to Canada, and beyond. Dr. Frieda Ekotto, Associate Chair of Afroamerican and African Studies, at the University of Michigan, has written an essay that examines the connections, commonalities, and differences of African writers and writers of the Diaspora. And, of course, DPL's librarians are once again sharing "must-read" fiction and non-fiction titles from 2021 for readers of all ages. Copies of the Booklist may be picked up in late February at all open library locations and may then be viewed at detroitpubliclibrary.org.

Michigan Notable Books

Mrs. Mondowney reported that in January 2022, the Library of Michigan announced its 2022 Michigan Notable Books Awards. The 20 titles include books published in 2021, which are about or set in Michigan, or written by a Michigan author. The complete list is available at Michigan.gov/libraryofmichigan. Many of the titles are available at the Library as books, audiobooks or e-books. Staff librarian Taneca Chapman-Mills was a member of the statewide selection committee.

National Leap into Science Week

Mrs. Mondowney reported that DPL continues to provide STEM opportunities for young people by making available take-home science kits and offering virtual programming. The Franklin Institute is sponsoring National Leap into Science Week, February 21-27, 2022. During that week, our Children and Teen Services staff is hosting two virtual programs for PreK-1st grade children featuring a storytime and a hands-on light and shadow learning activity. Free take-home science kits are available at the Main Library's Children's Library and the Campbell, Edison, Jefferson, Parkman, Redford and Wilder branches.

Wayne County

Mrs. Mondowney reported that on January 12, 2022, the Library received a payment of \$57,710 from Wayne County for delinquent property taxes.

DISCUSSION

Commissioner Bellant asked for an update on the DTE Conversion and the installation of the HVAC chillers at Main Library.

Mrs. Mondowney said that the completion of the DTE conversion is expected near the end of February 2022, however, inclement weather may have an impact on the completion date.

The HVAC chillers are being handled by the Detroit Building Authority (DBA). DPL has not been notified of the contractors that will be performing the work. The funding for the HVAC chillers was approved by the Detroit City Council.

Commissioner Bellant requested that a copy of the 2020/2021 Community Report be sent to the Commissioners.

COMMITTEE ON ADMINISTRATION

The Human Resources Department Report provides information regarding personnel actions taken from January 1, 2022 through January 31, 2022. These actions have been approved by Administration.

APPOINTMENTS (3)

| Employee Name | Title | Hire date |
|----------------------|---------------------|------------------|
| LaShawn Valentine | Security Officer | January 10, 2022 |
| Michael Gretch | Electrician | January 10, 2022 |
| Leiann Day | Procurement Manager | January 24, 2022 |

RETIREMENTS (1)

| Employee Name/Title | Title | Last Day Worked | Retirement Date |
|----------------------------|---------------------|------------------------|------------------------|
| Marianne Brown | Senior Customer Rep | January 3, 2022 | Determined by COD |

SICK LEAVE PAYOUTS (0)

TOTAL PAYOUTS = (0)

Minutes were approved at the March 15, 2022 Virtual Commission Meeting

POTENTIAL RETIREMENTS (1) Pending COD Approval

| Employee Name | Title | Last Day Worked |
|----------------------|--|------------------------|
| Christopher Embry | Chief Refrigeration Equipment Operator | May 20, 2022 |

SEPARATIONS (3)

| Employee Name | Title | Last Day Worked |
|----------------------|---------------------------------|------------------------|
| Qumisha Goss | Librarian I | January 5, 2022 |
| Sylvia Molina-Castro | Customer Service Representative | January 13, 2022 |
| Chinyere Olumba | Librarian I | January 25, 2022 |

EMPLOYEE HEADCOUNT

| Headcount | January 2022 | Headcount | January 2021 |
|----------------------|--------------|----------------------|--------------|
| Budgeted Positions = | 325 | Budgeted Positions = | 325 |
| Active Employees = | 174 | Active Employees = | 126 |
| Furlough Employees = | 28 | Furlough Employees= | 113 |
| Vacant Positions = | 123 | Vacant Positions = | 86 |

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 | 7 | 17 |
| Facilities | 17 | 12 | 5 |
| TTA | 17 | 13 | 4 |
| Customer Service Representative | 90 | 25 | 65 |
| Senior Customer Rep (Clerk) | 24 | 17 | 7 |
| Branch Custodians | 12 | 4 | 8 |
| Senior Accountant | 2 | 1 | 1 |
| Security | 16 | 13 | 3 |
| Office Support Assistant | 11 | 10 | 1 |
| Technical Services Assistant | 4 | 3 | 1 |
| Sr Dup Devices Operator | 1 | 0 | 1 |
| Total | | | 123 |

Only Position Titles with vacancies are listed.

***"No positions are being recruited at this time per the Collective Bargaining Agreement."
"Positions must first be filled by employees recalled from Furlough."***

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

COMMISSION ACTION

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

DISCUSSION

Commissioner Peterson-Mayberry inquired about the timeline of the collective bargaining agreement and the marketing efforts of recruiting new hires and if the wages are competitive.

Ms. Trinee Moore, Director for Human Resources, said that there is a period of recall for each bargaining unit. The majority of furloughed employees are from AFSCME 1259 bargaining unit. They have a three-year recall period. UAW's period of recall has been exhausted. A staffing plan is in place to identify the number of people needed for the reopening of the closed branches in July 2022. LinkedIn, Michigan Works and Wayne County Community College have been identified as resources for recruitment. DPL's wages are currently being reviewed and are relatively competitive.

A roll call vote was taken with the following results:

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

The motion passed unanimously.

AUDIT COMMITTEE

Approval of the 2021 Detroit Public Library Audit Report

COMMISSION ACTION

Commissioner Adams moved approval of the 2021 Detroit Public Library Audit Report. Commissioner Bellant supported.

NOTED

Commissioner Hicks requested additional information and supporting documents regarding the 2021 DPL audit report.

Commissioner Bellant stated that he would like the auditor to change the language in future reports to clarify that DPL is not a component of the City of Detroit.

Mr. Antonio Brown, Chief Financial Officer said that for financial purposes for reporting DPL's financial statements, DPL is a component unit.

A roll call vote was taken with the following results:

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

The motion passed unanimously.

Approval of the 2021 Burton Endowment Fund Audit Report

COMMISSION ACTION

Commissioner Adams moved approval of the 2021 Burton Endowment Fund Audit Report. Commissioner Bellant supported.

Minutes were approved at the March 15, 2022 Virtual Commission Meeting

A roll call vote was taken with the following results:

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

The motion passed unanimously.

COMMITTEE ON BUILDINGS

Approval of the As-Needed Architectural and Engineering (A/E Services) for Detroit Public Library

The Detroit Public Library (DPL) Committee on Buildings is advising the Detroit Library Commission to consider a new contract for the As-Needed Architectural and Engineering (A/E) Services for Detroit Public Library

A Request for Proposal (RFP), DPL-CL-2114 was advertised and posted on the Michigan Inter-Governmental Trade Network (MITN) website, www.bidnetdirect.com, on August 25, 2021. The Library requested proposals from qualified firms with a minimum of five years of experience in providing the requested services. The solicitation period was from August 25, 2021 until bid closing at 4:00 p.m. on September 21, 2021, at which time the bid documents were no longer available for download. The RFP was downloaded from the MITN website by twenty-seven (27) firms. Five (5) companies submitted proposals on the services. The evaluation committee, consisting of Antonio Brown, CFO (Evaluator #1) and Cledos Powell, Asst. Director of Facilities (Evaluator #2), reviewed and evaluated the proposals, as summarized below.

Evaluator #1

| <i>Criteria</i> | <i>Possible Score</i> | <i>Hamilton Anderson Associates</i> | <i>HBM Architects</i> | <i>Merritt Cleslak Design,PLC</i> | <i>Quinn Evans Architect</i> | <i>The Smith Group</i> |
|--|-----------------------|-------------------------------------|-----------------------|-----------------------------------|------------------------------|------------------------|
| Qualifications | 35 | 35 | 35 | 35 | 35 | 35 |
| Experience | | | | | | |
| A/E Services | 35 | 35 | 35 | 35 | 35 | 35 |
| Capacity to Provide Requested Services | 20 | 20 | 20 | 20 | 20 | 20 |
| Professional References | 10 | 10 | 10 | 10 | 10 | 10 |
| TOTAL | 100 | 100 | 100 | 100 | 100 | 100 |

Evaluator #2

| <i>Criteria</i> | <i>Possible Score</i> | <i>Hamilton Anderson Associates</i> | <i>HBM Architects</i> | <i>Merritt Cleslak Design,PLC</i> | <i>Quinn Evans Architect</i> | <i>The Smith Group</i> |
|--|-----------------------|-------------------------------------|-----------------------|-----------------------------------|------------------------------|------------------------|
| Qualifications | 35 | 35 | 35 | 35 | 35 | 35 |
| Experience | | | | | | |
| A/E Services | 35 | 35 | 35 | 35 | 35 | 35 |
| Capacity to Provide Requested Services | 20 | 20 | 20 | 20 | 20 | 20 |
| Professional References | 10 | 10 | 10 | 10 | 10 | 10 |
| TOTAL | 100 | 100 | 100 | 100 | 100 | 100 |

Each respondent met the minimum requirements of the RFP and can provide the services being requested. The Smith Group has been selected by the Evaluation Committee and it is recommended for award.

Minutes were approved at the March 15, 2022 Virtual Commission Meeting

Therefore, the DPL Committee on Buildings is advising the Detroit Library Commission to consider approving and authorizing the Finance and Business Office to award the contract to The Smith Group, 500 Griswold, Suite 1700, Detroit, MI 48226. It is important to note, at this time, there is no financial commitment. When projects require these services, quotes will be provided by the vendor and approvals will be provided according to the Detroit Public Library's Procurement Policy.

COMMISSION ACTION

Commissioner Bellant moved approval of the as-needed architectural and engineering (A/E Services) for Detroit Public Library. Commissioner Hayden Friley supported.

DISCUSSION

Commissioner Hicks asked what was criteria for awarding the Smith Group the contract considering that all of the candidates scored 100%?

Mr. Antonio Brown, Chief Financial Officer said that the Smith Group initially assisted with the engineering services for the DTE conversion.

DPL also contracted with the Smith Group to provide a report on the structural challenges for the following Libraries:

- Bowen Branch
- Conley Branch
- Duffield Branch

Mr. Brown said that the Smith Group had experience and DPL was satisfied with the work that they provided.

Commissioner Adams said that if the deciding factor was "experience" then it should have been included in the criteria to differentiate the Smith Group from the other candidates. This proposal needs to be rescored and reconsidered.

Commissioner Hicks suggested quizzing companies on them having experience with joint ventures or cooperatives with minority or women owned businesses.

Commissioner Adams stated that she had never seen an as-needed architectural and engineering contract. It has always been project based. She hoped this would be considered in the reevaluation.

COMMISSION ACTION CONT'D

Commissioner Hicks made a substitute motion to return this matter to the evaluating committee for reevaluation. Commissioner Peterson-Mayberry supported.

A roll call vote was taken with the following results:

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

The motion passed unanimously.

COMMITTEE ON FINANCE

Approval of the Hosted Information Technology Management Solution for Detroit Public Library

The Detroit Public Library (DPL) Committee on Finance advises the Detroit Library Commission to consider a new contract for the Hosted Information Technology Management Solution for the Detroit Public Library. DPL has used TrackIt as its Information Technology Management Solution for the past 15 years. This is a ticketing system that allows the Library to report and resolve technology and facility issues. However, the TrackIt system cannot be upgraded in order to meet the increasing needs of the Information System's department workflow. A hosted solution will enhance the efficiency in service delivery. Some of the features that were not supported by TrackIt include the staff's ability to collaborate on projects and better communication of issues related to technology and facilities.

A Request for Proposal (RFP), DPL-CL-2116 was advertised and posted on the Michigan Inter-Governmental Trade Network (MITN) website, www.bidnetdirect.com, on November 04, 2021. The library requested proposals from qualified firms with a minimum of five years of experience in providing the requested services. The solicitation period was from November 04, 2021 until bid closing at 2:00 p.m. on November 23, 2021, at which time the bid documents were no longer available for download. The RFP was downloaded from the MITN website by thirty-nine (39) firms. One company submitted a proposal for the services. The evaluation committee consisting of Ken Okenka (Evaluator #1), Rudy Dale (Evaluator #2), Jonathan Davis (Evaluator #3), and Tim Turner (Evaluator #4), reviewed and evaluated the proposals, as summarized below:

| Criteria | Possible Weight | Evaluator #1 | Evaluator #2 | Evaluator #3 | Evaluator #4 | Average |
|---|-----------------|--------------|--------------|--------------|--------------|---------|
| ITMS Solution Requirements and Subscription Agreement Suitability | 25 | 20 | 25 | 20 | 20 | 21.25 |
| Implementation Methodology Plan | 20 | 16 | 18 | 15 | 20 | 17.25 |
| Cost | 20 | 20 | 20 | 20 | 20 | 20 |
| Respondent References | 15 | 9 | 9 | 10 | 15 | 10.5 |
| Proposed Contract Terms and Conditions | 10 | 10 | 8 | 10 | 10 | 9.5 |
| Training | 5 | 2 | 4 | 5 | 5 | 4 |
| SLA | 5 | 2 | 5 | 5 | 5 | 4.25 |

Authorization is requested to contract with RightStar Systems to implement RemedyForce as the hosted Information Technology Management Solution for Detroit Public Library. The total cost for the 3-year contract is \$92,640. The implementation and license cost for first year is \$58,540. Additionally, the license renewal is \$17,050 for the second and third years.

COMMISSION ACTION

Commissioner Adams moved approval of the hosted Information Technology Management Solution for Detroit Public Library. Commissioner Bellant supported.

Minutes were approved at the March 15, 2022 Virtual Commission Meeting

DISCUSSION

Commissioner Hicks asked if DPL had communicated with other libraries to inquire about the system they were using.

Mr. Victor Ibegbu, Assistant Director for Information Systems, replied yes.

A roll call vote was taken with the following results:

| | |
|---------------------|-----|
| ➤ Adams | Yes |
| ➤ Bellant | Yes |
| ➤ Hayden Friley | Yes |
| ➤ Hicks | Yes |
| ➤ Peterson-Mayberry | 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.

| <u>Summary of Expenditures</u> | | | |
|---|---|--|------------------------------|
| <u>PUBLIC FUNDS</u> | | | |
| <u>PAYMENTS PROCESSED BY THE CITY OF DETROIT</u> | | | |
| 1 | Total Payroll | January 2022 | \$758,913.63 |
| 2 | Total For Vouchers – Processed on Fusion | After 3/13/20 listed by invoice number & date (processed off-site) | \$941,297.62 |
| 3 | FY 22 Annual Retiree Supplement | | \$0.00 |
| 4 | FY 22 General Retirement System (GRS) | | \$0.00 |
| 5 | FY 22 Q1 & Q2 Central Staffing Services | | \$608,429.00 |
| 6 | FY 22 2 nd Qtr. Hybrid Pension Plan | | \$124,385.97 |
| 7 | FY 22 VEBA | | \$0.00 |
| 8 | FY 22 Debt Service Interest for 2014B(1) & 2014B(2) Notes | | <u>\$0.00</u> |
| Total Processed by City of Detroit | | | <u>\$2,433,026.22</u> |
| <u>PAYMENTS PROCESSED BY DPL</u> | | | |
| 1. | Public Funds/Comerica Checking | Checks 1360-1361 | \$12,430.01 |
| 2. | Branch & Main Library Deposit Checking Account | Checks 7692 - 7708 | \$8,015.91 |
| 3. | Branch & Main Library Deposit Checking Account | Electronic Funds Transfer (EFT) | <u>\$282.91</u> |
| Total Processed by DPL | | | <u>\$20,728.83</u> |
| GRAND TOTAL | | | <u>\$2,453,755.05</u> |

Minutes were approved at the March 15, 2022 Virtual Commission Meeting

| <u>Summary of Expenditures</u> | | | |
|--|--------|-------------|---------------------------|
| <u>RESTRICTED/DESIGNATED FUNDS</u> | | | |
| 1. Burton Endowment Checking | Check | 8332 | \$6,950.00 |
| 2. O'Brien Checking | Checks | NONE | \$0.00 |
| 3. Programs & Gifts | Checks | 2956 - 2957 | <u>\$768.37</u> |
| GRAND TOTAL | | | <u>\$7,718.37</u> |
| <u>CREDIT CARD EXPENDITURES</u> | | | |
| 1. Executive Director | | | \$0.00 |
| 2. Executive Director's Office – used for general office purpose | | | \$0.00 |
| 3. Chief Financial Officer | | | \$130.00 |
| 4. Human Resources Department | | | \$258.94 |
| 5. Marketing Department | | | \$2,747.24 |
| 6. Technical Services | | | \$2,184.97 |
| 7. Facilities Department | | | \$160.28 |
| 8. Information Technology | | | \$2,465.73 |
| 9. Procurement | | | \$2,315.71 |
| 10. Security | | | \$0.00 |
| 11. Public Services | | | <u>\$126.35</u> |
| GRAND TOTAL | | | <u>\$10,389.22</u> |
| Note: These are December 2021 Credit Card Purchases | | | |

COMMISSION ACTION

Commissioner Peterson-Mayberry moved approval of the routine finance report.
Commissioner Bellant supported.

A roll call vote was taken with the following results:

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

The motion passed unanimously.

NEW BUSINESS

Ms. Leiann Day introduced herself as DPL's new Procurement Manager.

ADJOURNMENT**COMMISSION ACTION**

Commissioner Hayden Friley moved to adjourn. Commissioner Adams supported.

A roll call vote was taken with the following results:

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

The meeting was adjourned at 3:07 p.m.