DETROIT LIBRARY COMMISSION PROCEEDINGS
VIRTUAL MEETING
FEBRUARY 16, 2021

NOTED

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

President Bellant called the Virtual Meeting of the Detroit Library Commission to order at 1:42 p.m.

NOTED

After a legal review of the Detroit Library Commission’s current Oath of Office, there is now a revision. Commissioners that were reappointed or previously sworn in, took the revised Oath of Office at the February 16, 2021 Virtual Regular Commission meeting.

SWEARING IN OF REAPPOINTED COMMISSIONER

Jean-Vierre Adams was reappointed as a Commissioner and sworn in for a six-year term at the February 16, 2021 Virtual Detroit Library Commission meeting.

REVISED OATH OF OFFICE

Commissioner Jean-Vierre Adams

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/ Jean-Vierre Adams

Subscribed and sworn to before me this 16th day of February, A. D., 2021

/s/ Cheryl Blessett
Notary Public, Wayne County, MI
My commission expires July 14, 2021

Minutes were approved at the March 16, 2021 Virtual Commission Meeting
SWEARING IN OF COMMISSIONERS

REVISED OATH OF OFFICE

Commissioner Russ Bellant

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/ Russ Bellant

Subscribed and sworn to before me this 16th day of February, A. D., 2021

/s/ Cheryl Blessett
Notary Public, Wayne County, MI
My commission expires July 14, 2021

Commissioner Franklin Jackson

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/ Franklin Jackson

Subscribed and sworn to before me this 16th day of February, A. D., 2021

/s/ Cheryl Blessett
Notary Public, Wayne County, MI
My commission expires July 14, 2021

Minutes were approved at the March 16, 2021 Virtual Commission Meeting
Commissioner Edythe Hayden Friley

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/ Edythe Hayden Friley

Subscribed and sworn to before me this 16th day of February, A. D., 2021

/s/ Cheryl Blessett
Notary Public, Wayne County, MI
My commission expires July 14, 2021

Commissioner Ida Byrd-Hill

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/ Ida Byrd-Hill

Subscribed and sworn to before me this 16th day of February, A. D., 2021

/s/ Cheryl Blessett
Notary Public, Wayne County, MI
My commission expires July 14, 2021

A roll call attendance was taken with the following results:

- Adams Present
- Byrd-Hill Present
- Hayden Friley Present
- Jackson Present
- President Bellant Present

Excused: Commissioner Gray, Peterson-Mayberry, Ex-Officio

Minutes were approved at the March 16, 2021 Virtual Commission Meeting
Administrative Staff: Mondowney, Brown, Funchess, Ibegbu, Moore, Norfolk, Simmons

Present Also: Katie Andrecovich, Cheryl Blessett, Deborah Dorsey, Vickie Lynn Elmer, Sean Everett, Byron Keys, Christina Ladson, Tracy Massey, R. Micallef, Carolyn Mosley, Christine Peele, Yvette Rice, Karlita Williams

APPROVAL OF THE TABLED MEETING MINUTES OF DECEMBER 15, 2020
AND THE ANNUAL MEETING MINUTES OF JANUARY 19, 2021

COMMISSION ACTION

Commissioner Hayden Friley moved approval of the tabled meeting minutes of December 15, 2020 and the annual meeting minutes of January 19, 2021.

Commissioner Jackson supported.

A roll call vote was taken with the following results:

- Adams    Yes
- Byrd-Hill  Yes
- Hayden Friley  Yes
- Jackson    Yes
- President Bellant  Yes

The motion passed unanimously.

PUBLIC COMMENTS

There were no public comments.
REPORT OF THE PRESIDENT

Committee Assignments

President Bellant announced the committee assignments would be emailed to the Commissioners.

Resolution of the Detroit Library Commission to Create a Special Committee on Tax Captures

President Bellant introduced the following resolution for approval:

Whereas, the Detroit Public Library (the Library) was established in 1865 for the edification of the Citizens of Detroit, and

Whereas, the Library has grown, expanded sites, diversified its programming and adapted to the needs of the people of Detroit, and

Whereas, the people of Detroit have, for many decades, heartily approved property tax millage to fund the continuation of their Library system, and

Whereas, over 80% of the Library's budget comes from this dedicated millage, without which the Library system could not exist, and

Whereas, the City of Detroit has expanded the practice of appropriating millage revenue meant for the Library system and used it for its own projects, such as brownfield development, in a process known as tax captures, and

Whereas, these tax captures in the millions of dollars are drawing down the fund balance of the Library system and threatens over time to shrink the capacity of our Library to serve the needs of the people across the City, therefore be it

Resolved, that the Detroit Library Commission create a Special Committee on Tax Captures to engage and inform the Citizens of Detroit of the unauthorized diversion of millage that they voted for to operate the Library system, and be it further

Resolved, the Detroit Library Commission seeks to modify public policy to protect the Library system so that it may continue to serve as a resource for all Detroiter in the present and the future.
COMMISSION ACTION

Commissioner Adams moved approval to adopt the resolution to create a tax capture committee. Commissioner Jackson supported.

DISCUSSION

Commissioner Adams suggested changing the language under the first Resolved from “abuse and misuse of the millage” to “unauthorized diversion of millage.”

President Bellant agreed that the language under the first Resolved should be changed in the resolution if it is adopted.

Commissioner Hayden Friley requested that a packet be provided to the Commissioners on the history of tax captures and how they impact the library. She asked to include bullet points so it would not be difficult to understand.

Commissioner Byrd-Hill requested that the packet also include how much tax captures have cost the library.

Mrs. Mondowney stated that a packet would be provided to the Commissioners. She also stated that roughly 11.8 million dollars have been captured in taxes since 2015.

COMMISSION ACTION CONT’D

A roll call vote was taken with the following results:

- Adams    Yes
- Byrd-Hill Yes
- Hayden Friley Yes
- Jackson    Yes
- President Bellant Yes

The motion passed unanimously.
REPORT OF THE EXECUTIVE DIRECTOR

National Sanitation Foundation

Mrs. Mondowney reported that the National Sanitation Foundation (NSF) made its “Second Maintenance of Effort” visit to Main Library on January 21, 2021. During the visit, NSF conducted an onsite assessment as to whether or not the Main Library was continuing to meet the standards and requirements identified by NSF for ensuring public and staff safety during the COVID-19 pandemic. During this visit, NSF reviewed the Library’s records for cleaning and sanitizing public and non-public areas in the building, employee health screening protocols, social distancing signage, personal protection equipment availability, and staff training. Based on this onsite assessment, it was determined that Main Library continues to meet the “Checked by NSF” standards and state of Michigan requirements. NSF has issued “Checked by NSF” decals that are valid through July, 2021, at which time the NSF will make another “maintenance of effort” visit. The NSF standards were also utilized to shape how the Library’s six neighborhood branches and Mobile Library provide public service during this public health crisis. A copy of the DPL’s COVID-19 Preparedness and Response Plan Maintenance of Effort #2 report is included for the Commission.

COVID-19 Results in DPL Public Service Enhancements

Mrs. Mondowney reported that the challenges of serving the community during the pandemic have led to innovations that will result in improved services long after the health crisis is over.

• **Virtual Chat is Well-Received by Customers and Staff**

Since August, 2020, DPL librarians have "chatted" with 2,511 visitors to the DPL website. One of the Library's newest services, “chat,” enables staff to provide real time information and support to people who are not able to use the library in-person. The average time spent online with a customer was 5 minutes. Customers gave this service an average rating of 3.7 on a 4-point scale

• **Revised Tax Preparation Assistance Program**

The Accounting Aid Society is now offering free tax prep services to low income residents at Main Library, by appointment only, on Wednesdays and Thursdays. Appointments can be made by calling 313-556-1920, or by visiting the website, accountingaidsociety.org. DPL will serve as a "drop-off" center where the tax-preparers will quickly interview tax filers and scan their documents. Tax forms will be completed off-site. Clients will be able to receive their completed forms by mail, email or by making an appointment to pick up the forms.
African American History Essay/Poem/Video Contest

Mrs. Mondowney reported that the Wilder Branch Library has organized an African American History Essay/Poem/Video Contest for three grade level categories, 1st - 4th, 5th-8th, and 9th-12th. Entrants must write or talk about “an African American who inspires you and why?” The original creations, between 100-300 words, must be submitted by February 28. Winners in each category will received a $25 gift card and a set of age-appropriate books. Contest details are available at the Library’s website, detroitpubliclibrary.org.

DTE Conversion Project

Mrs. Mondowney reported that in 2015 the Public Lighting Commission (PLC) negotiated the city-wide switching of electrical service to Detroit Edison (DTE). The Main Library along with the DIA and the Detroit Historical Museum are scheduled to complete the conversion by the end of 2021. The City of Detroit has hired the SmithGroup to assist with the complexities pertaining to the conversion. We are working with the SmithGroup to finalize possible options and costs.

Replacing the Chillers at Main Library

Mrs. Mondowney reported that we have a comprehensive HVAC system overview for Main Library. Most of the HVAC system is at end of life, having been in operation since 1963. A critical issue that is tied to the DTE conversion project is the replacement of Main Library’s chillers. The estimated cost for this major capital improvement is over 2 million dollars.

Wayne County

Mrs. Mondowney reported that on January 29, 2021, DPL received a payment of $88,315.56 from Wayne County for delinquent property taxes.
COMMITTEE ON ADMINISTRATION

Approval of the Routine Human Resources Report

The Human Resources Department Report provides information regarding personnel actions taken from January 1, 2021 through January 31, 2021. These actions have been approved by Administration.

APPOINTMENTS (0)

RETIREMENTS (0)

SICK LEAVE PAYOUTS (0)

TOTAL PAYOUTS = (0)

POTENTIAL RETIREMENTS (1) Pending COD Approval

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Title</th>
<th>Last Day Worked</th>
</tr>
</thead>
<tbody>
<tr>
<td>Richard Sowinski</td>
<td>Finish Carpenter</td>
<td>April 15, 2021</td>
</tr>
</tbody>
</table>

SEPARATIONS (2)

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Title</th>
<th>Last Day Worked</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faren Watson</td>
<td>Librarian I</td>
<td>January 4, 2021</td>
</tr>
<tr>
<td>Jacquelynne Lateef</td>
<td>Customer Service Representative</td>
<td>January 20, 2021</td>
</tr>
</tbody>
</table>

EMPLOYEE HEADCOUNT

<table>
<thead>
<tr>
<th>Headcount</th>
<th>January 2021</th>
<th>Headcount</th>
<th>January 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budgeted Positions =</td>
<td>325</td>
<td>Budgeted Positions =</td>
<td>325</td>
</tr>
<tr>
<td>Active Employees =</td>
<td>126</td>
<td>Active Employees =</td>
<td>305</td>
</tr>
<tr>
<td>Furlough Employees =</td>
<td>113</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vacant Positions =</td>
<td>86</td>
<td>Vacant Positions =</td>
<td>15</td>
</tr>
</tbody>
</table>
# VACANT POSITIONS

<table>
<thead>
<tr>
<th>POSITION</th>
<th># OF BUDGETED POSITIONS</th>
<th># OF FILLED POSITIONS</th>
<th>VACANT POSITIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Director</td>
<td>6</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>Manager</td>
<td>25</td>
<td>21</td>
<td>4</td>
</tr>
<tr>
<td>Librarian I &amp; II</td>
<td>24</td>
<td>18</td>
<td>6</td>
</tr>
<tr>
<td>Facilities</td>
<td>17</td>
<td>13</td>
<td>4</td>
</tr>
<tr>
<td>TTA</td>
<td>17</td>
<td>16</td>
<td>1</td>
</tr>
<tr>
<td>Customer Service</td>
<td>90</td>
<td>32</td>
<td>58</td>
</tr>
<tr>
<td>Representative</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Senior Customer Rep (Clerk)</td>
<td>20</td>
<td>19</td>
<td>1</td>
</tr>
<tr>
<td>Branch Custodians</td>
<td>13</td>
<td>5</td>
<td>8</td>
</tr>
<tr>
<td>Senior Accountant</td>
<td>2</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Security</td>
<td>16</td>
<td>15</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>86</td>
</tr>
</tbody>
</table>

Only Position Titles with vacancies are listed.

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

## COMMISSION ACTION

Commissioner Hayden Friley moved approval of the Human Resources report. Commissioner Jackson supported.

A roll call vote was taken with the following results:

- Adams: Yes
- Byrd-Hill: Yes
- Hayden Friley: Yes
- Jackson: Yes
- President Bellant: Yes

The motion passed unanimously.

Minutes were approved at the March 16, 2021 Virtual Commission Meeting
Committee on Finance

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.

<table>
<thead>
<tr>
<th>Summary of Expenditures</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Public Funds</strong></td>
</tr>
</tbody>
</table>

**Payments Processed by the City of Detroit**

| 1. Total Payroll January 2021 | $626,838.21 |
| 2. Total For Vouchers – Processed on Fusion After 3/13/20 listed by invoice number & date (processed off-site) | $657,504.09 |
| 3. FY 21 Annual Retiree Supplement | $293,500.00 |
| 4. FY 21 General Retirement System (GRS) | $0.00 |
| 5. FY 21 Central Staffing Services | $0.00 |
| 6. FY 21 Hybrid Pension Plan | $92,491.28 |
| 7. FY 20 VEBA | $0.00 |
| 8. FY 20 Debt Service Interest for 2014B(1) & 2014B(2) Notes | $0.00 |

Total Processed by City of Detroit $1,670,333.58

**Payments Processed by DPL**

| 1. Public Funds/Comerica Checking | Check 1346 | $6,500.00 |
| 2. Branch & Main Library Deposit Checking Account | Checks 7536-7545 | $3,999.80 |
| 3. Branch & Main Library Deposit Checking Account | Electronic Funds Transfer (EFT) | $1,022.31 |

Total Processed by DPL $11,522.11

**Grand Total** $1,681,855.69

**Restricted/Designated Funds**

| 1. Burton Endowment Checking | Checks NONE | $0.00 |
| 2. O'Brien Checking | Checks NONE | $0.00 |
| 3. Programs & Gifts | Check 2923 | $50.00 |

Grand Total $50.00

**Credit Card Expenditures**

| 1. Executive Director | $254.90 |
| 2. Executive Director's Office – used for general office purpose | $0.00 |
| 3. Chief Financial Officer | $290.00 |
| 4. Human Resources Department | $347.00 |
| 5. Marketing Department | $506.72 |
| 6. Technical Services | $61.17 |
| 7. Facilities Department | $867.46 |
| 8. Information Technology | $1,054.25 |
| 9. Procurement | $3,131.18 |
| 10. Security | $0.00 |
| 11. Public Services | $421.15 |

Grand Total $6,933.83

Note: These are December 2020 Credit Card Purchases

Minutes were approved at the March 16, 2021 Virtual Commission Meeting
**COMMISSION ACTION**

Commissioner Adams moved approval of the routine finance report. Commissioner Hayden Friley supported.

A roll call vote was taken with the following results:

- Adams  Yes
- Byrd-Hill  Yes
- Hayden Friley  Yes
- Jackson  Yes
- President Bellant  Yes

The motion passed unanimously.

**OLD BUSINESS**

Commissioner Byrd-Hill expressed her concerns about the Committee meeting minutes not being posted on the website.

President Bellant stated that this matter could be discussed at a Committee on Administration meeting in the future.

**COMMISSION ACTION**

Commissioner Hayden Friley moved to adjourn. Commissioner Adams supported.

A roll call vote was taken with the following results:

- Adams  Yes
- Byrd-Hill  Yes
- Hayden Friley  Yes
- Jackson  Yes
- President Bellant  Yes

The meeting was adjourned at 2:14 p.m.