

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

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.

President Hayden Friley called the Regular Meeting of the Detroit Library Commission to order at 1:35 p.m.

SWEARING IN OF THE NEW COMMISSIONER

Chaundra Frierson-Haynes was appointed as a Commissioner by the Detroit Public Schools Community District and sworn in for a six-year term at the February 21, 2023 Detroit Library Commission meeting.

OATH OF OFFICE

Commissioner Chaundra Frierson-Haynes

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/ Chaundra Frierson-Haynes

Subscribed and sworn to before me this 21st day of February, A. D., 2023

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

A roll call attendance was taken with the following results:

➤ Adams	Present
➤ Frierson-Haynes	Present
➤ Jackson	Present
➤ Peterson-Mayberry	Present
➤ Short	Present
➤ President Hayden Friley	Present

Excused: Commissioner Hicks

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

Present Also: Russ Bellant, Cheryl Blessett, Maria Bryson, India Davis, Leiann Day, Deborah Dorsey, Talia Gordon, Ruth Hart, Elena Herrada, Imara Hyman, J. Johnson, Dee Jones, Deborah Madison, Tracy Massey, Carolyn Mosley, Cindy Mough, Angela Newby, Christine Peele, Yvette Rice, Malak Silmi, Pheia Smith, Cully Summers, Pamela Taylor, Brian Vance, Dawanna Veasley, Mattie Wiggins, Tracey Wyatt

APPROVAL OF THE MEETING MINUTES

COMMISSION ACTION

Commissioner Adams moved approval of the Regular Meeting Minutes of January 17, 2023. Commissioner Jackson supported.

A roll call vote was taken with the following results:

- | | |
|---------------------------|-----|
| ➤ Adams | Yes |
| ➤ Frierson-Haynes | Yes |
| ➤ Jackson | Yes |
| ➤ Peterson-Mayberry | Yes |
| ➤ Short | Yes |
| ➤ President Hayden Friley | Yes |

The minutes were approved as presented.

PUBLIC COMMENTS

Elena Herrada – Expressed her concerns about the Bowen Branch Library needing a first floor restroom and wheelchair ramps. She also expressed concerns about tax captures being returned to the Detroit Public Library.

Russ Bellant – Expressed his concerns about the financial impact the District Detroit, a world-class sports and entertainment development, will have on the Detroit Public Library.

REPORT OF THE PRESIDENT

Committee Assignments

President Hayden Friley announced the following committee assignments for 2023:

Committee on Administration

Ida Short, Chair

Chaundra Frierson-Haynes

Gregory Hicks

Audit Committee

Jean-Vierre Adams, Chair

Franklin Jackson

Angelique Peterson-Mayberry

By-Laws Committee**Jean-Vierre Adams, Chair**

Chaundra Frierson-Haynes

Gregory Hicks

Committee on Books and Literacy**Edythe Hayden Friley, Chair**

Franklin Jackson

Ida Short

Committee on Buildings**Gregory Hicks, Chair**

Edythe Hayden Friley

Ida Short

Committee on Finance**Franklin Jackson, Chair**

Jean-Vierre Adams

Angelique Peterson-Mayberry

Liaison to the DPL Friends Foundation

To Be Decided

REPORT OF THE EXECUTIVE DIRECTOR**Operating Millage Renewal: FY2026 (July 1, 2025)**

Mrs. Mondowney reported that the Library's 10-year operating millage expires on June 30, 2025. We will need to request a 10-year renewal to begin on July 1, 2025, which is the beginning of fiscal year 2026. Following the ballot language approval by the Commission and authorization by members of the City Council, the millage renewal request can be placed before the electorate on August 8, 2024 and/or on November 7, 2024.

DPL & DPSCD Partnership Reading Challenge

Mrs. Mondowney reported that the Library and Detroit Public Schools Community District's partnership reading challenge on Beanstack (a reading tracker) for December 5-January 20, 2023 was called *Rise Up: Read More #For the Culture*. There were 2,126 student participants in grades K-12, who read 272,248 minutes. Twenty-five schools were represented. The new challenge for February 13-April 11, 2023 is called *Rise Up: Read More #For the Culture: A Month Can't Hold Us*. Teachers record minutes for K-5 students; middle and high school students record their own minutes. The DPSCD Reading Challenge is on our Beanstack landing page at detroitpubliclibrary.org.

Tax Preparation Assistance: January 21-April 18, 2023

Mrs. Mondowney reported that the Accounting Aid Society Tax program will take place at Main Library, five days a week, from January 21-April 18, 2023. This free service is available Tuesdays and Wednesdays, Noon - 7 p.m., and Thursdays, Fridays and Saturdays, 10 a.m. – 5 p.m. Walk-ins are accepted, however, customers are encouraged to schedule an appointment by calling (313) 556-1920 or online at accountingaidsociety.org.

February & March 2023: Upcoming Programs

Mrs. Mondowney reported the following:

- Main Library's HYPE Teen Center is hosting a "Black Superhero Showcase" in celebration of Black History Month. On Saturday, February 25th, 2 – 4 p.m., teens will learn about graphic novels, comics and artwork featuring Black superheroes, and they will view the movie *Black Panther: Wakanda Forever*.
- The Sherwood Forest Branch Library will present two workshops, "Wrapped in Love: A Black History Headwrap Celebration" at 1:30 p.m. and 3:30 p.m. on Saturday, February 25th. This is an opportunity to learn about the tradition, fashion, culture and art of head wrapping.
- The Redford Branch Library is hosting a series of workshops for people who may be in the beginning stages of starting a business. On March 2nd and April 6th, the Michigan Small Business Development Center (SBDC) will provide a workshop entitled "Starting a Business," and on March 9th and April 13th, a workshop entitled "How to Write a Business Plan." Details about these programs are available on the Library's website, at detroitpubliclibrary.org.
- Community advocates and preservation organizations Detroit Sound Conservancy (DSC) and Black Bottom Archives (BBA) will present a panel and community discussion on the destructive impact of the interstate highway system on Detroit's past and present.

This public program, entitled “Interstate 313: Displacement and Preservation on the Road to a Just Future,” will be held at 2 p.m. on Sunday, February 26th, in Main Library’s Galleria.

Wayne County Delinquent Property Taxes

Mrs. Mondowney reported that on January 13, 2023, the Library received a payment of \$65,873.21 for delinquent property taxes.

New Chief of Operations and Customer Experiences Officer

Mrs. Mondowney reported that we are pleased to welcome Christopher Korenowsky as our Chief of Operations and Customer Experiences Officer. He is an experienced library administrator with a variety of senior and executive roles in public libraries. His most recent position was as Director of Public Services at the Somerset County Library System of New Jersey. Christopher holds a Master of Information Management and Library Sciences/Management and Reference Services from Kent State University, and a Bachelor of Arts in English Literature from Ohio State University.

NOTED

Mr. Korenowsky was welcomed with a warm round of applause.

ALSO NOTED

Commissioner Frierson-Haynes mentioned that the City of Detroit Election Commission is discussing the possibility of moving the primary election to May 2024.

COMMITTEE ON ADMINISTRATION

Approval of the Routine Human Resources Report

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

APPOINTMENTS (12)

Employee Name	Title	Hire date
Rudyqing Dahl	Customer Service Representative	January 9, 2023
Laila Hamdan	Customer Service Representative	January 9, 2023
Holly Hogans	Customer Service Representative	January 9, 2023
Bridget Knox	Customer Service Representative	January 9, 2023
John Uznis	Customer Service Representative	January 9, 2023
LaTasha Young	Customer Service Representative	January 9, 2023
Jessica Bostian	Librarian II	January 9, 2023
Katherine Emrich	Librarian II	January 9, 2023

Minutes were approved at the March 21, 2023 Commission Meeting

Employee Name	Title	Hire date
Carolina Fernandez	Librarian II	January 9, 2023
Mary Howard	Librarian II	January 9, 2023
Karen Wilkinson	Librarian III	January 9, 2023
Christopher Korenowsky	Chief of Operations and Customer Experiences Officer	February 13, 2023

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

Employee Name	Title	Last Day Worked
Janet Batchelder	Coordinator	March 10, 2023
Teresa Thomson	Manager	March 31, 2023

SEPARATIONS (4)

Employee Name	Title	Last Day Worked
October Thomas	Security	January 3, 2023
Joseph Jammer	Technical Training Associate	January 11, 2023
Charmayne Suttles	Customer Service Representative	January 14, 2023
Theodore Rudolph	Librarian II	January 25, 2023

EMPLOYEE HEADCOUNT

Headcount	January 2023	Headcount	January 2022
Budgeted Positions =	325	Budgeted Positions =	325
Active Employees =	229	Active Employees =	173
Furlough Employees =	0	Furlough Employees	28
Vacant Positions =	96	Vacant Positions =	123

VACANT POSITIONS

POSITION	# OF BUDGETED POSITIONS	# OF FILLED POSITIONS	VACANT POSITIONS
Chief of Operations and Customer Experiences	1	1	0
Manager	26	25	1
Librarian III	36	25	11
Librarian I & II	24	18	6
Facilities	17	10	7
TTA	17	14	3

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POSITION	# OF BUDGETED POSITIONS	# OF FILLED POSITIONS	VACANT POSITIONS
Customer Service Representative	92	49	43
Senior Customer Rep (Clerk)	24	13	11
Senior Accountant	2	1	1
Security	16	12	4
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			96

Only Position Titles with vacancies are listed.

The Human Resources Department is actively recruiting for open positions.

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

53 of the remaining vacancies will be filled consistent with the reopening of the branches. Chief of Operations and Customer Experiences Officer (CXO) position was offered and accepted December 6, 2022.

COMMISSION ACTION

Commissioner Adams moved approval of the routine Human Resources report.
Commissioner Frierson-Haynes supported.

A roll call vote was taken with the following results:

- | | |
|---------------------------|-----|
| ➤ Adams | Yes |
| ➤ Frierson-Haynes | Yes |
| ➤ Jackson | Yes |
| ➤ Peterson-Mayberry | Yes |
| ➤ Short | Yes |
| ➤ President Hayden Friley | Yes |

The motion passed unanimously.

COMMITTEE ON FINANCE

Approval to Amend the FY2022-23 Budget for the Detroit Public Library

Minutes were approved at the March 21, 2023 Commission Meeting

The Detroit Public Library (DPL) is requesting authorization to amend its Fiscal Year 2022-23 Adopted Budget to increase projected revenues and offsetting appropriation by \$4,548,677. The current budget total appropriation is \$31,931,105.

The purpose of the budget amendment is to pay for the completion of the restoration of the Main Library due to flood damage in June 2021 (\$2,332,271), roof replacements at Knapp, Redford, and Wilder (\$716,375), and the HVAC system replacements at Chase and Hubbard branches (1,500,030). These purchases will increase the Capital Outlay expenditure account 644124 by \$4,548,677.

The total loss for the flood damage is \$4,667,288. To date, the AIG, the insurance company, has issued a total of \$3,340,965 in insurance proceeds. Of the proceeds received, the Library has paid out a total of \$2,335,016. The Library is expected to receive another \$826,323 in insurance proceeds; combined with the \$500,000 deductible, the total amount left to be paid out to the restoration vendor is \$2,322,271.

The roof replacements and HVAC system replacements were approved by the Library Commission with the use of fund balance in the amount of \$2,216,405 during the FY2022. Because the projects were not completed in FY2022, the funds allocated went back into the fund balance. The projects are expected to be completed during the FY2023 budget year, therefore, approval is needed to request the funds be allocated to this year's budget line item.

The State of Michigan's Economic Development Corporation approved a grant of \$500,000 for the Detroit Public Library to offset the costs of the HVAC systems replacement at Chase and Hubbard branches; this amount will be included in the budget amended.

The budget Prior Year Surplus would be amended by \$2,760,410. DPL requests to increase its FY2022-23 Department Appropriation 29720 from \$22,045,104, to \$26,593,781, an increase of \$4,548,677.

Increase Revenue Appropriation No. 29720 DPL-Administration Mgmt. \$4,548,677.

Increase Appropriation No. 29720 DPL-Administration Mgmt. \$4,548,677.

COMMISSION ACTION

President Hayden Friley moved approval to amend the FY2022-23 budget for the Detroit Public Library. Commissioner Short supported.

A roll call vote was taken with the following results:

➤ Adams	Yes
➤ Frierson-Haynes	Yes
➤ Jackson	Yes
➤ Peterson-Mayberry	Yes
➤ Short	Yes
➤ President Hayden Friley	Yes

The motion passed unanimously.

Minutes were approved at the March 21, 2023 Commission Meeting

Approval of the Routine Finance Report

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		January 2023		\$867,668.43
2. Total Vouchers-processed on FUSION		After 3/13/2020 listed by invoice number & date (processed off-site)		\$707,601.40
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 2nd Qtr. Hybrid Pension Payment		Paid 1/31/2023		\$143,868.44
7. FY23 VEBA				0.00
8. FY23 Debt Service Interest for 2014B(1) & 2014B(2) Notes				0.00
Total processed by City of Detroit				<u>\$1,719,138.27</u>
<u>PAYMENTS PROCESSED BY DPL:</u>				
1. Public Funds/Comerica checking		Checks	1378 - 1380	\$303,987.50
2. Branch & Main Library Deposit Checking account		Checks	7971 - 8011	\$72,287.83
3. Branch & Main Library Deposit Checking account	Paid 1/19/2023	Electronic Funds Transfer (EFT)		\$1,857.31
Total processed by DPL				<u>\$378,132.64</u>
Grand Total				<u>\$2,097,270.91</u>

<u>Summary of Expenditures</u>			
<u>Restricted/Designated Funds</u>			
1. Burton Endowment Checking	Checks	8340	\$6,950.00
2. O'Brien Checking	Checks	4926 - 4930	\$9,289.04
3. Programs & Gifts Checking Account ***	Checks	2997 - 2999	\$78,580.96
Grand Total			\$94,820.00

*****Programs & Gifts Checking Account:**

\$51,273.73	To transfer WC delinquent tax funds for October 2022 to General Fund
\$26,722.23	To transfer WC delinquent tax funds for November 2022 to General Fund
\$585.00	Platinum level membership for DPL - 2023
\$78,580.96	

<u>Credit Card Expenditures</u>	
1. Executive Director	0
2. Executive Director's Office-used for general office purpose	0
3. Chief Financial Officer	140.00
4. Human Resources Department	39.25
5. Marketing Department	461.83
6. Technical Services	787.93
7. Facilities Department	2,410.99
8. Information Technology	133.72
9. Procurement	2,549.33
10. Security	465.97
11. Public Services	50.00
Grand Total	\$ 7,039.02
NOTE: These are December 2022 Credit Card purchases	

Minutes were approved at the March 21, 2023 Commission Meeting

COMMISSION ACTION

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

A roll call vote was taken with the following results:

- | | |
|---------------------------|-----|
| ➤ Adams | Yes |
| ➤ Frierson-Haynes | Yes |
| ➤ Jackson | Yes |
| ➤ Peterson-Mayberry | Yes |
| ➤ Short | Yes |
| ➤ President Hayden Friley | Yes |

The motion passed unanimously.

NEW BUSINESS

President Hayden Friley welcomed Chaundra Frierson-Haynes as the newly appointed Commissioner and Christopher Korenowsky as the newly hired Chief of Operations and Customer Experiences Officer.

OLD BUSINESS

Commissioner Jackson asked for an update on the installation of the chillers at Main Library.

Mr. Cledos Powell, Assistant Director for Facilities, stated that the funds for the chillers have not been received from the City of Detroit, therefore, no progress has been made.

Commissioner Jackson suggested notifying Michigan's Attorney General, Dana Nessel, about the theft of \$400,000 from the Detroit Public Library.

COMMISSION ACTION

Commissioner Jackson moved that the Detroit Public Library's legal counsel contact Michigan's Attorney General, Dana Nessel, to launch an investigation about the Library's fraudulent wire transfers of \$400,000 that occurred at the City of Detroit. The funds have not been returned to the Detroit Public Library. Commissioner Short supported.

A roll call vote was taken with the following results:

- | | |
|---------------------------|-----------|
| ➤ Adams | Abstained |
| ➤ Frierson-Haynes | Yes |
| ➤ Jackson | Yes |
| ➤ Peterson-Mayberry | Yes |
| ➤ Short | Yes |
| ➤ President Hayden Friley | Yes |

The motion passed.

ADJOURNMENT

Commissioner Adams moved to adjourn. Commissioner Short supported.

A roll call vote was taken with the following results:

- | | |
|---------------------------|-----|
| ➤ Adams | Yes |
| ➤ Frierson-Haynes | Yes |
| ➤ Jackson | Yes |
| ➤ Peterson-Mayberry | Yes |
| ➤ Short | Yes |
| ➤ President Hayden Friley | Yes |

The meeting was adjourned at 2:17 p.m.