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

President Gray called the Virtual Special Meeting of the Detroit Library Commission to order at 1:01 p.m.

Present: President Gray, Commissioners Bellant, Hayden Friley, Jackson

Administrative Staff: Mondowney, Brown, Bruni, Funchess, Ibegbu, Johnson-Blevins, Moore, Norfolk, Simmons, Williams

Present Also: Deborah Dorsey, Carolyn Mosley, Yvette Rice, Tiffani Simon

APPROVAL OF MEETING MINUTES

Commissioner Hayden Friley moved approval of the Regular Meeting Minutes of February 18, 2020. Commissioner Bellant supported.

COMMISSION ACTION

A roll call vote was taken with the following results:

- Bellant Yes
- Hayden Friley Device was temporarily disconnected
- Jackson Yes
- President Gray Yes

The minutes were approved as presented.

NOTED

Commissioner Byrd-Hill joined the meeting at 1:05 p.m.

Minutes were approved at the April 21, 2020 Virtual Commission Meeting
A roll call attendance was taken at 1:05 p.m. with the following results:

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

COMMITTEE ON ADMINISTRATION

Approval of the Human Resources Report

The Human Resources Department Report provides information regarding personnel actions taken from February 1, 2020 through February 29, 2020. 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>Jerome Brown</td>
<td>Customer Service Rep</td>
<td>September 30, 2020</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>Yvette Calvin</td>
<td>Customer Service Representative</td>
<td>January 31, 2020</td>
</tr>
<tr>
<td>Laurie Camarena</td>
<td>Customer Service Representative</td>
<td>February 12, 2020</td>
</tr>
</tbody>
</table>

Minutes were approved at the April 21, 2020 Virtual Commission Meeting
EMPLOYEE HEADCOUNT

<table>
<thead>
<tr>
<th></th>
<th>February 2020</th>
<th>Headcount</th>
<th>February 2019</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>302</td>
<td>Active Employees =</td>
<td>306</td>
</tr>
<tr>
<td>Vacant Positions =</td>
<td>23</td>
<td>Vacant Positions =</td>
<td>19</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>Manager</td>
<td>25</td>
<td>22</td>
<td>3</td>
</tr>
<tr>
<td>Librarian I &amp; II</td>
<td>24</td>
<td>19</td>
<td>5</td>
</tr>
<tr>
<td>Facilities</td>
<td>17</td>
<td>16</td>
<td>1</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>84</td>
<td>6</td>
</tr>
<tr>
<td>Representative</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Branch Custodians</td>
<td>13</td>
<td>7</td>
<td>6</td>
</tr>
<tr>
<td>Senior Accountant</td>
<td>2</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>23</td>
</tr>
</tbody>
</table>

Only Position Titles with vacancies are listed.

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

COMMISSION ACTION

Commission Hayden Friley moved approval of the Human Resources Report.
Commissioner Byrd-Hill supported.

DISCUSSION

Commissioner Byrd-Hill asked about the promotion of Ms. Qumisha Goss, Library Pre-Professional at the Parkman Branch, after receiving her master’s degree in Library Science.
Ms. Trinee Moore, Human Resources Director, stated that Ms. Goss had been promoted to Librarian I and is in position to be promoted to Librarian II in six-months. The hiring placement of Librarians is consistent with the UAW-POOL contract. If a position is posted, Ms. Goss could apply for it if she is eligible.

President Gray stated that it is not the role of the Commission to be involved in the hiring/promotion of staff.

**COMMISSION ACTION CONT’D**

A roll call vote was taken with the following results:

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

The motion passed unanimously.

**COMMITTEE ON BUILDINGS/COMMITTEE ON FINANCE**

Ratification of Contract with LGC Global to Deep Clean & Disinfect Detroit Public Library (Main & Branches)

On March 17, 2020, Administration entered into a contract to provide deep cleaning and disinfecting services at the Detroit Public Library (Main & branches). Due to the declared National Emergency of the COVID-19 (Coronavirus) pandemic, Administration believed this precautionary step of cleaning the sites would aid in addressing this public health and safety issue. Because of this emergent state, a quote was requested from LGC Global, the Library’s current janitorial contractor, to provide this service.

LGC Global responded with the following scope of service:

Disinfect & wipe down all tables, desks, water fountains, doors, light switches, hard surfaces, deep clean and disinfect all restrooms and fixtures, steam clean all carpet, mop and disinfect all hard surface flooring, steam clean all fabric furniture, disinfect and wipe down all chairs.

These services will be provided to all Detroit Public Library locations, including Main branch, with the exception of Chaney Branch and the Service Building.

Minutes were approved at the April 21, 2020 Virtual Commission Meeting
Due to the HVAC repairs to be completed at Chaney, a similar deep cleaning will be made prior to reopening the branch.

The cost for servicing all of the locations is $41,000, and is estimated to take three weeks to complete.

Administration and the Facilities Department are requesting ratification of the contract with LGC Global to deep clean and disinfect the Detroit Public Library (Main & branches) for an amount not to exceed Forty-one thousand dollars ($41,000).

**NOTED**

Commissioner Adams joined the meeting at 1:14 p.m.

**COMMISSION ACTION**

Commissioner Bellant moved approval. Commissioner Hayden Friley supported.

A roll call vote was taken with the following results:

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

The motion passed unanimously.

**Approval for Chiller Overhaul and Start Up and Air Handler Unit Coil Replacement at Main Library**

The chillers at Main are beyond the end of their life cycle and must be replaced. Given the lead time on these chillers and the necessary pre-construction work needed to remove and install new chillers, Main would be without cooling this summer. Therefore, a proposal was submitted by Johnson Controls which would provide for an overhaul and start-up of coolers and replacement of the AHU 6 coil. These repairs would provide cooling at Main, thus eliminating the high temperatures in the building that were experienced during the summer of 2019. The repair cost would require a budget amendment to the FY2019/2020 to increase the use of fund balance.

Minutes were approved at the April 21, 2020 Virtual Commission Meeting
The pricing submitted by Johnson Controls is in accordance with a cooperative purchasing contract through Sourcewell, formerly NJPA (National Joint Powers Alliance).

Through this cooperative, a Request for Proposal (RFP), #030817, was issued by the members of Sourcewell Cooperative for HVAC Systems, Installation and Service with related products and supplies on March 9, 2017. The resulting contract, #030817-JHN was awarded for the contract period May 8, 2017 through May 8, 2021 and was extended to serve all government, education and non-profit entities.

The Facilities Department, through the Procurement Department, is requesting approval of a contract with Johnson Controls, for an amount not to exceed $224,700. In addition, the Finance Department is requesting approval to amend the FY2019/2020 budget to increase the use of fund balance by $224,700 to cover the repair. If approved, the fund balance would be $21,003,048.

**NOTED**

Ex-Officio Taylor joined the meeting at 1:17 pm.

**COMMISSION ACTION**

Commissioner Bellant moved approval. Commissioner Hayden Friley supported.

**DISCUSSION**

Commissioner Byrd-Hill asked about the timeline of when the system will be up and running.

Commissioner Adams stated that due to the current circumstances of the COVID-19 crisis, there is no way to guarantee an exact date of completion.

**COMMISSION ACTION CONT’D**

A roll call vote was taken with the following results:

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

Minutes were approved at the April 21, 2020 Virtual Commission Meeting
Approval to Remove and Install One (1) New Boiler and Water Cool Condensing Unit at Chaney Branch Library

The 1955 International boiler at Chaney Branch burst and has become inoperable. As a result, the Chaney Branch has been closed since October because the boiler is no longer functioning and cannot heat the facility. The Facilities Department requested an expedited bid to obtain pricing for the replacement boiler, to include the Removal and Installation of One (1) Boiler and Water Cool Condensing Unit and this was approved by Commission on November 19, 2019. However, upon a comprehensive review of the boiler and air handling unit it was determined that the proposed replacement of the boiler would be a partial solution. The scope of work was revised and an RFP issued for proposals to remove and install a new boiler, water cool condensing unit and air handling system at the Chaney Branch. The repair cost would require a budget amendment to the FY2019/2020 to increase the use of fund balance.

A Request for Proposal, DPL-CL-2007, was posted on DPL’s website and sent to the MITN (Michigan Inter-Governmental Trade Network) on January 22, 2020. The solicitation period was from January 22, 2020 until bid closing at 2:00 p.m. on February 3, 2020, at which time the bid documents were no longer available for download. The bid was downloaded from the MITN website by seven (7) contractors. Two (2) contractors attended the mandatory site visit and two (2) companies submitted a proposal on the project, as follows:

<table>
<thead>
<tr>
<th>Company</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alpha Mechanical Services Group</td>
<td>$217,000</td>
</tr>
<tr>
<td>33200 Schoolcraft, Ste 12</td>
<td></td>
</tr>
<tr>
<td>Livonia, MI 48150</td>
<td></td>
</tr>
<tr>
<td>Johnson Controls, Inc.</td>
<td>$249,000</td>
</tr>
<tr>
<td>2875 High Meadow Circle</td>
<td></td>
</tr>
<tr>
<td>Auburn Hills, MI 48326</td>
<td></td>
</tr>
</tbody>
</table>

Administration and Facilities Department reviewed the proposals. While Alpha Mechanical is a lower bid, Johnson Controls, Inc., proposal offers a better holistic solution which addresses electrical system upgrades to an aging infrastructure and best practices. Therefore, the Procurement Department is recommending approval of the contract with Johnson Controls, Inc., for an amount not to exceed $249,000. In addition, the Finance Department is requesting approval to amend the FY2019/2020 budget to increase the use of fund balance by $249,000 to cover the repair. If approved, the fund balance would be $20,756,048.
COMMISSION ACTION

Commissioner Bellant moved approval. Commissioner Hayden Friley supported.

A roll call vote was taken with the following results:

- Adams  Yes
- Bellant  Yes
- Byrd-Hill  Yes
- Hayden Friley  Yes
- Jackson  Yes
- Taylor  Yes
- President Gray  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.

<table>
<thead>
<tr>
<th>PAYMENTS PROCESSED BY THE CITY OF DETROIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summary of Expenditures</td>
</tr>
<tr>
<td>PUBLIC FUNDS</td>
</tr>
</tbody>
</table>

### PAYMENTS PROCESSED BY THE CITY OF DETROIT

<table>
<thead>
<tr>
<th>Description</th>
<th>February 2020</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Total Payroll</td>
<td></td>
<td>$1,042,565.65</td>
</tr>
<tr>
<td>2. Total For Vouchers – Processed on Fusion 400 – 461</td>
<td></td>
<td>$444,989.14</td>
</tr>
<tr>
<td>3. FY 20 Annual Retiree Supplement</td>
<td></td>
<td>$304,500.00</td>
</tr>
<tr>
<td>4. FY 20 Central Staffing Services</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>5. FY 20 General Retirement System (GRS)</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>6. FY 20 Hybrid Pension Plan</td>
<td></td>
<td>0.00</td>
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<tr>
<td>7. FY 20 VEBA</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>8. FY 20 Debt Service Interest for 2014B(1) &amp; 2014B(2) Notes</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Total Processed by City of Detroit</strong></td>
<td></td>
<td><strong>$1,792,055.79</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PAYMENTS PROCESSED BY DPL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
</tr>
<tr>
<td>1. Public Funds/Comerica Checking</td>
</tr>
<tr>
<td>2. Branch &amp; Main Library Deposit Checking Account</td>
</tr>
<tr>
<td><strong>Total Processed by DPL</strong></td>
</tr>
</tbody>
</table>

**GRAND TOTAL**

**$1,812,559.47**
Summary of Expenditures

RESTRICTED/DESIGNATED FUNDS

1. Burton Endowment Checking Checks NONE $0.00
2. O’Brien Checking Checks 4789 – 4795 $14,907.03
3. Programs & Gifts Checks 2891 – 2897 $2,484.76

GRAND TOTAL $17,391.79

CREDIT CARD EXPENDITURES

1. Executive Director $254.90
2. Executive Director’s Office – used for general office purpose $0.00
3. Chief Financial Officer $310.00
4. Human Resources Department $244.36
5. Marketing Department $2,338.56
6. Technical Services - Note: Expenses $278.48 & Credit ($658.00) Difference ($379.52) ($379.52)
7. Facilities Department $5,638.06
8. Information Technology $1,204.85
9. Procurement $1,724.74
10. Security $1,131.12
11. Public Services $885.98

GRAND TOTAL $13,353.05

Note: These are December 2019 Credit Card Purchases

COMMISSION ACTION

Commissioner Adams moved approval. Commissioner Taylor supported.

A roll call vote was taken with the following results:

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

The motion passed unanimously.
CORONAVIRUS WORKPLACE PANDEMIC PLAN/CORONAVIRUS UPDATE

NOTED

Commissioner Jackson suggested that the Coronavirus Workplace Pandemic Plan and the Coronavirus update be condensed into one report since they were information only items. Each Commissioner received an emailed copy of the Pandemic Plan.

Ms. Mondowney gave a brief summary of the Coronavirus Workplace Pandemic Plan.

The Pandemic Contingency Plan provides a system for Detroit Public Library (DPL) to plan for, respond to, and recover from a pandemic.

The plan focuses on:

- Raising employees’ awareness of the threat of a pandemic and testing their preparedness;
- Improving current health surveillance and existing hygiene measures; and
- Producing action plans that are specific to the Main Library and each branch location.

The Office of the Executive Director provides leadership and oversight on the administration of the Pandemic Contingency Plan. The ED will communicate to the Detroit Library Commission the status of the actions taken as related to pandemic planning and administration. The Executive Director has the sole authority to determine when the Library will be closed, excluding a mandate from the Federal, State or City governments.

The Human Resources Department, with oversight by the Office of the Executive Director, will serve as DPL’s pandemic point of contact and as a part of the pandemic response team from the administration. The HR Department is responsible for:

- Developing awareness materials for the Library community.
- Introducing relevant training, when needed, to the workforce.
- Briefing the administration of the Library’s status.
- Maintaining knowledge and awareness of global developments in virus strains (including guidance on current and new strategies for containment and vaccines).
- Ensuring that external stakeholders, included but not limited to: suppliers, customers and family members, are all involved in planning for a pandemic.
- Establish ongoing communication with our public health department to ensure access to relevant information before and during a pandemic.
Crisis Response Team

The Detroit Public Library will designate a crisis response team that will include representatives from the following departments/agencies:

- **Business and Financial Operations**
  - Procurement will order disposable wipes, hand sanitizers, Lysol sprays and related supplies.
  - Document and monitor unanticipated expenses and affect on the budget.

- **Facilities**
  - Provide proper dispensers and supplies (hand sanitizers, gloves, masks, etc.).
  - Provide proper disposable wipes for staff to clean keyboards, counters, door knobs.
  - Ensure that facilities are properly maintained; capsulated as needed.

- **Global Services**
  - Provide trash receptacles outside bathrooms.
  - Clean computer keyboards twice a day, or more if needed.
  - Clean door knobs twice a day.
  - Refill soap and hand sanitizer dispensers twice a day if needed.

- **Information Systems**
  - Maintains plan information on the website that is devoted to pandemic preventive measures for customers/employees and updates.

- **Marketing**
  - Create signage that helps to inform the public of procedures during the pandemic.
    - “If you have flu or cold symptoms please postpone your visit, Thank you.”
    - “Please do not take offense to our defense against the flu virus… Excuse our masks and gloves they are for all of our protection against the pandemic.”
    - “Please wash hands, use napkin to open door and dispose of napkin outside the door in the provided trash receptacle.”
    - Table signs that read “Please use hand sanitizer to clean your hands prior to using the keyboards.”

Minutes were approved at the April 21, 2020 Virtual Commission Meeting
- Other necessary signage for staff and patrons.
- Print informational packets for staff and patrons.
- Cough and sneeze etiquette posters.
- Deliver necessary flu-related printed materials to agencies/departments.

- **Public Services**
  - Act as liaison between the administration and your department/agencies to provide pertinent information, policies and procedures.
  - Enforce the policy of sending sick employees home.
  - Handle orders for necessary supplies provided by Purchasing/Facilities (hand sanitizers, gloves, masks, etc.).
  - Instruct staff to stand 6 feet from patrons (this is called a social distancing strategy) when delivering services (if possible).
  - Instruct librarians to remove, from their children’s areas, any toys and other unnecessary items that are difficult to clean and sanitize.
  - Inform customers to return all library materials to the book drop; do not leave at the circulation desk. This reduces the amount of transmission.
  - Once or twice a day (depending on your traffic) someone will need to wear gloves and retrieve the materials from the box. Isolate them with bags or storage bins for at least 48 hours before returning them to circulation. The gloves should be disposed of and then hands washed thoroughly.

- **Security Operations**
  - Enforce the policy which includes but is not limited to the following:
    - Escort customers who show flu or cold-like symptoms out of the building.
    - Provide emergency on-site support.

- **Shipping**
  - Deliver posters and other informational materials to agencies/departments.
  - Use gloves when handling mail.
  - Deliver necessary flu-related products to agencies/departments when they arrive.
The Pandemic Contingency Plan and the processes described herein will be reviewed regularly by the administration in order to ensure that the Library is fully prepared to respond to and recover from a severe pandemic.

This plan will be adjusted as necessary to ensure that the Detroit Public Library’s response is flexible, efficient and effective.

APPENDIX A

The Implementation Plan establishes specific support and actions needed for each department and branch locations when it is determined to close the Library due to a pandemic. Herein are the action steps:

I. Office of the Executive Director

1. Communicate with the Detroit Library Commission, City of Detroit Leadership, and the Mid-Town Consortium Leadership of the impeding decision to close the Library. Update communications as needed.
2. Meet with the Marketing Department to plan the press releases, public service announcements, stakeholder notifications and updates. Approve signage to be posted at Main and all branch locations. Approve web-page messages and message updates.
3. Meet with the Executive Leadership Team (ELT) to plan details and assignments to ensure that respective department and agency actions are properly coordinated and carried out, i.e. identification of essential library services and programs that will be impacted and essential staff and core service to continue and/or plan for optional delivery.
4. Notify employees via e-mail and Alert Media about the details of the closure and implications for pay and benefits.

Special Note: Social Distancing will be exercised if face-to-face meetings are conducted. Otherwise, the telephone, video conferencing, email and the internet will be used to conduct business – even when staff are in the same building.

II. Essential Staff and Services

Essential staff/services and some construction/special projects may continue during restricted services or a Library closing. When possible, staff may work flexible schedules in fulfilling their roles as essential staff.
(a) **Business Office/Procurement**

1. Remote management of contract and RFP management.
2. Contact vendors, etc., to inform them about restricted services or closure and advise regarding the implication of continued service delivery and payments.
3. Order supplies and equipment needed for restricted services and/or library closure.
4. Oversee deep cleaning of offices and library branches.
5. Identify additional costs due to the pandemic; develop additional budget requests if needed.
6. Remote management of special projects.

(b) **Facilities**

1. Ensure facilities upkeep and safety.
2. Make sure employees know where supplies for hand hygiene and related items are located.
3. Monitor, maintain HVAC systems, lighting etc. – Building Engineers @ Main.
4. Oversee deep cleaning of offices and library branches.
5. Ensure that the library’s vehicles and other equipment are properly stored.
6. Remote management of special projects.

(c) **Human Resources /Payroll Services**

1. Support the Executive Director in the development and distribution of employee announcements.
2. Payroll Services will prepare and adjust time cards as needed, enter into UltiPro or forward to UltiDetroit to process; communicate to employees’ payroll audit concerns.
3. When applicable communicate the library’s leave policies, and pay guidelines.
4. Monitor public health recommendations and guidelines about the pandemic and ensure that employees also have access to that information.
5. Assist Marketing and other designated persons with the distribution and management of information on the website, bulletin boards or other means of communicating important pandemic information.

(d) **Information Systems**

1. Ensure critical information and data are backed-up and maintain the Network, Wi-Fi and Office 365.
2. Monitor and maintain the network, especially important to ensure 24/7 availability of WI-FI at Main and all branches.
3. Monitor telephone system.
4. Monitor library card expirations, digital systems, etc. to ensure user privileges.
(e) **Marketing**

1. Provide Executive Director with all relevant media information related to pandemic.
2. Prepare and distribute press releases, related stories and announcements for the media. Update as needed.
3. Set up a designated area of the DPLWeb page to announce restricted services/closing and resources and digital services available to DPL customers.
4. Use Social Media outlets to keep Library customers informed.
5. Cancel and, if possible, reschedule the use of meeting rooms.

(f) **Public Services**

1. Suspend Mobile Library and other outreach services.
2. Reschedule or cancel Library and partnership programs and events.
3. Reschedule or cancel room reservations.
4. Post signage throughout Main Library and in the branches.
5. Prepare text for automated telephone messages (implemented by IS).
6. Close and lock dropboxes.
7. Disseminate protocols and supplies to staff who may be handling materials used by the public.
8. Manage library cardholder privileges (implemented by IS):
   a. Extend library cards that are due to expire during the closure
   b. Extend due dates for items that are checked out
   c. Deactivate "holds" function for new hold requests
   d. Deactivate automated messages to customers regarding their library cards and materials
   e. Post notice about library card changes on DPL website (PS & Marketing).
9. Prepare to continue Ask-A-Librarian services:
   a. Designate staff to respond to Ask-A-Librarian email requests from home.
   b. Enable remote access to SIRSI Workflows module (to respond to customer library card issues)
   c. Provide list of available library card numbers to issue temporary library cards.
10. Prepare to continue telephone reference services via call forwarding:
    a. Designate/schedule staff to answer telephone calls.
    b. Implement call forwarding.
11. Monitor/enhance use of digital resources:
    a. Designate staff to monitor/select new materials for DPL's digital collection
    b. Increase materials budget, if necessary; resolve issues related to vendor payment.
12. Post curated list of links to online educational and enrichment services.
13. Develop and post stories and videos aimed at engaging the public during an extended closure.

Minutes were approved at the April 21, 2020 Virtual Commission Meeting
(g) **Security Operations**

1. Provide appropriate levels of 24/7 security at Main.
2. Monitor security cameras at all DPL locations.
3. Coordinate surveillance services with contract Security Company for branch locations.
4. Open, monitor and secure Main offices/departments and branch locations during the deep cleaning process.

(h) **Shipping**

1. Pick up mail from the post office.
2. Deliver deep cleaning supplies to departments and branch locations.

Ms. Mondowney stated that DPL has been in contact with the City of Detroit about the financial impact of a decrease in the collection of property taxes due to the COVID-19 crisis. An update is expected in May regarding the adjustments to DPL’s estimated tax revenue.

The City of Detroit will also keep DPL abreast of any stimulus funds that may be available to the Library.

**DISCUSSION**

Commissioner Byrd-Hill asked how the Library is marketing its digital services.

Ms. Mondowney stated that DPL is taking the opportunity to enhance its digital services.

Commissioner Bellant suggested that the Pandemic Plan be modified to note that the Detroit Library Commission will meet remotely to approve essential and non-essential items during the COVID-19 crisis.

Commissioner Byrd-Hill asked how the Library will support children during the possible school closure for the remainder of the academic year and possibly until September.

Ms. Mondowney stated that if the schools are closed and the pandemic is still ongoing, it may not be feasible for DPL to reopen.

Commissioner Taylor, DPSCD Board President, said that if the Detroit Public Schools Community District cancels classes until September, the Detroit Public Library will probably remain closed during that time as well.
President Gray stated that the Governor of Michigan will determine when Michigan's public libraries will reopen.

Commissioner Jackson asked about the availability of gloves for all DPL staff in the plan to reopen.

Ms. Mondowney said that protective items have been ordered, however, everything is on backorder. There have been discussions to have protective equipment available for all DPL staff.

Commissioner Jackson stated that if DPL does not have the proper protective equipment for all staff members, it should not reopen.

Commissioner Jackson asked about any of DPL’s employees becoming ill with the COVID-19 virus.

Ms. Mondowney said that there have not been any reports about DPL employees becoming ill with the virus.

**NOTED**

President Gray stated that due to the current circumstances, the April 21, 2020 Commission meeting may be held virtually.

The meeting was adjourned at 1:59 p.m.