

**DETROIT LIBRARY COMMISSION PROCEEDINGS
REGULAR MEETING
APRIL 19, 2022**

NOTED

This meeting was held in Main Library's DVD/Media Room. This is the first in-person Regular Commission meeting since the COVID-19 shutdown in March 2020. 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 attendance.

In the absence of President Jackson, Vice-President Hayden Friley chaired the Regular Meeting of the Detroit Library Commission and called the meeting to order at 1:56 p.m.

A roll call attendance was taken with the following results:

- | | |
|---------------------|---------|
| ➤ Bellant | Present |
| ➤ Hayden Friley | Present |
| ➤ Hicks | Present |
| ➤ Peterson-Mayberry | Present |

Excused: Commissioners Adams, Jackson, Short

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

Present Also: Paris Blessman, Stacy Brooks, Ronald Bryant, Maria Bryson, Enid Clark, Glenda Cornelius, Leiann Day, Katie Dowgiewicz, Deborah Dorsey, Elena Herrada, D'Andre Herron, Courtney Kirby, Ken Gabriel, Tracy Massey, Carolyn Mosley, Cindy Mough, Angela Newby-Clora, Christine Peele, Yvette Rice, James Smith, Charmayne Suttles, Brian Vance

Minutes were approved at the May 17, 2022 Regular Commission Meeting

APPROVAL OF MEETING MINUTES

COMMISSION ACTION

Commissioner Bellant moved approval of the March 15, 2022 meeting minutes. Commissioner Hicks supported. The minutes were approved as presented.

PUBLIC COMMENTS

There were no public comments

REPORT OF THE EXECUTIVE DIRECTOR

Covid-19 Test Kits

Mrs. Mondowney reported that on Tuesday, April 5, 2022, DPL began distribution of additional Covid-19 test kits. The kits are available on a first come, first served basis at the Circulation Desk at Main Library and at the open branches, Campbell, Edison, Jefferson, Parkman, Redford and Wilder. Library users, DPL staff and contractors are eligible to receive up to 5 kits. In February, DPL participated in the Library of Michigan's pilot program for distribution of test kits. This second phase of the program involves 70 public libraries throughout the state which are distributing 24,000 test kits.

Michigan Financial Wellness Literacy Month

Mrs. Mondowney reported that Michigan Financial Wellness Month occurs every April to provide financial literacy information on banking basics, budgeting, credit and debt. This year, DPL offers a range of programs for all ages. Families can visit any open library to pick up this year's selection of the Smart Money Michigan Read title, "Count on Pablo," and a wooden bank craft kit while supplies last. Lending expert Tony Bevaque will make two virtual presentations. On Saturday, April 23, 2022, he will provide information for first-time homebuyers; on Saturday, April 30, he will discuss how to build and maintain a good credit history. Both events will be held at 2 p.m., and registration information is available on the Library's website, detroitpubliclibrary.org.

"Seed Stations at DPL"

Mrs. Mondowney reported that families are invited to visit Gro-Town Seed Stations at all DPL locations to pick up a seed packet while supplies last. Children can take home packets of vegetable, herb and flower seeds to and plant their own garden.

Minutes were approved at the May 17, 2022 Regular Commission Meeting

Gro-Town stations are an opportunity for children to make a connection to the outdoors and to learn about gardening.

Library for the Blind and Physically Handicapped (LBPH)

Mrs. Mondowney reported that on March 10, 2022, DPL received a State Aid payment of \$20,536 for the Library for the Blind and Physically Handicapped. LBPH offers services, and programs to anyone with a visual or physical handicap, or a reading disability. This library lends talking books and players to people who live in Detroit, Highland Park and Hamtramck.

During Fiscal Year 2021, LBPH circulated 36,400 items. LBPH is located at the Frederick Douglass Branch for Specialized Services, on Grand River near Trumbull.

DTE/Chiller Replacements - Update

Mrs. Mondowney reported that due to the delay in the replacement of the chillers at Main Library, DTE pursued an alternative solution to accommodate the existing chillers. DTE plans to complete the transition of the Library to the electric distribution system in late May 2022/early June 2022. The chiller replacement delay has cost DTE an additional \$160,000. We do not have a date for replacement of the chillers.

Wayne County

Mrs. Mondowney reported that on March 11, 2022, DPL received a payment of \$142,283 from Wayne County for delinquent property taxes.

The Shirley A. Wiederhold Trust

Mrs. Mondowney reported that on April 14, 2022, DPL received from the Shirley A. Wiederhold Trust, a gift in the amount of \$75,000. The money has been designated for the Clarence M. Burton Historical Collection "to be used for research and historical value," and is a memorial to Shirley A. Wiederhold and her parents William L. and Ethel A. Wiederhold. Ms. Wiederhold, a native Detroiter, passed away on January 18, 2020 at the age of 94.

COMMITTEE ON ADMINISTRATION

Approval of the Routine Human Resources Report

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

Minutes were approved at the May 17, 2022 Regular Commission Meeting

APPOINTMENTS (0)**RETIREMENTS (2)**

Employee Name/Title	Title	Last Day Worked	Retirement Date
Victor Ibegbu	Assistant Director, IS	March 4, 2022	Determined by COD
William Martin	Security Officer	March 25, 2022	Determined by COD

SICK LEAVE PAYOUTS (0)**TOTAL PAYOUTS = (0)****POTENTIAL RETIREMENTS (5) Pending COD Approval**

Employee Name	Title	Last Day Worked
Charles Plummer	Shipping Supervisor	April 1, 2022
Cheryl Walker	Office Support Assistant 2	April 22, 2022
Glenda Cornelious	Administrative Assistant 2	May 3, 2022
Christopher Embry	Chief Refrigeration Equipment Operator	May 20, 2022
Joyce Owens	Librarian II	May 23, 2022

SEPARATIONS (3)

Employee Name	Title	Last Day Worked
Alonzo Bufkin	Customer Service Representative	February 23, 2022
Dorothy Hamilton	Library-Pre-Professional	March 15, 2022
Karen Fitzpatrick	Senior Customer Representative	March 29, 2022

EMPLOYEE HEADCOUNT

Headcount	March 2022	Headcount	March 2021
Budgeted Positions =	325	Budgeted Positions =	325
Active Employees =	173	Active Employees =	127
Furlough Employees =	22	Furlough Employees =	112
Vacant Positions =	130	Vacant Positions =	86

VACANT POSITIONS

POSITION	# OF BUDGETED POSITIONS	# OF FILLED POSITIONS	VACANT POSITIONS
Assistant Director	6	4	2
Manager	26	20	6
Librarian III	29	23	6
Librarian I & II	24	9	15

Minutes were approved at the May 17, 2022 Regular Commission Meeting

POSITION	# OF BUDGETED POSITIONS	# OF FILLED POSITIONS	VACANT POSITIONS
Facilities	17	12	5
TTA	17	12	5
Customer Service Representative	90	23	67
Senior Customer Rep (Clerk)	24	16	8
Branch Custodians	12	4	8
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
Total			130

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."***

DISCUSSION

Commissioner Peterson-Mayberry asked about the timeline for collective bargaining units.

Ms. Tiffani Simon, Assistant Director for Human Resources, stated that three of the Unions, AFSCME 1259, AFSCME 1231 and UAW, are currently in negotiations. Each unit has a different timeline.

COMMISSION ACTION

Commissioner Friley moved approval of the routine Human Resources report. Commissioner Bellant supported. The motion passed unanimously.

COMMITTEE ON BUILDINGS

Authorization to Contract with Lutz Roofing for Roof Replacement at Wilder, Knapp & Redford Library Branches

The Detroit Public Library (DPL) Committee on Buildings advises the Detroit Library Commission to consider a contract with Lutz Roofing for roof replacement at Wilder, Knapp, and Redford library branches. The roof systems at all three branches are beyond repair after being patched and repaired several times over the years.

OMNIA Partners (formerly US Communities), a Government and non-profit purchasing cooperative, established a five-year contract #14-5903 with Garland Roofing Systems by way of IFB in October 2019 to provide roofing supplies and services, waterproofing, and related products and services. Under the agreement, Garland Roofing Company provides the initial assessment, materials, engineering services and project oversight to ensure proper installation of the Garland Roof Replacement system. DPL as a member of the cooperative has the option to partner with Garland Roofing Company to complete the roof replacement projects. The labor portion of the Roof Replacement was bid by the DPL Procurement Department under Invitation for Bid IFB-LD-2127.

The IFB was advertised and posted on the Michigan Inter-Governmental Trade Network (MITN) website, www.bidnetdirect.com. The solicitation period was from March 01, 2022 until bid closing at 2:00 p.m. on March 22, 2022, at which time the bid documents were no longer available for download. The IFB was downloaded from the MITN website by twenty-one (21) firms. Five (5) companies submitted a bid for the services, as summarized below:

Organization Name	Wilder	Knapp	Redford	deduct for award of all 3
Schreiber Corporation 29945 Beck Rd Wixom, MI 48393	\$ 562,067	\$ 374,204	\$ 862,127	\$ -
Schena Roofing and Sheet Metal 28299 Kehrig Chesterfield MI 48047	DISQUALIFIED	DISQUALIFIED	DISQUALIFIED	\$ 4,600
LaDuke Roofing 10311 Capital Street Oak Park, MI 48237	\$ 464,645	\$ 258,916	\$ 697,923	\$ 13,867
Royal Roofing Company 2445 Brown Road Orion, MI 48359	\$ 425,906	\$ 255,878	\$ 696,167	\$ -
Lutz Roofing 4721 22 Mile Rd	\$ 403,861	\$ 242,638	\$ 698,312	\$ 5,500

Minutes were approved at the May 17, 2022 Regular Commission Meeting

Shelby Twp., MI 48317				
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Because the solicitation was an invitation to bid, the evaluation of the responses was performed by Antonio Brown, CFO, Cledos Powell, Assistant Director of Facilities and Leiann Day, Procurement Manager. There are no scoring tallies as the lowest qualified bidder would be recommended for the contract.

Lutz Roofing quoted \$2,000 higher on the Redford Branch than Royal Roofing, however, Lutz offered a discount of \$5,500 for the award of all three roof projects.

The bid from Lutz Roofing in the total amount of \$1,339,312 is the lowest, responsive and responsible bidder qualified to complete this project.

Lutz Roofing is the second largest Roofing Company in Michigan and has the capacity and experience to complete all three projects. Garland Roofing Company will provide a 30-year warranty for each new roof.

Due to material shortages, rising transportation costs, and record inflation, the supplier is unable to lock in material prices. In the event of a material price increase, documentation from the supplier would be required in order to honor the increase.

A 12% contingency of \$160,718 is requested in addition to the base bid amount to cover the potential increase in material costs. The total amount for all three roofs shall not exceed \$1,500,030.

Therefore, the Facilities Department is requesting the Committee on Buildings to advise the Detroit Library Commission to authorize the Finance and Business Office to contract with Lutz Roofing to install a new roof at Wilder, Knapp, and Redford Library Branches for an amount not to exceed \$1,500,030. The Finance Department is also requesting the Committee on Finance to advise the Detroit Library Commission approval to increase the FY2022/2023 Capital Outlay Budget by \$1,500,030 through the use of fund balance to cover the expense. The remaining balance in the Capital Outlay of \$200,000 was approved in the FY2023 budget and will be used to fund other improvements when necessary.

COMMISSION ACTION

After the Commissioners had a thorough discussion about the materials, transportation and delivery of the materials, Commissioner Bellant moved approval to contract with Lutz Roofing for roof replacement at Wilder, Knapp and Redford Branch Libraries. Commissioner Peterson-Mayberry supported. Commissioner Hayden Friley requested a roll call vote:

- Bellant Yes
- Hayden Friley Yes

Minutes were approved at the May 17, 2022 Regular Commission Meeting

- Hicks Yes
- Peterson-Mayberry Yes

The motion passed unanimously.

Authorization to Contract with Johnson Controls for HVAC System Replacement at Chase and Hubbard Library Branches

The Detroit Public Library Committee on Buildings advises the Detroit Library Commission to consider a contract with Johnson Controls for HVAC system replacement at Chase and Hubbard Library Branches. The current systems were installed over 50 years ago when the buildings were constructed.

An RFP was advertised and posted on the Michigan Inter-Governmental Trade Network (MITN) website, www.bidnetdirect.com. The solicitation period was from February 17, 2022 until bid closing at 2:00 p.m. on March 07, 2022, at which time the bid documents were no longer available for download. The RFP was downloaded from the MITN website by twenty-eight (28) firms. Six Companies attended the mandatory walk through and two (2) companies submitted a proposal for the services.

Each bidder provided separate costs for both library branches to allow the option of making one award or splitting between two companies.

The proposals were reviewed by the evaluation committee consisting of the following DPL staff: David Johnston, Plumber, Randy Gies, Facility Manager, Allen Williams, HVAC Technician and Cledos Powell, Assistant Director of Facilities. Johnson Controls bid on both library branches. AC Building System bid on Chase Branch only. Johnson Controls offered the highest-ranking proposal as summarized below.

Vendor Scoring

		A/C Building System		Johnson Controls, Inc.	
		47448 PONTIAC TRAIL Ste #333		2875 High Meadow Circle	
		Wixom, MI 48393		Auburn Hills, MI 48326	
		Chase Branch Price:**	\$293,000.00	Chase Branch Price:**	\$344,608.00
Selection Criteria:	Weight*	Raw Score****	Weighted Score	Raw Score	Weighted Score
Cost of Eligible Products/Services*	30%	10.00	30.00%	8.50	25.51%

Minutes were approved at the May 17, 2022 Regular Commission Meeting

Experience	20%	5.67	11.33%	7.33	14.67%
Availability	10%	6.00	6.00%	7.00	7.00%
Quality of Proposal/References	20%	5.67	11.33%	5.67	11.33%
Project Management Expertise	20%	4.33	8.67%	7.67	15.33%

Overall Ranking	100%	67.33%	73.84%
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The bid from Johnson Controls totaled \$344,608 for Chase Branch and \$371,767 for Hubbard Branch. AC Building Systems quoted Chase Branch 17% lower in price, however, they scored lower on other evaluative factors.

The proposal submitted by Johnson Controls, Inc is the highest-ranked, acceptable proposal in accordance with the award provision of the bid. JCI currently holds the Detroit Library's contract for HVAC Maintenance and repairs.

They are familiar with the unique needs of the library and have the capacity and expertise to provide 2 new turn-key HVAC systems.

In addition, JCI has identified Detroit Power Systems, a Detroit based business as the subcontractor for the electrical portion of the work. JCI will employ 50% of the project staff with City of Detroit residents.

Therefore, the Facilities Department is requesting the Committee on Buildings to advise the Detroit Library Commission to authorize the Finance and Business Office to contract with Johnson Controls to provide HVAC system replacement at Chase and Hubbard Library Branches for an amount not to exceed \$716,375. The Finance Department is also requesting the Committee on Finance to advise the Detroit Library Commission approval to increase the FY2021/2022 Capital Outlay Budget by \$716,375 through the use of fund balance to cover the expense. The remaining balance in the Capital Outlay of \$200,000 was approved in the FY2023 budget and will be used to fund other improvements when necessary.

DISCUSSION

Commissioner Peterson-Mayberry asked if there was feedback from the other companies that attended the walkthrough, but did not submit a proposal.

Mr. Cledos Powell, Assistant Director of Facilities, stated that there was apprehension because of the complexity of the project.

Minutes were approved at the May 17, 2022 Regular Commission Meeting

Commissioner Bellant commended the staff for being part of the review process.

COMMISSION ACTION

Commissioner Bellant moved approval to contract with Johnson Controls for the HVAC system replacement at Chase and Hubbard Branch Libraries. Commissioner Hicks supported. The motion passed unanimously.

Authorization to Contract with Gabriel Industries dba ServPro for Restoration of Main Library A and B Lower Levels

The Detroit Public Library Committee on Buildings advises the Detroit Library Commission to consider a contract with ServPro for the restoration of Main Library A and B lower levels from the damages caused by the flood in June 2021.

An Invitation for Bid (IFB) titled *Category #3 Water Clean-up at Detroit Public Library* was advertised and posted on the Michigan Inter-Governmental Trade Network (MITN) website, www.bidnetdirect.com from January 11, 2022 until bid closing at 3:00 p.m. on January 24, 2022. The solicitation was downloaded from the MITN website by thirteen (13) companies.

Two (2) companies submitted a bid, Belfor and ServPro of Grosse Pointe. The proposal from Belfor was disqualified because they did not have a representative attend the mandatory walk-through.

During the evaluation phase there were some concerns raised about the bid advertisement and the title of the solicitation. The concerns were due to the fact that the advertisement was posted in the insurance services category on the MITN website.

The invitation reached only 32 registered bidders. To ensure adequate and fair competition, and in the interest of creating a more competitive pool of bidders, the Library elected to repost the solicitation.

An IFB was advertised and posted on the Michigan Inter-Governmental Trade Network (MITN) website, www.bidnetdirect.com. The solicitation period was from March 01, 2022 until bid closing at 12:00 p.m. on March 21, 2022, at which time the bid documents were no longer available for download. It was advertised as a general construction opportunity and all 580 registered general contractors were invited to submit a bid. The IFB was downloaded from the MITN website by forty (40) firms. Two (2) companies attended the mandatory walk through and two (2) companies submitted a bid for the services.

Because the solicitation was an invitation to bid, the evaluation of the responses was performed by Antonio Brown, CFO, Cledos Powell, Assistant Director of Facilities and

Minutes were approved at the May 17, 2022 Regular Commission Meeting

Leiann Day, Procurement Manager, however, there are no scoring tallies as the lowest qualified bidder would be recommended for the contract.

The two bids were very close with less than 1% variance in the lump sum amount. Belfor offered the lower bid of the two, but, there were 3 items noted as exceptions that would be an additional cost. The exceptions included vinyl floor removal, moisture barrier and packing up and moving all the books and materials out of the lower levels to make room for construction and to protect the materials. A clarification was requested by the Procurement Department to quantify the additional costs. Belfor responded only partially to the inquiry and therefore the exceptions could not be quantified. ServePro did not note any exceptions in their bid.

Organization Name	Bid Amount	Exceptions
BELFOR Property Restoration 28400 Schoolcraft Road Livonia, MI 48150	\$1,281,960.86	yes
Gabriel Industry D.B.A. Servpro of Grosse Pointe 18149 E. Eight Mile Road Eastpointe, MI 48021	\$1,294,233.04	no

The bid from ServPro, in the amount of \$ 1,294,233.04, is the lowest, responsive and responsible bidder qualified to complete this project.

Although the lump sum amount proposed by Belfor was 0.95% lower than ServPro, the exceptions they noted in their bid would place the total cost for the restoration project higher if Belfor were selected.

ServPro of Grosse Pointe has already completed the emergency response phase of the project. The total amount paid for water remediation response for the Library system including Main Library is \$1,595,598.98 and \$139,206 for freeze dry for damaged library material. All invoices were paid through the insurance claim with AIG.

Therefore, the Facilities Department is requesting the Committee on Buildings to advise the Detroit Library Commission to authorize the Finance and Business Office to contract with Gabriel Industries, dba ServPro to restore Main Library's lower levels A & B for an amount not to exceed \$1,294,233.04. Please note that this is a part of an existing insurance claim with AIG, and funds will be provided by the insurance company. The DPL's portion of the cost is a \$500,000 deductible. The \$500,000 deductible is withheld at final close out of the claim. The remaining balance in the Capital Outlay of \$200,000 was approved in the FY2023 budget and will be used to fund other improvements when necessary.

COMMISSION ACTION

Minutes were approved at the May 17, 2022 Regular Commission Meeting

Commissioner Peterson-Mayberry moved approval to contract with Gabriel Industries dba ServPro for the restoration of Main Library A and B lower levels. Commissioner Hicks supported. The motion passed unanimously.

NOTED

Commissioner Hicks suggested contacting the Small Business Administration to reach more local and minority companies.

Mr. Antonio Brown, Chief Financial Officer, said that DPL is actively engaged with Michigan Minority Supplier Development Council (MMSDC) to attract more minority vendors.

Offer to Purchase 9928 W. Grand River, Detroit, MI (Gabriel Richard Branch) – Informational Only

At the October 19, 2021 meeting of the Detroit Library Commission (DLC), approval was granted to sell the Gabriel Richard Branch located at 9928 W. Grand River, Detroit, Michigan to Maven Mortgage LLC, founded by Donnell Coves. Unfortunately, we were unable to sell the property to Maven Mortgage LLC.

Benjamin Smith of Summit Commercial LLC, the real estate company hired to identify a purchaser for the Gabriel Richard Library, is strongly recommending that we consider the sale of the branch to Detroit Association of Black Organizations (DABO).

Reverend Horace L Sheffield, III is the CEO of the organization. DABO is a federation of 130 black and non-black organizations working to build community unity.

Their mission is to build functional unity and maximal empowerment within the Black community all while building sustainable methods of communication with the larger community.

The DPL administration along with the Library's legal counsel is reviewing the offer to purchase the branch and plan to move forward by signing a Letter of Intent.

COMMITTEE ON FINANCE

Approval to Use Fund Balance to Fund Capital Projects

The Detroit Public Library (DPL) Committee on Buildings has recommended that the Detroit Library Commission approve two critical capital projects which require additional use of fund balance in FY2023. The two projects are roof replacements at Knapp, Redford, and Wilder branches, and HVAC system replacements at Chase and Hubbard branches.

Minutes were approved at the May 17, 2022 Regular Commission Meeting

The audited fund balance as of June 30, 2021 is \$26,088,350. During the FY2023 budget process, the Library Commission approved the use of \$3,062,730, for the reopening of additional branches in July 2022. This left an available fund balance of \$23,025,620.

The roof replacement projects require a use of fund balance in the amount of \$1,500,030. The HVAC system replacement projects require a use of fund balance in the amount of \$716,375. The total additional request for the use of fund balance in order to complete the two projects is \$2,216,405. If approved, the total FY2023 authorization for fund balance use will be \$5,279,135, with a remaining available fund balance of \$20,809,215.

Therefore, the Committee on Finance is recommending that the Detroit Library Commission approve the additional use of fund balance, in an amount not to exceed \$2,216,405 for the purpose of funding the capital projects for roof replacements at Knapp, Redford, and Wilder branches, and HVAC system replacements at Chase and Hubbard branches.

COMMISSION ACTION

Commissioner Hayden Friley moved approval to use fund balance to fund capital projects. Commissioner Peterson-Mayberry supported. The motion passed unanimously.

Approval of the Digital Asset Management System Upgrade for Detroit Public Library

The Detroit Public Library (DPL) Committee on Finance advises the Detroit Library Commission to consider a new contract to upgrade the Digital Asset Management System (DAMS) for Detroit Public Library. The DAMS manages and displays over 116,000 images from the Library's Special Collections – Burton Historical Collection, National Automotive History Collection, E. Azalia Hackley Collection, Ernie Harwell Sports Collection and the Rare Book Collection. The repository continues to grow with hundreds of images added annually.

Since its launch in October 2014, the DAMS has received nearly 5.5 million unique site visits from approximately 430,000 unique users. Digital images from the Detroit Public Library's Special Collections have been prominently featured in print and web publications, documentary films, exhibitions and have also been used to support the activities of internal customers.

An upgrade to the current system will provide an enhanced end-user experience incorporating additional file types, greater security, storage solutions, efficient creation and management of metadata records, and the preservation and management of digital assets. This RFP seeks to upgrade the existing digital repository to Islandora 8, built upon Drupal 8. The system currently runs on Islandora 7.

Minutes were approved at the May 17, 2022 Regular Commission Meeting

A Request for Proposal (RFP), DPL-LD-2120 was advertised and posted on the Michigan Inter-Governmental Trade Network (MITN) website, www.bidnetdirect.com, on February 09, 2022. 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 February 09, 2022 until bid closing at 3:00 p.m. on March 3, 2022, at which time the bid documents were no longer available for download. The RFP was downloaded from the MITN website by thirty-one (31) firms. Two companies submitted a proposal for the services. The evaluation committee consisting of Carla Reczek, Mark Bowden, and Leiann Day reviewed and evaluated the proposals, as summarized below:

		Cherry Hill		Discovery Garden	
		Price:**	\$57,560.00	Price:**	\$155,240.00
Selection Criteria:	Weight	AVG Raw Score	AVG Weighted Score	AVG Raw Score	AVG Weighted Score
Cost of Eligible Products/Services	30%	10.00	30.0%	3.71	11.1%
Experience	20%	10.00	20.0%	10.00	20.0%
Availability	10%	10.00	10.0%	10.00	10.0%
Quality of Proposal/References	20%	7.67	15.3%	10.00	20.0%
Project Management Expertise	20%	9.67	19.3%	9.67	19.3%
Overall Ranking		100%	94.67%		80.46%

Therefore, the Public Service Department is requesting the Committee on Finance to advise the Detroit Library Commission to authorize the Finance and Business Office to contract with Cherry Hill Company to upgrade the Digital Asset Management System for Detroit Public Library. The total cost for the upgrade is \$57,560. This is a one-time cost for the upgrade.

COMMISSION ACTION

Commissioner Friley moved approval of the Digital Asset Management system upgrade for Detroit Public Library. Commissioner Hicks supported. The motion passed unanimously.

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 THE CITY OF DETROIT</u>			
1	Total Payroll	<u>March 22</u>	\$791,272.31
2	Total For Vouchers – Processed on Fusion	After 3/13/20 listed by invoice number & date (processed off-site)	\$639,092.17
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		\$0.00
6	FY 22 2 nd Qtr. Hybrid Pension Plan		\$0.00
7	FY 22 VEBA		\$0.00
8	FY 22 Debt Service Interest for 2014B(1) & 2014B(2) Notes		<u>\$128,774.22</u>
Total Processed by City of Detroit			<u>\$1,559,138.70</u>
<u>PAYMENTS PROCESSED BY DPL</u>			
1.	Public Funds/Comerica Checking	Check 1364	\$1,858.50
2.	Branch & Main Library Deposit Checking Account	Checks 7720 – 7728	\$5,250.00
3.	Branch & Main Library Deposit Checking Account	Electronic Funds Transfer (EFT)	<u>\$3,380.88</u>
Total Processed by DPL			<u>\$10,489.38</u>
GRAND TOTAL			<u>\$1,569,628.08</u>
<u>Summary of Expenditures</u>			
<u>RESTRICTED/DESIGNATED FUNDS</u>			
1.	Burton Endowment Checking	Check 8334	\$1,000.00
2.	O'Brien Checking	Checks 4858-4860	\$5,079.17
3.	Programs & Gifts	Check 2965	<u>\$17,961.22</u>
GRAND TOTAL			<u>\$24,040.39</u>
<u>CREDIT CARD EXPENDITURES</u>			
1.	Executive Director		\$128.90
2.	Executive Director's Office – used for general office purpose		\$0.00
3.	Chief Financial Officer		\$0.00
4.	Human Resources Department		\$631.37
5.	Marketing Department		\$284.36
6.	Technical Services		\$125.86
7.	Facilities Department		\$2,639.81
8.	Information Technology		\$28.50
9.	Procurement		\$1,519.76
10.	Security		\$11.00
11.	Public Services		<u>\$0.00</u>

Minutes were approved at the May 17, 2022 Regular Commission Meeting

GRAND TOTAL**\$5,369.56****Note: These are February 2022 Credit Card Purchases****COMMISSION ACTION**

Commissioner Friley moved approval of the routine finance report. Commissioner Hicks supported. The motion passed unanimously.

OLD BUSINESS**Update on DPL's Property Located at 7124 E. 7 Mile Rd. – Informational Only**

On December 18, 2019, the Detroit Public Library obtained a parcel located at 7124 E.7 Mile Rd. through a quitclaim deed by the Wayne County Treasurer. This property is located next to the Wilder Branch Library Branch and was purchased from the Wayne County Land bank for \$1. A building located on the property is in disrepair. The Procurement Department is preparing to issue a bid to demolish the structure so that it is no longer a health and safety concern. The Commissioners will be informed when the bid process is completed and the demolition is scheduled.

Response to Commissioner Short – Informational Only

At the March 15, 2022 Commission meeting, Commissioner Ida Short asked that the Finance and Business Office consider purchasing computers that were coming off lease from Dell for \$1 and redistribute those computers to the public. The Information Systems Department stated that these computers are 4-5 years-old which deems them outdated. They are incompatible with the Windows software updates, therefore, creating vulnerability for high risk with information security and should not be redistributed to the public.

NOTED

Commissioner Hicks suggested redistributing the computers to senior citizens. Commissioner Hayden Friley said that this matter will be revisited.

ADJOURNMENT

Commissioner Peterson-Mayberry moved to adjourn. Commissioner Bellant supported.

A roll call vote was taken with the following results:

- | | |
|-----------------|-----|
| ➤ Bellant | Yes |
| ➤ Hayden Friley | Yes |
| ➤ Hicks | Yes |

Minutes were approved at the May 17, 2022 Regular Commission Meeting

➤ Peterson-Mayberry Yes

The meeting was adjourned at 3:17 p.m.