

**DETROIT LIBRARY COMMISSION PROCEEDINGS
REGULAR MEETING
MAY 17, 2022**

NOTED

This meeting was held in Main Library's DVD/Media Room. 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 via Zoom for virtual attendance.

President Jackson called the Regular Meeting of the Detroit Library Commission to order at 1:38 p.m.

A roll call attendance was taken with the following results:

- | | |
|---------------------|---------|
| ➤ Adams | Present |
| ➤ Bellant | Present |
| ➤ Hayden Friley | Present |
| ➤ Hicks | Present |
| ➤ President Jackson | Present |

Commissioner Peterson-Mayberry joined the meeting at 1:56 p.m.

Excused: Commissioner Short

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

Present Also: Janet Batchelder, Sandra Bialac, Sherisse Butler, Cheryl Blessett, Stacy Brooks, Ronald Bryant, Maria Bryson, India Davis, Leiann Day, Ann Dilcher, Deborah Dorsey, Jennifer Dye, Ken Gabriel, Kalena Gates, Tyrand Goodwin, Alexis Griffin, Wanda Griffin, J. Johnson, S. Marshall, Tracy Massey, Carolyn Mosley, Cindy Mough, Sandi Nelson, Christine Peele, Yvette Rice, James Smith, Albi Taipi, Susan Taylor, Tim Turner, Brian Vance, Tracey Wyatt

Minutes were approved at the June 21, 2022 Commission Meeting

APPROVAL OF MEETING MINUTES

COMMISSION ACTION

Commissioner Bellant moved approval of the Special Meeting Minutes of April 12, 2022 with corrections and the Regular Meeting Minutes of April 19, 2022 as presented. Commissioner Hayden Friley supported.

A roll call vote was taken with the following results:

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

The motion passed unanimously.

PUBLIC COMMENTS

There were no public comments

REPORT OF THE EXECUTIVE DIRECTOR

Detroit City Council- Closing Resolution

Mrs. Mondowney reported that the Detroit City Council 2022-2023 Financial and Budgetary Priorities, Public Policy, Planning and Action Resolution included the following statements about the Detroit Public Library:

WHEREAS, Given that Detroit Public Library has made requests for funding and resources to address their operations and capital needs, City has no voice on the Library Commission that governs the Library. We are advocating for a change in the governance of Detroit Public Library to provide the City appointment authority on the Library Commission; and

WHEREAS, The Detroit City Council understands that libraries are important and vital to the vibrancy and future of the City's neighborhoods. To that point, it is essential that libraries are accessible, with respect to proximity to residents and state-of-the art technology is provided there.

Minutes were approved at the June 21, 2022 Commission Meeting

Therefore, City Council is urging that the Library Commission reopen all the closed branches in Districts 2 and 4 and is also requesting that the Administration and the DPSCD identify and appropriate adequate funding particularly ARPA funding to assist with this goal; and

WHEREAS, For many years the Monteith Library served a great need in the community supporting educational opportunities, preserving our cultural heritage, and providing access to necessary resources for our citizens. The library needs significant capital improvements. Council requests the Administration allocate \$3.1 million of ARPA funding to rehabilitate the Monteith Branch Library.

Outreach and Recruitment for Vacant Positions

Mrs. Mondowney reported that the Human Resources Department is in the process of recruiting for approximately 100 open positions across all classifications. In addition to posting on website platforms, staff attended four job fairs, including the Spring Job Fair at Schoolcraft Community College in Livonia on April 6, 2022; the NAACP Career Excursion (Workshops) at Friendship Village in Detroit on April 23rd; the Metro Detroit Job Expo in Pontiac on April 28th; and the NAACP Job Fair, again on the campus of Friendship Village also held on April 28th. Participation in the job fairs allowed us to recruit for targeted positions including Customer Services Representatives, Technical Training Associates, Security Officers, General Trades and Electricians. During the month of May and June on-site outreach is planned for Wayne State University and the University of Michigan to recruit for additional applicants for librarians, assistant managers and managers.

Main Library Cass Elevator Update

Mrs. Mondowney reported that on May 3, 2022, we received notification from Byron T. Foster of Otis Elevator Company that the materials for the replacement of the Cass elevator have been ordered and are in the manufacturing process. However, as with other sectors, the company is experiencing supply chain shortages and backlogs. As a result, the work to replace the Cass elevator is now projected to potentially begin during January or February of 2023.

Wayne Health Mobile Unit – Schedule

Mrs. Mondowney reported that DPL is pleased to continue its partnership with the Wayne Mobile Health Unit. During June, July and August, the Mobile Unit will be offering free COVID-19 testing (for those 3+ years old) and COVID-19 vaccinations (for those 12+ years old), at the Wilder, Redford, Jefferson, Edison and Parkman branches. The Mobile Unit will also provide free health screenings for diabetes, cholesterol, kidney function and blood pressure. The complete schedule will be available on the Library's website, detroitpubliclibrary.org.

Tax Preparation Program

Mrs. Mondowney reported that the 2022 income tax preparation program at Main Library and the Edison Branch was very successful. Volunteers from the Accounting Aid Society assisted 1,940 people at Main Library. An additional 130 people were assisted by AARP volunteers at the Edison Branch. This service was offered on an appointment only basis and Covid-19 protocols were in place.

Virtual Writing Program

Mrs. Mondowney reported that COVID 19 allowed an opportunity for staff to move into the world of virtual programming. The bi-weekly "Journaling" and "Write Something!" creative writing program will celebrate its second year this summer. Initially, the program appealed to people during the COVID 19 lockdown. The program continues to create a virtual space for people to experience self-discovery and express themselves creatively through writing and is regularly attended by between 40-60 people each week. Many participants have attended consistently over the last two years; they include members of the Detroit community as well as those from all over the world. Registration information for both programs is available at detroitpubliclibrary.org.

Michigan Library Association

Mrs. Mondowney reported that Christine Peele, manager of the Edison Branch Library, was elected to the Michigan Library Association's Board of Directors as a Member-at-Large. She joined the Library in 1996 as a librarian in the Sociology & Economics Department of Main Library. She has worked at the Knapp, Edison, Duffield, Jefferson and Hubbard branches. Christine is the co-chair DPL's Authors Series and the African American Booklist's adult literature selection committee. She is also the President of UAW Local 2200.

2022 Summer Reading

Mrs. Mondowney reported that this year's Summer Reading theme is "Oceans of Possibilities." The Summer Reading Program will be offered at all the branches beginning in July with in-person and virtual programming. Customers of all ages can record minutes spent reading in the Summer Reading Challenge from July-August. All library locations will distribute Michigan Learning Channel activity books.

Mobile Library's Summer 2022 Events

Mrs. Mondowney reported that the Mobile Library will once again participate in two signature summer events: Reading & Rhythm on the Riverfront, July 7th - August 12th at Gabriel Richard Park, and Metro Detroit Youth Day on Belle Isle on July 13th. Reading & Rhythm on the Riverfront is a six-week program that is held on Thursdays and Fridays, at 10 a.m., and 11:30 a.m. and offers interactive family entertainment. The Mobile Library will distribute free books provided by General Motors.

The 38th Annual Metro Detroit Youth Day will be a full day of activities including games, sports clinics, entertainment, and motivational speakers.

State of Michigan

Mrs. Mondowney reported that on April 12, 2022, DPL received from the State of Michigan a State Aid payment in the amount of \$311,873.38.

Wayne County

Mrs. Mondowney reported that on April 22, 2022, DPL received a payment of \$239,977 from Wayne County for delinquent property taxes.

NOTED

Commissioner Hicks requested that DPL send language to the City of Detroit that defines the relationship between the Detroit Public Library and the City of Detroit.

Commissioner Adams suggested that this matter be deferred under New Business.

Commissioner Bellant requested that we convey congratulations to Mrs. Peele on behalf of the Commission.

COMMITTEE ON ADMINISTRATION

Approval of the Routine Human Resources Report

The Human Resources Department Report provides information regarding personnel actions taken from April 1, 2022 through April 30, 2022. These actions have been approved by Administration.

APPOINTMENTS (0)

RETIREMENTS (2)

| Employee Name/Title | Title | Last Day Worked | Retirement Date |
|----------------------------|---------------------------|------------------------|------------------------|
| Charles Plummer | Shipping Supervisor | April 1, 2022 | Determined by COD |
| Cheryl Walker | Office Support Assistant2 | April 22, 2022 | Determined by COD |

SICK LEAVE PAYOUTS (0)

TOTAL PAYOUTS = (0)

Minutes were approved at the June 21, 2022 Commission Meeting

POTENTIAL RETIREMENTS (4) Pending COD Approval

| Employee Name | Title | Last Day Worked |
|----------------------|--|------------------------|
| Glenda Cornelious | Administrative Assistant 2 | May 3, 2022 |
| Christopher Embry | Chief Refrigeration Equipment Operator | May 20, 2022 |
| Joyce Owens | Librarian II | May 23, 2022 |
| Robert Miller | Security Officer | July 22, 2022 |

SEPARATIONS (5)

| Employee Name | Title | Last Day Worked |
|----------------------|---------------------------------|------------------------|
| Seantelle Williams | Technical Training Associate | April 1, 2022 |
| Michael Gretch | Electrician | April 5, 2022 |
| Lilly Brown | Senior Customer Representative | April 7, 2022 |
| Christopher Doyle | Security Officer | April 8, 2022 |
| Terrill Wyche | Customer Service Representative | April 18, 2022 |

EMPLOYEE HEADCOUNT

| Headcount | April 2022 | Headcount | April 2021 |
|----------------------|------------|----------------------|------------|
| Budgeted Positions = | 325 | Budgeted Positions = | 325 |
| Active Employees = | 174 | Active Employees = | 126 |
| Furlough Employees = | 13 | Furlough Employees= | 107 |
| Vacant Positions = | 138 | Vacant Positions= | 92 |

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 |
| Facilities | 17 | 11 | 6 |
| TTA | 17 | 11 | 6 |
| Customer Service Representative | 90 | 22 | 68 |
| Senior Customer Rep (Clerk) | 24 | 14 | 10 |
| Branch Custodians | 12 | 4 | 8 |
| Senior Accountant | 2 | 1 | 1 |
| Security | 16 | 11 | 5 |

Minutes were approved at the June 21, 2022 Commission Meeting

| | | | |
|--------------------------------|----|---|-----|
| Office Support Assistant | 11 | 9 | 2 |
| Technical Services Assistant | 4 | 3 | 1 |
| Sr Dup Devices Operator | 1 | 0 | 1 |
| Principal Clerk (Shipping Sup) | 1 | 0 | 1 |
| Total | | | 138 |

Only Position Titles with vacancies are listed.

"The Human Resources Department is actively recruiting for open positions."

COMMISSION ACTION

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

A roll call vote was taken with the following results:

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

The motion passed unanimously.

NOTED

Commissioner Bellant congratulated Mr. Robert Miller on his upcoming retirement on July 22, 2022.

COMMITTEE ON BUILDINGS

Authorization to Extend Contract with Xpert Lawn and Snow for Lawn Maintenance Services at Detroit Public Library West and Southwest Branches

The Detroit Public Library (DPL) Committee on Buildings is advising the Detroit Library Commission to consider utilizing the optional renewal period to extend the contract for lawn maintenance services at Detroit Public Library West and Southwest Branches.

Minutes were approved at the June 21, 2022 Commission Meeting

The current contract with Xpert Lawn and Snow, located at 21083 Mound Rd., Warren, MI 48091, expires on May 31, 2022 and there are two optional one-year extensions available.

The branches and locations that are included in the scope of this renewal are as follows:

| <i>Branch</i> | <i>Address</i> |
|-----------------|--|
| Bowen Branch | 3648 W. Vernor, Detroit, MI 48216 |
| Chaney Branch | 16101 Grand River, Detroit, MI 48227 |
| Chase Branch | 17731 W. Seven Mile, Detroit, MI 48235 |
| Conely Branch | 4600 Martin, Detroit, MI 48210 |
| Douglass Branch | 3666 Grand River, Detroit, MI 48208 |
| Edison Branch | 18400 Joy Road, Detroit, MI 48228 |
| Fort Street | 3345-3427 W. Fort St., Detroit, MI 48216 |
| Hubbard Branch | 12929 W. McNichols, Detroit, MI 48235 |
| Duffield Branch | 2507 W. Grand Blvd., Detroit, MI 48208 |
| Parkman Branch | 1766 Oakman Blvd., Detroit, MI 48238 |
| Redford Branch | 21200 Grand River, Detroit, MI 48219 |
| Sherwood Forest | 7117 W. Seven Mile, Detroit, MI 48221 |

The extension period will cover the time period from June 1, 2022 through November 30, 2022.

The total amount of the extension will not exceed \$63,875 There has been no increase in the contracted cost for this service since the contract was executed on June 9, 2020.

Therefore, The DPL Committee on Buildings and Committee on Finance is advising the Detroit Library Commission to consider approving and authorizing the Finance and Business Office to sign a contract extension with Xpert Lawn & Snow in an amount not to exceed \$63,875.

COMMISSION ACTION

Commissioner Adams moved approval to extend the contract with Xpert Lawn and Snow services for lawn maintenance services at all DPL's west and southwest locations. Commissioner Bellant supported.

Minutes were approved at the June 21, 2022 Commission Meeting

A roll call vote was taken with the following results:

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

The motion passed unanimously.

Authorization to Extend Contract with Commercial Grounds Services for Lawn Maintenance Services at all Detroit Public Library's East and Central Locations

The Detroit Public Library (DPL) Committee on Buildings is advising the Detroit Library Commission to consider utilizing the optional renewal period to extend the contract for lawn maintenance services at Detroit Public Library East Side Branches. The current contract with Commercial Grounds Services, located at 9076 Central, Detroit, MI 48204, expires on May 30, 2022 and there are two optional, one-year extensions available.

The branches and locations that are included in the scope of the renewal are as follows:

| <i>Branch/Location</i> | <i>Address</i> |
|------------------------|--|
| Main Library | 5201 Woodward Ave., Detroit, MI 48202 |
| Chandler Park | 12800 Harper, Detroit, MI 48213 |
| Franklin Branch | 13651 E. McNichols, Detroit, MI 48205 |
| Jefferson Branch | 12350 E. Outer Drive, Detroit, MI 48224 |
| Lincoln Branch | 1221 E Seven Mile, Detroit, MI 48203 |
| Monteith Branch | 14100 Kercheval, Detroit, MI 48215 |
| Knapp Branch | 13330 Conant, Detroit, MI 48212 |
| Skillman Branch | 121 Gratiot, Detroit, MI 48226 |
| Wilder Branch | 7140 E. Seven Mile, Detroit, MI 48234 |
| Service Building | 5828 Third Street, Detroit, MI 48202 |
| Lothrop Property | 1529 W. Grand Blvd/Warren, Detroit, MI 48208 |

The extension period will cover the time period from June 1, 2022 through November 30, 2022.

Minutes were approved at the June 21, 2022 Commission Meeting

The total amount of the extension will not exceed \$68,207. This amount reflects a 5% increase in the base amount for the 2022 season. This is the first increase since the contract was executed on June 9, 2020.

Therefore, The DPL Committee on Buildings is advising the Detroit Library Commission to consider approving and authorizing the Finance and Business Office to sign a contract extension with Commercial Grounds Services in an amount not to exceed \$68,207.

COMMISSION ACTION

Commissioner Bellant moved approval to extend the contract with Commercial Grounds services for lawn maintenance services at all DPL's east and central locations.

Commissioner Hayden Friley supported.

A roll call vote was taken with the following results:

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

The motion passed unanimously.

Authorization to Contract with NORR, LLC for As-Needed Architectural and Engineering (A/E Services) for Detroit Public Library

The Detroit Public Library (DPL) Committee on Buildings is advising the Detroit Library Commission to consider a new contract for As-Needed Architectural and Engineering (A/E) Services for Detroit Public Library. This is to design and/or modify existing DPL structures in alignment with the Library's Capital Improvement Plan. The A/E firm will develop scope and requirements for construction and renovation projects which meet the requirements of City of Detroit and State of Michigan Building and Fire Safety Code. A licensed Historic Preservation Architect will ensure Library repairs and renovations do not alter the interior or exterior appearance of the library buildings.

A Request for Proposal (RFP), DPL-LD-2123 was advertised and posted on the Michigan Inter-Governmental Trade Network (MITN) website, www.bidnetdirect.com, from March 14, 2022 until bid closing at 3:00 p.m. on April 04, 2022, at which time the bid documents were no longer available for download. The solicitation was downloaded from the MITN website by fifty (50) companies; four (4) companies submitted a bid. The proposals were reviewed by the evaluation committee consisting of the following DPL staff: Tim Turner, Unix System Administrator, Randy Gies, Facility Manager, and Cledos Powell, Assistant Director of Facilities.

Minutes were approved at the June 21, 2022 Commission Meeting

NORR, LLC submitted the highest-ranked, acceptable proposal in accordance with the award provision of the bid as summarized on the following page. In addition, NORR, LLC offered the most competitive rates of the four firms that submitted a proposal.

NORR, LLC is experienced in historic preservation and has worked extensively with other local municipalities including Detroit Building Authority (DBA), and Great Lakes Water Authority (GLWA). This engagement will allow the Detroit Public Library to assess and recommend necessary structural work in order for Conley Branch to reopen.

The DPL Committee on Buildings is advising the Detroit Library Commission to consider approving and authorizing the Finance and Business Office to award the contract to NORR, LLC. It is important to note, at this time, there is no financial commitment. Services will be billed hourly as needed according to the supplier's rate schedule as proposed. Each engagement and subsequent approval will be administered according to the Detroit Public Library's Procurement Policy.

NORR 2022 Rate Schedule

Complete hourly rates are included for NORR and its subconsultants.

NORR Detroit 2022

Professional Fees by Classification

Valid 01/2022

| | |
|---------------------------------|-------|
| Executive-in-Charge / Principal | \$200 |
| Studio Manager | \$150 |
| Sr. Project Manager | \$145 |
| Project Manager | \$130 |
| Sr. Interior Designer | \$125 |
| Interior Designer | \$110 |
| Practice Leader - Architecture | \$145 |
| Architect | \$120 |
| Architectural Designer | \$95 |
| Design Director | \$160 |
| Structural Engineer (PE) | \$145 |
| Structural Designer | \$105 |
| Electrical Engineer (PE) | \$135 |
| Electrical Designer | \$105 |
| Mechanical Engineer (PE) | \$165 |
| Mechanical Designer | \$110 |
| Project Coordinator / Clerical | \$80 |

Minutes were approved at the June 21, 2022 Commission Meeting

COMMISSION ACTION

Commissioner Bellant moved approval to contract with Norr, LLC for as-needed architectural and engineering services. Commissioner Adams supported.

DISCUSSION

Commissioner Hicks asked about controlling the costs of the open-end contract with Norr, LLC.

Mr. Antonio Brown, Chief Financial Officer, stated that the contract was an as-needed contract and is structured similarly to DPL's emergency repairs contract. The assessment of repairs to the Conley Branch Library would be the first to benefit from the services of Norr, LLC.

Commissioner Adams asked if there was a budgeted amount for the architectural services for Conley Branch Library.

Mr. Brown replied no.

Commission Adams suggested adding "in an amount not to exceed" to the motion.

Commissioner Bellant asked for an estimation of the projected costs for the services.

Mr. Brown estimated that the architectural services for the Conley Branch Library and the HVAC services at other Branch locations could be between \$50,000 and \$70,000. The amount not to exceed should be \$75,000. If the amount does exceed \$75,000, it would be brought back to the Commission for approval,

Commissioner Bellant made a friendly amendment to the motion:

Commissioner Bellant moved approval to contract with Norr, LLC for as-needed architectural and engineering services for an amount not to exceed \$75,000.

A roll call vote was taken with the following results:

- | | |
|---------------------|-----|
| ➤ Adams | No |
| ➤ Bellant | Yes |
| ➤ Hayden Friley | Yes |
| ➤ Hicks | No |
| ➤ Peterson-Mayberry | Yes |
| ➤ President Jackson | Yes |

The motion passed.

Minutes were approved at the June 21, 2022 Commission Meeting

COMMITTEE ON FINANCE

Authorization to Contract with Signature Technology Solutions for Microsoft Office 365 Maintenance & Support for Detroit Public Library

The Detroit Public Library (DPL) Committee on Finance is advising the Detroit Library Commission to consider a new contract for Microsoft Office 365 Maintenance & Support for Detroit Public Library. This is to support the library's use of Microsoft Office as a platform for communication, collaboration, file storage, and hosting internal virtual meetings. By leveraging M365&CS with vendor support, the Detroit Public Library anticipates improved service to users. This service has been performed in-house and the requirements for support have become more than the staff can efficiently handle.

A Request for Proposal (RFP), DPL-LD-2125 was advertised on the DPL website and posted on the Michigan Inter-Governmental Trade Network (MITN) website, www.bidnetdirect.com, 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 solicitation was downloaded from the MITN website by fifty-five (55) companies; one (1) company submitted a bid. The Finance and Business Office conducted an evaluation of the bidder to ensure sufficient resources to meet the obligations of the contract.

The proposed cost for the service is as follows:

| Signature Technology Solutions 37740 Hills Tech Drive Farmington Hills MI 48331 | Year 1 | Year 2 | Year 3 |
|--|----------------------|----------------------|----------------------|
| <i>Platform Maintenance</i> | \$ 108,000.00 | \$ 113,684.21 | \$ 119,667.59 |
| <i>Professional Services – additional support</i> | \$ 36,000.00 | \$ 40,000.00 | \$ 42,105.27 |
| TOTAL: | \$ 144,000.00 | \$ 153,684.21 | \$ 161,772.86 |

The scope of maintenance and professional services include:

- Establish and administer all pertinent policies
- Maintain all security requirements
- Maintain an accurate sync with AD
- Maintain all required settings for diverse service configuration
- Manage external guest account when absolutely necessary
- Manage groups and associated teams
- Monitor user groups, user accounts and rights
- Maintain and manage Exchange online
- Lead on SharePoint integration and management
- Manage role assignment
- Administer and support Office 365 and MS Exchange policies
- Troubleshoot and resolve issues with user access to cloud services

Minutes were approved at the June 21, 2022 Commission Meeting

- Formulate, design, and create Office 365 SharePoint sites for domain users and external client access
- Maintain a highly secure system through proper configuration and system access monitoring.

Signature Technology Solutions has a staff of professionals with certification in Microsoft M365 and Cloud applications (M365, Azure, SharePoint Online, Teams, and Dynamics 365). They have over twenty (20) years of extensive and successful history of supporting agencies in the government sector – namely Department of Interior, Department of Labor and EPA.

The DPL Committee on Finance is advising the Detroit Library Commission to consider approving and authorizing the Finance and Business Office to award the contract to Signature Technology Solutions for an annual amount that will not exceed \$144,000 for year one. Pricing is quoted for subsequent years of service. However, there is no obligation to contract for services in subsequent years.

COMMISSION ACTION

Commissioner Hayden Friley moved approval to contract with Signature Technology Solutions for Microsoft Office 365 Maintenance and Support for Detroit Public Library. Commissioner Bellant supported.

DISCUSSION

Commissioner Hicks asked about the cost of the previous contract.

Mr. Brown stated that this was a new contract and the work was previously done in-house but it has become more than the staff could efficiently handle.

Commissioner Adams asked about cost comparison.

Mr. Brown said that the cost had been evaluated and was in line for the average cost for this service.

Commissioner Peterson-Mayberry asked about fifty-five companies that downloaded the proposal but only one company bided on the contract.

Mr. Brown said that special certification and experience was needed for this service. Signature Technology Solutions was very technical savvy and knowledgeable of the services DPL needs.

A roll call vote was taken with the following results:

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

The motion passed unanimously.

Authorization to Contract with Sterling Security, LLC for Security Services at Detroit Public Library Branches

The Detroit Public Library (DPL) Committee on Finance is advising the Detroit Library Commission to consider a new contract for security services at Detroit Public Library branches. The current contract with Allied Universal expires on June 30, 2022 and there are no optional extensions available.

A Request for Proposal (RFP), DPL-LD-2128, was advertised and posted on the Michigan Inter-Governmental Trade Network (MITN) website, www.bidnetdirect.com, and on the Detroit Public Library website from March 18, 2022 until bid closing at 3:00 p.m. on April 06, 2022, at which time the bid documents were no longer available for download. The solicitation was downloaded from the MITN website by twenty-four (24) companies; six (6) companies submitted a bid. The proposals were reviewed by an evaluation committee consisting of the following DPL staff: Talisha Williams, Assistant Director of Security, Randy Gies, Manager of Facilities, and Margaret Bruni, Director of Public Services.

Due to the importance of security officer coverage to the library, the solicitation was organized into a two-part evaluation process: 1) to review the written proposals; and 2) to invite the top three firms to make an oral presentation. The three firms were Allied Universal, who is the incumbent, Sterling Security, and LaGarda.

During the presentation Sterling Security clearly offered a high level of dedicated support assigned to the library. Sterling Security, LLC demonstrated far more competence in their ability to deliver the services at the proposed cost, with a solid plan to cover missed shifts. There was some concern noted amongst the evaluation team about the ability of the incumbent supplier to provide sufficient security staff to satisfy the needs of the library branches that are soon reopening.

Sterling Security is a Southfield based firm and certified member of the NMSDC with the commitment, capacity, and resources to make the Detroit Public Library branches a high priority.

Minutes were approved at the June 21, 2022 Commission Meeting

Sterling Security was established in 2008 and currently has over 300 employees. They operate a global command center in Southfield, MI which will provide the resources necessary to keep the library patrons and staff safe. The proposal submitted by Sterling Security, LLC is the highest-ranked acceptable proposal.

The DPL Committee on Finance is advising the Detroit Library Commission to consider approving and authorizing the Finance and Business Office to award a contract to Sterling Security, 21700 Northwestern Hwy. Suite 832, Southfield, MI 48075, at an annual amount of \$884,520.00.

| Selection Criteria: | Weight* |
|--|-------------|
| Cost of Eligible Products/Services* | 20% |
| Ability to provide services as requested | 25% |
| Service Plan/ Approach | 25% |
| Quality of Proposal/References | 15% |
| Quality of staff vetting and training programs | 15% |
| Overall Ranking | 100% |

Vendor Scoring

| Allied Universal | | Sterling Security | | Pyrattech Security | | LaGuarda Security | | Securitas | | NAIAS Security Service: | |
|------------------|----------------|-------------------|----------------|--------------------|----------------|-------------------|----------------|-------------------|----------------|-------------------------|----------------|
| Price:** | \$743,433.60 | Price:** | \$884,520.00 | Eligible Price:** | \$987,043.20 | Eligible Price:** | \$1,049,098.60 | Eligible Price:** | \$1,066,208.00 | Eligible Price:** | \$1,102,400.00 |
| Raw Score**** | Weighted Score | Raw Score | Weighted Score | Raw Score | Weighted Score | Raw Score | Weighted Score | Raw Score | Weighted Score | Raw Score | Weighted Score |
| 10.0 | 20.00% | 8.4 | 16.81% | 7.5 | 15.06% | 7.1 | 14.17% | 7.0 | 13.95% | 6.7 | 13.49% |
| 3.7 | 9.17% | 8.7 | 21.67% | 3.7 | 9.17% | 7.3 | 18.33% | 5.0 | 12.50% | 2.3 | 5.83% |
| 4.0 | 10.00% | 8.3 | 20.83% | 3.0 | 7.50% | 6.7 | 16.67% | 4.0 | 10.00% | 2.0 | 5.00% |
| 5.0 | 7.50% | 7.7 | 11.50% | 3.3 | 5.00% | 7.3 | 11.00% | 5.3 | 8.00% | 3.0 | 4.50% |
| 3.7 | 5.50% | 8.7 | 13.00% | 3.7 | 5.50% | 7.0 | 10.50% | 4.7 | 7.00% | 2.0 | 3.00% |
| 52.17% | | 83.81% | | 42.23% | | 70.67% | | 51.45% | | 31.82% | |

COMMISSION ACTION

Commissioner Hayden Friley moved approval to contract with Sterling Security, LLC for security services at Detroit Public Library Branches. Commissioner Bellant supported.

DISCUSSION

Commissioner Hicks asked about the current employees at Allied Universal, LLC. having an opportunity to apply for employment with Sterling Security, LLC.

Commissioner Hayden Friley said that matter was discussed at the May 13, 2022 Committee on Buildings meeting and the current employees of Allied Universal would be given an opportunity to apply for employment with Sterling Security, LLC.

Minutes were approved at the June 21, 2022 Commission Meeting

A roll call vote was taken with the following results:

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

The motion passed unanimously.

Approval of the Routine Report on Finance

The following accounts have been examined and found correct by the staff of Business and Financial Operations and ratification of payment is recommended.

| <u>Summary of Expenditures</u> | | | |
|---|---|--|------------------------------|
| <u>PUBLIC FUNDS</u> | | | |
| <u>PAYMENTS PROCESSED BY THE CITY OF DETROIT</u> | | | |
| 1 | Total Payroll | April 2022 | \$771,246.97 |
| 2 | Total For Vouchers – Processed on Fusion | After 3/13/20 listed by invoice number & date (processed off-site) | \$329,821.25 |
| 3 | FY 22 Annual Retiree Supplement | | \$0.00 |
| 4 | FY 22 General Retirement System (GRS) | | \$0.00 |
| 5 | FY 22 Central Staffing Services | | \$0.00 |
| 6 | FY 22 3 rd Qtr. Hybrid Pension Plan | | \$120,784.46 |
| 7 | FY 22 VEBA | | \$0.00 |
| 8 | FY 22 Debt Service Interest for 2014B(1) & 2014B(2) Notes | | <u>\$0.00</u> |
| Total Processed by City of Detroit | | | <u>\$1,221,852.68</u> |
| <u>PAYMENTS PROCESSED BY DPL</u> | | | |
| 1. | Public Funds/Comerica Checking | Check 1365 -1366 | \$19,901.00 |
| 2. | Branch & Main Library Deposit Checking Account | Checks 7729 -7760 | \$28,671.98 |
| 3. | Branch & Main Library Deposit Checking Account | Electronic Funds Transfer (EFT) | <u>\$4,254.56</u> |
| Total Processed by DPL | | | <u>\$ 52,827.64</u> |
| GRAND TOTAL | | | <u>\$1,274,680.22</u> |
| <u>Summary of Expenditures</u> | | | |
| <u>RESTRICTED/DESIGNATED FUNDS</u> | | | |
| 1. | Burton Endowment Checking | Check 8334 | \$1,500.00 |
| 2. | O'Brien Checking | Checks 4858-4860 | \$8,715.10 |
| 3. | Programs & Gifts | Checks 2966-2968 | <u>\$162,869.62</u> |
| GRAND TOTAL | | | <u>\$173,084.72</u> |

Minutes were approved at the June 21, 2022 Commission Meeting

CREDIT CARD EXPENDITURES

| | |
|--|-------------------|
| 1. Executive Director | \$29.90 |
| 2. Executive Director's Office – used for general office purpose | \$0.00 |
| 3. Chief Financial Officer | \$260.00 |
| 4. Human Resources Department | \$417.84 |
| 5. Marketing Department | \$504.36 |
| 6. Technical Services | \$926.84 |
| 7. Facilities Department | \$7,533.81 |
| 8. Information Technology | \$367.45 |
| 9. Procurement | \$4,005.67 |
| 10. Security | \$41.59 |
| 11. Public Services | <u>\$1,115.57</u> |

GRAND TOTAL**\$15,203.03****Note: These are March 2022 Credit Card Purchases****COMMISSION ACTION**

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

DISCUSSION

Commissioner Hicks expressed concern about the Facilities Department monthly credit card expenditure being \$7,000. He asked Mr. Brown to review the credit card report from the last few months to determine if the expenditures are the same amount.

Commissioner Adams retrieved the February 2022 credit card report from her cell phone and stated for the record that the Facilities Department expenditures were \$2,639.81.

A roll call vote was taken with the following results:

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

The motion passed unanimously.

OLD BUSINESS

Commissioner Hicks requested that DPL send language to the City of Detroit that defines the relationship between the Detroit Public Library and the City of Detroit.

Mrs. Mondowney stated that documentation had been provided to the City of Detroit on several occasions that clearly defined the relationship between the Detroit Public Library and the City of Detroit. She said that she would continue to have conversations with the City of Detroit regarding this matter. Mrs. Mondowney also said that she would provide the Commission with the most recent document from April 2021 that defines the relationship of the Detroit Public Library with the City of Detroit.

ADJOURMENT

COMMISSION ACTION

Commissioner Bellant moved to adjourn. Commissioner Adams supported.

A roll call vote was taken with the following results:

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

The meeting was adjourned at 3:12 p.m.