NOTED

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

President Bellant called the Virtual Meeting of the Detroit Library Commission to order at 1:31 p.m.

A roll call attendance was taken with the following results:

- Hayden-Friley Present
- Jackson Present
- Peterson-Mayberry Present
- Smith Gray Present
- President Bellant Present

Excused: Commissioners Adams, Short

Administrative Staff: Mondowney, Brown, Caruso, Funchess, Ibegbu, Moore, Norfolk, Powell, Simmons, Williams

Present Also: Janet Batchelder, Cheryl Blessett, Stacy Brooks, Deborah Dorsey, Jennifer Dye, Ariane Fisher, Elena Herrada, Christopher Hood, Christina Ladson, Tracy Massey, Carolyn Mosley, Adam Pecar, Christine Peele, Yvette Rice, Sherron Solomon

APPROVAL OF MEETING MINUTES

Commissioner Smith Gray moved approval of the May 18, 2021 meeting minutes. Commissioner Hayden Friley supported.
A roll call vote was taken with the following results:

- Hayden-Friley         Yes
- Jackson                         Yes
- Peterson-Mayberry        Yes
- Smith Gray                    Yes
- President Bellant           Yes

The motion passed unanimously.

**PUBLIC COMMENTS**

*Ariane Fisher* – Inquired about the reopening of closed branches.

*Elena Herrada* - Inquired about the reopening of Bowen Branch.

**REPORT OF THE PRESIDENT**

President Bellant noted that he was interviewed by the Free Press for an article regarding a matter in his neighborhood that was not associated with the library. He said he was inadvertently referenced as the President of the Detroit Library Commission. The article should have referred to him as the President of the Neighborhood Association. He said he would contact the reporter to make the correction.

President Bellant announced that Commissioner Ida Short agreed to serve on the Committee on Buildings and the Committee on Books and Literacy.

President Bellant read the following draft letter addressed to Mayor Michael Duggan:

Dear Mr. Mayor:

We are writing to you to express our hope that we can establish an improved dialogue between your administration and the Detroit Public Library, something that City residents truly deserve. We believe that everyone wins when the City and the Library system work constructively together to promote the common good. Our residents are the true winners of such actions.

We are an apolitical institution that is focused on enriching literacy activities and providing digital services to citizens of all ages. The people are better served when the City constructively supports our work, and sees that work having a direct impact on community enrichment.

Minutes were approved at the September 21, 2021 Virtual Commission Meeting
Your recent statement on May 25 that we were "managed by the Detroit Public Schools" as justification for precluding us from ARPA funds is something that left many us and others totally surprised and, frankly, disappointed. Since the City is our fiduciary, that statement and the sentences that followed conveyed a communications gap in understanding that we need to jointly address sooner rather than later.

The people of our great City need us to successfully operate with resources and amenities that allow for the best community services. We want to know that your team shares the same sentiment. We are requesting that your staff contact our Executive Director, Jo Anne G. Mondowney, at 313-481-1302. We would like to schedule a meeting with you within the next 30 days. Since you have the most burdensome schedule, we will look for your recommendation for a date, time and location and adapt our schedules to fit.

Sincerely,

Russ Bellant, President. Detroit Library Commission
Franklin Jackson, Vice President, Detroit Library Commission
Cassandra Smith Gray, Secretary, Detroit Library Commission
Jean-Vierre Adams, Detroit Library Commissioner
Edythe Hayden Friley, Detroit Library Commissioner
Angelique Peterson-Mayberry, Detroit Library Commissioner (Ex-Officio)
Ida Short, Detroit Library Commissioner

**NOTED**

Commissioner Peterson-Mayberry stated that at the June 2021 Detroit Public Schools Community District Board meeting, the following statement was made:

Minutes were approved at the September 21, 2021 Virtual Commission Meeting
“There have been recent discussions about the Detroit Public Library’s (DPL) and the budget shortfall suggesting that Detroit Public Schools Community District have the ability to close the library’s funding gap. The relationship between the City of Detroit, the Library Commission and the Detroit Board of education is established by the State of Michigan.

The Detroit Public Library is an independent municipal corporation and the Library Commission is the official governing entity. It’s funded through a dedicated library millage, which is a form of property tax which was most recently renewed in 2014 through 2025 at 4.63 mills.

DPSCD does not receive state or federal funding to support the Detroit Public Libraries operations or facilities; in addition, DPSCD does not have any authority over its operating or infrastructure expenses. DPS issues its own 18 mil property tax which is dedicated to repay the legacy debt that was incurred under state-appointed emergency management.”

Commissioner Peterson-Mayberry said that she would send a copy of the statement to the Commissioners.

**COMMISSION ACTION**

Commissioner Hayden Friley moved to send the letter to Mayor Michael Duggan with the names of all Commissioners. Commissioner Smith Gray supported.

A roll call vote was taken with the following results:

- Hayden-Friley Yes
- Jackson Yes
- Peterson-Mayberry Yes
- Smith Gray Yes
- President Bellant Yes

The motion passed unanimously.
REPORT OF THE EXECUTIVE DIRECTOR

Mrs. Mondowney reported the following:

Reopening with Care: DPL’s Service Plan for July 1, 2021 through June 30, 2022 and Moving Forward on July 1, 2022

In July, 2021, Detroit Public Library will implement Phase IV of its COVID-19 Response Plan as approved by the Detroit Library Commission on December 4, 2020 at a total cost of $27,161,308. (Total cost includes staffing and benefits, operational expenses and other obligations.) It is important to note that this plan has been designed to maintain a safe, manageable, and sustainable level of library services as COVID-19 continues to impact the Detroit community.

In Phase IV, DPL will increase in-person service hours at our eight current service points: Main Library; Campbell, Edison, Jefferson, Parkman, Redford and Wilder branches; and the Mobile Library. These service hours will remain in effect through June 30, 2022.

<table>
<thead>
<tr>
<th>Public Service Hours at Open Libraries Through June 30, 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon</td>
</tr>
<tr>
<td>Main Library</td>
</tr>
<tr>
<td>Campbell</td>
</tr>
<tr>
<td>Edison</td>
</tr>
<tr>
<td>Jefferson</td>
</tr>
<tr>
<td>Parkman</td>
</tr>
<tr>
<td>Redford</td>
</tr>
<tr>
<td>Wilder</td>
</tr>
<tr>
<td>Mobile Library</td>
</tr>
</tbody>
</table>

1 Open areas: Children’s Library, HYPE Teen Center, Popular Library, Newspaper Room, Audio-Visual Room and Social Science, Education & Religion (SSER) Department.

2 During the school year (Sept – May), these locations are closed Fridays and open Saturdays.

3 Saturday & Sunday stops are by appointment.

This schedule is noteworthy because Main Library will now open on Mondays for the first time since 1981. Also, for the first time ever, Main Library and the Redford and Wilder branches will open 7 days a week from October through May.
Beginning in July, we will increase our current capacity at all open locations to 50% and will increase daily time limits for customers to two hours. Customers will be able to receive full reference services, browse library shelves in open agencies, and check out all library materials (i.e., books, magazines and DVDs). Meeting rooms will also be open to community groups. Several services that were introduced during the past year will also continue, including curbside delivery, on-line chat, laptop computers for check-out, and virtual programs.

For the safety of all, we will continue to follow the protocol guidelines established by the National Sanitation Foundation. Customers and staff will continue to wear masks and practice social distancing.

**Moving Forward on July 1, 2022**

We are currently reviewing our options for reopening all library branches beginning July 1, 2022. One option we are considering is a seven-day schedule for Main Library and six-day schedule for all branches for a total of 1,256 service hours per week. We estimate the average annual cost to operate a branch at this level of service is $896,000 per site, for a total cost of $17,920,000 for 20 branches. The estimated annual cost to operate Main Library on a seven-day schedule is $6,100,000. These numbers include the set-up and continuing costs of the safety protocols necessary to minimize health risks to customers and staff. Beyond extended access to the public, this level of support would enable us to provide greater service to children and teens, job seekers, and adults who use the library for education, entertainment and enrichment. The total annual cost of this option is estimated at $41,000,000. The total cost to return the library system to pre-pandemic service levels is estimated at $35,000,000. Before the pandemic, the Library offered 5-day a week in-person services at most sites for a total of 800 service hours per week.

While temporarily closed, we continue to maintain all of our buildings, including providing security, lawn service and snow removal. Additionally, our facilities staff is painting, addressing electrical and lighting issues, and repairing bathroom fixtures. They have been guided by input from agency managers who compiled a “wish list” of tasks that could be accomplished during this period by in-house staff at low costs. The temporary closure has, in fact, allowed facilities staff to address many small, but important, building issues throughout the system. Our Marketing Department is conducting a signage needs audit focusing on health and safety messaging that they will implement in the coming year. Public Services staff has, and will continue to, reorganize collections and clean out offices and storage spaces. Together, this work is enhancing our facilities as we prepare for the July, 2022 reopening of all library locations. Final preparations for branch reopenings will begin in March, 2022.

Minutes were approved at the September 21, 2021 Virtual Commission Meeting
“A Dose of Hope” Celebration

Mrs. Mondowney reported that to date, 43% of active DPL employees and of 41% furloughed employees have received the COVID-19 vaccination. The Library’s Administration will recognize these employees during a system-wide “Dose of Hope” celebration, at 1 p.m., on Thursday, June 17, 2021. This celebration is an opportunity to support the vaccine confidence-building efforts of our community and public health partners, and perhaps help other non-vaccinated staff to consider or reconsider the importance of “a dose of hope.” A member of the Library’s Health and Wellness Committee will be at each library location to share treats and greet staff members.

DPL Friends Foundation

Mrs. Mondowney reported that on May 21, 2021, the Detroit Public Library Friends Foundation made a contribution of $1,822 to DPL for Special Collections and $900 for the 2021 Summer Reading program.

Accounting Aid Society—Summer Tax Program

Mrs. Mondowney reported that the Accounting Aid Society is sponsoring a “Summer Tax Program” at Main Library. The program began on June 2, 2021, and is offered Wednesdays and Fridays through September. One goal of this new program is to share information about the expansion of the Child Tax Credit and the Earned Income Tax Credit. Customers must make appointments by calling the Society at 313-556-1920.

Mobile Library’s Summer Schedule

Mrs. Mondowney reported that during the summer months, the Mobile Library expands its reach throughout the city. Its regular visits include the Conely, Chase, Sherwood Forest, Franklin, Elmwood Park, Duffield branches, plus a stop at the Riverbend Plaza, near the Monteith branch. This summer the Mobile Library is partnering with “Come Play Detroit” and the Detroit Pistons to visit several parks and recreational centers, including Patton Rec Center, Rouge Park, Butzel Family Center, and the Zussman Playground. A special highlight of the summer are visits to the Gabriel Richard Park for Reading & Rhythm on the Riverfront. The detailed summer schedule is available on the Library’s website: detroitpubliclibrary.org.
2021 Summer Reading Program

Mrs. Mondowney reported that “Tails and Tales” is the theme for the 2021 virtual Summer Reading Program that will run June 24th – August 14th. There are separate reading challenges for children and teens with digital badges, small incentives and prize drawings for those who participate. Adult book lovers are invited to participate in the 313 Summer Reading Challenge, which will be held July 1 – August 31. Readers of all ages can register at the Library’s website: detroitpubliclibrary.org.

Virtual Program

Mrs. Mondowney reported that on Tuesday, June 22, 2021, at 6 p.m., author Rachel Marie-Crane Williams, will discuss her book, Run Home If You Don’t Want to Be Killed: The Detroit Uprising of 1943. Local historian Jamon Jordan will moderate a virtual conversation with Ms. Williams about her book which includes firsthand accounts about events of the summer of 1943.

Wayne County

Mrs. Mondowney reported that on May 21, 2021, DPL received a payment of $107,656 for delinquent property taxes.

DISCUSSION

President Bellant asked what data was being used to justify waiting to fully reopen all library locations in 2022.

Mrs. Mondowney said that all of the library locations vary in sizes and maximum capacity. For safety reasons, we have to be mindful of the staff that will be working directly with the public.
COMMITTEE ON ADMINISTRATION

Approval of the Human Resources Report

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

APPOINTMENTS (0)

RETIREMENTS (0)

SICK LEAVE PAYOUTS (0)

TOTAL PAYOUTS = (0)

POTENTIAL RETIREMENTS (0) Pending COD Approval

SEPARATIONS (3)

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Title</th>
<th>Last Day Worked</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lisa Burns</td>
<td>Librarian II</td>
<td>May 8, 2021</td>
</tr>
<tr>
<td>Karen Robertson-Henry</td>
<td>Librarian II</td>
<td>May 14, 2021</td>
</tr>
<tr>
<td>Lakia Daniels</td>
<td>Technical Training Associate</td>
<td>May 16, 2021</td>
</tr>
</tbody>
</table>

EMPLOYEE HEADCOUNT

<table>
<thead>
<tr>
<th>Headcount</th>
<th>May 2021</th>
<th>Headcount</th>
<th>May 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budgeted Positions =</td>
<td>325</td>
<td>Budgeted Positions =</td>
<td>325</td>
</tr>
<tr>
<td>Active Employees =</td>
<td>125</td>
<td>Active Employees =</td>
<td>300</td>
</tr>
<tr>
<td>Furlough Employees =</td>
<td>105</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vacant Positions =</td>
<td>95</td>
<td>Vacant Positions =</td>
<td>25</td>
</tr>
</tbody>
</table>
VACANT POSITIONS

<table>
<thead>
<tr>
<th>POSITION</th>
<th># OF BUDGETED POSITIONS</th>
<th># OF FILLED POSITIONS</th>
<th>VACANT POSITIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Director</td>
<td>6</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>Manager</td>
<td>25</td>
<td>21</td>
<td>4</td>
</tr>
<tr>
<td>Librarian I &amp; II</td>
<td>24</td>
<td>15</td>
<td>9</td>
</tr>
<tr>
<td>Facilities</td>
<td>17</td>
<td>12</td>
<td>5</td>
</tr>
<tr>
<td>TTA</td>
<td>17</td>
<td>14</td>
<td>3</td>
</tr>
<tr>
<td>Customer Service Representative</td>
<td>90</td>
<td>30</td>
<td>60</td>
</tr>
<tr>
<td>Senior Customer Rep (Clerk)</td>
<td>20</td>
<td>18</td>
<td>2</td>
</tr>
<tr>
<td>Branch Custodians</td>
<td>13</td>
<td>5</td>
<td>8</td>
</tr>
<tr>
<td>Senior Accountant</td>
<td>2</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Security</td>
<td>16</td>
<td>15</td>
<td>1</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>95</td>
</tr>
</tbody>
</table>

Only Position Titles with vacancies are listed.

"The Human Resource Department is not actively recruiting for open positions."

"Per the Collective Bargaining Agreement, positions must first be filled by employees recalled from Furlough."

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

DISCUSSION

Commissioner Jackson asked if priority would be given to vaccinated staff when furloughed workers are called back to work.

Ms. Trinee Moore, Director for Human Resources, said “no.”

Commissioner Smith Gray asked how many vaccinated staff members were Detroit residents.

Ms. Moore said that she did not have that information readily available but she would get it and provide a copy to Commissioner Smith Gray.
COMMISSION ACTION

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

A roll call vote was taken with the following results:

- Hayden-Friley Yes
- Jackson Yes
- Peterson-Mayberry Yes
- Smith Gray Yes
- President Bellant Yes

The motion passed unanimously.

Approval of Library Closings and Schedule Changes 2021-2022 - INFORMATION ONLY

CALENDAR OF LIBRARY CLOSINGS AND SCHEDULE CHANGES 2021 – 2022

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 3, 2021 (Saturday)</td>
<td>Independence Day designated holiday for Main public service agencies (branches closed per regular schedule)</td>
</tr>
<tr>
<td>July 5, 2021 (Monday)</td>
<td>Independence Day designated holiday for branches and support agencies (Main closed per regular schedule)</td>
</tr>
<tr>
<td>September 6, 2021 (Monday)</td>
<td>Labor Day holiday (all locations closed)</td>
</tr>
<tr>
<td>September 10-11, 2021 (Friday-Saturday)</td>
<td>Fall schedule begins: all branches, excluding Redford &amp; Wilder, closed Fridays, open Saturdays. (Redford &amp; Wilder remain open both days.)</td>
</tr>
<tr>
<td>October 3, 2021 (Sunday)</td>
<td>Sunday schedule begins at Main, Redford &amp; Wilder</td>
</tr>
<tr>
<td>October 6, 2021 (Wednesday)</td>
<td>Staff Day (all locations closed)</td>
</tr>
<tr>
<td>November 11, 2021 (Thursday)</td>
<td>Veterans’ Day holiday (all locations closed)</td>
</tr>
<tr>
<td>November 25, 2021 (Thursday)</td>
<td>Thanksgiving Day holiday (all locations closed)</td>
</tr>
<tr>
<td>November 26, 2021 (Friday)</td>
<td>Day after Thanksgiving holiday (all locations closed) (holiday for Main, Redford, Wilder &amp; support agencies; other locations closed per regular schedule)</td>
</tr>
<tr>
<td>November 27, 2021 (Saturday)</td>
<td>Day after Thanksgiving designated holiday for branches normally closed on Friday (Main, Redford &amp; Wilder open)</td>
</tr>
<tr>
<td>December 23, 2021 (Thursday)</td>
<td>Christmas Eve designated holiday for branches normally closed on Friday; Christmas Day designated holiday for support agencies (Main, Redford &amp; Wilder open)</td>
</tr>
</tbody>
</table>

Minutes were approved at the September 21, 2021 Virtual Commission Meeting
<table>
<thead>
<tr>
<th>Date</th>
<th>Holiday Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 24, 2021</td>
<td>Christmas Eve holiday (all locations closed) (holiday for Main, Redford, Wilder &amp; support agencies; other locations closed per regular schedule)</td>
</tr>
<tr>
<td>November 25, 2021</td>
<td>Christmas Day holiday (all locations closed)</td>
</tr>
<tr>
<td>November 26, 2021</td>
<td>All locations closed</td>
</tr>
<tr>
<td>November 30, 2021</td>
<td>New Year’s Eve designated holiday for branches normally closed on Friday; New Year’s Day designated holiday for support agencies (Main, Redford, Wilder open)</td>
</tr>
<tr>
<td>November 31, 2021</td>
<td>New Year’s Eve holiday (all locations closed) (holiday for Main, Redford, Wilder &amp; support agencies; other locations closed per regular schedule)</td>
</tr>
<tr>
<td>December 1, 2021</td>
<td>New Year’s Day holiday (all locations closed)</td>
</tr>
<tr>
<td>December 2, 2021</td>
<td>All locations closed</td>
</tr>
<tr>
<td>December 17, 2021</td>
<td>Martin Luther King Jr. Day holiday (all locations closed)</td>
</tr>
<tr>
<td>February 1, 2022</td>
<td>Presidents’ Day holiday (all locations closed)</td>
</tr>
<tr>
<td>April 15, 2022</td>
<td>Good Friday holiday (all locations closed) (holiday for Main, Redford, Wilder &amp; support agencies; other agencies closed per regular schedule)</td>
</tr>
<tr>
<td>April 16, 2022</td>
<td>Good Friday designated holiday for branches normally closed on Friday (Main, Redford &amp; Wilder open)</td>
</tr>
<tr>
<td>April 17, 2022</td>
<td>All locations closed</td>
</tr>
<tr>
<td>May 22, 2022</td>
<td>Last Sunday of season for Main, Redford &amp; Wilder</td>
</tr>
<tr>
<td>May 27-28, 2022</td>
<td>Summer schedule begins: all branches, excluding Redford &amp; Wilder, open Fridays, closed Saturdays. (Redford &amp; Wilder remain open both days.)</td>
</tr>
<tr>
<td>May 30, 2022</td>
<td>Memorial Day holiday (All locations closed)</td>
</tr>
</tbody>
</table>

**COMMITTEE ON BUILDINGS**

**Approval to Extend Annual Security Services Contract for FY 2022**

The Detroit Public Library Business and Finance Office is requesting the Detroit Library Commission (DLC) Committee on Buildings to consider extending the contract for Security Services beginning July 1, 2021 through June 30, 2022. Due to the Covid-19 pandemic and the changes made to Library operations, the number of branches and hours for Security Services have been substantially impacted. As a result, the Procurement Department obtained agreement from the current contractor to extend the existing contract for a one-year period under the same prices, terms and conditions.

The full service security contract originally approved included security officers at all library branches, excluding the Main branch, for 756 hours per week, plus a roving supervisor. The full contract price for the service was $647,204. For the fiscal year FY2022 beginning on July 1, 2021 through June 30, 2022, for the extended library services, we are anticipating the need of 560 security hours per week plus a roving supervisor. The cost for the year will be $449,149.
Security Services
July 1, 2021-June 30, 2022
Allied Universal, Inc.
1000 Town Center
Suite 2430
Southfield, MI 48075

Therefore, the DLC Committee on Buildings is advising the Detroit Library Commission to consider approving and authorizing the Finance and Business Office to extend the contract with Allied Universal, Inc. for an amount not to exceed $449,149.

COMMISSION ACTION

Commissioner Smith Gray moved approval to extend annual security services contract for FY2022. Commissioner Jackson supported.

A roll call vote was taken with the following results:

- Hayden-Friley: Yes
- Jackson: Yes
- Peterson-Mayberry: Yes
- Smith Gray: Yes
- President Bellant: Yes

The motion passed unanimously.

Approval to Renew Annual Contracts

The Detroit Library Commission (DLC) Committee on Buildings is advising the Detroit Library Commission to consider renewing the contracts indicated below beginning July 1, 2021 through June 30, 2022. Due to the proposed re-opening of select branches, the Facilities and Security Departments have completed an assessment of the requirements for a new contract. The Procurement Department obtained agreement from the current contractor to extend the current contracts for a one-year period under the same terms and conditions, as follows:

**Waste Management Services**
Republic Services, Inc.
1633 Highwood West
Pontiac, MI 48340

Amount Not to Exceed: $13,100.00/Year
Pest Control Services
Rentokil NA
July 1, 2021 through June 30, 2022
1125 Berkshire Blvd.
Reading, PA 19610
Amount Not to Exceed: $13,500.00/Year

Uniforms for Security
Nye Uniform Company
1067 E. Long Lake Road
Troy, MI 48085
Amount Not to Exceed: $13,500/Year

Security Monitoring Services
Sonitrol Great Lakes
July 1, 2021 through June 30, 2022
7241 Fenton Road
Grand Blanc, MI 48439
Amount Not to Exceed: $42,204.00/Year

The Procurement Department has received the agreement from the vendors and all required insurance documents and is requesting approval of these renewals.

Therefore, the DLC Committee on Buildings is advising the Detroit Library Commission to consider approving and authorizing the Finance and Business Office to renew these contracts.

COMMISSION ACTION

Commissioner Smith Gray moved approval to renew DPL’s annual contracts for FY2022. Commissioner Hayden Friley supported.

A roll call vote was taken with the following results:

- Hayden-Friley: Yes
- Jackson: Yes
- Peterson-Mayberry: Yes
- Smith Gray: Yes
- President Bellant: Yes

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

In late November 2020, the Library Administration brought forth a proposal for the purchase of the Gabriel Richard Branch. Unfortunately, the deal did not materialize, so the property went back on the market.

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 Maven Mortgage LLC. The organization was founded by Donnell Coves. Maven Mortgage LLC is located in the heart of Detroit, Michigan. Maven Mortgage aims to be a beacon of neighborhood stabilization by providing growth and development in urban communities. The organization intends to use the building as its headquarters for its operations.

The DPL administration along with the Library’s legal counsel have reviewed Mr. Coves’ offer to purchase the branch and plan to move forward by signing a Letter of Intent.

COMMITTEE ON FINANCE

Approval to Contract with Merit Network for Internet Services for the Detroit Public Library

The Federal Communications Commission (FCC) through their Universal Service Administrative Company (USAC) approved DPL’s E-rate application for Internet Services to the public for FY2022. The total amount approved for the service is $508,919. The Library is eligible for USAC to pay 90% of the $508,919 which is $458,027 and DPL’s cost is 10% which is $50,892. Merit Network is qualified as a service provider for Internet Services through the USAC agreement. Merit Network is the current provider for Internet Services for the Detroit Public Library.

A Request for Proposal (RFP), DPL-CL-2106 was advertised and posted on the Michigan Inter-Governmental Trade Network (MITN) website, www.bidnetdirect.com on January 15, 2021. The solicitation period was from January 15, 2021 until bid closing at 2:00 p.m. on February 22, 2021, at which time the bid documents were no longer available for download.

The RFP was downloaded from the MITN website by twenty-three (23) contractors. Five (5) companies submitted proposals on the services. The evaluation committee consisting of five (5) Information Systems staff (Victor Ibegbu, Rudy Dale, Kenneth Gabriel, Jonathan Davis, and Timothy Turner) reviewed, evaluated and scored the proposals. The evaluation criteria and scoring are summarized below:

Minutes were approved at the September 21, 2021 Virtual Commission Meeting
<table>
<thead>
<tr>
<th>Criteria</th>
<th>Possible Score</th>
<th>123Net</th>
<th>AT&amp;T</th>
<th>Comcast</th>
<th>Clear Rate Communications</th>
<th>Merit Network</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Cost</strong></td>
<td></td>
<td><strong>$1,106,400.00</strong></td>
<td><strong>$699,883.20</strong></td>
<td><strong>$231,660.00</strong></td>
<td><strong>$796,680.00</strong></td>
<td><strong>$508,919.00</strong></td>
</tr>
<tr>
<td>E-rate eligible recurring and done-time circuit costs</td>
<td>35%</td>
<td>WAN – 6%</td>
<td>WAN – 19%</td>
<td>WAN – 35%</td>
<td>WAN – 9%</td>
<td>WAN – 20%</td>
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<tr>
<td></td>
<td></td>
<td>Internet- 32%</td>
<td>Internet- 5%</td>
<td>Internet- 35%</td>
<td>Internet- 26%</td>
<td>Internet- 10%</td>
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<tr>
<td>Complete Bid Submission</td>
<td>15%</td>
<td>WAN- 8%</td>
<td>WAN- 12%</td>
<td>WAN- 11%</td>
<td>WAN- 9%</td>
<td>WAN- 15%</td>
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<tr>
<td></td>
<td></td>
<td>Internet - 7%</td>
<td>Internet- 13%</td>
<td>Internet- 11%</td>
<td>Internet- 9%</td>
<td>Internet- 15%</td>
</tr>
<tr>
<td>Ability to support DPL requirements</td>
<td>10%</td>
<td>WAN – 6%</td>
<td>WAN – 7%</td>
<td>WAN – 7%</td>
<td>WAN – 5%</td>
<td>WAN – 10%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Internet - 6%</td>
<td>Internet - 8%</td>
<td>Internet - 6%</td>
<td>Internet - 6%</td>
<td>Internet - 10%</td>
</tr>
<tr>
<td>Proposed contract terms</td>
<td>25%</td>
<td>WAN – 15%</td>
<td>WAN – 17%</td>
<td>WAN – 14%</td>
<td>WAN – 15%</td>
<td>WAN – 25%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Internet - 15%</td>
<td>Internet - 17%</td>
<td>Internet - 17%</td>
<td>Internet - 14%</td>
<td>Internet - 25%</td>
</tr>
<tr>
<td>E-rate ineligible recurring or one-time costs</td>
<td>5%</td>
<td>WAN – 2%</td>
<td>WAN – 4%</td>
<td>WAN – 4%</td>
<td>WAN – 4%</td>
<td>WAN – 5%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Internet - 3%</td>
<td>Internet - 4%</td>
<td>Internet - 4%</td>
<td>Internet - 3%</td>
<td>Internet - 5%</td>
</tr>
<tr>
<td>References</td>
<td>10%</td>
<td>WAN – 6%</td>
<td>WAN – 7%</td>
<td>WAN – 6%</td>
<td>WAN – 7%</td>
<td>WAN – 10%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Internet - 6%</td>
<td>Internet - 7%</td>
<td>Internet - 6%</td>
<td>Internet - 6%</td>
<td>Internet - 10%</td>
</tr>
</tbody>
</table>

**Internet Total** | 44% | 66% | 77% | 49% | 85% |

**WAN Total**      | 69% | 54% | 79% | 64% | 75% |

**TOTAL SCORE**     | 56.5% | 60% | 78% | 56.5% | 80% |

Merit Network, Inc. is the highest-ranked proposal, as scored by the evaluation committee. Merit Network also has a proven track record with the Detroit Public Library. Therefore, the DLC Committee on Finance is advising the Detroit Library Commission to consider authorizing the Finance and Business Office to contract with Merit Network Services as DPL’s Internet Service Provider, located at 880 Technology Drive, Suite B, Ann Arbor, MI for a one-year period, in an amount not to exceed $50,892.

**COMMISSION ACTION**

Commissioner Smith Gray moved approval to contract with Merit Network for Internet services for DPL. Commissioner Hayden Friley supported.
A roll call vote was taken with the following results:

- Hayden-Friley         Yes
- Jackson                         Yes
- Peterson-Mayberry        Yes
- Smith Gray                    Yes
- President Bellant           Yes

The motion passed unanimously.

Approval for Network Switching and Wireless Services for E-Rate Services for a One-Year Period - July 1, 2021 – June 30, 2022

The Universal Service Administrative Company (USAC) administers the Universal Service Fund under the direction of the Federal Communications Commission (FCC). USAC administers the E-Rate program, which provides funding toward eligible services for public schools and libraries. The Information Systems Department oversees the program on behalf of Detroit Public Library.

A Request for Proposal (RFP), DPL-CL-2107 was advertised and posted on the Michigan Inter-Governmental Trade Network (MITN) website, www.bidnetdirect.com on January 22, 2021. The RFP was issued for 4 separate projects. 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 January 22, 2021 until bid closing at 2:00 p.m. on March 2, 2021, at which time the bid documents were no longer available for download. The RFP was downloaded from the MITN website by seventeen (17) contractors. Four (4) companies submitted proposals on the services based on four projects. The evaluation committee consisting of five (5) Information Systems staff (Victor Ibegbu, Rudy Dale, Kenneth Gabriel, Jonathan Davis, and Timothy Turner) reviewed, evaluated and scored the proposals as summarized below:
BMIC (Basic Maintenance of Internal Connections - For Equipment - Core Network Switches)

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Possible Score</th>
<th>Avalon Technologies</th>
<th>Malor &amp; Company</th>
<th>Net Solutions</th>
<th>Sentinel Technologies</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Cost</strong></td>
<td></td>
<td>$17,236.00</td>
<td>$37,044.14</td>
<td>$58,600.40</td>
<td>$22,772.00</td>
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<tr>
<td>Cost of E-rate eligible Products/_services</td>
<td>35%</td>
<td>35%</td>
<td>16.28%</td>
<td>10.29%</td>
<td>26.49%</td>
</tr>
<tr>
<td>Compatibility with existing network</td>
<td>25%</td>
<td>24%</td>
<td>14%</td>
<td>13%</td>
<td>24%</td>
</tr>
<tr>
<td>Previous Experience</td>
<td>15%</td>
<td>14.4%</td>
<td>0%</td>
<td>1.2%</td>
<td>15%</td>
</tr>
<tr>
<td>Technical Ability</td>
<td>10%</td>
<td>9.6%</td>
<td>3.6%</td>
<td>3.2%</td>
<td>9.2%</td>
</tr>
<tr>
<td>In-State/Local Preference</td>
<td>15%</td>
<td>14.4%</td>
<td>5.4%</td>
<td>7.8%</td>
<td>13.8%</td>
</tr>
<tr>
<td><strong>TOTAL SCORE</strong></td>
<td>100%</td>
<td>97.4%</td>
<td>39.28%</td>
<td>35.49%</td>
<td>88.49%</td>
</tr>
</tbody>
</table>

BMIC (Basic Maintenance of Internal Connections - For Equipment – Wireless Access Points and Switches)

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Possible Score</th>
<th>Malor &amp; Company</th>
<th>Net Solutions</th>
<th>Sentinel Technologies</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Cost</strong></td>
<td></td>
<td>$392,704.90</td>
<td>$504,177.25</td>
<td>$168,018</td>
</tr>
<tr>
<td>Cost of E-rate eligible Products/Services</td>
<td>35%</td>
<td>1.28%</td>
<td>1%</td>
<td>2.99%</td>
</tr>
<tr>
<td>Compatibility with existing network</td>
<td>25%</td>
<td>12%</td>
<td>14%</td>
<td>25%</td>
</tr>
<tr>
<td>Previous Experience</td>
<td>15%</td>
<td>3.6%</td>
<td>3%</td>
<td>13.8%</td>
</tr>
<tr>
<td>Technical Ability</td>
<td>10%</td>
<td>3.2%</td>
<td>3.2%</td>
<td>10%</td>
</tr>
<tr>
<td>In-State/Local Preference</td>
<td>15%</td>
<td>4.2%</td>
<td>7.8%</td>
<td>15%</td>
</tr>
<tr>
<td><strong>TOTAL SCORE</strong></td>
<td>100%</td>
<td>24.28%</td>
<td>29.0%</td>
<td>66.79%</td>
</tr>
</tbody>
</table>
The Selection Committee is recommending approval of a one-year contract from July 1, 2021 through June 30, 2022 with Avalon Technologies of Bloomfield Hills, MI. and Sentinel Technologies of Livonia, MI. The estimated annual expenditures under the proposed contract for services is, as follows:

- Avalon Technologies, Inc. for Equipment - Core Network Switches – BMIC $17,236 with DPL’s cost of $2,585.
- Sentinel Technologies, Inc. Managed Internal Broadband Services $45,456 with DPL’s cost of $6,818.

Under the USAC agreement, DPL is obligated to pay fifteen percent (15%) of the Funding Request Number for the services under this contract. The annual obligation amount for the Library shall not exceed $34,606.

Therefore, the DLC Committee on Finance is advising the Detroit Library Commission to authorize the Finance and Business Office to contract with Sentinel Technologies, Inc. for basic maintenance and procurement of computer network equipment for a 1-year period for an amount not to exceed $32,021.
The DLC Committee on Finance is also requesting the Detroit Library Commission to authorize the Finance and Business Office to contract with Avalon Technologies, Inc. for core switch replacement service for a 1-year period in an amount not to exceed $2,585. The total cost for DPL shall not exceed $34,606.

COMMISSION ACTION

Commissioner Jackson moved approval for network switching and wireless services for E-Rate services for a one-year period – July 1, 2021 – June 30, 2022. Commissioner Smith Gray supported.

A roll call vote was taken with the following results:

- Hayden-Friley  Yes
- Jackson  Yes
- Peterson-Mayberry  Yes
- Smith Gray  Yes
- President Bellant  Yes

The motion passed unanimously.

Approval to Renew Insurance Policy for General Liability for the Detroit Public Library

The Detroit Public Library’s (DPL) general liability policy with current provider, Frankenmuth Insurance Company will expire on June 30, 2021. The general liability insurance provides broad form coverage for Library properties against bodily injuries and property damage by others. DPL’s insurance broker, Alliant Insurance Services, requested quotes from several carriers and received correspondence from the following carriers:

1. Hanover Insurance Group - $21,381
2. Amtrust – Can’t compete with current pricing
3. Allianz - Declined because they could not quote general liability without also quoting property insurance
4. Zurich – Declined because they could not quote general liability without also quoting property insurance
5. Hartford – Declined to compete
6. Chubb - Declined to compete
7. Travelers Insurance - Declined to compete

Minutes were approved at the September 21, 2021 Virtual Commission Meeting
8. Liberty Mutual – Declined to compete  
9. QBE – Declined to compete

**Policy Liability Limits**
- Each Occurrence Limit - $1,000,000
- General Aggregate Limit - $2,000,000
- Personal & Advertising Injury Limit - $1,000,000
- Damage of Rented Property - $100,000
- Medical Expense Limit - $10,000 (per person)

**Deductible** - $100,000

If approved, the new policy would provide coverage from July 1, 2021 – June 30, 2022.

The DPL Administration is advising the Committee on Finance to recommend to the Detroit Library Commission to authorize the Finance and Business Office to renew the insurance policy for general liability of the Detroit Public Library from Hanover Insurance through Alliant Insurance Services for an amount not to exceed $21,381.

**COMMISSION ACTION**

Commissioner Jackson moved approval to renew the general liability insurance policy for DPL. Commissioner Smith Gray supported.

A roll call vote was taken with the following results:

- Hayden-Friley: Yes
- Jackson: Yes
- Peterson-Mayberry: Yes
- Smith Gray: Yes
- President Bellant: Yes

The motion passed unanimously.

Approval to Renew Business Auto Insurance Policy for the Detroit Public Library

The Detroit Public Library’s (DPL) Business Auto insurance policy with current provider, Frankenmuth Mutual Insurance Company expires on June 30, 2021.

DPL’s insurance broker, Alliant Insurance Services, requested quotes from several carriers and received correspondence from the following carriers:

Minutes were approved at the September 21, 2021 Virtual Commission Meeting
1. Hanover Insurance Group - $29,237
2. Amtrust – Can’t compete with current pricing
3. Allianz - Declined to compete
4. Zurich – Declined to compete
5. Hartford – Declined to compete
6. Chubb - Declined to compete
7. Travelers Insurance - Declined to compete
8. Liberty Mutual –Declined to compete
9. QBE – Declined to compete

Deductible - $500; $1,000 deductible for Mobile Library

The DPL administration is advising the Committee on Finance to recommend that the Detroit Library Commission authorize the Finance and Business Office to renew the Business Auto insurance policy of the Detroit Public Library from Hanover Insurance Group through Alliant Insurance Services for an amount not to exceed $29,237.

COMMISSION ACTION

Commissioner Jackson moved approval to renew the business auto insurance policy for DPL. Commissioner Hayden Friley supported.

A roll call vote was taken with the following results:

- Hayden-Friley         Yes
- Jackson                         Yes
- Peterson-Mayberry        Yes
- Smith Gray                    Yes
- President Bellant            Yes

The motion passed unanimously.

Approval to Renew Fine Arts Insurance Policy for the Detroit Public Library

The Detroit Public Library’s (DPL) Fine Arts insurance with current provider, The Traveler’s Company is set to expire on June 30, 2021. DPL’s insurance broker, Alliant Insurance Services, requested quotes from several carriers and received correspondence from the following carriers:
1. Traveler’s Insurance Company - $23,877 (same as expiring premium)
2. Lloyd’s of London – $22,832

Lloyd’s of London produced a more competitive policy with the following limits:

Fine Arts Coverage - $45,000,000
Flood - $45,000,000
Earth Movement - $45,000,000

Deductible - $1,750

The DPL administration is advising the Committee on Finance to recommend that the Detroit Library Commission authorize the Finance and Business Office to renew the Fine Arts insurance policy of the Detroit Public Library from Lloyd’s of London through Alliant Insurance Services for an amount not to exceed $22,832.

COMMISSION ACTION

Commissioner Jackson moved approval to renew the Fine Arts insurance policy for DPL. Commissioner Smith Gray supported.

A roll call vote was taken with the following results:

- Hayden-Friley: Yes
- Jackson: Yes
- Peterson-Mayberry: Yes
- Smith Gray: Yes
- President Bellant: Yes

The motion passed unanimously.
Approval to Renew Insurance Policy for Directors & Officers for the Detroit Public Library

The Detroit Public Library’s (DPL) Directors and Officers insurance policy with current provider, Lloyd’s of London expires on June 30, 2021. DPL’s insurance broker, Alliant Insurance Services, requested quotes from several carriers and received correspondence from the following carriers:

1. Lloyd’s of London - $39,398
2. ACE/Chubb - $30,003
3. Hartford Insurance - Decline

Policy terms:

Liability Limit - $1,000,000
Deductible - $100,000

If approved, the new policy would provide coverage from July 1, 2021 – June 30, 2022.

ACE/Chubb offered the same policy limits and deductibles at the best rate; therefore, the DPL administration is advising the Committee on Finance to recommend to the Detroit Library Commission to authorize the Finance and Business Officer to renew the insurance policy for the Directors and Officers of the Detroit Public Library from ACE/Chubb through Alliant Insurance Services for an amount not to exceed $30,003.

COMMISSION ACTION

Commissioner Jackson moved approval to renew the Directors and Officers insurance policy for DPL. Commissioner Hayden Friley supported.

A roll call vote was taken with the following results:

- Hayden-Friley Yes
- Jackson Yes
- Peterson-Mayberry Yes
- Smith Gray Yes
- President Bellant 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>Summary of Expenditures</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PUBLIC FUNDS</strong></td>
</tr>
<tr>
<td><strong>PAYMENTS PROCESSED BY THE CITY OF DETROIT</strong></td>
</tr>
<tr>
<td>1. Total Payroll May 2021</td>
</tr>
<tr>
<td>2. Total For Vouchers – Processed on Fusion After 3/13/20 listed by invoice number &amp; date (processed off-site)</td>
</tr>
<tr>
<td>3. FY 21 Annual Retiree Supplement</td>
</tr>
<tr>
<td>4. FY 21 General Retirement System (GRS)</td>
</tr>
<tr>
<td>5. FY 21 Central Staffing Services</td>
</tr>
<tr>
<td>6. FY 21 Hybrid Pension Plan</td>
</tr>
<tr>
<td>7. FY 20 VEBA</td>
</tr>
<tr>
<td>8. FY 20 Debt Service Interest for 2014B(1) &amp; 2014B(2) Notes</td>
</tr>
</tbody>
</table>

**Total Processed by City of Detroit** $1,157,423.89

| **PAYMENTS PROCESSED BY DPL** |
| 1. Public Funds/Comerica Checking | Check 1350 | $6,500.00 |
| 2. Branch & Main Library Deposit Checking Account | Checks 7577 - 7590 | $5,414.81 |
| 3. Branch & Main Library Deposit Checking Account Electronic Funds Transfer (EFT) | $1,751.51 |

**Total Processed by DPL** $13,666.32

**GRAND TOTAL** $1,171,090.21

| **RESTRICTED/DESIGNATED FUNDS** |
| 1. Burton Endowment Checking | Checks | NONE | $0.00 |
| 2. O’Brien Checking | Checks | 4819-4820 | $582.69 |
| 3. Programs & Gifts | Checks | 2935-2937 | $210,145.25 |

**GRAND TOTAL** $210,727.94

| **CREDIT CARD EXPENDITURES** |
| 1. Executive Director | $29.90 |
| 2. Executive Director’s Office – used for general office purpose | $0.00 |
| 3. Chief Financial Officer | $0.00 |
| 4. Human Resources Department | $48.00 |
| 5. Marketing Department | $284.36 |
| 6. Technical Services | $89.85 |
| 7. Facilities Department | $9,299.83 |
| 8. Information Technology | $231.43 |
| 9. Procurement | $672.42 |
| 10. Security | $73.94 |
| 11. Public Services | $1,000.00 |

**GRAND TOTAL** $11,729.73

Note: These are April 2021 Credit Card Purchases
COMMISSION ACTION

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

A roll call vote was taken with the following results:

- Hayden-Friley: Yes
- Jackson: Yes
- Peterson-Mayberry: Yes
- Smith Gray: Yes
- President Bellant: Yes

The motion passed unanimously.

ADJOURMENT

Commissioner Hayden Friley moved to adjourn. Commissioner Smith Gray supported.

A roll call vote was taken with the following results:

- Hayden-Friley: Yes
- Jackson: Yes
- Peterson-Mayberry: Yes
- Smith Gray: Yes
- President Bellant: Yes

The meeting was adjourned at 3:03 p.m.

Minutes were approved at the September 21, 2021 Virtual Commission Meeting