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

President Gray called the Virtual Meeting of the Detroit Library Commission to order at 1:46 p.m.

A roll call attendance was taken with the following results:

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

Excused: Commissioner Taylor

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

Present Also: Katie Andrecovich, Maria Bryson, Deborah Dorsey, Sean Everett, D’Andre Herron, Christina Ladson, Carolyn Mosley, Christine Peele, Yvette Rice, Tiffani Simon

APPROVAL OF MEETING MINUTES

Commissioner Bellant moved approval of the Virtual Meeting Minutes of May 26, 2020. Commissioner Hayden Friley supported.

Minutes were approved at the September 15, 2020 Virtual Regular Commission Meeting
COMMISSION ACTION

A roll call vote was taken with the following results:

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

The minutes were unanimously approved as presented.

REPORT OF THE PRESIDENT

President Gray announced that she was establishing a by-laws committee and the members would be as follows:

- Russ Bellant, Chair
- Edythe Hayden Friley
- Dr. Iris Taylor
- Cassandra Smith Gray, Ex-Officio

REPORT OF THE EXECUTIVE DIRECTOR

Shiffman Medical Library Collaboration

Mrs. Mondowney reported that the Library and Wayne State University's Shiffman Medical Library are co-hosting virtual book discussions on health-related issues in minority communities. The series' first title, "I'm Telling the Truth, But I'm Lying," by Bassey Ikpi, details the author's experience with bipolar disease. The group's first meeting drew thirteen participants, including a couple logging-in from Florida. The group will meet online for a total of three sessions and will continue their conversations using an open discussion board. This effort is part of DPL's ongoing support for the National Institute of Health's All of Us Research Program, which aims to educate minority communities about the importance of being represented in medical research studies.

Minutes were approved at the September 15, 2020 Virtual Regular Commission Meeting
The Detroit 313 Million Minutes Reading Challenge: We Can Get to This Together

Mrs. Mondowney reported that on June 15th, DPL challenged Detroit-area residents of all ages to read together this summer for fun and as a gesture of unity. Using an app on the Library’s website, participants can log the time they spend reading. Each entry will contribute to the community-wide goal of reading 313 million minutes by September 7, 2020. The reading challenge is co-sponsored with the City’s Arts, Culture & Entrepreneurship Office. We hope that all people who love reading and Detroit will rise above the separation and isolation of the moment and “Get to this Together!”

State Aid

Mrs. Mondowney reported that on May 7, 2020, DPL received from the State of Michigan, a state aid payment of $283,290.94.

Wayne County

Mrs. Mondowney reported that on June 15, 2020, DPL received a payment of $3,334,635.76 from Wayne County for delinquent property taxes.

COMMITTEE ON ADMINISTRATION

Approval of the Human Resources Report

The Human Resources Department Report provides information regarding personnel actions taken from May 1, 2020 through May 31, 2020. These actions have been approved by Administration.

APPOINTMENTS (0)

RETIREMENTS (0)

SICK LEAVE PAYOUTS (0)

TOTAL PAYOUTS = (0)

POTENTIAL RETIREMENTS (3) Pending COD Approval

Minutes were approved at the September 15, 2020 Virtual Regular Commission Meeting
SEPARATIONS (1)

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Title</th>
<th>Last Day Worked</th>
</tr>
</thead>
<tbody>
<tr>
<td>Raymond Pool</td>
<td>Custodian</td>
<td>May 8, 2020</td>
</tr>
<tr>
<td>J. Randolph Call</td>
<td>Assistant Director, Technical Services and Main Library</td>
<td>June 11, 2020</td>
</tr>
<tr>
<td>Karen Johnson-Blevins</td>
<td>Assistant Director of Branch Services</td>
<td>June 11, 2020</td>
</tr>
</tbody>
</table>

EMPLOYEE HEADCOUNT

<table>
<thead>
<tr>
<th></th>
<th>May 2020</th>
<th>May 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budgeted Positions = 325</td>
<td></td>
<td>325</td>
</tr>
<tr>
<td>Active Employees = 300</td>
<td></td>
<td>312</td>
</tr>
<tr>
<td>Vacant Positions = 25</td>
<td></td>
<td>13</td>
</tr>
</tbody>
</table>

VACANT POSITIONS

<table>
<thead>
<tr>
<th>POSITION</th>
<th># OF BUDGETED POSITIONS</th>
<th># OF FILLED POSITIONS</th>
<th>VACANT POSITIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manager</td>
<td>25</td>
<td>22</td>
<td>3</td>
</tr>
<tr>
<td>Librarian I &amp; II</td>
<td>24</td>
<td>19</td>
<td>5</td>
</tr>
<tr>
<td>Facilities</td>
<td>17</td>
<td>16</td>
<td>1</td>
</tr>
<tr>
<td>TTA</td>
<td>17</td>
<td>16</td>
<td>1</td>
</tr>
<tr>
<td>Customer Service Representative</td>
<td>90</td>
<td>83</td>
<td>7</td>
</tr>
<tr>
<td>Branch Custodians</td>
<td>13</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>Senior Accountant</td>
<td>2</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>25</strong></td>
<td></td>
<td><strong>25</strong></td>
</tr>
</tbody>
</table>

Only Position Titles with vacancies are listed.

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

Commissioner Hayden Friley moved approval of the Human Resources Report. Commissioner Jackson supported.

A roll call vote was taken with the following results:

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

The motion passed unanimously.

Committee on Administration Report

On June 1, 2020, the Detroit Public Library underwent a reduction in the workforce. This action was necessary because of the closure of the Library due to the COVID-19 public health emergency, which resulted in a lack of work and pending revenue loss. The reduction in work primarily affected positions unable to work remotely; employees were furloughed (162) or laid-off (49).

On July 1, 2020, the current workforce of Essential employees working on-site and remotely will experience pay adjustments as follows:

1. Executive Leadership Team - 5% pay cut, 2% salary increase suspended
2. DPL Cabinet Member – 3% pay cut, 2% salary increase suspended
3. Remaining Classifications – 2% salary increase suspended

In addition, longevity pay will be suspended for all essential employees.

This report is presented for information and for the record.

DISCUSSION

Commissioner Byrd-Hill expressed her concerns in regards to the budget reduction that led to lay-offs, furloughs and pay cuts. She said the matter was not discussed by the Commission.
Commissioner Jackson stated that certain matters are left to the discretion of the Executive Director and her staff so that it doesn’t appear that the Commission is intrusive and micromanaging.

AUDIT COMMITTEE

Approval to Extend the Detroit Public Library’s Audit Vendor Contract

The Detroit Public Library’s (DPL) audit engagement with Alan C. Young & Associates, P.C. for three (3) fiscal years 2017, 2018 and 2019 has expired.

Approval is requested to extend the contract of DPL’s current auditor, Alan C. Young & Associates, P.C., for fiscal year 2020 in an amount not to exceed forty-six thousand dollars ($46,000).

COMMISSION ACTION

This item was tabled because the Commissioners did not receive the information prior to the meeting.

COMMITTEE ON BUILDINGS/COMMITTEE ON FINANCE

Approval to Extend the Detroit Public Library’s Contract for Waste Management Services

As a result of the COVID-19 pandemic and the closure of the Library system, the solicitation of a new Waste Removal contract was not completed. Additionally, due to the proposed re-opening of select branches, the Facilities Department has to complete an assessment of the requirements for a new contract for Waste Management Services. The Procurement Department obtained agreement from the current contractor to extend the current contract for a one-year period under the same terms and conditions, as follows:

Waste Management Services  Republic Services, Inc.  
July 1, 2020-June 30, 2021  1633 Highwood West  
  Pontiac, MI 48340  

Amount Not to Exceed:  $13,100/Year

Minutes were approved at the September 15, 2020 Virtual Regular Commission Meeting
The Procurement Department has received all required insurance documents and is requesting the approval of the contract extension.

**COMMISSION ACTION**

Commissioner Jackson moved approval. Commissioner Bellant supported.

A roll call vote was taken with the following results:

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

The motion passed.

**Approval to Extend the Detroit Public Library’s Contract for Security Services**

An RFP was issued for a new Security contract, DPL-CL-2009, and subsequently cancelled due to the closure of the branches. The scope of the RFP and the coverage needed for the proposed contract period will be substantially reduced due to the proposed re-opening schedule of select branches. As a result, the Procurement Department obtained agreement from the current contractor to extend the existing contract for a six-month period under the same terms and conditions, as follows:

Security Services          Allied Universal, Inc.
July 1, 2020-December 31, 2020  1000 Town Center
                              Suite 2430
                              Southfield, MI 48075

Amount Not to Exceed: $190,000

The Procurement Department has received all required insurance documents and is requesting the extension of this contract.
COMMISSION ACTION

Commissioner Hayden Friley moved approval. Commissioner Jackson supported.

A roll call vote was taken with the following results:

- Adams                     Yes
- Bellant                   Yes
- Byrd-Hill                 No
- Hayden Friley             Yes
- Jackson                   Yes
- President Gray            Yes

The motion passed.

COMMITTEE ON FINANCE

Detroit Public Library COVID-19 FY2021 Budget Impact and Adjustment

On March 16, 2020, Governor Gretchen Whitmer issued an Executive Order to close Museums and Libraries in the State of Michigan to prevent the spread of COVID-19. This global pandemic has had tremendous economic impact on local businesses and governments; the Detroit Public Library is no exception. Administration has been in discussions, internally with staff, as well as with other libraries around the country about protocols and procedures for creating a safe work place and customer environment in order to provide library services for the residents of Detroit and Highland Park. In addition, the administration has discussed the fiscal impact of this pandemic with city, county, and State of Michigan officials. Based on these discussions, we offer the estimated budget impacts to revenues and recommended adjustments to expenditures for FY2021.

During the FY2021 budget cycle, the Library Commission approved a total spending plan of $35,466,671. Included in the FY2021 spending plan was a use of fund balance of $3,041,746. Accompanying this document are documents which reflect three scenarios; all are related to tax captures and varying adjustments to them. Scenario One presents a budget that includes $3.1 Million reduction in Current Year Property Tax in FY2021 due to tax captures. Scenario Two presents a budget in which the tax captures are capped at 5% of the budgeted Current Year Property Tax in FY2021 or $1.2 Million reduction. Scenario Three presents a budget in which there are no tax captures. These scenarios are based on ongoing tax capture relief efforts between our Lobbyist, the City of Detroit, and the State of Michigan.

Minutes were approved at the September 15, 2020 Virtual Regular Commission Meeting
As we discussed with the City of Detroit, we anticipate a 7% reduction in all local property taxes-related revenue in FY2021. The total impact of this reduction is **$1,848,076**. The total impact on Delinquent Property Taxes is **$2,031,730** (due to reduction in monthly delinquent property tax collections, no Public auction during FY2021, and the new "Pay to Stay" law). In addition, we estimated a reduction of 50% of Penal Fines received by the Courts or **$281,855** due to reduction in driving due to COVID-19. Based on conversations with the State of Michigan, we anticipate a 15% reduction in State-Aid revenue; which equates to **$133,945**. Also, we anticipate a reduction of **$235,728** in Renaissance Zone tax funds received from the State of Michigan. Due to limited branch openings, we have reduced the revenues of Library fees by **$191,491**. Finally, we have reduced earnings on investments and interest by 10% or **$28,586**. The total reductions is **$4,751,411**. These adjustments remain constant throughout all three scenarios.

**Total FY2021 Revenue Budget Impact**

1. Scenario One – Status Quo: The total reduction of revenue, which includes tax captures for FY2021 of **$3,111,000**, is **$7,862,410**.
2. Scenario Two – Tax Captures capped at 5%: The total reduction of revenue includes tax captures for FY2021 of **$1,284,492**, is **$6,035,902**.
3. Scenario Three – No tax captures for FY2021: The total reduction of revenue is **$4,751,410**.

**FY2021 Expenditure Offsets**

On June 1, 2020, the Library placed 161 full-time employees on furlough and laid-off 46 part-time employees. In order to maintain the benefits for employees on furlough, employees on furlough are required to work 4 hours per week. The Library Human Resources department, in collaboration with the City of Detroit, filed the unemployment application for each employee impacted due to COVID-19.

A total of 88 employees remain to provide essential library services which include virtual and call-in services.

The Library administration is recommending taking the following measures in order to offset the revenue loss in all three scenarios:

1. There will be no salary increases or longevity pay in FY2021.
2. Members of the Executive Leadership Team will have a 5% salary reduction.
3. Members of the Cabinet will have a 3% salary reduction.
4. Starting in September, the Library will open 6 branches; they include Main Library, Parkman, Redford, Edison, Campbell, Wilder, and Jefferson. In addition, the Library for the Physically Blind and Handicap will be opened and the Mobile Library will be available for mobile services. Sunday hours remain during FY2021.
5. Starting in January 2021, open 4 additional branches (Branch locations TBD).
6. Reduction in general operating expenses due to branch closures.
7. For FY2020, per Justin Bahri, Deputy Treasurer of the City of Detroit, the Treasury Department was advised by the City of Detroit Controller’s Office and external auditors to record current year property tax revenue minus tax captures.

Minutes were approved at the September 15, 2020 Virtual Regular Commission Meeting.
8. In prior years, the City of Detroit would record gross property tax revenues and then would record the tax captures as an expenditure. Recording tax captures as an expenditure provided more transparency on the financial statements; however, moving forward, the tax captures will not be reflected in the current year property tax revenue.

The total salary savings is estimated to be **$3,088,568**. The total savings from operating minimum number of library branches in a phase-in approach is estimated to be **$900,514**. Due to the tax captures no longer being reflected in the expenditures, we will reduce the total tax capture budget by **$2,751,607**. The total savings for all measures taken is **$6,740,689**.

**Total Fiscal Impact per Scenario**

1. **Scenario One (Status Quo):** If there is no tax capture relief in FY2021, the total revenues, which include the existing **$3,041,746** from fund balance are estimated to be **$27,604,261** with expenditures of **$28,725,981**. This scenario will require an additional **$1,121,720** in fund balance. If approved, the total fund balance use for FY2021 will be **$4,163,466**.

2. **Scenario Two (Tax captures capped at 5%):** Total revenues is estimated to be **$29,430,768**, with expenditures of **$28,725,981**. This scenario reduces the use of fund balance by **$704,788**.

3. **Scenario Three (No tax captures on FY2021):** Total revenues is estimated to be **$30,715,261**, with expenditures of **$28,725,981**. This scenario reduces the use of fund balance by **$1,989,280**.

Administration is requesting authorization to use an additional **$1,121,720** in fund balance to balance the FY2021 budget amendment should the Library not receive the relief from tax captures. If approved, the remaining fund balance will be **$19,774,203**.

**COMMISSION ACTION**

Commissioner Bellant moved approval. Commissioner Jackson supported.

**DISCUSSION**

Commissioner Byrd-Hill asked what determined which branches would reopen first.

Mrs. Mondowney stated that the decision was made based on the branch location and size, the ability to social distance and be in compliance with Governor Whitmer’s mandate of safely reopening by only allowing a certain number of people in the building.

Minutes were approved at the September 15, 2020 Virtual Regular Commission Meeting
A roll call vote was taken with the following results:

- Adams No
- Bellant Yes
- Byrd-Hill Yes
- Hayden Friley Yes
- Jackson Yes
- President Gray Yes

The motion passed.

**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, 2020. DPL’s insurance broker, Cranbrook General Underwriters, requested quotes from several carriers and received correspondence from the following carriers:

1. Frankenmuth Insurance - $32,442
2. Selective – Cannot compete with current price
3. Citizens – Cannot compete with current price
4. Hastings Insurance – Declined to compete
5. Liberty Mutual Insurance - Declined to compete
6. Travelers Insurance - Declined to compete
7. Secura Insurance – Declined to compete


DPL’s current carrier has agreed to renew the current policy at a premium of **$32,442**.

Approval is requested to renew the Business Auto insurance policy of the Detroit Public Library from Frankenmuth Mutual Insurance Company through Cranbrook General Underwriters for an amount not to exceed thirty-two thousand four hundred and forty-two dollars ($32,442).

**COMMISSION ACTION**

Commissioner Byrd-Hill moved approval. Commissioner Bellant supported.
A roll call vote was taken with the following results:

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

The motion passed unanimously.

Approval 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, 2020. DPL’s insurance broker, Cranbrook General Underwriters, requested quotes from several carriers and received correspondence from the following carriers:

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

Policy terms:

Liability Limit - $1,000,000

Deductible - $100,000

If approved, the new policy would provide coverage from July 1, 2020 – June 30, 2021.

Approval is requested to renew the insurance policy for the Directors and Officers of the Detroit Public Library from Lloyds of London through Cranbrook General Underwriters for an amount not to exceed thirty-nine thousand three hundred and ninety-eight dollars ($39,398).

COMMISSION ACTION

Commissioner Bellant moved approval. Commissioner Hayden Friley supported.
A roll call vote was taken with the following results:

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

The motion passed unanimously.

Approval 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>PUBLIC FUNDS</td>
</tr>
<tr>
<td>PAYMENTS PROCESSED BY THE CITY OF DETROIT</td>
</tr>
<tr>
<td>1  Total Payroll May 2020</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 20 Annual Retiree Supplement</td>
</tr>
<tr>
<td>4  FY 20 General Retirement System (GRS)</td>
</tr>
<tr>
<td>5  FY 20 Central Staffing Services</td>
</tr>
<tr>
<td>6  FY 20 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>
<tr>
<td>Total Processed by City of Detroit</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>RESTRICTED/DESIGNATED FUNDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Burton Endowment Checking</td>
</tr>
<tr>
<td>2. O’Brien Checking</td>
</tr>
<tr>
<td>3. Programs &amp; Gifts</td>
</tr>
<tr>
<td>GRAND TOTAL</td>
</tr>
</tbody>
</table>

Minutes were approved at the September 15, 2020 Virtual Regular Commission Meeting
CREDIT CARD EXPENDITURES

1. Executive Director $141.41
2. Executive Director’s Office – used for general office purpose $0.00
3. Chief Financial Officer $470.00
4. Human Resources Department $38.00
5. Marketing Department $628.72
6. Technical Services $136.86
7. Facilities Department $574.63
8. Information Technology $411.73
9. Procurement $2,701.45
10. Security $209.61
11. Public Services $2,093.44

GRAND TOTAL $7,405.85

Note: These are March and April 2020 Credit Card Purchases

COMMISSION ACTION

Commissioner Adams moved approval. Commissioner Bellant supported.

A roll call vote was taken with the following results:

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

The motion passed unanimously.

The meeting was adjourned at 3:13 p.m.