

**DETROIT LIBRARY COMMISSION PROCEEDINGS  
REGULAR MEETING  
SEPTEMBER 19, 2023**

**NOTED**

This meeting was held in Main Library's Galleria. The meeting was also available for virtual viewing.

President Hayden Friley called the Regular Meeting of the Detroit Library Commission to order at 2:10 p.m.

Present: President Hayden Friley, Commissioners: Adams, Frierson-Haynes, Hicks, Jackson, Short

Excused: Commissioner Peterson-Mayberry

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

Also Present: Russ Bellant, Aaron Burrell (Dickinson Wright PLLC), Margaret Clifton, Deborah Dorsey, Katie Dowgiewicz, Cynthia Eagan, Debra Henning, Elena Herrada, Augustus Hill, Imara Hyman, J. Johnson, Enriqueta Kozakowski, Tracy Massey, Carolyn Mosley, Lydia Munn (Dickinson Wright PLLC), Christine Peele, Yvette Rice, Shakir Smith, Tim Turner, Dawanna Veasley, Cheryl Wright

**APPROVAL OF THE MEETING MINUTES**

**COMMISSION ACTION**

Commissioner Hicks moved approval of the Regular Meeting Minutes of June 20, 2023.

Commissioner Short supported.

A roll call vote was taken with the following results:

- |                           |     |
|---------------------------|-----|
| ➤ Adams                   | Yes |
| ➤ Frierson-Haynes         | Yes |
| ➤ Hicks                   | Yes |
| ➤ Jackson                 | Yes |
| ➤ Short                   | Yes |
| ➤ President Hayden Friley | Yes |

The minutes were approved as presented.

Minutes were approved at the October 17, 2023 Commission Meeting

## **PUBLIC COMMENTS**

**Russ Bellant** - He asked the following questions:

1. Has DPL received any reimbursement from the City of Detroit for bridging the digital divide?
2. Has the Library received any funds from the Downtown Brownfield Redevelopment Act (DBRA)?
3. What is the progress on the HVAC system for Main Library?

Mr. Antonio Brown, Chief Financial Officer, responded with the following answers:

1. The City of Detroit has not provided any fund to DPL for the digital divide.
2. To date, the Library has received \$205,000 from the Downtown Brownfield Redevelopment Act (DBRA) reimbursement grant that was awarded in 2019. The DBRA reimbursed all of the eligible Brownfield related expenses that were submitted.
3. The HVAC replacement at the Main Library is moving forward. The project has been bid on and we are awaiting final approval of the contract by the City Council. The City of Detroit is executing the contract, so there will be no payments made to the Library by the City of Detroit for this project.

**Elena Herrada** – She expressed her concerns about the Library's content. She believes that there are too many Urban Fiction books and not enough Latino material at the Bowen Branch Library. She volunteered to donate books from local authors, but the Library does not have the space to accept them.

**Debra Henning** – – Expressed her concerns about the following matters:

1. DPL not participating in MeLCat, the statewide interlibrary loan program.
2. Main Library - When will the elevator be repaired and all of the floors open to customers?
3. Academic journals and books listed on DPL's online catalogue as being available are not available.
4. DPL's limited funds are being used to provide computer services and Internet to a limited number of residents, but is unable to reopen certain Branches and all areas of the Main Library.

5. DPL not participating in the Detroit Cultural Center's first-ever district-wide Educator's Night.

### **REPORT OF THE PRESIDENT**

President Hayden Friley gave notice that it was time to re-evaluate the Executive Director of the Detroit Public Library for the upcoming contract year from January 1, 2024 to December 31, 2027 (3-year period). She listed the following ways that the Commission could conduct this vital task:

1. This can be done during a Closed Session of the Commission amongst all Commissioners. (Under the Open Meetings Act, the evaluation cannot be done during the general meeting of the Commission without permission from the employee; in the past, the ED requested a closed session.)
2. The Commission could elect to evaluate the ED electronically and/or by paper evaluation within a two (2) week time span. Both an electronic and/or paper evaluation MUST be completed and/or returned by the end of the two (2) week assigned timeframe.
3. In 2013, an alternative agreement was made to have the Commission President and the members of the Committee on Administration (COA) meet and make the final evaluation of the ED.
4. Prior to the November 21, 2023, Commission Meeting, a meeting with the Executive Director to go over the evaluation takes place with the President and COA members. This is typically where the goals for the following year are also set and/or presented to the Executive Director.
5. The Executive Director shall submit a self-evaluation to the President and the COA Committee by October 9, 2023, prior to the beginning of the Commission's evaluation process.

President Hayden Friley recommended the following for proceeding:

1. Announce the task at the September 19, 2023, general meeting and select the best method for all Commissioners to be involved.
2. Begin an actual electronic and/or paper evaluation of the Executive Director, after the October 17, 2023, general Commission meeting. The process will begin on Wednesday -October 18, 2023, and end on Wednesday - November 1, 2023, at 5:00 pm. Any evaluation NOT submitted during the assigned two (2) week assessment period will NOT be used during this process.

Minutes were approved at the October 17, 2023 Commission Meeting

- a. All evaluations will be issued electronically or in paper form by the Human Resources Director, Ms. Trinee Moore.
  - b. All evaluations must be submitted to Ms. Moore, HR Director NO LATER THAN Wednesday - November 1, 2023, at 5:00 pm; electronically or hand delivered/mailed to Ms. Moore at the Main Library.
  - c. Ms. Trinee Moore will be responsible for collating the data submitted for a finalized report.
  - d. The finalized report will be given to the DPL Commission President and the Executive Director, prior to the November 21, 2023, general Commission meeting.
3. The Finalized Report of Evaluation will be announced at the November 21, 2023, general Commission meeting; with the announcement of renewal or denial of the ED's contract with the DPL.

### **COMMISSION DISCUSSION**

Commissioner Hicks stated that he was ok with any process as long as it did not eliminate his right to vote on the Executive Director's contract.

After a thorough discussion, it was noted that if a Commissioner did not participate in submitting an electronic and/or paper evaluation, it would not eliminate their right to vote on the Executive's Director contract.

### **COMMISSION ACTION**

Commissioner Short moved to approve the Commission to evaluate the ED electronically and/or by paper evaluation within a two (2) week time span. Both an electronic and/or the paper evaluation MUST be completed and/or submitted to Ms. Moore, HR Director NO LATER THAN Wednesday - November 1, 2023, at 5:00 pm; electronically or hand delivered/mailed to Ms. Moore at the Main Library. Commissioner Hicks supported.

A roll call vote was taken with the following results:

- |                           |           |
|---------------------------|-----------|
| ➤ Adams                   | Abstained |
| ➤ Frierson-Haynes         | Yes       |
| ➤ Hicks                   | Yes       |
| ➤ Jackson                 | Yes       |
| ➤ Short                   | Yes       |
| ➤ President Hayden Friley | Yes       |

The motion passed.

**NOTED**

Commissioner Hicks announced that he had to leave the meeting early and asked if the Buildings Committee items could be next on the agenda.

With no objection from the Commission, the items were moved to next on the agenda.

**COMMITTEE ON BUILDINGS****Approval to Contract with Fry HVAC to install a New HVAC System (AHU, Boiler and Roof Top Condenser/Compressor) at the Wilder Branch Library.**

A complete HVAC system replacement is needed at the Wilder Branch Library. The system was installed over 56 years ago when the building was constructed. The air conditioner is non-repairable and parts for the boiler are no longer available.

An RFP was advertised and posted on the Michigan Inter-Governmental Trade Network (MITN) website, [www.bidnetdirect.com](http://www.bidnetdirect.com). The solicitation period was from March 17, 2023 until bid closing at 2:30 p.m. on April 11, 2023, at which time the bid documents were no longer available for download. The RFP was downloaded from the MITN website and five (5) firms attended the mandatory walk through and one (1) company submitted a proposal for the services.

The DPL evaluation committee consists of David Johnston - Plumber, Randy Gies - Facility Manager, Allen Williams - HVAC Technician and Cledos Powell - Assistant Director of Facilities reviewed the proposal.

Participants:

**Fry HVAC** **\$269,623.87**

2311 E. Stadium Blvd  
Ann Arbor, MI 48104

Alpha Mechanical N/B

33200 Schoolcraft Rd  
Livonia, MI 48150

Allied Building Maintenance N/B

1801 Howard St  
Detroit, MI 48216

Limbach, Inc. N/B

1447 Washington Hts  
Ann Arbor MI 48104

Minutes were approved at the October 17, 2023 Commission Meeting

Rolls Mechanical  
1490 Torrey Rd  
Fenton, MI 48430

N/B

Therefore, the Facilities Department is requesting the Detroit Library Commission Committee on Finance advise the Detroit Library Commission to authorize the Finance and Business Office to contract with Fry HVAC to provide a new HVAC System Replacement at the Wilder Branch Library in an amount not to exceed **\$269,623.87**.

### **COMMISSION ACTION**

Commissioner Adams moved approval to contract with FRY HVAC to install a new HVAC system at the Wilder Branch Library. Commissioner Short supported.

A roll call vote was taken with the following results:

- |                           |     |
|---------------------------|-----|
| ➤ Adams                   | Yes |
| ➤ Frierson-Haynes         | Yes |
| ➤ Hicks                   | Yes |
| ➤ Jackson                 | Yes |
| ➤ Short                   | Yes |
| ➤ President Hayden Friley | Yes |

The motion passed unanimously.

### **Approval to Contract with Allied Building Service Co. to Rebuild the Front Porch, ADA Ramp and Back Porch at the Parkman Branch Library**

It is critical that the porches at the Parkman Branch Library be rebuilt. The front porch has become a safety hazard and the ADA ramp cannot be used safely due to broken rails and concrete. The back porch also has broken concrete and rails. This is primarily due to adverse weather conditions over the past few years.

An Invitation for Bid (IFB), DPL-FAC-0124 advertised and posted on the Michigan Inter-Governmental Trade Network (MITN) website, [www.bidnetdirect.com](http://www.bidnetdirect.com), and on the Detroit Public Library website on June 5, 2023 until bidding closed at 12:00 p.m. on June 23, 2023 at which time the bid documents were no longer available for download.

One (1) contractor made the walk through and submitted a bid:

<b>Allied Building Service Co.</b>	<b>\$187,371.00</b>
1801 Howard Street, Detroit, MI 48216	

Therefore, the Facilities Department is recommending that the Detroit Library Commission Committee on Buildings advise the Detroit Library Commission to authorize the Finance and Business Office to execute an agreement with Allied Building Services, **the only qualified**

Minutes were approved at the October 17, 2023 Commission Meeting

**bidder**, for Parkman porches and ADA ramp replacement in an amount not to exceed **\$187,371.00**.

### **COMMISSION ACTION**

Commissioner Adams moved approval to contract with Allied Building Service Co. to rebuild front and back porches and ADA ramp at the Parkman Branch Library. Commissioner Short supported.

A roll call vote was taken with the following results:

- |                           |     |
|---------------------------|-----|
| ➤ Adams                   | Yes |
| ➤ Frierson-Haynes         | Yes |
| ➤ Hicks                   | Yes |
| ➤ Jackson                 | Yes |
| ➤ Short                   | Yes |
| ➤ President Hayden Friley | Yes |

The motion passed unanimously.

### **NOTED**

Commissioner Hicks left the meeting at 2:46 p.m.

### **REPORT OF THE EXECUTIVE DIRECTOR**

Ms. Alma Simmons, Special Assistant to the Executive Director, read the Executive Director's report on behalf of Mrs. Mondowney.

### **Library Card Sign-Up Campaign Begins in September**

We will kick off a major campaign to promote library card sign-ups, aptly titled, "Start Anew!" "Start Anew!" will also be the title to encompass a "rebranding" of the fines-free efforts connected to the library card sign-up campaign. Currently, there are 131,711 library card users. Our goal is to increase new library card sign-ups by approximately 41,000 cards. The campaign begins this month, which is "Library Card Sign up Month" and will end during "National Library Week" in April 2024.

### **Library Cards for DPSCD Students**

Minutes were approved at the October 17, 2023 Commission Meeting

Detroit Public Schools Community District (DPSCD) has included a DPL library card application in all student registration packets for the 2023-2024 school year. With a parent's consent, students will be able to use their DPSCD student ID number to check out library materials, use a library computer, and access the library's valuable electronic resources.

This initiative follows the Memorandum of Understanding both organizations entered into in 2022, and is being coordinated by DPSCD's Office of Literacy and DPL's Public Services Office.

### **Summer Reading 2023: *All Together Now***

The 2023 Summer Reading program with the theme ***All Together Now***, began July 1<sup>st</sup> and ended August 31<sup>st</sup>. This was a special year because for the first time since 2019, a total of 17 locations offered in-person programs for children of all ages. Over 100 educational and fun programs were planned this summer. Programs included Huron-Clinton Metroparks nature programs, LEGO's Build the Change, Detroit Mad Science, and other exciting events for families. Over 400 children registered for Summer Reading; a total of 185,831 minutes were read.

### **LEGO and Michigan Science Center: Build the Change**

DPL partnered with LEGO and the Michigan Science Center to host the "Build the Change LEGO Challenge." During the summer, children had the opportunity to solve real-world problems using their creativity and LEGO bricks. There were three challenges focusing on bringing back nature, protecting native species, and waste elimination. Children were asked to develop an idea that would solve one of the issues using LEGO bricks. Forty "Build the Change" events were scheduled and over 300 children and parents attended.

### **DPL Puppets Debut**

A special feature of this year's Summer Reading program was the introduction of two special "people," puppets Katie and Kiara, who, in a series of videos, helped promote and advertise the programs and activities taking place. As Summer Reading ambassadors, Katie and Kiara met at the library and discovered they both love reading—and become new friends! Our puppeteers were Tracey Ward for Kiara and Katie Dowgiewicz for Katie.

### **Michigan Attorney General's Visit**

DPL was honored to host Michigan's Attorney General Dana Nessel on Wednesday, July 12, 2023, at Main Library. Attorney General Nessel met with several staff members, was given a tour of the building and attended the "Make and Taste Shields Pizza" in the Children's Library.

### **Global Ties Detroit**

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Main Library staff welcomed an international delegation from Eastern Europe, sponsored by Global Ties Detroit. The fifteen (15) person delegation spent four days in the City of Detroit, participating in the program, “21<sup>st</sup> Century Change Makers Countering Disinformation Among Older Adults.”

Participants included CEOs, project coordinators, library directors, media literacy experts, government officials, and researchers. The U.S. Department of State officially co-sponsored this visit from July 25<sup>th</sup> – July 29<sup>th</sup>. We were delighted to welcome the delegation to the Main Library and share both our rich history, as well as world class resources with our global partners.

### **Kindergarten Boot Camp**

DPL partnered with Detroit Public Schools Community District's Office of Family and Community Engagement to host “Kindergarten Boot Camp.” The Boot Camp was a four-week learning experience that assisted students and parents preparing for kindergarten. Fourteen library locations hosted the Boot Camps, where 181 children prepared for their kindergarten year.

### **Mobile Library Summer Activities**

This summer was a very busy time for the Mobile Library. Manager Regina Smith noted, “This has been our best outreach summer ever!” Traveling the city, the Mobile Library visited more sites than ever, gave away more than 10,000 books (thanks to the Detroit Kiwanis Club No. 1), and distributed hundreds of library card applications. In a new partnership with the Detroit Housing Commission, the Mobile Library visited four public housing locations: Brewster Homes, Sojourner Truth, Envision Center, and Smith Homes, where 200-300 children and adults at each location received free books, access to free wi-fi, library card applications, and information about DPL programs and services. Other summer partners included the Detroit Riverfront Conservancy, Detroit Public Schools Community District, the Woodbridge Neighborhood Development Corporation, and Detroit’s Parks and Recreation Department.

### **2023: In the News**

- Juneteenth events and programs at the Library were reported on Fox 2, in *Hour Detroit* and in the *Detroit Free Press*. Additionally, WDIV Channel 4 had a segment on the Juneteenth Rodeo Celebration at the Library.
- On June 12, staff from DPL recorded a "Good Morning Detroit" segment for Channel 7 that aired during the morning news.
- The Douglass Branch was featured in an August 7 *Detroit Free Press* article, highlighting some of the library's special services, such as the Library for the Blind and Physically Handicapped, Mobile Library and the transformative power of the Library.

- On August 16, a story appeared in the *Detroit Free Press* about 12-year-old Max Maybee's visit to the Burton Historical Collection to view the Grace Bidell Lincoln letter.
- Also, on August 16, on TV 20/WXYZ, there was a story about the partnership with the Friends of Detroit Animal Care and Control offering classes to pet owners at the Edison and Lincoln Branches.
- On Tuesday, September 5, Paula Tutman and Channel 4 recorded at the Wilder and Franklin branches. She highlighted the Library's partnership with Gleaners Community Food Bank during September's Hunger Action Month, and the nonperishable food drive taking place at all of our locations.

### **2023 Staff Development Day – Kaleidoscope: Living Your Best Life**

Staff Development Day will be held on Wednesday, October 4, 2023. This year's theme is "Kaleidoscope: Living Your Best Life." All DPL locations will be closed for the day. The morning activities for Staff Day offer staff a chance to check in and assess if they are living a life that is best for them. The remarks by the keynote speaker, internationally renowned, Dr. Michelle Rozen, and the mid-morning YouTube musing sessions are designed to facilitate this experience. After the morning sessions, agencies and departments may select other activities to participate in that address like topics, and/or plan programs and services for the fall and winter seasons.

### **Hispanic American Booklist**

The Library published its first Hispanic American Booklist in September as part Hispanic American Heritage Month celebrated September 15 – October 15. It is available at all library locations.

### **2023 Fall Author Talks**

We will begin the fall season of the Author Series in October. Our first event will be "The Color of Sci Fi" panel discussion, which is taking place at Main Library at 2 p.m., on Saturday, October 7. Authors Denise Crittendon, Sheree Renee Thomas, Danian Darrell Jerry and Zig Zag Claybourne, will discuss science fiction and its relationship to people of color.

Native Detroiters Martinus Evans will be at Main Library at 2 p.m., on Saturday, October 14, to promote his book, *Slow AF Run Club*.

As the trailblazing first Black dining and restaurant critic at the Detroit Free Press, Lyndsay C. Green brings a fresh perspective that has transformed the way we experience food and culture. Her groundbreaking article, "Accidentally Anonymous," has earned a prestigious spot in The *Best American Food Writing 2023* collection,

published by Harper Collins. She is also a Pulitzer Prize Finalist. She will be at Main Library to discuss her article at 6 p.m., on Tuesday, October 17.

### **Public Services Grant**

On August 21, 2023, DPL was awarded a \$25,000 grant for the Technology Literacy statewide initiative. This grant will support the expansion of our laptops and hotspots to-go service.

### **Sunday Schedule Resumes**

Beginning October 1, 2023, the Main Library will once again be open on Sundays from 1:00 - 5:00 p.m. All regular services will be available as well as special programs for all ages. The Sunday schedule will continue through May 19, 2024.

### **Wayne County Payments**

On June 16, 2023: A payment of \$468,573.06, was received for delinquent property taxes.

On June 30, 2023: A payment of \$4,143,673.72, was received for delinquent property taxes.

On August 25, 2023: A payment of \$395,742.41, was received for penal fines.

### **State of Michigan Payments**

- On July 18, 2023: A State Aid payment of \$20,537, was received for the Library for the Blind and Physically Handicapped, located at the Frederick Douglass Branch for Specialized Services.
- On August 3, 2023: A payment of \$326,326.24, was received as the second half of DPL's annual State Aid payment.
- On August 25, 2023: A payment of \$1,319,313.24, was received for the Michigan Renaissance Zone.

### **Ralph A. Ulveling Fund**

On August 1, 2023, the Library received the annual distribution from the Ralph A. Ulveling Fund in the amount of \$6,800. Mr. Ulveling served as the Library's director from 1941-1967.

Minutes were approved at the October 17, 2023 Commission Meeting

## **COMMITTEE ON ADMINISTRATION**

### **Approval of the Routine Human Resources Report**

The Human Resources Department Report provides information regarding personnel actions taken from June 1, 2023 through September 30, 2023. These actions have been approved by Administration.

### **APPOINTMENTS (14)**

<b>Employee Name</b>	<b>Title</b>	<b>Hire date</b>
Robin Darling	Librarian II	June 26, 2023
Karen Robertson-Henry	Librarian II	June 26, 2023
Stephanie Gaines	Customer Service Representative	June 26, 2023
Bonnie Taylor	Customer Service Representative	June 26, 2023
Adiyah Johnson	Customer Service Representative	July 24, 2023
Aniah Parker	Customer Service Representative	July 24, 2023
Brian Will	Customer Service Representative	July 24, 2023
Curtis Hunt	Librarian II	August 7, 2023
Michael Fabris	Technical Training Associate	August 7, 2023
Jacob Zilinski	Technical Training Associate	August 7, 2023
Amaya Conaway	Customer Service Representative	August 7, 2023
Baleigh McGee	Customer Service Representative	August 7, 2023
Bushra Ahmed	Customer Service Representative	August 21, 2023
Joseph Columbus	Customer Service Representative	August 21, 2023

### **RETIREMENTS (1)**

<b>Employee Name/Title</b>	<b>Title</b>	<b>Last Day Worked</b>	<b>Retirement Date</b>
Charlene Hyland	Librarian III	August 31, 2023	Determined by COD

### **SICK LEAVE PAYOUTS (0)**

**TOTAL PAYOUTS = \$0**

### **POTENTIAL RETIREMENTS (1) Pending COD Approval**

Minutes were approved at the October 17, 2023 Commission Meeting

Employee Name	Title	Last Day Worked
Dawn Eurich	Librarian III	November 11, 2023

**SEPARATIONS (8)**

Employee Name	Title	Last Day Worked
Lucy Smith	Customer Service Representative	May 3, 2023
Carol Brown	Customer Service Representative	June 12, 2023
Stephanie Gaines	Customer Service Representative	July 18, 2023
Shira Pilarski	Librarian III	July 22, 2023
Joshalynn Lee	Customer Service Representative	August 7, 2023
Taylor Banks	Customer Service Representative	August 7, 2023
Joseph Newman	Customer Service Representative	August 25, 2023
Essence Adams	Customer Service Representative	August 24, 2023

**Exit Reasons**

Education Reason = 50%

Personal Reason = 50%

**EMPLOYEE HEADCOUNT**

Headcount	August 2023	Headcount	August 2022
Budgeted Positions =	325	Budgeted Positions =	325
Active Employees =	239	Active Employees =	207
Furlough Employees =	0	Furlough Employees =	0
Vacant Positions =	75	Vacant Positions =	118
Vacant Positions Not Actively Seeking to fill =		11	

**VACANT POSITIONS**

POSITION	# OF BUDGETED POSITIONS	# OF FILLED POSITIONS	VACANT POSITIONS
Manager	26	24	2
Librarian III	36	23	13
Facilities	17	11	6
Customer Service Representative Full-time	18	16	2
Customer Service Representative Part-time	74	36	38

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Senior Customer Rep (Clerk)	24	13	N/A
Security	16	12	4
Office Support Assistant	11	10	1
Technical Services Assistant	4	3	1
Sr Dup Devices Operator	1	0	1
Shipping Room Assistant	1	0	1
Administrative Assistant	6	5	1
<b>POSITION</b>	<b># OF BUDGETED POSITIONS</b>	<b># OF FILLED POSITIONS</b>	<b>VACANT POSITIONS</b>
Pre-Professional	3	1	2
Procurement Manager	1	0	1
Assistant Director	6	5	1
Procurement Assistant	1	0	1
Total			75

Only Position Titles with vacancies are listed.

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

*38 of the vacant positions are part-time Customer Service Representative positions.*

*37 of the remaining vacancies will be filled consistent with the reopening of the branches.*

*11 Senior Customer Rep (Clerk) Not actively seeking to fill at this time*

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

### **COMMISSION ACTION**

Commissioner Jackson moved approval of the routine Human Resources report. Commissioner Short supported.

A roll call vote was taken with the following results:

- Adams Yes
- Frierson-Haynes Yes
- Jackson Yes
- Short Yes
- President Hayden Friley Yes

The motion passed unanimously.

### **COMMITTEE ON BUILDINGS**

Minutes were approved at the October 17, 2023 Commission Meeting

### Approval for Xerox to Replace Copiers throughout the Detroit Public Library System

The existing copiers throughout the Library System are outdated and are no longer eligible for software patches and updates.

Replacing the copiers will increase productivity in the print production center, enable DPL to provide benchmark documents output in-house, and improve processing and printing times in the branches.

Xerox has been the sole source commercial copier vendor for the Detroit Public Library through a partnership through MiDeal, a State of Michigan procured rate on Contract #180000000367, which expires January 31, 2028. In this proposal, Xerox can also offer an upgrade with the Production Center through utilizing the PEPPM Cooperative Contract #529840-002. PEPPM Cooperative Purchasing is a technology cooperative purchasing program that bids on behalf of thousands of public and private schools, intermediate school districts, and libraries across the United States, and is administered by the Central Susquehanna Intermediate Unit. The Detroit Public Library qualifies for the pricing offered through the PEPPM Cooperative proposal awarded to Xerox from October 1, 2019 – September 30, 2023.

Therefore, the Detroit Library Commission Committee on Finance is recommending that the Detroit Library Commission authorize the Finance and Business Office to enter into a 48-month lease agreement with Xerox to replace 5 Main Library Administrative devices, 30 branch and department devices, and upgrade the Production Center in the Marketing Printshop with maintenance and service for an amount not to exceed \$270,346.08, with annual payments of \$67,586.52.

### **COMMISSION ACTION**

Commissioner Jackson moved approval for Xerox to replace copiers throughout the Detroit Public Library System. Commissioner Short supported.

A roll call vote was taken with the following results:

- |                           |     |
|---------------------------|-----|
| ➤ Adams                   | Yes |
| ➤ Frierson-Haynes         | Yes |
| ➤ Jackson                 | Yes |
| ➤ Short                   | Yes |
| ➤ President Hayden Friley | Yes |

The motion passed unanimously.

### Approval to Contract with Dell for the Lease of Dell Computers at the Detroit Public Library

The lease for the 100 Dell Optiplex 7010 SFF desktop computers will allow DPL to bring online outdated computers within the branches that went offline during the execution of pandemic protocols in September 2020.

The old computers will be disposed because they cannot be upgraded to the current Windows 11 operating system. Windows does not offer support to the old operating systems.

Dell is the sole source desktop computer vendor for the Detroit Public Library through a partnership through MiDeal, a State of Michigan procured rate, Contract #071B6600111, which expires on July 31, 2026. Presidio is an approved vendor with the State of Michigan to execute this contract.

Therefore, the Detroit Library Commission (DLC) Committee on Finance is advising the Detroit Library Commission to consider authorizing the Finance and Business Office to enter into a leasing agreement with Presidio Networked Solutions Group LLC for 100 Dell Optiplex 7010 SFF desktop computers with applicable hardware and monitors for an amount not to exceed **\$95,879** with annual payments of **\$23,969.75**.

### **COMMISSION ACTION**

Commissioner Jackson moved approval to contract with Dell for the lease of Dell computers at the Detroit Public Library. Commissioner Short supported.

A roll call vote was taken with the following results:

- |                           |     |
|---------------------------|-----|
| ➤ Adams                   | Yes |
| ➤ Frierson-Haynes         | Yes |
| ➤ Jackson                 | Yes |
| ➤ Short                   | Yes |
| ➤ President Hayden Friley | Yes |

The motion passed unanimously.

### Approval to Contract with Signature Technology Solutions for Network Cabling for Four Detroit Public Library Locations

The current computer cabling was installed over 20 years ago at the following four library locations: Campbell Branch, Chaney Branch, Main Library and Skillman Branch. The cabling is old and has exposed wire; most of the points of contact are broken or corroded from floor wax. Cabling standards have since upgraded to accommodate greater bandwidth.

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.

An Invitation for Bid (IFB) was advertised and posted on the Michigan Inter-Governmental Trade Network (MITN) website, [www.bidnetdirect.com](http://www.bidnetdirect.com). The solicitation period was from January 31, 2023 until bid closing at 2:00 p.m. on March 24, 2023, at which time the bid documents were no longer available for download. The IFB was downloaded from the MITN website by twenty-six (5) firms. Two (2) companies submitted a bid for the services.

Organization Name	Bid Amount	Exceptions	Bid Rank
Longwave Technology LLC 222 S Crawford Rd D32, Mt. Pleasant, MI	\$425,884.72		2
Signature Technology Solutions, Inc. 37740 Hills Tech Dr, Farmington Hills, MI	\$248,252.00		1

Under the USAC agreement, DPL is obligated to pay fifteen percent (15%) of the Funding Request Number for the services under this contract. There is a funding commitment of \$37,237. E-Rate funding is approved for projects completed during Fiscal Year 2024.

Therefore, the Detroit Library Commission (DLC) Committee on Finance advises the Detroit Library Commission to consider authorizing the Finance and Business Office to contract with Signature Technology Solutions to install Network Cable at 4 locations for the Detroit Public Library. This is a limited engagement with a one-time cost of \$248,252, which is 85% funded through USAC's E-Rate program and 15% covered by the Detroit Public Library for an amount not to exceed \$37,237. There are no recurring or maintenance fees.

### **COMMISSION ACTION**

Commissioner Jackson moved approval to contract with Dell for the lease of Dell computers at the Detroit Public Library. Commissioner Short supported.

A roll call vote was taken with the following results:

- Adams Yes
- Frierson-Haynes Yes
- Jackson Yes
- Short Yes
- President Hayden Friley Yes

The motion passed unanimously.

Minutes were approved at the October 17, 2023 Commission Meeting

Approval to Contract with Sentinel Technology Solutions Inc to Purchase Category 2 Internal Connection Products for the Detroit Public Library

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.

An Invitation for Bid (IFB) was advertised and posted on the Michigan Inter-Governmental Trade Network (MITN) website, [www.bidnetdirect.com](http://www.bidnetdirect.com). The solicitation period was from January 31, 2023 until bid closing at 2:00 p.m. on March 17, 2023, at which time the bid documents were no longer available for download. The IFB was downloaded from the MITN website by ten (10) firms. Six (6) companies submitted a bid for the services.

Organization Name	Bid Amount	Exceptions	Bid Rank
NetSolutions LLC 8726 E Seven Mile Rd, Detroit, MI	\$38,166.82	Did not bid on equipment as specified	0
Sentinel Technologies Inc. 17199 N. Laurel Park Dr Ste. 322, Livonia, MI	\$93,618.26	alternate reduces cost by \$4,419.88	1
Network Solutions Inc. 12190 Adams Rd, Granger, IN	\$95,254.59		2
Inacomp TSG 17250 W 12 Mile Rd #200, Southfield, MI	\$98,752.00		3
MVATION Worldwide Inc. 70 Glen St. Ste. 260, Glen Cove, NY	\$139,011.47	incomplete submission	0
Signature Technology Solutions 37740 Hill Tech Dr, Farmington Hills, MI	\$147,226.47		4

Under the USAC agreement, DPL is obligated to pay fifteen percent (15%) of the Funding Request Number for the services under this contract. There is a funding commitment of \$14,042.74. E-Rate funding is approved for projects completed during Fiscal Year 2024.

Therefore, the Detroit Library Commission (DLC) Committee on Finance advises the Detroit Library Commission to consider authorizing the Finance and Business Office to contract with Sentinel Technologies Inc. to purchase Category 2 internal connection products for library branch locations. E-Rate category two equipment and services for maintenance of internal connection of data equipment will enable DPL to accomplish the necessary upgrades at a discounted cost.

This is a limited engagement with a one-time cost of \$93,618.26, which is 85% funded through USAC's E-Rate program and 15% covered by the Detroit Public Library for an amount not to exceed \$14,042.74. There are no recurring or maintenance fees.

### **COMMISSION ACTION**

Commissioner Jackson moved approval to contract with Sentinel Technology Solutions Inc to purchase Category 2 Internal Connection products for the Detroit Public Library. Commissioner Frierson-Haynes supported.

A roll call vote was taken with the following results:

- |                           |     |
|---------------------------|-----|
| ➤ Adams                   | Yes |
| ➤ Frierson-Haynes         | Yes |
| ➤ Jackson                 | Yes |
| ➤ Short                   | Yes |
| ➤ President Hayden Friley | Yes |

The motion passed unanimously.

### **Approval of the Routine Finance Report**

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

<b>Summary of Expenditures</b>			
<b>PUBLIC FUNDS</b>			
<b>PAYMENTS PROCESSED BY CITY OF DETROIT:</b>			
1. Total Payroll	June 2023		\$929,454.99
2. Total Vouchers-processed on FUSION	After 3/13/2020 listed by invoice number & date (processed off-site)		\$977,601.52
3. FY23 Annual Retiree Supplement			0.00
4. FY23 General Retirement System (GRS)	Paid 6/15/23		\$2,500,000.00
5. FY23 Q4 Central Staffing Services			0.00
6. FY23 3rd Qtr. Hybrid Pension Payment			\$0.00
7. FY23 VEBA			0.00
8. FY23 Debt Service Interest for 2014B(1) & 2014B(2) Notes			0.00
<b>Total processed by City of Detroit</b>			<b>\$4,407,056.51</b>
<b>PAYMENTS PROCESSED BY DPL:</b>			
1. Public Funds/Comerica checking	Checks	1387 - 1389	\$21,827.50
2. Branch & Main Library Deposit Checking account	Checks	8130 - 8180	\$68,525.19
3. Branch & Main Library Deposit Checking account	Paid 6/21/2023	Electronic Funds Transfer (EFT)	\$2,423.70
<b>Total processed by DPL</b>			<b>\$92,776.39</b>
<b>Grand Total</b>			<b>\$4,499,832.90</b>

<b>Summary of Expenditures</b>			
<b>Restricted/Designated Funds</b>			
1. Burton Endowment Checking	Checks	8345 - 8350	\$14,817.88
2. O'Brien Checking	Checks	4952 - 4957	\$6,879.85
3. Programs & Gifts Checking Account ***	Checks	3010 - 3016	\$111,701.19
<b>Grand Total</b>			<b>\$133,398.92</b>

**\*\*\*Programs & Gifts Checking Account:**

\$102,978.43	To transfer WC April 2023 monthly delinquent tax settlement to General Fund
\$4,762.76	Transfer training expenses to reimburse O'Brien
\$3,810.00	Comerica Java & Jazz
\$150.00	U.S. Patent & Trademark Office
<u>\$111,701.19</u>	

<b>Credit Card Expenditures</b>	
1. Executive Director	\$ -
2. Executive Director's Office-used for general office purpose	-
3. Chief Financial Officer	8,580.13
4. Human Resources Department	1,701.00
5. Marketing Department	6,259.90
6. Technical Services	5,232.19
7. Facilities Department	1,343.07
8. Information Technology	2,120.68
9. Procurement	6,891.80
10. Security	810.02
11. Public Services	170.88
<b>Grand Total</b>	<b>\$ 33,109.67</b>
<b>NOTE: These are May and June 2023 Credit Card purchases</b>	

Fiscal Agent

Date

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## **COMMISSION ACTION**

Commissioner Jackson moved approval of the routine Finance report. Commissioner Short supported.

A roll call vote was taken with the following results:

- |                           |     |
|---------------------------|-----|
| ➤ Adams                   | Yes |
| ➤ Frierson-Haynes         | Yes |
| ➤ Jackson                 | Yes |
| ➤ Short                   | Yes |
| ➤ President Hayden Friley | Yes |

The motion passed unanimously.

## **REPORT OF THE CHIEF FINANCIAL OFFICER**

Mr. Antonio Brown reported the following financial updates:

1. For the FY2023 budget year, the unaudited amount of property taxes captured by the Downtown Development Authority is \$3,474,199. The unaudited financial projections for FY2023 closing results show an increase of just under \$4 Million to the General Fund Balance.
2. The funding for the Laptop to Go program using ARPA funds was rescinded. Administration requested a Memo from the City of Detroit, to issue this decision in writing. We have not received the Memo. However, the project is currently being implemented. The library administration has been seeking alternative funding sources for this program. We applied and were awarded the Community Technology Literacy grant of \$25,000 to offset the annual cost of \$341,000. In July, we met with Aaron Burrell, the Library's general counsel, to discuss the City of Detroit rescinding its commitment to fund the Laptop to Go Program using ARPA funds. It is believed by Attorney Burrell, that DPL has a valid case against the City because the Library acted in good faith in tandem with the City's Department of Information and Technology.
3. The Library has paid the Central Service fee, which is the administrative fee paid to the City of Detroit in the amount of \$1,241,195. The Central Service fee is paid quarterly and reported in the monthly finance report to the Commission. We do not have an itemized list of what is covered in the service fee.
4. To date, the Library administration has received no further communication from the City of Detroit related to the \$407,000 wire fraud that happened in 2021 and 2022.

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5. The HVAC replacement at the Main Library is moving forward. The project has been bid on and we are awaiting final approval of the contract by the City Council. The City of Detroit is executing the contract, so there will be no payments made to the Library by the City of Detroit for this project.
6. To date, the Library has received \$205,000 from the Downtown Brownfield Redevelopment Act (DBRA) reimbursement grant that was awarded in 2019. The DBRA reimbursed all of the eligible Brownfield related expenses that were submitted.
7. Concerning drainage fees, the Library is currently charged roughly \$4,500 per month in drainage fees. The total annual water bills paid to Detroit Water Sewer Department is about \$340,000, about \$28,333 a month. So, about 16% of the Library's annual water and sewer bill, or \$54,000, goes towards paying drainage fees.

## **DISCUSSION**

Commissioner Jackson asked for an update on the progress of DPL obtaining backflow preventers.

Mr. Brown, Chief Financial Officer, stated that DPL has engaged with its architectural company, NORR, LLC, to review what is need at Main Library to obtain the backflow preventers.

## **OLD BUSINESS**

## **COMMISSION ACTION**

Commissioner Adams moved to authorize DPL's legal counsel to proceed with settlement discussions with the City of Detroit for the Detroit Public Library's Laptop-To-Go program. Commissioner Short supported.

A roll call vote was taken with the following results:

- |                           |     |
|---------------------------|-----|
| ➤ Adams                   | Yes |
| ➤ Frierson-Haynes         | Yes |
| ➤ Jackson                 | Yes |
| ➤ Short                   | Yes |
| ➤ President Hayden Friley | Yes |

The motion passed unanimously.

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**ADJOURNMENT**

President Hayden Friley moved to adjourn. Commissioner Short supported.

A roll call vote was taken with the following results:

- Adams Yes
- Frierson-Haynes Yes
- Jackson Yes
- Short Yes
- President Hayden Friley Yes

The meeting was adjourned at 3:30 p.m.