

**DETROIT LIBRARY COMMISSION PROCEEDINGS  
REGULAR MEETING  
SEPTEMBER 20, 2022**

**NOTED**

This meeting was held in Main Library's DVD/Media Room. Due to COVID-19 restrictions, seating capacity was limited to the first 25 guests, and seating was arranged to provide social distancing. The meeting was also available via Zoom for virtual attendance.

President Jackson called the Regular Meeting of the Detroit Library Commission to order at 1:32 p.m.

Present: President Jackson, Commissioners Bellant, Hayden Friley, Hicks

Commissioner Peterson-Mayberry joined the meeting at 1:43 p.m.

Commissioner Adams attended the meeting virtually at 1:50 p.m., however, in compliance with the Open Meetings Act, did not participate.

Absent: Commissioner Short

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

Present Also: Janet Batchelder, Cheryl Buckoff, Maria Bryson, Enid Clark, Leiann Day, Deborah Dorsey, Dawanna Veasley, Sean Everett, Ruth Hart, Elena Herrada, Augustus Hill, Bill Kellerman, Courtney Kirby, Michelle Leppek, Deborah Madison, Tracy Massey, Carolyn Mosley, Angela Newby-Clora, Christine Peele, Gwen Peoples, Yolanda Peoples, Yvette Rice, Brian Vance, Tricia Venzke

**APPROVAL OF MEETING MINUTES**

**COMMISSION ACTION**

Commissioner Hayden Friley moved approval of the Regular Meeting Minutes of June 21, 2022, and the Special Meeting Minutes of July 26, 2022. Commissioner Hicks supported.

Minutes were approved at the October 18, 2022 Detroit Library Commission Meeting

A roll call vote was taken with the following results:

- Bellant Yes
- Hayden Friley Yes
- Hicks Yes
- President Jackson Yes

The minutes were approved as presented.

### **PUBLIC COMMENTS**

***Elena Herrada*** – Expressed her concerns about Bowen Branch Library not being handicapped accessible.

***Ruth Hart*** – Expressed her concerns about the reopening of the Conely Branch Library.

***Bill Kellerman*** - Expressed his concerns about the reopening of the Conely Branch Library.

Mr. Cledos Powell, Assistant Director for Facilities, said that an architectural company had submitted a proposal for the repairs to damage in the basement of the Conely Branch Library, however, there is no projection date for completion until all proposals had been reviewed and approved.

Mr. Powell said that handicapped accessibility will involve complete reconstruction at the Bowen Branch Library.

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

#### **Re-opening Update**

Mrs. Mondowney reported that, to date, we have re-opened nine library branches that were closed during the pandemic, bringing the total number of open library locations to seventeen. The attached document lists all open locations and their schedule of service hours. Staff will celebrate the return of regular services with open house events throughout September.

#### **Branches “Now Open” Campaign**

Minutes were approved at the October 18, 2022 Detroit Library Commission Meeting

Mrs. Mondowney reported that the Marketing Department implemented a “Now Open” campaign highlighting the reopening of branches, the hours of operation, and services and programming.

Campaign elements include outdoor building banners, A-frame signage, lawn signs, window decals, fliers, and social media site postings on Twitter, Facebook, Instagram and YouTube. In addition, the branch re-openings were covered by the Detroit Free Press and Bridge Detroit.

### **Outreach and Recruitment for Vacant Positions**

Mrs. Mondowney reported that the Human Resources Department is continuing to recruit for open vacancies across all classifications. Since June 1, 2022, the following positions have been filled: Manager, 2; Librarian III, 3; Librarian II, 10; Technical Training Associate, 2; Customer Services Representative, 19; Security Manager, 1; and Security Officer, 2. A total of 39 positions were filled.

### **Executive Search for Chief Operations & Customer Experience Officer (CXO)**

Mrs. Mondowney reported that the Hawkins Company search firm has received, reviewed and screened a total of 19 applications for the Chief Operations & Customer Experience Officer position. We are in the process of scheduling interviews with potential candidates.

### **Facilities Update**

Mrs. Mondowney reported the following:

- Work continues on areas of A-level that were damaged in flooding of June 2021. Work on the Clara Stanton Jones – Friends Auditorium should be completed by mid-October 2022. ServPro is projecting the restoration to be completed by December 2022.
- The roof at the Knapp Branch has been replaced.

### **Wayne Health Mobile Unit**

Mrs. Mondowney reported that during the summer, the Wayne Health Mobile Unit continued to visit the Wilder, Redford, Jefferson, Edison and Parkman branches for free COVID-19 testing and vaccinations.

Those who stopped by received free screenings for diabetes, cholesterol, kidney function and blood pressure. This marks the continuation of a service that began during 2020 to make health screenings and COVID vaccinations more readily available throughout the community.

### **Summer Reading**

Minutes were approved at the October 18, 2022 Detroit Library Commission Meeting

Mrs. Mondowney reported that Summer Reading finales took place at several branches and included photo booths, pony rides, ice cream and meet and greets with special costumed characters. Art kits were sent to all library locations and DPL librarians recorded a series of eight videos to illustrate different crafts that could be created.

The Douglass Branch's Summer Reading Program and its "Scripps Park Finale Event" was made possible with the support of several organizations including the Woodbridge Neighborhood Development Corporation, the United Way of Southeastern Michigan, Forgotten Harvest, the Detroit Kiwanis Club No. 1, and the Detroit Parks and Recreation Department.

### **Comerica Bank Java & Jazz Concert Series-2022**

Mrs. Mondowney reported that this summer, after a two-year hiatus due to the Covid-19 pandemic, we enthusiastically welcomed back our Java and Jazz concert series, and celebrated our 20-year partnership with Comerica Bank. Comerica Bank has consistently supported this series through generous funding and community participation. We thank Comerica Bank for their continued efforts and we appreciate and value our 20-year relationship that offers quality music events that are free and open to the public. This year, three concerts were held on the library's Kirby lawn. Attendance at each concert averaged 325 people. These enthusiastic audiences enjoyed some of Detroit's finest musical talents: Straight Ahead on June 21, Kimmie Horn on July 19, and Brandon Williams on August 16.

### **A to Z World Travel**

Mrs. Mondowney reported that DPL has added "A to Z World Travel" to its website. This is a comprehensive travel resource that includes 200 world city travel guides, plus information about security, transportation, culture and food.

### **Backpack Giveaways**

Mrs. Mondowney reported that Redford and Wilder libraries hosted back-to-school backpack giveaways in August. More than 350 children received a free backpack filled with notebooks, markers and other school supplies. The Redford branch program was sponsored by The Culminate Foundation. The Wilder program was sponsored by UAW Local 1700.

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

Mrs. Mondowney reported that on August 9, 2022, the Library received its annual disbursement from the Ralph A. Ulveling Fund in the amount of \$7,000. Mr. Ulveling was the Library's Director for 26 years (1941-1967). The funds are designated for children's programs.

### **State Aid**

Mrs. Mondowney reported the following:

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- On July 19, 2022, the Library for the Blind & Physically Handicapped received its second State Aid payment for FY 2022 in the amount of \$20,537.
- On July 29, 2022, DPL received its second State Aid payment for FY 2022 in the amount of \$316,262.15.

### **Wayne County – Delinquent Property Taxes**

Mrs. Mondowney reported the following:

- On June 17, 2022, DPL received a payment of \$201,271.26.
- On June 28, 2022, the Library received its final FY 2022 payment of \$3,414,413.25.
- On August 12, 2022, the Library received its first FY 2023 payment of \$36,939.87.

### **Wayne County – Penal Fines**

Mrs. Mondowney reported that on September 9, 2022, the Library received its annual penal fines payment in the amount of \$394,435.66.

### **DPL Foundation**

Mrs. Mondowney reported the following:

Through the DPL Foundation, on August 30, 2022, the Library received the following:

- A check in the amount of \$4,000 in memory of Judge Avern Cohn, a pillar of the community and a long-time supporter of the Detroit Public Library. The funds are designated for purchasing rare books.
- A check in the amount of \$22.47 for the Clarence M. Burton Historical Collection.
- A check in the amount of \$42,500 for support of the Mobile Library.

### **AIG Insurance Final Flood Payment**

Mrs. Mondowney reported that on August 29, 2022, the Library received \$461,942.59 from AIG, our insurance provider. The payment covered the losses sustained at Main Library, and the Bowen, Chandler Park, Conely, Duffield, Edison, Knapp, Monteith, Parkman, Redford and Richard branches for the June 26, 2021 flood.

### **Gabriel Richard Branch Library – Sale**

Mrs. Mondowney reported that on September 16, 2022, the Library received a check in the amount of \$138,197.00 from the Detroit Association of Black Organizations (DABO),

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for the purchase of the Gabriel Richard Branch Library building, located at 9928 W. Grand River, Detroit, Michigan.

### Detroit Public Library 9/20/2022

<b>Open September 28, 2020</b> for in-person service	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
<b>Main Library</b> 5201 Woodward Ave. 48202	10-6	12-8	12-8	10-6	10-6	10-6	1-5 (Oct-May)
<b>Campbell Branch</b> 8733 W. Vernor/Springwells 48209	12-8	10-6	12-8	10-6		10-6*	
<b>Edison Branch</b> 18400 Joy/Southfield 48228	12-8	10-6	12-8	10-6		10-6*	
<b>Jefferson Branch</b> 12350 E. Outer Dr./E. Warren 48224	12-8	10-6	12-8	10-6		10-6*	
<b>Parkman Branch</b> 1766 Oakman Blvd./Linwood 48238	12-8	10-6	12-8	10-6		10-6*	
<b>Redford Branch</b> 21200 Grand River/W. McNichols 48219	12-8	10-6	12-8	10-6		10-6*	
<b>Wilder Branch</b> 7140 E. 7 Mile Rd./Van Dyke 48234	12-8	10-6	12-8	10-6		10-6*	
<b>Special Services</b>							
<b>Mobile Library</b>	8-4	8-4	8-4	8-4	8-4		
<b>LBPH (Library for the Blind &amp; Physically Handicapped)</b>	Telephone & mail service on 7/13/2020. In-person services by appointment on 8/22/2022.						
<b>Open July 5, 2022</b> for in-person service	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
<b>Bowen Branch</b> 3648 W. Vernor/W. Grand Blvd. 48216	10-6	12-8	10-6	12-8		10-6*	
<b>Chandler Park Branch</b> 12800 Harper/Dickerson 48213	10-6	12-8	10-6	12-8		10-6*	
<b>Chaney Branch</b> 16101 Grand River/Greenfield 48227	10-6	12-8	10-6	12-8		10-6*	
<b>Elmwood Park Branch</b> 550 Chene/Lafayette 48207	10-6	12-8	10-6	12-8		10-6*	
<b>Knapp Branch</b> 13330 Conant/E. Davison 48212	10-6	12-8	10-6	12-8		10-6*	
<b>Sherwood Forest Branch</b> 7117 W. 7 Mile Rd./Livernois 48221	10-6	12-8	10-6	12-8		10-6*	
<b>Open July 18, 2022</b> for in-person service	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
<b>Franklin Branch</b> 13651 E. McNichols/Gratiot 48205	10-6	12-8	10-6	12-8		10-6*	
<b>Lincoln Branch</b> 1221 E. 7 Mile Rd./Russell 48203	12-8	10-6	12-8	10-6		10-6*	

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<b>Open August 22, 2022</b> for in-person service	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
<b>Duffield Branch</b> 2507 W. Grand Blvd./14th St. 48208	10-6	12-8	10-6	12-8		10-6*	
*During the summer (Memorial Day to Labor Day), these locations are open Friday and closed Saturday.							

## **DISCUSSION**

Commissioner Bellant asked about the customer service training offered to new employees.

Ms. Margaret Bruni, Director for Public Services, said that DPL has onboarded a large number of employees and have a series of training programs based on the aspect of the job they were hired for. Most of the customer service training is carried out by the managers and asst. managers.

## **COMMITTEE ON ADMINISTRATION**

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

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

## **APPOINTMENTS (34)**

<b>Employee Name</b>	<b>Title</b>	<b>Hire date</b>
Tracy Jordan	Technical Training Associate	June 13, 2022
Christopher Bloodworth	Librarian II	June 27, 2022
Courtney Embry	Security Officer	June 27, 2022
DeAidre Jones	Librarian III	June 27, 2022
Gina Labban	Librarian II	June 27, 2022
Yvette Lopez	Customer Service Representative	June 27, 2022
Tracy Malek	Librarian III	June 27, 2022
Melanie Murphy	Customer Service Representative	June 27, 2022
Vernelis Brown	Customer Service Representative	July 11, 2022
Mariel Fechik	Librarian II	July 11, 2022
Nafisah Halim	Customer Service Representative	July 11, 2022
Jenise Hunter	Customer Service Representative	July 11, 2022
Tamiia Jones	Customer Service Representative	July 11, 2022
Zhariyah Laughlin	Customer Service Representative	July 11, 2022
Annette Lotharp	Manager	July 11, 2022
Jamaiya McElrath	Customer Service Representative	July 11, 2022
Daniel Patton	Librarian II	July 11, 2022

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Shira Pilaski	Librarian III	July 11, 2022
Megan Summers	Librarian II	July 11, 2022
Carolyn Tompkins	Customer Service Representative	July 11, 2022
Joseph Veld	Technical Training Associate	July 11, 2022
Ryan Watson	Customer Service Representative	July 11, 2022
Terri Roquemore	Customer Service Representative	July 25, 2022
Taylor Banks	Customer Service Representative	August 8, 2022
Theodora Ruldolph	Librarian II	August 8, 2022
Victoria Truelove	Customer Service Representative	August 8, 2022
Christine Black	Librarian II	August 22, 2022
Jennifer Noble	Librarian II	August 22, 2022
Melissa Senay	Librarian II	August 22, 2022
Cameron Socha	Librarian II	August 22, 2022
Zapporia Shaw	Customer Service Representative	August 22, 2022
Sumina Tasmin	Customer Service Representative	August 22, 2022
Andria Thomas	Customer Service Representative	August 22, 2022
Juan Wright	Security Officer	August 22, 2022

**RETIREMENTS (3)**

Employee Name/Title	Title	Last Day Worked	Retirement Date
Robert Miller	Security Officer	July 22, 2022	Determined by COD
Viola Taylor	HR Generalist	July 29, 2022	Determined by COD
Michael Milligan	Manager	August 13, 2022	Determined by COD

**SICK LEAVE PAYOUTS (0)****TOTAL PAYOUTS = (2)****POTENTIAL RETIREMENTS (3) Pending COD Approval**

Employee Name	Title	Last Day Worked
Gale Henderson	Librarian III	September 2, 2022
Ina Sue Nairn	Manager	September 2, 2022
Ronald Bryant	Supervising Security Officer	September 9, 2022

**SEPARATIONS (8)**

Employee Name	Title	Last Day Worked
Karen Core	Librarian II	June 10, 2022
Michael Smith	Senior Customer Representative	June 10, 2022
Jermaine Byas	Security Officer	June 16, 2022
Cathrine Trautman	Librarian II	June 16, 2022
James Griffin	Customer Service Representative	July 7, 2022
Michaela Cruz-Bailey	Customer Service Representative	August 19, 2022
LaShawn Valentine	Security Officer	August 26, 2022
Yvette Lopez	Customer Service Representative	August 26, 2022

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**EMPLOYEE HEADCOUNT**

<b><u>Headcount</u></b>	<b><u>August 2022</u></b>	<b><u>Headcount</u></b>	<b><u>August 2021</u></b>
Budgeted Positions =	325	Budgeted Positions =	325
Active Employees =	207	Active Employees =	144
Furlough Employees =	0	Furlough Employees	76
Vacant Positions =	118	Vacant Positions =	105

**VACANT POSITIONS**

<b>POSITION</b>	<b># OF BUDGETED POSITIONS</b>	<b># OF FILLED POSITIONS</b>	<b>VACANT POSITIONS</b>
Assistant Director	6	4	2
Manager	26	20	6
Librarian III	29	26	3
Librarian I & II	24	14	10
Facilities	17	11	6
TTA	17	13	4
Customer Service Representative	92	34	58
Senior Customer Rep (Clerk)	24	13	11
Branch Custodians	12	4	8
Senior Accountant	2	1	1
Security	16	12	4
Office Support Assistant	11	10	1
Technical Services Assistant	4	3	1
Sr. Dup Devices Operator	1	0	1
Principal Clerk (Shipping Sup)	1	0	1
Administrative Assistant	6	5	1
Total			118

**Only Position Titles with vacancies are listed.**

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

Minutes were approved at the October 18, 2022 Detroit Library Commission Meeting

***"Status of recruitment will be included in the report from the Executive Director."***

### **COMMISSION ACTION**

Commissioner Bellant moved approval of the routine Human Resources report.  
Commissioner Hayden Friley supported.

### **DISCUSSION**

Commissioner Hicks asked about the criteria used for hiring new employees and was there a reason they were not hired.

Tiffani Simon, Assistant Director for Human Resources, said that a number of reasons a candidate was not hired included not passing the required test and not showing up for the interview

He suggested including how many candidates responded, how many showed up for the interview and how many passed the test on future Human Resources reports.

Commissioner Hayden Friley said those suggestions would have to be discussed at a Committee on Administration meeting before any action could be taken.

A roll call vote was taken with the following results:

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

The motion passed unanimously.

### **COMMITTEE ON BUILDINGS**

#### **Approval to Contract with Premier Group Associates for Snow Removal and De-icing Services at All Detroit Public Library Locations**

The DLC Committee on Buildings is advising the Detroit Library Commission to consider approving and authorizing the Finance and Business Office to award a two-year  
Minutes were approved at the October 18, 2022 Detroit Library Commission Meeting

contract to Premier Group Associates at 535 Griswold #1420, Detroit, Michigan 48226, at an annual amount of \$150,488. Prices are fixed for the term of the contract. The total amount for the two-year period will not exceed \$300,976.

A Request for Proposal (RFP), DPL-LD-2126, was 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 from April 13, 2022 until bid closing at 2:00 p.m. on May 06, 2022.

The Procurement Department utilized the Michigan Minority Development Council's (MMSDC)'s Matchmaker 365 (MM365) Program to identify qualified minority firms to receive an invitation to participate. The MM365 is an on-demand, online matchmaking tool that allows actual corporate buyers and decision makers to curate sourcing opportunities according to their detailed specifications. All participants were invited to submit proposals via the MITN website.

The solicitation was downloaded from the MITN website by twenty-four (24) companies; four (4) companies submitted a proposal for West and Southwest locations and three (3) companies submitted a proposal for East and Central locations. Brantley Development, who bid on only at West/ Southwest properties was disqualified due to the cost being more than 100% higher than the next highest bid, and 75% more than the current contracted rates. The proposals were reviewed by an evaluation committee consisting of the following DPL staff: Talisha Williams, Assistant Director of Security, Jeffery Senior, Shipping Department Clerk, Randy Gies, Manager of Facilities, and Mary Jo Vortkamp, Manager at Jefferson Branch Library.

### **COMMISSION ACTION**

Commissioner Bellant moved approval to contract with Premier Group Associates for snow removal and de-icing services at all Detroit Public Library locations. Commissioner Hayden Friley supported.

A roll call vote was taken with the following results:

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

Minutes were approved at the October 18, 2022 Detroit Library Commission Meeting

The motion passed unanimously.

Approval to Contract with Commercial Grounds Services (CGS) for Lawn Maintenance Services at All Detroit Public Library Locations

The DLC Committees on Buildings is advising the Detroit Library Commission to consider approving the Finance and Business Office to award a two (2) year contract to Commercial Grounds Services at PO Box 39854, Redford, Michigan 48239, at an annual amount of \$125,380. The total amount of the contract for the two-year period will not exceed \$250,760.

A Request for Proposal (RFP), DPL-LD-2126, was 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 from April 13, 2022 until bid closing at 2:00 p.m. on May 06, 2022.

The Michigan Minority Development Council's (MMSDC)'s Matchmaker 365 (MM365) Program was utilized to identify qualified minority firms to receive an invitation to participate. The MM365 is an on-demand, online matchmaking tool that allows actual corporate buyers and decision makers to curate sourcing opportunities according to their detailed specifications. All participants were invited to utilize the MITN website for communication and tendering.

The solicitation was downloaded from the MITN website by twenty-four (24) companies; five (5) companies submitted a proposal for West and Southwest locations and four (4) companies submitted a proposal for East and Central locations. Brantley Development, who bid on only West/ Southwest properties was disqualified due to the cost being more than 30% less than the next lowest bid, and more than 50% less than the current contracted rates. The proposals were reviewed by an evaluation committee consisting of the following DPL staff: Talisha Williams, Assistant Director of Security, Jeffery Senior, Shipping Department Clerk, Randy Gies, Manager of Facilities, and Mary Jo Vortkamp, Manager at Jefferson Branch Library.

**COMMISSION ACTION**

Commissioner Bellant moved approval to contract with Commercial Grounds Services for lawn maintenance services at all Detroit Public Library locations. Commissioner Hayden Friley supported.

A roll call vote was taken with the following results:

- Bellant                      Yes
- Hayden Friley              Yes

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- Hicks Yes
- Peterson-Mayberry Yes
- President Jackson Yes

The motion passed unanimously.

Approval to Contract with Detroit Boiler Company for A Hot Water Tank Replacement at Main Library

The Detroit Library Commission (DLC) Committee on Buildings is advising the Detroit Library Commission to contract with Detroit Boiler Company for a hot water tank replacement at Main Library at a total amount not to exceed \$30,100.

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 July 08, 2022 until bid closing at 3:30 p.m. on July 26, 2022. The IFB was downloaded from the MITN website by sixteen (16) firms. Three companies attended the mandatory walk through and all three (3) companies submitted a bid for the services.

Organization Name	Bid Amount	Exceptions	Bid Rank
<b>Detroit Boiler Company</b> 2931 Beaufait Detroit, MI 48207	\$ 30,100.00	No	1
<b>Alpha Mechanical Service Group</b> 33200 Schoolcraft, Ste 112 Livonia, MI 48150	\$ 34,000.00	No	2
<b>Seaway Mechanical Contractors</b> 650 West Jefferson Avenue Trenton, MI 48183	\$ 36,926.00	Yes	3

**COMMISSION ACTION**

Commissioner Bellant moved approval to contract with Detroit Boiler Company for a hot water tank replacement at Main Library. Commissioner Hayden Friley supported.

A roll call vote was taken with the following results:

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

The motion passed unanimously.

Minutes were approved at the October 18, 2022 Detroit Library Commission Meeting

Approval to Contract with Detroit Disposal, LLC for Waste Removal Services at All Detroit Public Library Locations

The Detroit Library Commission (DLC) Committee on Buildings is advising the Detroit Library Commission to contract with Detroit Disposal, LLC for routine waste removal at all Detroit Public Library locations. The annual contract amount is \$23,880 and the total amount of the two-year contract will not exceed \$47,760.

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 June 16, 2022 until bid closing at 2:00 p.m. on July 14, 2022.

The Michigan Minority Development Council's (MMSDC)'s Matchmaker 365 (MM365) Program was utilized to identify qualified minority firms to receive an invitation to participate. The MM365 is an on-demand, online matchmaking tool that allows actual corporate buyers and decision makers to curate sourcing opportunities according to their detailed specifications. All participants were directed to utilize the MITN website for communication and tendering.

The IFB was downloaded from the MITN website by seventeen (17) firms. Three (3) companies submitted a bid for the services. The results are summarized below.

Organization Name	Monthly Bid Amount	Annual Amount	Bid Rank
<b>Detroit Disposal and Recycling LLC</b> 1475 E Milwaukee St Detroit, MI 48211	\$ 1,990.00	\$ 23,880.00	1
<b>Republic Services</b> 5400 Cogswell Rd Wayne, MI 48184	\$ 2,253.21	\$ 27,038.52	2
<b>Environmental Services of NA</b> PO BOX617 Farmington, MI 48336	\$ 2,743.00	\$ 32,916.00	3
<b>Unlimited Recycling Inc</b> P.O. Box 363 Richmond, MI 48062	no bid		

The bid from Detroit Disposal, LLC, at an annual amount of \$23,880, is the lowest, responsive and responsible bidder qualified to perform the service. Therefore, the DLC Committee on Buildings is advising the Detroit Library Commission to consider approving and authorizing the Finance and Business Office to contract with Detroit Disposal, LLC for waste removal services at all Detroit Public Library locations for a two-year period from October 1, 2022 through September 30, 2024. Prices are firm for the two-year term.

Minutes were approved at the October 18, 2022 Detroit Library Commission Meeting

## **COMMISSION ACTION**

Commissioner Bellant moved approval to contract with Detroit Disposal, LLC for waste removal services at all Detroit Public Library locations. Commissioner Hayden Friley supported.

A roll call vote was taken with the following results:

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

The motion passed unanimously.

## **NOTED**

Commissioner Bellant asked for an update on the roof installation and HVA installation at several Branches.

Mr. Cledos Powell, Assistant Director for Facilities, said that the HVAC installation for Hubbard and Chase was scheduled to start in January 2023. The staff is working on a new design for the Wilder Branch HVAC system to ensure the Branch has air conditioning next Summer.

Mr. Powell said the roof installation was completed at the Knapp and Redford Branch Libraries. The roof installation at the Wilder Branch Library would be completed in the next 10 days.

## **COMMITTEE ON FINANCE**

### **Approval of the Contract with Evans Consulting, LLC for Technical Support for DPL's Lending Initiative**

The Detroit Library Commission (DLC) Committee on Finance is advising the Detroit Library Commission to consider approving and authorizing the Finance and Business Office to contract with Evans Consulting, LLC, located at 101 Big Beaver Rd. Suite 1400 Troy, MI 48084 for a three-year period, in an amount not to exceed \$468,840. Total program cost is covered through funding provided to the City of Detroit through the American Rescue Plan Act (ARPA).

Minutes were approved at the October 18, 2022 Detroit Library Commission Meeting

The Detroit Public Library has partnered with the City of Detroit's Department of Innovation and Technology (DoIT) to develop the Detroit Public Library's Lending Initiative. This project aims to expand the capacity and increase the effectiveness of an existing laptop lending initiative facilitated by the Detroit Public Library by (1) adding additional laptops to the existing inventory and (2) providing hotspots and tech support to residents who check out a laptop.

A prime function of DPL in this initiative is to procure and house computers and hotspots while fully managing lending and warranty aspects with residents and vendors. DPL is responsible for abiding by the terms and conditions in the sub-recipient agreement with the City of Detroit's Department of Innovation and Technology. The level of technical support to launch and maintain the program including the resources necessary to meet reporting requirements of the sub-recipient agreement would warrant the need for a competitively awarded contract. There is no existing agreement for services of this type with the City of Detroit and any third-party provider, or with Human IT, who was named by the CoD's IT Department as the preferred provider. As a result, the Library elected to conduct an RFP to secure the most qualified and competitive source.

A Request for Proposal (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 August 3, 2022, until bid closing at 2:00 pm on August 19, 2022. In order to encourage adequate competition, five local companies received a direct invitation to participate. Kinzit Technologies and Detroit Technology Solutions declined to bid due to the inability to meet program requirements. The RFP was downloaded from the MITN website by twenty-two (22) firms. Three (3) companies submitted a proposal for the services. The proposals were reviewed and evaluated by the evaluation committee consisting of the following DPL staff: Ann Matteson, TIP Department and Tim Turner, Jon Davis, Rudy Dale, IS Department.

### **COMMISSION ACTION**

Commissioner Hayden Friley moved approval to contract with Evans Consulting, LLC for technical support for DPL's lending initiative. Commissioner Peterson-Mayberry supported.

A roll call vote was taken with the following results:

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

Minutes were approved at the October 18, 2022 Detroit Library Commission Meeting



The motion passed unanimously.

Approval to Lease a Security Vehicle from Gorno Ford for Detroit Public Library Security Department

The DLC Committee on Finance is advising the Detroit Library Commission to consider approving and authorizing the Finance and Business Office to enter into a new security vehicle lease with Gorno Ford located at 22025 Allen Rd Woodhaven, MI 48183 for an annual amount that will not exceed \$7,739.79 per year for the next five years, at a total amount of \$38,699. The Library will have the option to purchase the vehicle at the end of the lease for \$1.00.

This is to replace an existing 2007 SUV of the same model and color. The current security vehicle is 15 years old and has 87,893 miles.

MiDEAL is the State of Michigan's extended purchasing program that allows Michigan government entities to buy goods and services from state contracts. The program is authorized by Michigan Legislation and has been in existence since 1984. Members benefit directly from the reduced cost of goods and services and indirectly by eliminating the time needed to process bids. The MiDEAL Vehicle Purchasing Program offers a wide variety of cars, trucks, SUVs, vans, and police vehicles. Each year, the State of Michigan DTMB conducts a sourcing event to identify the most competitive vehicle pricing for its members. Gorno Ford of Woodhaven, MI is the named provider for Ford SUVs.

The library received a quote to lease a 2022 Ford Explorer Base Model White 4X4, 3.3L, V6 for \$32,979, which represents a \$7,016 savings from the MSRP of \$39,995. Additional details of the lease proposal are below.

**LEASE OPTION:**

Amount Financed - \$32,979.00

Lease Rate- 7.74%, 5 annual payments of \$7,739.79 – 1st payment @ delivery

4 annual payments + \$1.00 at lease end

Ford Credit is lien holder;

No mileage limitation

**COMMISSION ACTION**

Commissioner Hayden Friley moved approval to lease a security vehicle from Gorno Ford for Detroit Public Library Security Department. Commissioner Peterson-Mayberry supported.

Minutes were approved at the October 18, 2022 Detroit Library Commission Meeting

A roll call vote was taken with the following results:

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

The motion passed unanimously.

Commissioner Hayden Friley said that she was delighted to Chair the Committee on Finance. She commended Commissioners Bellant and Peterson-Mayberry for their diligent work and attendance on the Finance Committee.

### **NEW BUSINESS**

Commissioner Bellant stated that he and President Jackson gave a brief presentation about the tax capture issues that impacts the Detroit Public Library to the Detroit Legislative Office in Lansing, MI in early September 2022. Antonio Brown, Chief Financial Officer, and Kelley Cawthorne, DPL's Lobbyist, were also present.

### **OLD BUSINESS**

Commissioner Bellant asked about the tax capture report that the City of Detroit is obligated to provide to the Library.

Mr. Brown said that the report had not been received. However, the report is needed for audit purposes and he would provide a copy to the Commission as soon as it is received.

Minutes were approved at the October 18, 2022 Detroit Library Commission Meeting

**COMMISSION ACTION**

Commissioner Bellant moved approval to adjourn. Commissioner Hayden Friley supported.

A roll call vote was taken with the following results:

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

The meeting was adjourned at 2:47 p.m.