NOTED

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

President Bellant called the Virtual Meeting of the Detroit Library Commission to order at 1:35 p.m.

A roll call attendance was taken with the following results:

- Adams Present
- Hayden Friley Present
- Peterson-Mayberry Present
- President Bellant Present

Commissioner Jackson was acknowledged attending at 1:35 p.m. but was experiencing technical difficulties until 1:45 p.m.

Excused: Commissioners Short, Smith Gray

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

Present Also: Louis Aguilar, Rasha Alumlaiki, Janet Batchelder, Stacy Brooks, Donnell Coves, Enid Clark, J. Davis, Sean Everett, D'Andre Herron, Deborah Dorsey, Elena Herrada, Tracy Massey, Carolyn Mosley, Cindy Mough, Christine Peele, Yvette Rice, Ashley Williams

APPROVAL OF MEETING MINUTES

Commissioner Adams moved approval of the June 15, 2021 meeting minutes. Commissioner Peterson-Mayberry supported.

Minutes were approved at the October 19, 2021 Virtual Detroit Library Commission Meeting.
A roll call vote was taken with the following results:

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

The motion passed unanimously.

PUBLIC COMMENTS

There were no public comments.

REPORT OF THE PRESIDENT

President Bellant reported that there had been no response to a letter from the Commission regarding tax captures that was sent to Mayor Michael Duggan in early June.

REPORT OF THE EXECUTIVE DIRECTOR

**Flood Damage**

Mrs. Mondowney reported that Main Library was severely impacted by a major storm that caused flooding throughout the city and the metro region. In the early morning hours of June 26, 2021, due to heavy rains, drains backed-up and water flooded the Burton Historical Collections A level including the stacks, staff offices, the Digital Lab, and vault. Other A-level areas of Main that were impacted include the Clara Stanton Jones Friends Auditorium, and the Explorers Room. Water from A-level leaked through to the B-level stacks. Extensive damage required that Main Library be closed to the public during clean-up. The following branches were affected Bowen, Chandler Park, Chaney, Conely, Duffield, Edison, Knapp, Monteith, Parkman and Redford. Additional rains in July further exacerbated water damage issues. Main Library was closed to the public following the flooding but reopened for public service on Tuesday, September 7. During the Main Library closure, public service staff members were reassigned to other locations. On July 28, 2000, heavy rainfall caused a major flood at Main Library that resulted in significant damage.
During that time, former Library Director, Dr. Maurice B. Wheeler noted that “the infrastructure at Main Library and at all of our neighborhood branches, many of which were built in the 1920s, has deteriorated to the point where they must be either repaired or closed.”

**Mobile Library & Flood Outreach**

Mrs. Mondowney reported that DPL’s Mobile Library visited Southwest Detroit neighborhoods that experienced major flooding June 25-26, 2021. The Mobile Library provided internet access to people filing claims with the Detroit Water and Sewerage Department, the Great Lakes Water Authority and FEMA. Locations visited included the Delray/Chass Center, Nagel Park and the Kemeny Recreational Center. During visits which occurred July 24 – August 7, DPL staff assisted 206 people.

**Additional Public Service Hours**

Mrs. Mondowney reported that on July 12, 2021, DPL began offering increased public service hours at six branch locations: Campbell, Edison, Jefferson, Parkman, Redford, and Wilder. Main Library also extended its hours upon re-opening for service on September 7. This schedule is noteworthy because it is the first time Main Library has been open on Mondays since 1981. Also, for the first time ever, Main Library and the Redford and Wilder branches will be open 7 days a week from October through May. These new service hours will remain in effect through June 30, 2022.

**Main Library, Redford, Wilder and Parkman**

- Monday – Thursday: 10 am – 8 pm
- Friday & Saturday: 10 am – 6 pm
- Sunday (October – May): 1 – 5 pm

**Campbell, Edison, Jefferson**

- Monday – Thursday: 10 am – 8 pm
- Friday: Closed
- Saturday: 10 am – 6 pm
  (In the summer, open Friday, closed Saturday)

**COVID Service Updates**

Mrs. Mondowney reported the following:

- For the safety of all, DPL remains committed to the protocol guidelines established by the National Sanitation Foundation. Customers and staff will continue to wear masks and practice social distancing. In addition, all children must be accompanied by an adult.
- Current capacity at all open locations has increased to 50%.
- Daily time limit for customers has increased to two (2) hours.

Minutes were approved at the October 19, 2021 Virtual Detroit Library Commission Meeting
• Customers can receive full reference services, browse library shelves at open locations, and check out all library materials (i.e., books, magazines and DVDs).
• Available meeting rooms are open to community groups.
• Cash payments are being accepted.
• The Detroit Library Commission will continue to meet virtually through the end of the year. This is in keeping with a City of Detroit public health order, effective September 1, 2021, that public meetings of governmental bodies subject to the Open Meetings Act, must meet remotely until December 31, 2021.
• The National Sanitation Foundation made its six-month inspection visit to Main Library on August 10, 2021, resulting in re-certifying that Main continues to meet the Foundation’s criteria for maintaining a safe and healthy environment for staff and the public.

DTE Conversion Update: Main Library

Mrs. Mondowney reported that DTE will begin preparing for the transfer of electrical services at Main Library from the City of Detroit’s public lighting system (PLD) the week of September 26, 2021. The plan is to have the cabling pulled and the transformers and switches all in place by the end of November 2021. The PLD system will continue to operate until the new chillers have been installed. It is expected that the chillers will be installed by the end of May 2022.

Wayne Health Mobile Unit

Mrs. Mondowney reported that the Detroit Public Library, in partnership with Wayne Health and We Care About Van Dyke/Seven Mile, supported a major effort to vaccinate residents served by our Wilder Branch on Wednesday, September 8, 2021. Wilder Branch is located in northeast Detroit on East Seven Mile and Carrie Street, near Van Dyke. Wayne Health canvassed the neighborhood around Wilder prior to the event and deployed a Mobile Health Unit to provide COVID-19 vaccinations as well as health screenings for diabetes, cholesterol and kidney functions. The event was hosted at the Wilder Branch Parking Lot by Detroit Library Commissioners, President Russ Bellant, Secretary Cassandra Smith Gray and Ex-Officio Angelique Peterson-Mayberry. The mobile unit will return on September 29 to offer second doses of the vaccine.

Summer Activities

Mrs. Mondowney reported the following:

• Summer Reading: The theme of the 2021 summer reading program was “Tails and Tales.” Registration included 398 children who read for 70,695 minutes; 46 teens registered and read for 12,360 minutes. Participants who completed the 2021 summer reading program received new books from Kiwanis Detroit #1, along with coupons for free ice cream cones or apple slices provided by Detroit’s McDonald’s operators.
• “Tails and Tales” art kits were also available for pick-up up at open locations. The kits were used for 8 weeks of virtual art classes. There were 185 adults who participated in Summer Reading 313, logged their reading days on “Beanstalk” and were entered into a drawing for gift baskets.

• The Detroit Zoo was the site of a special virtual visit by DPL for an interview with one of the zoo’s education specialists and a tour of the zoo. Two programs premiered on August 18 and August 25 as 30-minute watch parties on Facebook, and are now available on the Library’s website.

• During June and July, virtual STEM classes were offered by teens from the Michigan Youth Empowerment Foundation for students in grades 6-12.

• DPL’s Author Committee presented four virtual author talks during the summer:
  ▪ Edward McClelland, author of *Midnight in the Vehicle City: General Motors, Flint & the Strike that Created the Middle Class*, discussed his book on July 22.
  ▪ On July 28, authors Marie Benedict and Victoria Christopher Murray, discussed their book *The Personal Librarian*. The book is about J.P. Morgan’s personal librarian, Bella Da Costa Green, a Black woman who passed as white.
  ▪ Dr. Edward Balian, author of *Turn the Page*, the biography of Bob Seger, discussed his book on August 23.

• DPL participated in a virtual program about early childhood literacy sponsored by Sister Friends Detroit, an organization that provides support to women who are pregnant and their families until their baby's first birthday. DPL provided “library introduction kits” that included an invitation to sign up for a library card and a board book provided by Kiwanis Detroit #1.

**Dlectricity 2021**

Mrs. Mondowney reported that Dlectricity, a spectacular light-based art and technology festival, will return to Midtown, September 24-25, 2021, 7 p.m. – midnight. Dlectricity was presented in 2012, 2014 and 2017. This year’s event is being guided by the National Sanitation Foundation, which is providing guidelines for a safe outdoor visitor experience. The footprint for Dlectricity 2021 covers the area bounded by Cass, Warren, Brush and Kirby. There will be five installations on the grounds of Main Library, on Woodward, Cass and Kirby. Other participating Midtown institutions include the Wright Museum, the DIA, the Detroit Historical Museum and the Michigan Science Center. The event is produced by Midtown Detroit Inc., with DTE Foundation as the presenting sponsor.
**Staff Development Day**

Mrs. Mondowney reported that Staff Development Day will be held on Wednesday, October 13, 2021, 10 a.m. – 3 p.m. The theme “Virtual Reflections,” is designed to offer each employee an opportunity to reflect on the chain of events over the course of the past 18 months. The format is virtual: each staff member will use a desktop or laptop to participate in the program, which includes viewing pre-selected TED TALKS or a Masterclass, that will serve as the workshop sessions.

**ProjectArt**

Mrs. Mondowney reported that ProjectArt is a national program that partners with the DPL to offer free after-school classes for youth ages 4-18. The Classes will start virtually in September and will continue through May 2022. Registration is available on the Library’s website, detroitpubliclibrary.org

**Back to School**

Mrs. Mondowney reported that DPL ShortCuts, the Library’s digital newsletter includes resources compiled to help students heading back into the classrooms, as well as those who might be engaged in remote learning. A link to the newsletter is available at detroitpubliclibrary.org.

**Personal Finance Collection Grant**

Mrs. Mondowney reported that the FINRA Foundation (Financial Industry Regulatory Authority) awarded DPL a $5,000 grant to enhance the Library’s personal finance collection. The grant will be used to purchase materials that will help DPL’s customers who need information about their personal financial situations.

**Ulveling Fund**

Mrs. Mondowney reported that on July 21, 2021, the Library received its annual disbursement from the Ralph A. Ulveling Fund in the amount of $6,700. Mr. Ulveling was DPL director for 26 years, 1941-1967.

**Wayne County**

Mrs. Mondowney reported that the Library received three payments from Wayne County for delinquent property taxes: on June 18, 2021, DPL received $126,374; on June 24, 2021, the Library received $3,065,660; and on August 27, 2021, the Library received $144,084.

Minutes were approved at the October 19, 2021 Virtual Detroit Library Commission Meeting
State of Michigan

Mrs. Mondowney reported that on June 18, 2021, DPL received the first half of the FY 2021 State Aid payment in the amount of $306,914. On July 29, 2021, the Library received the second half of the FY 2021 State Aid payment in the amount of $312,144.

Mrs. Mondowney reported that on July 21, 2021, DPL’s Library for the Blind and Physically Handicapped received the second half of its FY 2021 State Aid payment in the amount of $20,536.

Mrs. Mondowney reported that on September 8, 2021, DPL received the FY 2021 Renaissance Zone payment in the amount of $1,245,728.

Ira Harris Trust

Mrs. Mondowney reported that on September 7, 2021, we received a $5,000 donation from the estate of Ira Harris. Mr. Harris, a native of Detroit and former defense attorney, passed away on April 7, 2021.

COMMENT

President Bellant announced that the Commissioners would be receiving a notice about the Edison Branch Library hosting the Wayne Health Mobile Unit. The event will be held on Wednesday, October 6th and Thursday, October 7th from 12:00 p.m. – 6:00 p.m. in the Edison Branch Library parking lot. The event will include:

- Diabetes, Cholesterol and Kidney Function Screening
- Blood Pressure Screening
- COVID-19 Vaccinations (12+ years old)
- COVID- Testing (3+ years old)
- Linkage to Community Resources

Insurance Not Required.
No ID Required.
No Appointment Needed.

Commissioner Peterson-Mayberry said that this was a great opportunity to let people know that Libraries are in the neighborhoods and are functioning as community hubs for these types of events.
Approval of the Draft General Vaccine Policy

The Department of Human Resources is requesting that the Committee on Administration review the attached draft General Vaccine Policy in consideration of presenting the Policy to the Detroit Library Commission for approval.

We are seeking adoption of this policy in order to safeguard the health of our employees and their families, our customers and visitors, and the community-at-large from any infectious disease, such as COVID-19 or influenza, that may be reduced by vaccination.

This policy establishes vaccines as highly recommended means for Detroit Public Library employees to minimize the spread of infectious diseases. The policy will comply with all applicable laws and is based on guidance from the Centers for Disease Control and Prevention (CDC) and local health authorities, as applicable.

The immediate implementation of a general vaccine policy is needed because of the current spread of the COVID-19 virus and its variants.

Detroit Public Library

Policy: General Vaccination Policy
Policy #: 
Commission Approved: Date-TBA

Purpose Statement

The Detroit Public Library has adopted the following general vaccination policy in keeping with our commitment to provide a safe and healthy workplace that minimizes the spread of contagious diseases for our employees, their families, customers, visitors and the local community. The Detroit Public Library will, therefore, follow all applicable federal and state laws, including guidance from the Centers for Disease Control and Prevention (CDC) and local health authorities.
**Scope of Policy**

For purposes of this policy only, the term “employees” includes all full and part-time on-site employees, and furloughed employees recalled to work.

**Maintaining a Safe Workplace**

Vaccination is the most effective way to prevent transmission of commutable diseases. We strongly recommend that our employees comply with this general vaccination policy. Additional information will be provided on a virus or disease as they occur, including the location(s) of clinics and vaccination sites, if applicable.

**COMMISSION ACTION**

Commissioner Hayden Friley moved approval of the draft general vaccine policy. Commissioner Peterson-Mayberry supported.

**DISCUSSION**

Commissioner Adams stated that she was unclear of what was being proposed in this policy.

Commissioner Jackson stated that DPL has to decide if it’s going to establish a safe environment for the staff and public. He did not care for the language in the proposed draft policy.

Commissioner Adams stated that she would like to see some measures in place in the proposed policy about employees that seek exemptions or choose not to vaccinate, be tested for COVID-19 on a weekly basis.

**COMMISSION ACTION CONT’D**

Commissioner Adams moved to table approval of the draft vaccine policy. Commissioner Peterson-Mayberry supported.
A roll call vote was taken with the following results:

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

This item was tabled.

Approval of the Revised Internet Usage Policy

The Committee on Administration is requesting the Commission to review the revisions for the Internet Usage Policy for approval.

The proposed policy revisions provide detailed descriptions of the 2001 Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h) and the Children's Online Privacy Protection Act (COPPA)], a federal law that helps protect kids younger than 13 when they are online. It’s designed to keep anyone from getting a child's personal information without a parent knowing about it and agreeing to it first. Internet safety for children comes up as a top priority when children browse the web. It is important to safeguard them from dangers.

The existing policy with the proposed draft sections is attached for your review and approval.

Policy Title: Internet Usage Policy
Policy Number: 800.B.001
Commission Approval Date: May 15, 2012
Revised __________

Introduction

In accordance with its mission to support the cultural, educational and recreational needs of the community, the Detroit Public Library offers Internet access to all customers who have a valid DPL card. Users under age eight must be accompanied by a parent, guardian, or other responsible party with a valid DPL card.

Consistent with our mission and the professional principles of public librarianship, this Internet
Use Policy affirms intellectual freedom, equity of access, individual responsibility, confidentiality of information about users and their use of all library resources including electronic resources, and the safeguarding of First Amendment rights. The Library affirms the following principles and user rights as delineated by the American Library Association.

- Electronic information, services, and networks provided by libraries should be readily, equally, and equitably accessible to all library users.
- Libraries and librarians should not deny or limit access to information available via electronic resources because of its controversial content or because of personal beliefs or fears of confrontation.
- Information retrieved or utilized electronically should be considered constitutionally protected unless determined otherwise by a court with appropriate jurisdiction.
- Responsibility for, and any restriction of, a child's use of the Internet rests solely with his or her parents or legal guardians.

The Library assumes no responsibility for any damages, direct or indirect, arising from its connections to the Internet. The Library makes no guarantees, either expressed or implied, with respect to the quality or content of the information available on the Internet. Not all the information available via the Internet is accurate, current or complete. Users are encouraged to be good-information consumers by evaluating the validity of information accessed via the Internet.

Users are cautioned that ideas, points of view, and images can be found on the Internet which are controversial, divergent and inflammatory. The provision of access does not mean or imply that the Library endorses or sanctions the content or point of view of any of the information or commentary which may be found on the Internet.

The Internet offers access to a wealth of information that can be personally, professionally and culturally enriching.

Library staff have attempted to identify on the Library's home page specific starting points for searches and links to sources on the Internet which are consistent with the Library's mission and roles. But, because the Internet is a vast and unregulated information network, it also enables access to ideas, information, images and commentary beyond the confines of the Library's collection, mission, selection criteria and collection development policies.
Internet Safety and Security

Because of this and the fact that access points on the Internet change often, rapidly and unpredictably, the Library cannot protect individuals from information and images which they might find offensive or disturbing.

Computers available to the public which can be used to access the Internet must be shared by library users of all ages, background and sensibilities. Since staff cannot consistently and effectively monitor the public's use of the Internet, individuals are asked to be sensitive of others' values and beliefs when displaying potentially controversial information or images on public computer screens.

Users are cautioned that, because security in an electronic environment such as the Internet cannot be guaranteed, all transactions, files and communications are vulnerable to unauthorized access and use and, therefore, should be considered public.

Staff Assistance
Staff will assist library users in getting started on the Internet at reference or Information service points. Staff will try to answer specific questions about the Internet and offer suggestions for effective searching. Staff can also provide information about Internet training opportunities and Internet books and manuals. More extensive training will be available at designated training centers.

User Responsibilities
All users of the Internet are expected to use this library resource in a responsible and courteous way consistent with the purposes for which it is provided, and to follow all Internet-related rules, regulations and procedures established for its use including, but not limited to those of the Library and MichNet. Responsible, courteous use of the Internet includes:

• Recognizing that the Internet, like all of the Library's information sources, must be shared and used in a manner which respects the rights of others and refrains from activities that prevent others from using it.
• Using the Library's Internet resources for educational, informational and recreational purposes only.
• Refraining from using the Library's Internet resources to conduct a business or commercial enterprise, or engage in commercial activity such as the distribution of advertising.
• Refraining from illegal or unethical use of the Internet.
• Respecting intellectual property rights by making only authorized copies of copyrighted, licensed or otherwise controlled software or data residing on the Internet.
• Respecting the privacy of others by not misrepresenting oneself as another user; by not attempting to modify or gain access to files, passwords, or data belonging to others; and by not seeking disallowed access to any computer system via the Internet.
• Refraining from damaging equipment or altering the setup of computers used to access the Internet at the Library.
• Refraining from installing or running personal software on a DPL computer.
• Refraining from altering or damaging software or data stored on Internet-accessible computers.
• Refraining from the deliberate propagation of computer worms and/or viruses.
• Refraining from the transmission of threatening, harassing or abusive language and images.
• Respecting posted time limits and sign-in procedures.

Netiquette
The term netiquette is used to refer to an emerging set of guidelines and norms for the use of Internet services and communication tools that help to ensure courteous and effective communication. The Library encourages computer users to learn and practice proper etiquette. For more information, see the netiquette page on DPL’s website.
(www.detroitpubliclibrary.org/internet_lablnetiquette.htm)

Compliance with the Library Policy and Guidelines
In addition to this specified policy, general guidelines for the use of all public-access computers govern the use of the Internet in the Library. Violation of the policies and regulations that govern the use of the Library’s Internet resources may result in suspension or loss of the privilege to use these resources. Illegal activity involving the Library’s Internet resources will be subject to prosecution by the appropriate authorities.

Child Safety on the Internet
Parents or guardians are responsible for the Internet information selected and/or accessed by their children. Children who use the Internet unsupervised may be exposed to inappropriate or disturbing information and images. Parents are encouraged to discuss the use of the Internet in relation to family values and boundaries with their children and to monitor their children’s use of the Internet.
“The Children’s Internet Protection Act (CIPA) mandates filtering on all library Internet terminals. This filter is site specific and does not block research sites or information. An additional component of CIPA, which parents will want to be aware of, is that minors are not permitted to disclose any personal information when using e-mail, visiting chat rooms or using any other electronic communications.”

To assist parents, the Library has available on-line and in print form the pamphlet *Child Safety on the Information Highway* published by the National Center for Missing and Exploited Children. The pamphlet includes “Guidelines for Parents” and “My Rules for On-line Safety.” Parents are encouraged to review this information with their children.

**Definition of Terms**

*Key terms as defined in the Children's Internet Protection Act.*

- **Minor:** The term "minor" means any individual who has not attained the age of 17 years.

- **Technology Protection Measure:** The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:
  - **Obscene,** as that term is defined in section 1460 of title 18, United States Code;
  - **Child Pornography,** as that term is defined in section 2256 of title 18, United States Code.

**Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and security of users of the Detroit Public Library online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.
Education, Supervision and Monitoring

It shall be the responsibility of all members of the Detroit Public Library staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children’s Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of Assistant Director of Information or designee.

Sexual Images on the Internet

Occasionally, Library customers may be observed viewing explicit sexual images on an Internet computer. In such an instance, anyone offended by the images should inform a Library staff member who will ask the customer to stop or move to another computer, if possible.

E-mail

The Library is not able to offer e-mail accounts to library users at this time, but the library can provide information on low cost e-mail or Internet access accounts.

Questions, Comments or Concerns

The Library wants to know what you think of its Internet service. A Customer Service Form may be used to communicate any message to the Library. Please feel free to ask a question or raise a concern at any time. If your concern cannot be resolved immediately by a staff member, please fill out a Customer Service Form so that the Library may continue to address the issue until it is resolved.

COMMISSION ACTION

Commissioner Jackson moved approval of the revised Internet usage policy. Commissioner Hayden Friley supported.
DISCUSSION

Commissioner Adams asked the following:

- Why the “definition of terms” was added but not used in the proposed policy?
- Why was there no mention of implementing certain technology protection measures beyond the CIPA mandated filters?

She said that the policy needs to be revised and the language tightened up.

Ms. Moore said that the recommendations were noted and the policy would be redrafted for reconsideration.

COMMISSION ACTION CONT’D

Commissioner Adams moved to table the revised internet usage policy. Commissioner Hayden Friley supported.

A roll call vote was taken with the following results:

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

This item was tabled.

Approval of the Routine Human Resources Report

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

APPOINTMENTS (0)

Minutes were approved at the October 19, 2021 Virtual Detroit Library Commission Meeting
### RETIREMENTS (4)

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<th>Employee Name/Title</th>
<th>Title</th>
<th>Last Day Worked</th>
<th>Retirement Date</th>
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<tbody>
<tr>
<td>Karen McIntosh</td>
<td>Librarian III</td>
<td>July 12, 2021</td>
<td>Determined by COD</td>
</tr>
<tr>
<td>Susan Hansard</td>
<td>Senior Cust Serv. Rep.</td>
<td>August 2, 2021</td>
<td>Determined by COD</td>
</tr>
<tr>
<td>Christina Ladson</td>
<td>Purchasing Manager</td>
<td>August 20, 2021</td>
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### SICK LEAVE PAYOUTS (0)

**TOTAL PAYOUTS = (0)**

### POTENTIAL RETIREMENTS (3) Pending COD Approval

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<th>Employee Name</th>
<th>Title</th>
<th>Last Day Worked</th>
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<tbody>
<tr>
<td>Lisa Meadows</td>
<td>Technical Services Assistant</td>
<td>September 17, 2021</td>
</tr>
<tr>
<td>Cheryl Perry</td>
<td>Sr. Duplicating Devices Oper.</td>
<td>September 21, 2021</td>
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### SEPARATIONS (4)

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<tr>
<td>DeAidre Jones</td>
<td>Librarian II</td>
<td>June 2, 2021</td>
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<tr>
<td>Alison Gies</td>
<td>Librarian III</td>
<td>June 6, 2021</td>
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<tr>
<td>Simon DeSalvo</td>
<td>Librarian II</td>
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<tr>
<td>Tracy Malek</td>
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### EMPLOYEE HEADCOUNT

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<td>Vacant Positions =</td>
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Minutes were approved at the October 19, 2021 Virtual Detroit Library Commission Meeting
VACANT POSITIONS

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<td>11</td>
<td>10</td>
<td>1</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>105</td>
</tr>
</tbody>
</table>

Only Position Titles with vacancies are listed.

"*The Human Resource Department is actively recruiting for the Procurement Manager position.*"

"*No other positions are being recruited at this time per the Collective Bargaining Agreement.*"

"*Positions must first be filled by employees recalled from Furlough.*"

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

DISCUSSION

Commissioner Adams asked if DPL was seeing more than usual retirements since the pandemic.

Ms. Moore said yes.

COMMISSION ACTION

Commissioner Jackson moved approval of the routine human resources report. Commissioner Hayden Friley supported.

Minutes were approved at the October 19, 2021 Virtual Detroit Library Commission Meeting
Minutes were approved at the October 19, 2021 Virtual Detroit Library Commission Meeting

A roll call vote was taken with the following results:

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

The motion passed unanimously.

**COMMITTEE ON BUILDINGS**

Approval to Sell 9928 W. Grand River, Detroit, MI (Gabriel Richard Branch)

On June 15, 2021, the Library Administration informed the Detroit Library Commission of another offer to purchase the Gabriel Richard Branch located at 9928 W. Grand River, Detroit, Michigan by Maven Mortgage LLC. Benjamin Smith of Summit Commercial LLC, the real estate company hired to identify a purchaser, strongly recommended that we consider Maven Mortgage LLC’s offer. Maven Mortgage LLC, was founded by Donnell Coves and is located in the heart of Detroit, Michigan. Maven Mortgage aims to be a beacon of neighborhood stabilization by providing growth and development in urban communities. The organization intends to use the building as its headquarters for its operations.

The Library Administration along with the Library’s legal counsel have reviewed the offer to purchase the Gabriel Richard branch for $140,000.

Therefore, upon review of the offer, and recommendation of the real estate agent, the DLC Committee on Buildings is advising the Detroit Library Commission to consider approving the Finance and Business Office to sign the Purchase Agreement to sell the Gabriel Richard Branch, located at 9928 W. Grand River, Detroit, Michigan 48204, to Maven Mortgage LLC for the amount of one-hundred and forty thousand dollars ($140,000).

**COMMISSION ACTION**

Commissioner Bellant moved approval to sell 9928 W. Grand River (Gabriel Richard Branch). Commissioner Jackson supported.
DISCUSSION

Commissioner Adams asked if there was an appraisal of the building.

Mr. Antonio Brown, CFO, said yes. The appraisal was market value and the building was being sold as-is.

Commissioner Adams asked if this was a cash offer. If so, she was concerned about the purchaser having additional funds to bring the building back to being operational. Would like to have seen more developed plans.

President Bellant asked if there was anything in the purchase agreement to prevent this company from reselling this property.

Mr. Brown said no. There was nothing in the purchase agreement.

Commissioner Adams said that an anti-flip clause could be added to the purchase agreement.

COMMISSION ACTION CONT’D

Commissioner Hayden Friley moved to table the sale of 9928 W. Grand River (Gabriel Richard Branch) until further language could be addressed to secure the site for the Library as well as the community. Commissioner Bellant supported.

A roll call vote was taken with the following results:

- Adams                    Yes
- Hayden Friley                Yes
- Jackson        No
- Peterson-Mayberry        Yes
- President Bellant        Yes

This item was tabled
Approval to Replace the Cass Elevator at Main Library

The original 1963 Cass passenger elevator has been under constant repair for the past four (4) years. It is currently out of service and has been in and out of service because it beyond repair and the parts are no longer available.

The Detroit Library Commission (DLC) Committee on Buildings is advising the Detroit Library Commission to consider a new contract to replace the Cass elevator at Main Library.

A Request for Proposal (RFP), DPL-CL-2113 was advertised and posted on the Michigan Inter-Governmental Trade Network (MITN) website, www.bidnetdirect.com on June 16, 2021. The Library requested proposals from qualified firms, with a minimum of five years of experience in providing the requested services. The solicitation period was from June 16, 2021 until bid closing at 4:00 p.m. on July 20, 2021, at which time the bid documents were no longer available for download. The RFP was downloaded from the MITN website by fourteen (14) contractors. Two (2) companies submitted proposals on the services. The evaluation committee reviewed and evaluated the proposals, as summarized below.

### Company: Otis Elevator

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Possible Score</th>
<th>A Brown</th>
<th>R Bautista</th>
<th>C Powell</th>
<th>M Haener-Patti</th>
<th>Total Score</th>
<th>Avg Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost</td>
<td>35</td>
<td>35</td>
<td>35</td>
<td>35</td>
<td>35</td>
<td>140</td>
<td>35</td>
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<tr>
<td>Proposed Equipment</td>
<td>35</td>
<td>34</td>
<td>35</td>
<td>35</td>
<td>35</td>
<td>139</td>
<td>34.75</td>
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<tr>
<td>Experience and Qualifications</td>
<td>30</td>
<td>19</td>
<td>30</td>
<td>30</td>
<td>30</td>
<td>109</td>
<td>27.25</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>388</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>97</strong></td>
<td></td>
</tr>
</tbody>
</table>

Minutes were approved at the October 19, 2021 Virtual Detroit Library Commission Meeting
Company:  Thyssen Krupp

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Possible Score</th>
<th>A Brown</th>
<th>R Baustista</th>
<th>C Powell</th>
<th>M Haener-Patti</th>
<th>Total Score</th>
<th>Avg Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost</td>
<td>35</td>
<td>30</td>
<td>30</td>
<td>30</td>
<td>30</td>
<td>120</td>
<td>30</td>
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<tr>
<td>Proposed Equipment</td>
<td>35</td>
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<td>32</td>
<td>35</td>
<td>35</td>
<td>133</td>
<td>33.25</td>
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<tr>
<td>Experience And Qualifications</td>
<td>30</td>
<td>19</td>
<td>28</td>
<td>25</td>
<td>30</td>
<td>102</td>
<td>25.5</td>
</tr>
</tbody>
</table>

Total 355 88.75

Therefore, the DLC Committee on Buildings is advising the Detroit Library Commission to consider approving and authorizing the Finance and Business Office to award the contract to Otis Elevator, 25365 Interchange, Farmington Hills, MI 48835 for a total cost of $299,000.

COMMISSION ACTION

Commissioner Bellant moved approval to replace the Cass elevator at Main Library. Commissioner Jackson supported.

A roll call vote was taken with the following results:

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

The motion passed unanimously.

Approval to Extend Contract for Janitorial Services for a One-Year Period

The Finance and Business Office is seeking approval of a one-year extension to the contract for Janitorial Services for the Detroit Public Library. LGC Global FM’s contract under RFP #DPL-CL-1901 was approved by Commission on September 18, 2018 for a two-year period, with one 1-year renewal option.

Minutes were approved at the October 19, 2021 Virtual Detroit Library Commission Meeting
Due to the Library’s limited operations because of the pandemic, it was decided to extend the current contract until such time that the other branches are open and a RFP can be completed.

The services rendered by LGC Global FM has been satisfactory and the vendor has agreed to extend the contract under the same terms and conditions. The Committee on Buildings is requesting the Detroit Library Commission to approve this extension to ensure continuity of services for the Library. The renewal period is from November 5, 2021 through November 4, 2022, in an amount not to exceed $790,379.72.

**COMMISSION ACTION**

Commissioner Bellant moved approval to extend contract for janitorial services for a one-year period. Commissioner Jackson supported.

A roll call vote was taken with the following results:

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

The motion passed unanimously.

**June 26, 2021 Flood Damage Update – Information Only**

On June 26, 2021, the City of Detroit experienced severe flash flooding. On that day, several library branches including the Main branch, suffered significant flood damage. An emergency clean up company, Serv-Pro, was called to the Main Library as an emergency response to mitigate losses. Since the flood, the Library’s administration has been in conversations with our property insurance provider, AIG. A damage claim has been filed and we are in negotiations to determine what damages will be covered by the insurance provider.

The following is an update on the buildings that were affected by the flood.

**Main Library:**

DPL is waiting for the “A” & “B” levels north and south wings scope of work approval from the insurance adjuster to continue with the restoration and repair work.

Minutes were approved at the October 19, 2021 Virtual Detroit Library Commission Meeting
“A” level east wing is on hold waiting for the scope of work approval from the insurance adjustor factoring in the historical damage versus new damage. We should have an approved scope of work for all areas within the week. A RFP will be issued to hire a restoration company to make the repairs as agreed in the scope of work.

**Branches with flood damage:**

**Monteith** - The basement has been dried, asbestos tiles removed and sanitized. Waiting for insurance approval to abate or encapsulate the mastic and install new floor tiles.

The heating and cooling system must be replaced.

The roof and parapet wall must be repaired and then the first-floor historical damages can be repaired.

**Conely** - The basement has been cleaned and sanitized. The basement wooden floor was removed and that uncovered major structural damage along the west and north walls.

A Professional Services Contract is in the works to have a safety evaluation made on the building to determine whether or not the structure can be saved or torn down.

**Chandler Park** - The building was cleaned and sanitized.

**Chaney** - The building was cleaned and sanitized.

**Bowen** - The basement cleaned and sanitized. Waiting for the insurance adjuster to approve the replacement of the cooling system and boiler. In addition, Bowen is included in the safety evaluation to assess the structure. This is a precautionary measure taken given the similar age of the building as Conely.

**Knapp** - The building was cleaned and sanitized. A new roof is needed, afterwards historical damaged will be repaired.

Minutes were approved at the October 19, 2021 Virtual Detroit Library Commission Meeting
Duffield - The basement was cleaned and sanitized. Also, like Bowen, Duffield is included in the safety evaluation to assess the structure. This is a precautionary measure taken given the similar age of the building as Conely.

Parkman – The basement was cleaned and sanitized. The roof needs some minor repair and the front porch needs to be replaced.

Edison - The roof drain was clogged.

Redford - The basement was cleaned and sanitized.

Richard - The basement was cleaned and sanitized.

The remaining branches, to our knowledge, did not suffer any major damage due to the flooding event on June 26, 2021.

NOTED

President Bellant suggested that a letter of recognition be presented to Mr. Cledos Powell, Assistant Director for Facilities, for immediately contacting Serve Pro to secure their services to minimize any further flood damage.

Mrs. Mondowney agreed stating that Mr. Powell notified her at 2:00 a.m. on June 26, 2021 to brief her of the situation and she authorized him to contact Serve Pro.

COMMITTEE ON FINANCE

Approval of the Routine Human Resources Report

Minutes were approved at the October 19, 2021 Virtual Detroit Library Commission Meeting
Minutes were approved at the October 19, 2021 Virtual Detroit Library Commission Meeting of Business and Financial Operations and ratification of payment is recommended.

<table>
<thead>
<tr>
<th>Payable To</th>
<th>June 2021</th>
<th>$594,950.89</th>
</tr>
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<tbody>
<tr>
<td>Payroll</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Payable To</th>
<th>After 3/13/2020 listed by invoice number &amp; date (processed off-site)</th>
<th>$416,860.71</th>
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</thead>
<tbody>
<tr>
<td>Vouchers-processed on FUSIO</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Payable To</th>
<th>FY21 Annual Retiree Supplement</th>
<th>$0.00</th>
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<tbody>
<tr>
<td>FY21 General Retirement System (GRS)</td>
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<tr>
<td>FY21 Central Staffing Services</td>
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<td>$0.00</td>
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<tr>
<td>FY21 Hybrid Pension Payment</td>
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<td>$0.00</td>
</tr>
<tr>
<td>FY20 VEBA</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>FY20 Debt Service Interest for 2014B(1) &amp; 2014B(2) Notes</td>
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<td>$0.00</td>
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| Total processed by City of Detroit      |                         | $3,511,811.60 |

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<tr>
<th>Payable To</th>
<th>FY20 VEBA</th>
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<tr>
<td>FY20 Debt Service Interest for 2014B(1) &amp; 2014B(2) Notes</td>
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<td>$0.00</td>
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<table>
<thead>
<tr>
<th>Payable To</th>
<th>FY20 Debt Service Interest for 2014B(1) &amp; 2014B(2) Notes</th>
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<tbody>
<tr>
<td>Total processed by DPL</td>
<td></td>
<td>$45,340.95</td>
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</table>

<table>
<thead>
<tr>
<th>Payable To</th>
<th>FY20 Debt Service Interest for 2014B(1) &amp; 2014B(2) Notes</th>
<th>$0.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grand Total</td>
<td></td>
<td>$3,557,152.55</td>
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<table>
<thead>
<tr>
<th>Payable To</th>
<th>Total processed by DPL</th>
<th>$3,511,811.60</th>
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<tbody>
<tr>
<td>Burton Endowment Checking</td>
<td>Checks 1351 - 1352</td>
<td>$4,489.00</td>
</tr>
<tr>
<td>O'Brien Checking</td>
<td>Checks 7591 - 7606</td>
<td>$40,851.95</td>
</tr>
<tr>
<td>Programs &amp; Gifts Checking Account</td>
<td>Checks 2938 - 2940</td>
<td>$111,690.61</td>
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</table>

<table>
<thead>
<tr>
<th>Payable To</th>
<th>Total processed by DPL</th>
<th>$113,879.99</th>
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<tbody>
<tr>
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<td>Checks 1351 - 1352</td>
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<th>Payable To</th>
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<tr>
<td>Executive Director</td>
<td>$59.80</td>
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</tr>
<tr>
<td>Executive Director's Office-used for general office purpose</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Chief Financial Officer</td>
<td>220.00</td>
<td></td>
</tr>
<tr>
<td>Human Resources Department</td>
<td>637.81</td>
<td></td>
</tr>
<tr>
<td>Marketing Department</td>
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</tr>
<tr>
<td>Technical Services</td>
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<tr>
<td>Facilities Department</td>
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<td>Procurement</td>
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<table>
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<tr>
<th>Payable To</th>
<th>Total processed by DPL</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Grand Total</td>
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<td></td>
</tr>
</tbody>
</table>

NOTE: These are May and June 2021 Credit Card purchases
COMMISSION ACTION

Commissioner Jackson moved approval of the routine finance report. Commissioner Adams supported.

NOTED

Commissioner Hayden Friley left the meeting at 3:05 p.m.

A roll call vote was taken with the following results:

- Adams Yes
- Jackson Yes
- Peterson-Mayberry Yes
- President Bellant Yes

The motion passed unanimously.

NEW BUSINESS

Commissioner Adams requested an updated copy of DPL’s organization chart that also included current vacancies.

OLD BUSINESS

Commissioner Adams inquired about the DLC’s by-laws revisions.

Commissioner Bellant stated that nothing was forwarded to the Commission for approval.

Commissioner Adams suggested reviewing the minutes from the last by-laws committee meeting to take the next steps.

Commissioner Adams inquired about the status of the recruitment efforts for the Chief of Customer Services and Operations (CXO) position.

Mrs. Mondowney said that she would provide her with the information.

Minutes were approved at the October 19, 2021 Virtual Detroit Library Commission Meeting
COMMISSION ACTION

Commissioner Adams moved to adjourn. Commissioner Jackson supported.

A roll call vote was taken with the following results:

- Adams            Yes
- Jackson          Yes
- Peterson-Mayberry Yes
- President Bellant Yes

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