

DETROIT LIBRARY COMMISSION PROCEEDINGS

COMMITTEE OF THE WHOLE MEETING

JANUARY 16. 2018

President Thomas called the Committee of the Whole Meeting of the Detroit Library Commission to order at 2:01 p.m.

- Present: President Thomas, Commissioners Adams, Bellant
Administrative Staff: Mondowney, Brown, Bruni, Funchess, Ibegbu, Johnson, Moore, Norfolk, Powell, Simmons, Williams
- Present Also: Lurine Carter, Barbara Cohn, Deborah Dorsey, Sean Everett, Christina Ladson, Noemi Miramontes, Carolyn Mosley, Christine Peele, Yvette Rice, Tiffani Simon, Derick Suppon, Karlyta Williams
- Excused: Commissioners Gray, Inniss-Edwards, Taylor (Ex-Officio)

In the absence of a quorum, the Commissioners present resolved themselves into a Committee of the Whole and took the following actions pending ratification at the next Regular Commission meeting.

APPROVAL OF MEETING MINUTES

The minutes of the Regular Meeting of December 19, 2017 were approved and will be forwarded to the next Regular Commission meeting for ratification.

PUBLIC COMMENTS

There were no public comments.

Minutes were approved at the February 20, 2018 Commission Meeting

REPORT OF THE PRESIDENT

Slate of Officers

President Thomas announced that the 2018 Detroit Library Commission Slate of Officers are as follows:

President:	Judge Edward M. Thomas
Vice-President:	Jean-Vierre Adams
Secretary:	Victoria Inniss-Edwards

Committee Assignments

President Thomas announced that the 2018 Detroit Library Commission Committee Assignments are as follows:

ADMINISTRATION.....Victoria Inniss-Edwards, Chair
 Cassandra Smith Gray
 Dr. Iris Taylor

BOOKS AND LITERACY.....Dr. Iris Taylor, Chair
 Victoria Inniss-Edwards

BUILDINGS.....Russ Bellant, Chair
 Cassandra Smith Gray

FINANCE.....Jean-Vierre Adams, Chair
 Judge Edward M. Thomas

**LIAISON TO THE DETROIT PUBLIC
 LIBRARY FOUNDATION.....Jean-Vierre Adams**

Minutes were approved at the February 20, 2018 Commission Meeting

REPORT OF THE EXECUTIVE DIRECTOR

Edison Branch Reopening

Mrs. Mondowney reported that on January 17, 2018, the Thomas Edison Branch will mark its re-opening with a ribbon-cutting ceremony and public reception at 2 p.m. Renovations occurred in 2017 and included improvements to the heating and cooling systems, new flooring, lighting, shelving and furniture. The parking lot across the street has been re-paved and configured to provide ADA access.

Lincoln Branch Reopening

Mrs. Mondowney reported that due to a vehicle crash on September 29, 2017, the Lincoln Branch was closed for repairs. The new windows and grates are scheduled for installation this week. The branch is scheduled to reopen the week of January 22nd. The new hours are as follows: Monday 12 noon – 8 p.m., Tuesday, 10 a.m. -6 p.m. and Saturday, 10 a.m. – 6 p.m.

Skillman Branch Closure

Mrs. Mondowney reported that on January 10, 2018, a fractured pipe on the fire suppression system at the Skillman Branch caused serious water damage throughout the building. There was damage to a small number of books in the National Automotive History Collection and significant damage to the ceiling in the Main Reading Room. A complete assessment will be provided by our insurance provider. The building will remain closed until further notice.

Children's Publication

Mrs. Mondowney reported that during the 2017 summer reading program, young readers produced a graphic novel entitled, "The Falling Rock," under the guidance of local illustrator Howard Fridson. Mr. Fridson visited several library branches during the summer and encouraged the young artists, from kindergarten to high school, to develop the artwork and many ideas that told the story.

Author Events

Mrs. Mondowney reported that Detroit Free Press columnist Rochelle Riley will launch her new book *The Burden: African Americans and the Enduring Impact of Slavery*, at Main Library at 2 p.m., on Sunday, February 11, 2018. On Sunday, February 25, Main Library will host the Detroit Symphony Orchestra's Music Director Leonard Slatkin, author of *Leading Tones: Reflections on Music, Musicians and the Music Industry*.

Duffield Branch Library

Mrs. Mondowney reported that the Albert H. Mallory 2018 Famous Black Hero Oratorical Contest will be held at 2 p.m., on Saturday, February 17, 2018, at the Duffield Branch Library. This year's contest will focus on famous African American educators.

Hackley Concert

Mrs. Mondowney reported that Detroit native Anthony P. McGlaun will be the featured performer at the E. Azalia Hackley Concert at 7 p.m., on Wednesday, February 21, 2018. Mr. McGlaun, a tenor, received a BA from Morehouse College and a Master of Music from the University of Northern Iowa. He served as director of vocal activities and assistant professor of music at Marygrove College from 2004-2009. He now lives in New York and has a career as a soloist, recitalist and lecturer. Mr. McGlaun's repertoire includes opera, art songs, Negro spirituals and the works of African American composers.

Branch Activities

Mrs. Mondowney reported that the Knapp Branch will host a free ACT/SAT prep testing information at 1 p.m., on Saturday, February 10, 2018. In recognition of Black History Month, on Sunday, February 25, the Redford Branch will host, "Ain't I a Woman?" a day in the life of Sojourner Truth. On Saturday, February 10, the Chandler Park, Chase and Conely branches will each host special Valentine's Day activities for children.

Wayne County

Mrs. Mondowney reported that on December 19, 2017, DPL received payment from Wayne County for delinquent property taxes in the amount of \$183,741.33.

Ralph A. Ulveling Fund

Mrs. Mondowney reported that on December 29, 2017, DPL received the annual distribution from the Ralph A. Ulveling Fund in the amount of \$7,125.80.

DETROIT PUBLIC LIBRARY FOUNDATION UPDATE

Mr. Sean Everett, Director, Detroit Public Library Foundation, reported that students from the College for Creative Studies (CCS) would be working on a project to re-imagine the space layout of the Hubbard Branch Library and the Sherwood Forest Branch Library. The research project, that was made possible by Rock Ventures LLC, with support of the Library and the DPL Foundation, focuses on the quality of the user experience.

NOTED

President Thomas stated that Commissioner Adams was the Liaison for the Detroit Public Library Foundation.

COMMITTEE ON ADMINISTRATION

The Human Resources Department Report provides information regarding personnel actions taken from December 1, 2017 through December 31, 2017. These actions have been approved by Administration.

Minutes were approved at the February 20, 2018 Commission Meeting

APPOINTMENTS (0)**RETIREMENTS (1)**

Employee Name/Title	Title	Last Day Worked	Retirement Date
Patricia Wilkins	Customer Service Representative	December 27, 2017	To be determined by COD

SICK LEAVE PAYOUTS (0)**TOTAL PAYOUTS = \$0****POTENTIAL RETIREMENTS (0) Pending COD Approval****SEPARATIONS (2)**

Employee Name	Title	Last Day Worked
Ritta Olugbile	Customer Service Representative	December 2, 2017
Romondo Locke	Publications Specialist	December 8, 2017

<u>EMPLOYEE HEADCOUNT*</u>			
Headcount	December 2017	Headcount	December 2016
**Budgeted Positions =	325	Budgeted Positions =	334
Active Employees =	299	Active Employees =	290
Vacant Positions =	26	Vacant Positions =	44
*Headcount Process based on Actual Headcount not Budgeted Numbers as in the past			
<p>**The budgeted positions total has been adjusted as reflected on the City of Detroit Position Control Report</p>			

Minutes were approved at the February 20, 2018 Commission Meeting

<u>VACANT POSITIONS</u>			
POSITION	# OF BUDGETED POSITIONS	# OF FILLED POSITIONS	VACANT POSITIONS
Manager	25	21	4
Librarian I & II	24	21	3
Librarian III	29	28	1
Pre-Professional Librarian In-Training	3	2	1
Senior Clerk	9	7	2
Custodian	13	8	5
**Customer Service Representative	91	86	5
Facilities	17	15	2
Senior Accountant	2	1	1
Security Officer	14	13	1
Publications Specialist	1	N/A	1
Total			26
Only Position Titles with vacancies are listed.			
**Customer Service Representative are Part-time 20 hours/week			

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

COMMISSION ACTION

Commissioner Bellant moved approval of the human resources report. Commissioner Adams supported. This action will be forwarded to the next Regular Commission meeting for ratification.

COMMITTEE ON FINANCE

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

Summary of Expenditures

December 2017 Expenses

Minutes were approved at the February 20, 2018 Commission Meeting

<u>PUBLIC FUNDS</u>			
<u>PAYMENTS PROCESSED BY THE CITY OF DETROIT</u>			
1	Payroll	December 2017	\$1,403,562.04
2	Total Vouchers – processed on Fusion	300 - 333	\$572,903.46
3	FY 2018 Benefits Plan		0.00
4	FY 2018 General Retirement System (GRS)		0.00
5	FY 2018 Central Staffing Services		0.00
6	FY 2018 Hybrid Pension Plan		<u>0.00</u>
Total Processed by City of Detroit			<u>\$1,976,465.50</u>
<u>PAYMENTS PROCESSED BY DPL</u>			
1.	Public Funds Interest Checking Account	Checks 1290-1291	\$767.00
2.	Branch & Main Library Deposit Checking Account	Checks 5155 - 5208	\$172,344.29
3.	Professional Service Contracts	Check 1290	\$3,250.00
Total Processed by DPL			<u>\$176,361.29</u>
GRAND TOTAL			<u>\$2,152,826.79</u>
<u>Summary of Expenditures</u>			
<u>RESTRICTED/DESIGNATED FUNDS</u>			
1	Burton Endowment Checking	Checks 8306	\$581.37
2	O'Brien Checking	Checks 4608 - 4612	\$3,533.00
3	Programs & Gifts	Check 2410 – 2423	<u>\$2,701.92</u>
GRAND TOTAL			<u>\$6,816.29</u>
<u>CREDIT CARD EXPENDITURES</u>			
Executive Director			\$29.90
Executive Director's Office – used for general office purpose			\$150.00
Chief Financial Officer			\$1,081.66
Human Resources Department			\$4,917.31
Marketing Department			\$3,634.70
Technical Services			\$2,062.51
Facilities Department			\$3,834.20
Information Technology			\$594.50
Purchasing			\$3,397.39
Public Services			<u>\$7,373.88</u>
GRAND TOTAL			<u>\$27,076.05</u>
Note: These are October 2017 Credit Card Purchases			

COMMISSION ACTION

Commissioner Adams moved approval of the finance report. Commissioner Bellant supported. This action will be forwarded to the next Regular Commission meeting for ratification.

The meeting was adjourned at 2:20 p.m.

Minutes were approved at the February 20, 2018 Commission Meeting