

DETROIT LIBRARY COMMISSION PROCEEDINGS

REGULAR MEETING

FEBRUARY 20, 2018

President Thomas called the Regular Meeting of the Detroit Library Commission to order at 1:34 p.m.

Present: President Thomas, Commissioners Adams, Bellant, Gray, Jackson, Taylor (Ex-Officio)

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

Excused: Commissioner Inniss-Edwards

Also Present: Brian Berg (Operating Engineers 324) Cheryl Blessett, Lurine Carter, Deborah Dorsey, Christopher Embry, Christina Ladson, William Miller III (Operating Engineers 324), Noemi Miramontes, Carolyn Mosley, Yvette Rice, Derick Suppon

RE-APPOINTED COMMISSIONER SWORN INTO OFFICE

Mr. Franklin G. Jackson was re-appointed to a six-year term. Cheryl Blessett, Notary Public, administered the oath of office.

Minutes were approved at the March 20, 2018 Commission Meeting.

OATH OF OFFICE – COMMISSIONER FRANKLIN G. JACKSON

I, Franklin G Jackson, accept the office of the Library Commissioner of the Detroit Public Library, and promise to discharge its duties to the best of my ability.

/s/ Franklin G. Jackson

Subscribed and sworn to before me this 20th day of February, A.D., 2018

/s/Cheryl Blessett

Notary Public, Wayne County, MI

My commission expires July 14, 2021

**APPROVAL OF THE COMMITTEE OF THE WHOLE MEETING MINUTES OF
JANUARY 16, 2018 AND THE SPECIAL MEETING MINUTES OF FEBRUARY 1,
2018**

The January 16, 2018 minutes were approved as recorded. Commissioner Jackson abstained. The February 1, 2018 minutes were unanimously approved as recorded.

PUBLIC COMMENTS

There were no public comments.

Minutes were approved at the March 20, 2018 Commission Meeting.

REPORT OF THE PRESIDENT

President Thomas congratulated Commissioner Jackson on his re-appointment to the Commission. President Thomas also encouraged everyone to visit the newly renovated Edison Branch Library. He stated that he and Commissioner Bellant were present at the grand re-opening and it was well-attended. He said the library was very bright and airy and the renovations affirm the talents of the Facilities staff.

RATIFICATION OF THE COMMITTEE OF THE WHOLE ACTION OF JANUARY 16, 2018

- Regular Meeting Minutes of December 19, 2017
- Routine Human Resources Report
- Routine Finance Report

COMMISSION ACTION

After reviewing the documents, Commissioner Bellant moved approval to ratify the Committee of the Whole actions of January 16, 2018. Commissioner Gray supported. Commissioner Jackson abstained. The motion carried.

REPORT OF THE EXECUTIVE DIRECTOR

New Website and Newsletter

Mrs. Mondowney reported that the Library's new website launched on January 31, 2018. This new website features: mobile friendly displays, universal search options, easy navigation, ADA compatibility, streamlined content and a highly flexible content management system. One online comment about the new site: "The new look is great! My eyes travel around the page wonderfully without a bunch of clutter or confusion with the text. It's clean too. I love it!" Others noted that "it's easier to find things" and "it looks more modern." She thanked the website development committee for their hard work: A.J. Funchess, Robert Germeroth, D'Andre Herron, Victor Ibegbu, Kathryn Johnson and Carla Reczek.

Minutes were approved at the March 20, 2018 Commission Meeting.

“**Pathways**,” the DPL’s newsletter highlights upcoming programs and events, building re-openings and special happenings at all libraries. It will be published three times per year. The second issue of “**Pathways**” was published and distributed as an insert in the *Michigan Chronicle* in January. In addition to distribution at all library locations and events, copies are also sent to the Mayor’s Office and offices of the Detroit City Council.

Skillman Branch Update

Mrs. Mondowney reported that it has been estimated that the Skillman Branch will be closed for repairs until July 2018, due to water damage that occurred on January 10, 2018. To date, the preliminary estimated cost for repairs is \$425,000.

Detroit Public Schools Community District Partnership

Mrs. Mondowney reported that the DPL is hosting more than 70 programs and special events for youth during the Detroit Public Schools Community District's Mid-Winter Break, February 17th - 26th, 2018. Activities include trivia contests, a Black history scavenger hunt, poetry slams, cooking classes, exotic animal shows and craft programs. DPSCD is promoting these activities to their students and families via their school newsletters and website.

DPL Winter Author Series

Mrs. Mondowney reported that on Saturday, January 27, 2018, the DPL Winter Author Series presented **Dr. Tiya Miles**, author of *The Dawn of Detroit: A Chronicle of Slavery and Freedom in the City of the Straits*, a work that has received national acclaim. The event was held at Main Library’s Clara Stanton Jones Friends Auditorium, with an audience of approximately 170 people. Following Dr. Miles’ presentation, Ms. Kim Simmons, executive director of the Detroit River Project, facilitated a panel discussion of local scholars from Detroit and Canada who discussed the history of slavery, freedom and resistance in Detroit. Mrs. Mondowney thanked Stacy Brooks, Skillman Branch manager, for coordinating the program.

Mrs. Mondowney reported that on Sunday, March 4, 2018 at 1:00 p.m., **Barbara Cohn** and **Patrice R. Merritt**, authors of *The Detroit Public Library: An American Classic*, will discuss their book that honors Main Library as an architectural and artistic icon in Detroit. The event will be held in the Clara Stanton Jones Friends Auditorium.

Free Income Tax Preparation

Mrs. Mondowney reported that several DPL locations are providing space for free income tax preparation in partnership with AARP, Global Detroit Low Income Tax Preparation and the Wayne Metropolitan Community Action Agency. The programs are available at the Douglass, Knapp, Parkman and Redford branches and Main Library. Most locations require an appointment; details are available on the library's web site. The program ends on April 17, 2018.

Nutrition and Fitness Programs

Mrs. Mondowney reported that health and wellness programs are being offered throughout the library system. The Parkman Branch is offering, "Cooking Matters," a series of three classes, March 14th, 21st, and 28th, sponsored by Michigan State University. The classes will feature professional chefs and nutritionists. On March 10th, the Bowen Branch will offer "How to Achieve Total Fitness," featuring certified personal trainer and instructor Felicia Maxwell.

Wayne County

Mrs. Mondowney reported that on January 16, 2018, DPL received payment from Wayne County for delinquent property taxes in the amount of \$162,466.04.

DISCUSSION

Commissioner Jackson asked what was the extent of damage at the Skillman Branch?

Mrs. Mondowney stated that there was extensive water damage but, fortunately, none of the irreplaceable materials were lost.

COMMITTEE ON ADMINISTRATION

Approval to Implement a Negotiated Wage Increase Resulting from Labor Negotiations with the International Union of Operating Engineers – Local 324

The labor agreement for the International Union of Operating Engineers expired on September 30, 2017.

Minutes were approved at the March 20, 2018 Commission Meeting.

Management and the International Union of Operating Engineers (IUOE) conducted contract negotiations beginning November 9, 2017- December 18, 2017. The negotiated contract was ratified by the IUOE membership on January 9, 2018.

The highlights of the negotiated agreement are:

Article 4: Agency Shop- Changed to reflect Right to Work legislation regarding “choice” to continue or to enroll in the union.

Article 25: Longevity- Agreement to terminate this practice.

Article 27: Travel Allowance and Education- Employer agreed to contribute to the IUOE Local 324 Education and Apprenticeship Fund on behalf of employees covered under the collective bargaining agreement. The employer will contribute \$0.15 for each hour paid to employees covered by this agreement.

Article 29: Pay Advance-Option deleted per City of Detroit elimination of Pay Advances.

Article 30: Maintenance of Conditions-Detailed language regarding the medical benefits, retiree medical benefits, dental benefits, pension benefits, and death benefits/life insurance, and optional defined contribution plan eliminated and replaced with a statement acknowledging that the *“City of Detroit is by law the fiduciary of the Detroit Public Library. It is further understood and agreed that the City of Detroit determines the benefits packages applicable to all employees of the Detroit Public Library, including employees covered by this contract.”*

Article 35: Duration-The Agreement will continue in full force and effect through September 30, 2021.

Schedule A: Wage Adjustment(s) Negotiated wage increases:

3% Effective July 1, 2017
 3% Effective July 1, 2018
 2% Effective July 1, 2019
 Wage Reopener(s)
 July 1, 2020 and July 1, 2021

Schedule A: Direct Deposit-No longer optional- Mandatory per the City of Detroit.

Schedules B, C, D, E, F, and G-Statement as presented in Article 30.

MOU: IUOE Pension Trust Fund-Management agreed that the Library would provide \$.30 per hour to the Central Pension Fund for each member of Local 324.

Articles and Schedules not presented above were accepted “as is.” Housekeeping items are also not included in the above.

Minutes were approved at the March 20, 2018 Commission Meeting.

Authorization is requested for approval on the new contract and approval to implement the wage increase. Cost of the wage increases for July 1, 2017 is \$5,477.50 (including retro), for July 1, 2018, \$5,477.50, and July 1, 2019, is \$3,870.90. Total cost is \$14,825.90.

DISCUSSION

Commissioner Bellant questioned the language in “Article 4 – Agency Shop- Changed to reflect Right to Work legislation regarding **choice** to continue or to enroll in the union.” He stated that immediately after the Right to Work legislation passed, the Commission adopted a security 10-year clause for the UAW and AFSCME contracts. He asked if the clauses were still in effect and why they did not apply to the IUOE-Local 324 contract.

Ms. Trinee Moore, Human Resources Director, explained that the clauses were signed prior to the passage of the Right to Work legislation. When the Right to Work legislation passed, it made those agreements illegal. It was appealed and challenged in court but it was ruled that the agreements were illegal.

Commissioner Jackson asked for the definition of “Wage Reopener.”

Ms. Moore explained that it meant the only thing discussed relating to the contracts are wages. Everything else stays in place.

Commissioner Adams asked why did the wage increase for July 1, 2017 remain the same as the wage increase for July 1, 2018?

Mr. Antonio Brown, Chief Financial Officer, stated that the method applied was a 6% increase of the 2017 base number that was spread over 2 years.

COMMISSION ACTION

Commissioner Taylor moved approval. Commissioner Bellant supported. The motion carried unanimously.

NOTED

Mr. William Miller III, Business Representative, Operating Engineers 324, said that the Detroit Public Library had a very good negotiating team to work with. He said there was fluid conversation with no arguments. He applauded the team and expressed his appreciation for the Detroit Public Library and the members of Local 324.

Commissioner Bellant noted that he was a member of the Operating Engineers Union 8-years ago but not a member of Local 324.

Minutes were approved at the March 20, 2018 Commission Meeting.

Approval of the Human Resources Report

The Human Resources Department Report provides information regarding personnel actions taken from January 1, 2018 through January 31, 2018. These actions have been approved by Administration.

APPOINTMENTS (1)

Employee Name	Title	Hire date
Robert Maxwell Kennedy	Customer Service Representative	January 8, 2018

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

<u>EMPLOYEE HEADCOUNT*</u>			
Headcount	January 2018	Headcount	January 2017
**Budgeted Positions =	325	Budgeted Positions =	334
Active Employees =	300	Active Employees =	291
Vacant Positions =	25	Vacant Positions =	43
*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 March 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	87	4
Facilities	17	15	2
Senior Accountant	2	1	1
Security Officer	14	13	1
Publications Specialist	1	N/A	1
Total			25
Only Position Titles with vacancies are listed.			
**Customer Service Representatives are Part-time 20 hours/week			

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

COMMISSION ACTION

Commissioner Bellant moved approval. Commissioner Adams supported. The motion carried unanimously.

Minutes were approved at the March 20, 2018 Commission Meeting.

COMMITTEE ON BUILDINGS/FINANCE

Approval of Rooftop Self-Contained Heating and Cooling HVAC Unit at the Franklin Branch Library

The Franklin Branch Library is 5,670 square feet with a 1950 combined HVAC heating and cooling system that is no longer functional and parts are no longer available for repairs.

An Invitation For Bid (IFB) was posted on DPL's website and sent to the MITN (Michigan Inter-governmental Trade Network) on October 10, 2017. The solicitation period was from October 10, 2017 until bid closing at 2:00 p.m. on October 23, 2017, at which time the bid documents were no longer available for download. The bid was downloaded from the MITN website by eighteen (18) Heating and Cooling companies. Five (5) contractors attended the mandatory site visit and subsequently submitted bids on the project. The companies are:

Pro-Tech Mechanical 2556 Alamo Drive, Ste. 50B Lansing, MI 48911 517 272-4325	\$24,500
Tech Mechanical, Inc. 1490 E. Highwood Pontiac, MI 48340 248-322-5600	\$24,700
Allied Building Services 1801 Howard St. Detroit, MI 48216 313-230-0810	\$25,860
Temperature Services, Inc. 37679 Schoolcraft. Livonia, MI 48150 734-838-3200	\$28,848
Miller-Boldt 42826 Mound Rd. Sterling Heights, MI 48314 586-997-3300	\$38,400

After the bid tabulation was completed, the Purchasing Department contacted the references provided by the lowest bidder, Pro-Tech Mechanical. The following entities were contacted to gain insight regarding Pro-Tech Mechanical's performance on contracts of similar size and scope:

Minutes were approved at the March 20, 2018 Commission Meeting.

- Meridian Township – Dennis Antone – Used the company for years; no complaints
- Midland County – Kevin Beeson – Good and timely; No performance issues; Would recommend
- Eyde Company - Jim Rundell – 20 years of continued service; Reliable; Professional
- Gentilozzi Real Estate – Sam Batchelor – Pricing is competitive; Used the company for 5 years; Pro-Tech handles day-to-day, as well as 5-ton rooftop units

In reviewing the bids with the Purchasing Department for the Franklin HVAC system, Pro-Tech Mechanical is the lowest responsible bidder, meeting specifications.

The Facilities Department is requesting authorization to contract with Pro-Tech Mechanical for the Franklin Branch HVAC system in an amount not to exceed twenty-four thousand five hundred dollars (\$24,500).

NOTED

Commissioner Adams noted that the recommendation to contract with Pro-Tech Mechanical for the Franklin Branch HVAC system was from the Committee on Buildings and the Committee on Finance.

COMMISSION ACTION

Commissioner Adams moved approval. Commissioner Gray supported. The motion carried unanimously.

COMMITTEE ON FINANCE

Approval to Renew the Detroit Public Library 's Fine Arts Insurance Policy

The Detroit Public Library's (DPL) Fine Arts insurance with the current provider, the Traveler's Company, was scheduled to expire on January 7, 2018.

Minutes were approved at the March 20, 2018 Commission Meeting.

Before the expiration, a 45-day extension was requested and granted. DPL's insurance broker, Cranbrook General Underwriters secured pricing from the following carriers:

Citizens – Declined as they can't compete with current pricing
 Hartford – Declined as they can't compete with current pricing
 Chubb – Quoted \$29,365

DPL's current carrier, The Traveler's Company, has agreed to renew the current policy at a premium of \$23,877.00. The renewal pricing from Traveler's is \$1,623.00 less than the premium of \$25,500.00 for the current policy, however, the coverage levels and limits remain the same as the existing policy.

Fine Arts Coverage - \$43,815,100
 Flood - \$5,000,000
 Earth Movement - \$5,000,000

Deductible - \$2,500

Authorization is requested to renew the Fine Arts insurance policy with The Traveler's Company through Cranbrook General Underwriters for an amount not to exceed twenty-three thousand eight hundred seventy-seven dollars (\$23,877.00).

COMMISSION ACTION

Commissioner Bellant moved approval. Commissioner Adams supported. The motion carried unanimously.

Approval of the Routine Finance Report

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

<u>Summary of Expenditures</u>			
<u>PUBLIC FUNDS</u>			
<u>PAYMENTS PROCESSED BY THE CITY OF DETROIT</u>			
1	Total Payroll	January 2018	\$924,641.04
2	Total For Vouchers – Processed on Fusion	334 – 427	\$696,351.57
3	FY 2018 Benefits Plan	4 Months – Nov. 2017 to Feb. 2018	\$943,446.32
4	FY 2018 General Retirement System (GRS)		\$167,902.87
5	FY 2018 Central Staffing Services	50% of FY2018 Budget	\$595,499.00
6	FY 2018 Hybrid Pension Plan		<u>\$0.00</u>
	Total Processed by City of Detroit		<u>\$3,327,840.80</u>

Minutes were approved at the March 20, 2018 Commission Meeting.

<u>PAYMENTS PROCESSED BY DPL</u>			
1. Public Funds/Comerica Checking	Checks	1292 and 1294	\$767.00
2. Branch & Main Library Deposit Checking Account	Checks	5209 – 5391	\$46,998.01
3. Professional Service Contracts	Checks	1293 and 1295	<u>\$6,500.00</u>
Total Processed by DPL			<u>\$54,265.01</u>
GRAND TOTAL			<u>\$3,382,105.81</u>
<u>Summary of Expenditures</u>			
<u>RESTRICTED/DESIGNATED FUNDS</u>			
1. Burton Endowment Checking	Checks	8307	\$80.00
2. O'Brien Checking	Checks	4613 -4617	\$8,450.00
3. Programs & Gifts	Checks	2424 – 2438	<u>\$2,237,466.86</u>
GRAND TOTAL			<u>\$2,245,996.86</u>
<u>CREDIT CARD EXPENDITURES</u>			
1. Executive Director			\$29.90
2. Executive Director's Office – used for general office purpose			\$0.00
3. Chief Financial Officer			\$100.00
4. Human Resources Department			\$16.49
5. Marketing Department			\$1,488.15
6. Technical Services			\$4,574.04
7. Facilities Department			\$748.40
9. Information Technology			\$113.43
10. Purchasing			\$241.64
11. Public Services			<u>\$4,855.78</u>
GRAND TOTAL			<u>\$12,167.83</u>
Note: These are 2017 Credit Card Purchases			

Approval is requested to accept the Routine Finance Report as presented.

COMMISSION ACTION

Commissioner Bellant moved approval. Commissioner Gray supported. The motion passed unanimously.

NEW BUSINESS

Commissioner Adams stated that the Committee on Finance recommended that Mrs. Mondowney, Executive Director, obtain the cost of an appraisal of the fine arts collection to determine if additional insurance coverage is needed.

The meeting was adjourned at 2:30 p.m.

Minutes were approved at the March 20, 2018 Commission Meeting.