

DETROIT LIBRARY COMMISSION PROCEEDINGS

REGULAR MEETING

MARCH 20, 2018

NOTED

In the absence of President Thomas, Vice-President Adams chaired the meeting.

Vice-President Adams called the Regular Meeting of the Detroit Library Commission to order at 1:38 p.m.

Present: Commissioners Adams, Bellant, Inniss-Edwards, Gray, Jackson
Administrative Staff: Mondowney, Brown, Bruni, Call, Funchess, Ibegbu, Johnson, Moore, Norfolk, Powell, Simmons

Present Also: Jamel Allah, Ressie Anderson, Cheryl Blessett, Ronald Bryant, Lurine Carter, Deborah Dorsey, Elena Herrada, Satara Jackson, Christina Ladson, Deborah Madison, Noemi Miramontes, Carolyn Mosley, Stephanie Nahas (AFSCME Council 25 - Staff Representative), Yvette Rice, Tiffani Simon, Dortha Simpson, Derick Suppon

Excused: Commissioners Thomas, Taylor (Ex-Officio)

APPROVAL OF MEETING MINUTES

The minutes of the Regular meeting of February 20, 2018 were approved as recorded.

Minutes were approved at the April 24, 2018 Special Commission Meeting

PUBLIC COMMENTS

Stephanie Nahas (AFSCME Council 25 – Staff Representative) – She stated that she appreciated the consideration from the Commission to approve the tentative union agreements. She also thanked the members of the administration negotiating team and the members of the AFSCME Local 1259 and AFSCME Local 1251 negotiating teams for working together so diligently.

Gene Cunningham (Satisfaction Realty - Realtor) – He stated that he had a client interested in the vacant Richard Branch Library – 9876 Grand River. He said that some of the parishioners in the area would like to schedule a public hearing at their church to discuss a resolution to avoid the demolition of the library.

REPORT OF THE EXECUTIVE DIRECTOR

National Library Week- April 8-14, 2018

Mrs. Mondowney reported that “Libraries Lead’ is the theme of the 60th Annual National Library Week, April 8-14, 2018. She recently spoke with a person who was featured in a 1964 Detroit Free Press article about National Library Week. The Rev. Joyce Irvin Harris was an 11-year-old devoted user of the Mark Twain Branch Library. In the April 14, 1964 article she said of a DPL librarian, Miss Emma Foster, “If it weren’t for Miss Foster, I don’t think I’d love to read as much as I do.” Now, a retired educator, soon-to-be published author and minister on staff at Historic Little Rock Baptist Church, she credits DPL and Mrs. Rosemary Anderson, her school librarian, with her lifelong love of learning and reading.

DPL Viral Video - Curbed Detroit

Mrs. Mondowney reported that Main Library is featured in “A Detroit Book Lover’s Dream,” a short video that showcases the architectural and artistic highlights of the building. The viral video, now posted on DPL’s Facebook page, is produced by “Curbed,” an online site that features the highlights of several large U.S. cities.

Business Science and Technology Department Support for Small Businesses

Mrs. Mondowney reported that DPL's Business, Science and Technology Department is providing an opportunity for small businesses and aspiring entrepreneurs to connect with the U.S. Small Business Administration. Professional consultants from the Small Business Development Center will be available at Main Library to review business plans and answer questions. The 30-minute consultation sessions are available every second and fourth Tuesday and require an appointment.

18th Annual Comerica Bank, Java & Jazz

Mrs. Mondowney reported that the 18th Annual Comerica Bank, Java & Jazz series began at 6 p.m. on Tuesday, March 20, 2018. Straight Ahead, the all-female jazz group, will launch the series in Main Library's Clara Stanton Jones Friends Auditorium. The group is widely recognized for its eclectic and soulful approach to creating music. Java & Jazz is presented every third Tuesday, March – July, and is free and open to the public.

Branch Activities

Mrs. Mondowney reported that the Bowen, Campbell, Chandler Park, Chase, Jefferson and Wilder branches will offer Easter basket crafts in March. The Duffield Branch is sponsoring "How to Invest in Real Estate," at 2 p.m., on Saturday, April 7. Realtor Sherri Pickett will discuss how to make the best decisions when investing in properties. Branches will offer 30 programs for the 2018 MoneySmart Week, April 21 – 28. The schedule will be available on the DPL's website.

DPL – Marygrove College Partnership

Mrs. Mondowney reported that DPL is supporting Marygrove College's 30th Annual Contemporary American Authors Lecture that will present Colson Whitehead, author of *The Underground Railroad*, the winner of the 2017 Pulitzer Prize. Mr. Colson will speak at Marygrove's Madame Cadillac Building at 8 p.m., on Friday, April 13, 2018. The event is free and open to the public. DPL book clubs at the Chaney, Chase, Wilder, Edison, and Hubbard branches are reading the book and having discussions led by Marygrove College facilitators. There is also a display about the history of the lecture series on the first floor.

Michael Eric Dyson- April 14, 2018

Mrs. Mondowney thanked MGM Grand Detroit for sponsoring Dr. Michael Eric Dyson's visit to Main Library at 1 p.m., on Saturday, April 14, 2018., in Main Library's Clara Stanton Jones Friends Auditorium. Dr. Dyson, a prominent author and scholar, will discuss his latest book, *Tears We Cannot Stop: A Sermon to White America*, followed by a question and answer session and book signing. The event is free and open to the public.

April 17-18, 2018 Storytelling Festival

Mrs. Mondowney reported that this year's Storytelling Festival will feature two talented storytellers. On April 17th, Michelle McKinney will share African tales and music, and on April 18th Genot Picor will share Native American tales and music. Classes from Detroit schools will attend the festival that will be held in Main Library's Clara Stanton Jones Friends Auditorium.

Delinquent Property Taxes -Wayne County

Mrs. Mondowney reported that on February 28, 2018, DPL received payment from Wayne County for delinquent property taxes in the amount of **\$134,117.91**.

COMMITTEE ON ADMINISTRATION**Approval to Implement a Negotiated Wage Increase Resulting from Labor Negotiations with the American Federation of State, County and Municipal Employees – Local 1259**

The labor agreement for the American Federation of State, County and Municipal Employees expired on September 20, 2016.

Management and the American Federation of State, County and Municipal Employees (AFSCME) - Local 1259 conducted contract negotiations beginning November 7, 2016 - February 27, 2018. The tentative agreement was ratified by the AFSCME membership on March 12, 2018.

Minutes were approved at the April 24, 2018 Special Commission Meeting

The highlights of the negotiated agreement are:

Article 5: Agency Shop - Changed to reflect Right to Work legislation regarding “choice” to continue or to enroll in the union.

Article 6: Dues and Services Fee Check Off - Changed to reflect Right to Work legislation.

Article 7: Stewards and Alternative Stewards - The number of Stewards and districts adjusted from 6 to 4 due to consolidation of branch libraries.

Article 8: Special Conferences - Language added to limit the number to no more than (2) representatives and a recorder for the union and management relative to attendance of special conferences.

Article 13: Seniority - Language corrected to indicate that the higher last four numbers of the social security number will be used to determine greater seniority for members hired on the same day. The number of days for an unjustifiable absence changed from five to three. The lay-off recall language was changed from equivalent to earned seniority to (3) years.

Article 14: Temporary Assignments - Temporary assignments extended to one year and with notification to the union another year.

Article 25: Notices to Union and Information – Language added to include transfers and demotions shall be sent to the Union President within five (5) working days of the effective date of the transaction.

Article 26: Working Hours-Shift Differential – Language changed from Janitor to Custodian and language added to allow for a flex-time work schedule based on working conditions at the branch, i.e. morning or evening programs.

Article 30: Longevity – Agreed to for 3 years (2018-2021); after three years the union and management will began discussions regarding an alternative options to replace longevity pay.

Article 31/37/38: Hospitalization, Medical, Dental, Optical Insurance: 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 33: Vacations - Days updated to reflect the proper vacation allowance, weeks worked and vacation days. Language taken out regarding advance checks; the COD eliminated the option to receive advance pay checks.

Article 39: Protective Clothing Allowance - The rate for clothing allowance was increased consistent with the increase in the cost of the uniforms, and related items. New annual rate \$170.00 - (old rate \$110.00)

Article 40: Tuition Refund – Increased by \$100.00 for employee development, undergraduate programs and graduate programs. This increase is reflective of the increase cost of tuition, professional development and training costs.

Article 42: Working Conditions: Language added regarding protocol for electrical outages.

Article 43: Security Officer Schedule – To improve staff availability and coverage the language changed regarding the time periods for fixed schedules and tour of duty from one year to six month.

Article 49: Duration - The Agreement will continue in full force and effect through June 30, 2022.

Schedule A: Employees Covered by Agreement: Job titles updated to reflect the agreement per the 2010 Classification and Compensation Study.

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

3% Effective July 1, 2016
 3% Effective July 1, 2017
 2% Effective July 1, 2018
 Wage Reopener(s)
 July 2019, July 1, 2020 and July 1, 2021

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

Schedules D, E, F, - Statement as presented in Article 31

MOU: Agency Fee Agreement - Eliminated

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

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Minutes were approved at the April 24, 2018 Special 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, 2016 is \$89,299, for July 1, 2017, \$89,299 and for July 19, 2018, \$61,319. The total cost of wage increases are \$239,917.00.

DISCUSSION

Commissioner Adams asked if the wage increase would result in an amendment to the budget.

Mr. Antonio Brown, Chief Financial Officer, stated that it would not result in an amendment to the budget.

COMMISSION ACTION

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

NOTED

Commissioner Bellant asked the union officers present to stand and introduce themselves:

- Mr. Ronald Bryant, President – Local 1259
- Ms. Dortha Simpson, President – Local 1231
- Ms. Satara Jackson – Steward – Local 1231
- Ms. Deborah Madison – Chief Steward – Local 1259
- Ms. Ressie Anderson – Vice-President - Local 1231
- Ms. Enid Clark – Treasurer – Local 1259

Approval to Implement a Negotiated Wage Increase Resulting from Labor Negotiations with the American Federation of State, County and Municipal Employees – Local 1231

The labor agreement for the American Federation of State, County and Municipal Employees expired on December 31, 2016.

Management and the American Federation of State, County and Municipal Employees (AFSCME) - Local 1231 conducted contract negotiations beginning September 18, 2017 - February 27, 2018. The tentative agreement was ratified by the AFSCME membership on March 16, 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 5: Dues and Services Fee Check Off - Changed to reflect Right to Work legislation.

Article 19: Discipline, Suspension and Discharge – The practice of “coaching” was added to the first step of the disciplinary process.

Article 25: Holidays and Excused Time Off- CSR’s working 32 hours a week or more may take (2) hours voting time for City, State, and Federal elections.

Article 30: Union Office, Union President and Union Conventions- Language added granting the President participation in the international and Council conferences, no more than ~~(2)~~ (1) a year; without loss of time or pay. The union will reimburse for all expenses including time and pay.

Article 35: Termination and Modification- Contract period January 1, 2017- June 30, 2022

MOU: Hospitalization, Medical, Dental, Optical Insurance: 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”*.

Schedule F RE: Family and Medical Leave Act (FMLA) -Changed it to Schedule F correction making it a fixed year instead of a “rolling” year.

Schedule G Tuition Refund – CSR’s working 32 hours a week or more are entitled to tuition refunds as follows: (\$600.00) for employee development; (\$700.00) for undergraduate programs and (\$850.00) for graduate programs. Any combination of the refunds cannot exceed (\$850.00) per contract year.

Minutes were approved at the April 24, 2018 Special Commission Meeting

MOU: "Me Too" Clause - Language added for inclusion of salary and holidays. "Me Too" does not apply to the provision of medical benefits and pension, etc., provided by the City of Detroit.

Schedule B: Pension Benefits: Detailed language regarding the pension benefits was replaced with the following: *"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"*.

Schedule D: Paid Time Off: Employees hired on or after January 1, 1984 will now earn paid time of (PTO) equal to 4.75% vs. 4% of the total hours worked during the current fiscal year.

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

3% Effective July 1, 2016
 3% Effective July 1, 2017
 2% Effective July 1, 2018
 Wage opener(s)
 July 2019, July 1, 2020 and July 1, 2021

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

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

Authorization is requested for approval on the new contract and approval to implement the wage increase. Cost of the wage increases for July 1, 2016 is \$54,851, for July 1, 2017 is \$ 54,851 and for July 1, 2018 is \$37,664. The total cost is \$147,366.00.

COMMISSION ACTION

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

Approval of the Calendar of Library Closings and Schedule Changes

The Human Resources Department is requesting approval of the annual Calendar of Library Closings and Scheduled Changes. The Calendar has been reviewed by Library Administration.

The Calendar begins at the start of the fiscal year, July 1, 2018 and concludes on June 30, 2019. This year's calendar is inclusive of the new Sunday service hours.

CALENDAR OF LIBRARY CLOSINGS AND SCHEDULE CHANGES 2018 – 2019

July 4, 2018 (Wednesday)	Independence Day
September 1, 2018 (Saturday)	Labor Day Designated Holiday (Main Public Service Agencies)
September 3, 2018 (Monday) *	Labor Day (Branches & Support Agencies)
October 3, 2018 (Wednesday)	Staff Day
October 7, 2018 (Sunday)	Sunday Service Start at Main, Redford, Wilder
November 10, 2018 (Saturday)	Veterans Day Designated Holiday (Main Public Service Agencies & Branches)
November 12, 2018 (Monday)	Veterans Day Designated Holiday (Support Agencies)
November 22, 2018 (Thursday)	Thanksgiving
November 23, 2018 (Friday)	Day After Thanksgiving (Main & Support Agencies)
November 24, 2018 (Saturday)	Day After Thanksgiving Designated Holiday (Branches)
December 22, 2018 (Saturday)	Christmas Eve Designated Holiday (Main Public Service Agencies)
December 23, 2018 (Sunday)	No Sunday Service
December 24, 2018 (Monday)	Christmas Eve (Branches & Support Agencies)
December 25, 2018 (Tuesday)	Christmas Day
December 29, 2018 (Saturday)	New Year's Eve Designated Holiday (Main Public Service Agencies)
December 30, 2018 (Sunday)	No Sunday Service
December 31, 2018 (Monday)	New Year's Eve (Branches & Support Agencies)

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January 1, 2019 (Tuesday)	New Year's Day
January 19, 2019 (Saturday)	Martin Luther King Jr. Day Designated Holiday (Main Public Service Agencies)
January 21, 2019 (Monday)	Martin Luther King Jr. Day (Branches & Support Agencies)
February 16, 2019 (Saturday)	Presidents' Day Designated Holiday (Main Public Service Agencies)
February 18, 2019 (Monday)	Presidents' Day (Branches & Support Agencies)
April 19, 2019 (Friday)	Good Friday (Main & Support Agencies)
April 20, 2019 (Saturday)	Good Friday Designated Holiday (Branches)
April 21, 2019 (Sunday)	No Sunday Service
May 25, 2019 (Saturday) **	Memorial Day Designated Holiday (Main Public Service Agencies)
May 26, 2019 (Sunday)	No Sunday Service
May 27, 2019 (Monday)	Memorial Day (Branches & Support Agencies)

* September 7-8, 2018 (Friday – Saturday)	Branch Fall Schedule Begins (Closed Fridays, Open Saturdays)
** May 24-25, 2019 (Friday – Saturday)	Branch Summer Schedule Begins (Open Fridays, Closed Saturday)

Approval is requested to accept the 2018/2019 Calendar of Library Closings and Schedule Changes.

COMMISSION ACTION

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

Approval of the Human Resources Report

The Human Resources Department Report provides information regarding personnel actions taken from February 1, 2018 through February 28, 2018. These actions have been approved by Administration.

APPOINTMENTS (6)

Employee Name	Title	Hire date
Billy Obeng	Electrician	February 5, 2018
Andrew Little	Security Officer	February 5, 2018
Lyric Elliott	Customer Service Representative	February 19, 2018
Sylvia Molina-Castro	Customer Service Representative	February 19, 2018
Porche Johnson	Customer Service Representative	February 19, 2018
Liana Andrews	Customer Service Representative	February 19, 2018

RETIREMENTS (0)**SICK LEAVE PAYOUTS (0)****TOTAL PAYOUTS = \$0****POTENTIAL RETIREMENTS (0) Pending COD Approval****SEPARATIONS (1)**

Employee Name	Title	Last Day Worked
Deandre Talley	Customer Service Representative	February 3, 2018

<u>EMPLOYEE HEADCOUNT*</u>			
Headcount	February 2018	Headcount	February 2017
**Budgeted Positions =	325	Budgeted Positions =	334
Active Employees =	305	Active Employees =	291
Vacant Positions =	20	Vacant Positions =	43
*Headcount Process based on Actual Headcount not Budgeted Numbers as in the past			

Minutes were approved at the April 24, 2018 Special Commission Meeting

**The budgeted positions total has been adjusted as reflected on the City of Detroit Position Control Report			
<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	90	1
Facilities	17	16	1
Senior Accountant	2	1	1
Security Officer	14	14	0
Publications Specialist	1	0	1
Total			20
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. Commissioner Jackson supported. The motion passed unanimously.

COMMITTEE ON FINANCE

Approval of the Routine Report 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.

<u>Summary of Expenditures</u>			
<u>PUBLIC FUNDS</u>			
<u>PAYMENTS PROCESSED BY THE CITY OF DETROIT</u>			
1	Total Payroll	February 2018	\$930,296.53
2	Total Vouchers – processed on Fusion	428 - 526	\$882,393.49
3	FY 2018 Benefits Plan		\$0.00
4	FY 2018 General Retirement System (GRS)		\$351,500.00
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>\$2,164,190.02</u>
<u>PAYMENTS PROCESSED BY DPL</u>			
1.	Public Funds Interest Checking Account	Check NONE	\$0.00
2.	Branch & Main Library Deposit Checking Account	Checks 5392 - 5434	\$25,248.31
3.	Professional Service Contracts	NONE	\$0.00
Total Processed by DPL			<u>\$25,248.31</u>
GRAND TOTAL			<u>\$2,189,438.33</u>
<u>Summary of Expenditures</u>			
<u>RESTRICTED/DESIGNATED FUNDS</u>			
1	Burton Endowment Checking	Check NONE	\$0.00
2	O'Brien Checking	Check 4818	\$55.85
3	Programs & Gifts	Checks 2439 – 2443	<u>\$2,657.50</u>
GRAND TOTAL			<u>\$2,713.35</u>
<u>CREDIT CARD EXPENDITURES</u>			
1.	Executive Director		\$242.90
2.	Executive Director's Office – used for general office purpose		\$898.40
3.	Chief Financial Officer		\$126.00
4.	Human Resources Department		\$2,430.32
5.	Marketing Department		\$1,701.31
6.	Technical Services		\$1,454.16
7.	Facilities Department		\$3,191.62
8.	Information Technology		\$1,003.40
9.	Purchasing		\$195.65
10.	Public Services		\$2,779.10
GRAND TOTAL			<u>\$14,040.86</u>
Note: These are December 2017 Credit Card Purchases			

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

Minutes were approved at the April 24, 2018 Special Commission Meeting

COMMISSION ACTION

Commissioner Inniss-Edwards moved approval. Commissioner Bellant supported. The motion passed unanimously.

The meeting was adjourned at 2:23 p.m.