

DETROIT LIBRARY COMMISSION PROCEEDINGS

COMMITTEE OF THE WHOLE MEETING

APRIL 17, 2018

President Thomas called the Committee of the Whole Meeting of the Detroit Library Commission to order at 1:40 p.m.

Present: President Thomas, Commissioners Bellant, Jackson
Administrative Staff: Mondowney, Brown, Bruni, Call, Funchess, Ibegbu, Moore, Norfolk, Powell, Williams

Present Also: Jamel Allah, Lurine Carter, Deborah Dorsey, Christina Ladson, Noemi Miramontes, Carolyn Mosley, Yvette Rice, Tiffani Simon, Derick Suppon,

Excused: Commissioners Adams, 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 Special Commission meeting on April 24, 2018.

APPROVAL OF MEETING MINUTES

The minutes of the Regular Meeting of March 20, 2018 were approved and will be forwarded to the Special Commission meeting on April 24, 2018 for ratification.

PUBLIC COMMENTS

There were no public comments.

Minutes were approved at the May 15, 2018 Regular Commission Meeting

REPORT OF THE PRESIDENT

President Thomas acknowledged the passing of Mr. Fred Martin and requested a moment of silence to honor his memory. Mr. Martin served on the Detroit Library Commission for 21 years, 1987 - 2008.

President Thomas appointed Commissioners Jackson and Inniss-Edwards to the Audit Committee. Commissioner Jackson will serve as the Chair.

President Thomas also appointed Commissioner Jackson to the Committee on Books and Literacy.

REPORT OF THE EXECUTIVE DIRECTOR

DPL Customer Survey

Mrs. Mondowney reported that the results of DPL's recent "Help Shape Our Future" customer survey are in. The survey was conducted in January and February 2018 to gather information on how people are using the Library, and what changes the Library might make to increase their Library usage. 822 community members completed the survey, which was available on the Library's website and in print at all library locations. The survey was also distributed as an insert in the Michigan Chronicle. Below are some key findings from the survey.

- Most people use the Library to borrow materials (74%), and/or to use a computer or internet connection (56%). Other common reasons for visiting the Library include: as a quiet place to read, study or reflect (47%); to use a copier or printer (42%); or to get help with a job search (29%).
- Changes that would increase Library usage the most are: the availability of new books and other materials (55%); and more programs and events for adults (41%).
- Survey respondents recognize the vital role the Library plays in the Detroit community: 96% said Libraries are essential or very important to the quality of life in Detroit, and 94% rate the DPL as doing a good or an excellent job.
- Non-users would be more inclined to use the Library if hours were expanded (39%) and parking improved (33%).

McGregor Fund Commissioned Study-Update

Mrs. Mondowney reported that in 2016, the McGregor Fund commissioned a study of the Detroit Public Library by OrangeBoy, Inc., a consulting practice that works with public library systems across the country. Components of the study included data analysis and community conversations designed to measure in part how the Library is meeting current and expected community needs. DPL received the final report. She thanked the McGregor Fund for this invaluable report that provides a wonderful overall profile of the DPL that many stakeholders will find useful.

Mosaics Dedication

Mrs. Mondowney reported that two new mosaics designed by Emerson Elementary School and MacDowell Preparatory Academy have been installed in Children's Library. Artist Gail Kaplan once again worked with the young students to design and assemble the colorful mosaics that join several others in that space. A public dedication of the mosaics was held on Sunday, April 15, 2018, and was attended by many of the young artists and their families.

DPSCD Parent Academy Classes at DPL

Mrs. Mondowney reported that beginning this month, the DPL locations will serve as the site for a wide range of personal and professional development classes being offered by the Detroit Public Schools Community District's Parent Academy. The Parent Academy is a new initiative aimed at building capacity and confidence in parents in order to support students academically, socially and emotionally. Classes are free and open to the public.

Prime Time Family Reading Time

Mrs. Mondowney reported that the Main Library, Redford and Wilder branches will close out the "Sunday service" season with the award-winning Prime Time Family Reading Time program. This six-week reading, discussion and storytelling series began on April 8th and will help families bond around the act of reading and talking about books. Participants will enjoy a delicious family meal at the library prior to each session. This program is made possible by a \$24,000 grant from the Michigan Humanities Council. Special thanks to the DPL Foundation for facilitating the grant application process.

Branch Activities

Mrs. Mondowney reported that the Edison Branch will sponsor “Jazz: The Music, The Stories, The Players,” a six-week free learning circle program beginning May 3, 2018. The Knapp Branch will sponsor “Painting with a Twist,” an opportunity for adults to explore their creativity, on Saturday, May 19, 2018, 2:30 – 3:30 p.m. GED Math Prep will be available May 14-June 25, 2018 at the Parkman Branch Library.

Bookmobile and “Touch-A-Truck” Event

Mrs. Mondowney reported that on Saturday, May 12, 2018, 10 a.m. – 3 p.m., DPL’s Bookmobile will participate in “Touch-A-Truck,” an event that provides children with the opportunity for hands-on exploration of large vehicles like those used in construction, public safety, landscaping, and transportation. Children will also have an opportunity to meet the people who drive these “big” trucks and to enjoy crafts and games that are planned. “Touch-A-Truck” will take place at West Riverfront Park, located just west of the Joe Louis Arena.

Fred Martin

Mrs. Mondowney acknowledged that former Detroit Library Commissioner Fred Martin died on April 9, 2018. Mr. Martin served on the Commission for 21 years, 1987-2008, making him one of the Library’s longest serving commissioners. His son, Keith, said in a message to the Library, “He was always passionate about the Detroit Public Library and the great men and women he worked with.” The Library sent a letter of condolence to his family.

Delinquent Property Taxes – Wayne County

Mrs. Mondowney reported that DPL received two delinquent Wayne County property tax payments: on March 19, 2018, a payment of \$148,208, and on April 12, 2018, a payment of \$226,046.

COMMITTEE ON ADMINISTRATION

Approval of the Human Resources Report

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

APPOINTMENTS (0)

RETIREMENTS (0)

SICK LEAVE PAYOUTS (0)

TOTAL PAYOUTS = \$0

POTENTIAL RETIREMENTS (0) Pending COD Approval

SEPARATIONS (1)

Employee Name	Title	Last Day Worked
Kieron Bonner	Customer Service Representative	March 28, 2018

<u>EMPLOYEE HEADCOUNT*</u>			
	March 2018		March 2017
Headcount		Headcount	
**Budgeted Positions =	325	Budgeted Positions =	334
Active Employees =	304	Active Employees =	293
Vacant Positions =	21	Vacant Positions =	41
*Headcount Process based on Actual Headcount not Budgeted Numbers as in the past			
**The budgeted positions total has been adjusted as reflected on the City of Detroit Position Control Report			

Minutes were approved at the May 15, 2018 Regular 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	89	2
Facilities	17	16	1
Senior Accountant	2	1	1
Security Officer	14	14	0
Publications Specialist	1	0	1
Total			21
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

Commission Bellant moved approval. Commissioner Thomas supported. This action will be forwarded to the Special Commission meeting on April 24, 2018 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.

<u>Summary of Expenditures</u>			
<u>PUBLIC FUNDS</u>			
<u>PAYMENTS PROCESSED BY THE CITY OF DETROIT</u>			
1	Total Payroll	March 2018	\$926,514.81
2	Total Vouchers – Processed on Fusion	527 – 586	\$612,758.32
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		\$0.00
Total Processed by City of Detroit			<u>\$1,539,273.13</u>
<u>PAYMENTS PROCESSED BY DPL</u>			
1.	Public Funds/Comerica Checking	Checks 1296 & 1299	\$1,681.50
2.	Branch & Main Library Deposit Checking Account	Checks 5435 – 5521	\$140,526.87
3.	Professional Service Contracts		<u>\$6,500.00</u>
Total Processed by DPL			<u>\$148,708.37</u>
GRAND TOTAL			<u>\$1,687,981.50</u>
<u>Summary of Expenditures</u>			
<u>RESTRICTED/DESIGNATED FUNDS</u>			
1.	Burton Endowment Checking	Checks 8307 – 8314	\$3,380.00
2.	O'Brien Checking	Checks 4619 – 4632	\$7,961.91
3.	Programs & Gifts	Checks 2444 – 2464	<u>\$17,671.35</u>
GRAND TOTAL			<u>\$29,013.26</u>
<u>CREDIT CARD EXPENDITURES</u>			
1.	Executive Director		\$29.90
2.	Executive Director's Office – used for general office purpose		\$250.00
3.	Chief Financial Officer		\$730.60
4.	Human Resources Department		\$1,686.81
5.	Marketing Department		\$1,245.22
6.	Technical Services		\$6,010.81
7.	Facilities Department		\$4,185.65
9.	Information Technology		\$97.95
10.	Purchasing		\$95.48
11.	Public Services		<u>\$6,333.41</u>
GRAND TOTAL			<u>\$20,665.83</u>
Note: These are January 2018 Credit Card Purchases			

Minutes were approved at the May 15, 2018 Regular Commission Meeting

COMMISSION ACTION

Commissioner Bellant moved approval of the finance report as presented. Commissioner Jackson supported. This action will be forwarded to the Special Commission meeting on April 24, 2018 for ratification.

NEW BUSINESS

President Thomas asked for a brief status regarding the Richard Branch Library.

Mr. Cledos Powell, Assistant Director for Facilities, stated that there have been several inquiries about purchasing the property at a discounted price, however, the property will be sold at the full appraisal amount.

Mrs. Mondowney stated that the DPL has a responsibility to the community to let them know that they are not trying to turn the property into something that is not compatible to the community.

Commissioner Jackson asked about the status of the Skillman Branch Library.

Mr. Powell stated that the mitigation was extensive. At least 75% of the flooring has to be replaced and the grand staircase has to be rebuilt. Repairs will not be completed until late summer.

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