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
- Jackson Present
- Peterson-Mayberry Present
- Smith Gray Present
- President Bellant Present

Excused: Commissioner Hayden Friley

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

Present Also: Katie Andrecovich, Vickie Baker, Janet Batchelder, Cheryl Blessett, Cheryl Buckoff, Jennifer Dye, Amisha Harijan, Christina Ladson, Mary Masasabi, Tracy Massey, Carolyn Mosley, Adam Pecar, Christine Peele, Yvette Rice, Tiffani Simon, Regina Smith, Conrad Welsing

Minutes were approved at the May 18, 2021 Virtual Commission Meeting
APPROVAL OF MEETING MINUTES


A roll call vote was taken with the following results:

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

The minutes were approved as presented.

PUBLIC COMMENTS

There were no public comments.

REPORT OF THE PRESIDENT

President Bellant said that he would like to receive input from the Commissioners about how tax captures impact DPL and have a discussion on moving forward with this matter.

REPORT OF THE EXECUTIVE DIRECTOR

American Rescue Plan Act of 2021

Mrs. Mondowney reported that the Institute of Museum and Library Services (IMLS) has an allocation of $200 million from the American Rescue Plan for libraries and museums. The Library of Michigan is awaiting instructions and guidance from IMLS regarding the application process for libraries. Once the application process is known, libraries can apply to the Library of Michigan.

Minutes were approved at the May 18, 2021 Virtual Commission Meeting
Michigan Financial Wellness Month

Mrs. Mondowney reported that April is Michigan Financial Wellness Month, a time for persons of all ages to learn about money management through programs offered throughout the state. DPL’s open locations – Campbell, Edison, Jefferson, Parkman, Redford, Wilder and Main Library – are giving away copies of the Moneybunny series book, *Give It!* by Cinders McLeod.

Main Library: An American Classic

Mrs. Mondowney reported that Barbara Cohn and Patrice Merritt will virtually discuss their book, *The Detroit Public Library: An American Classic*, at 7 p.m., on Wednesday, April 21, 2021. Their book highlights the many artistic and architectural wonders of this iconic building. This event is part of the year-long centennial celebration planned to recognize the significance of Main Library, which was described in 1921 as “Detroit’s foremost show building.”

Virtual Programming Platform

Mrs. Mondowney reported that the Detroit Public Library has selected Zoom as its primary platform for virtual public programs. Several successful Library events have been conducted using Zoom, including the recent "Souls of Black Folk," writing workshops, book club discussions and classroom visits.

Souls of Black Folk Exhibit

Mrs. Mondowney reported that artists Monica Brown, Cydney Camp and Charlene Uresy, who created works for the Scarab Club exhibit, “Souls of Black Folk: Bearing Our Truths,” discussed their inspiration in a DPL virtual presentation on March 15, 2021. The exhibit’s curator, Donna Jackson, also participated in the conversation. DPL branch managers, Christine Peele and Tracey Massey, hosted the program. The artists discussed their works and reflected on W.E.B. DuBois’ *Souls of Black Folk*, and their daily experiences as Black Americans and artists.

Overdrive

Mrs. Mondowney reported that DPL’s staff Electronic Resources Committee is pleased to announce that the Library’s customers now have electronic access to 2,300 magazines via Overdrive/Libby. Some of the titles now available include *Newsweek*, *Reader’s Digest*, *Jazz Times* and *The New Yorker*. Magazines can be checked out for 7, 14, or 21 days, and may be renewed.
Wayne County

Mrs. Mondowney reported that on March 26, 2021, DPL received a payment of $89,109 from Wayne County for delinquent property taxes.

COMMITTEE ON ADMINISTRATION

Approval of Insurance Brokerage Services for a Three (3) Year Period with Two (2) One-Year Renewal Options

The Detroit Public Library (DPL) Finance and Business Office is requesting the Committee on Administration to review and consider a new contract for insurance brokerage services for a Three (3) Year Period with Two (2) One-Year Renewal Options.

The Library requested proposals from qualified firms, licensed to do business in the State of Michigan, with a minimum of ten years of experience in providing insurance brokerage services. The successful firm will be responsible for all aspects of insurance services from marketing and obtaining quotes, binding coverage for the Library, providing actuarial services, assisting with claims and other related risk-management services on behalf of the Library. The coverage to be provided includes, but is not limited to:

1. Auto Coverage
2. General Liability
3. Property-Fire & Theft
4. Boiler and Machinery
5. Directors & Officers
6. Fine Arts Coverage
7. Cyber Security
8. Anti-Terrorism

A Request for Proposal (RFP), DPL-CL-2102 was advertised and posted on the Michigan Inter-Governmental Trade Network (MITN) website, www.bidnetdirect.com on January 4, 2021. The solicitation period was from January 4, 2021 until bid closing at 2:00 p.m. on January 26, 2021, at which time the bid documents were no longer available for download. The RFP was downloaded from the MITN website by twenty-seven (27) contractors. Six (6) companies submitted proposals on the services. The evaluation committee consisting of Antonio Brown, Chief Financial Officer and Maria Norfolk, Assistant Director for Business and Financial Operations, reviewed, evaluated and scored the proposals as summarized below:

Minutes were approved at the May 18, 2021 Virtual Commission Meeting
<table>
<thead>
<tr>
<th>Criteria</th>
<th>Possible Score</th>
<th>Gallagher</th>
<th>AON</th>
<th>Kapnick</th>
<th>Taylor Oswald</th>
<th>Alliant</th>
<th>Assured Partners</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marketing Process</td>
<td>20</td>
<td>Evaluator 1 - 19</td>
<td>Evaluator 1 - 18</td>
<td>Evaluator 1 - 15</td>
<td>Evaluator 1 - 16</td>
<td>Evaluator 1 - 18</td>
<td>Evaluator 1 - 14</td>
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<tr>
<td>Coverage</td>
<td></td>
<td>Evaluator 2 - 10</td>
<td>Evaluator 2 - 20</td>
<td>Evaluator 2 - 15</td>
<td>Evaluator 2 - 10</td>
<td>Evaluator 2 – 17</td>
<td>Evaluator 2 - 10</td>
</tr>
<tr>
<td>Approach</td>
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<td>Evaluator 1 - 18</td>
<td>Evaluator 1 - 18</td>
<td>Evaluator 1 - 16</td>
<td>Evaluator 1 - 17</td>
<td>Evaluator 1 - 19</td>
<td>Evaluator 1 - 15</td>
</tr>
<tr>
<td>Alternatives for exploring coverage options</td>
<td>20</td>
<td>Evaluator 2 - 15</td>
<td>Evaluator 2 - 20</td>
<td>Evaluator 2 - 10</td>
<td>Evaluator 2 - 10</td>
<td>Evaluator 2 - 18</td>
<td>Evaluator 2 - 10</td>
</tr>
<tr>
<td>Costs *Score assigned by Procurement</td>
<td>20</td>
<td>20</td>
<td>14</td>
<td>18</td>
<td>16</td>
<td>18</td>
<td>14</td>
</tr>
<tr>
<td>Prior Experience</td>
<td></td>
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<td>Evaluator 1 - 20</td>
<td>Evaluator 1 - 20</td>
<td>Evaluator 1 - 20</td>
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<td>Evaluator 1 - 18</td>
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<tr>
<td>Related Experience</td>
<td></td>
<td>Evaluator 2 - 20</td>
<td>Evaluator 2 - 15</td>
<td>Evaluator 2 - 10</td>
<td>Evaluator 2 - 10</td>
<td>Evaluator 2 - 20</td>
<td>Evaluator 2 - 15</td>
</tr>
<tr>
<td>Marketplace Conditions</td>
<td>10</td>
<td>Evaluator 1 - 10</td>
<td>Evaluator 1 - 10</td>
<td>Evaluator 1 - 10</td>
<td>Evaluator 1 - 10</td>
<td>Evaluator 1 - 10</td>
<td>Evaluator 1 - 8</td>
</tr>
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<td>Conditions</td>
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<td>Evaluator 2 - 5</td>
<td>Evaluator 2 - 10</td>
<td>Evaluator 2 - 5</td>
<td>Evaluator 2 - 5</td>
<td>Evaluator 2 - 7</td>
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<td>Renewal Strategy</td>
<td></td>
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<td>Evaluator 1 - 10</td>
<td>Evaluator 1 - 10</td>
<td>Evaluator 1 - 10</td>
<td>Evaluator 1 - 6</td>
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<td>Underwriting Marketing Strategy</td>
<td></td>
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<td>Evaluator 2 - 10</td>
<td>Evaluator 2 - 10</td>
<td>Evaluator 2 - 10</td>
<td>Evaluator 2 - 10</td>
<td>Evaluator 2 - 10</td>
</tr>
<tr>
<td></td>
<td>Evaluator 1</td>
<td>97</td>
<td>90</td>
<td>89</td>
<td>89</td>
<td>95</td>
<td>75</td>
</tr>
<tr>
<td></td>
<td>Evaluator 2</td>
<td>70</td>
<td>89</td>
<td>68</td>
<td>61</td>
<td>90</td>
<td>64</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>167</td>
<td>179</td>
<td>157</td>
<td>150</td>
<td>185</td>
<td>139</td>
</tr>
<tr>
<td>Average Score</td>
<td>83.5</td>
<td>89.5</td>
<td>78.5</td>
<td>75</td>
<td>92.5</td>
<td>69.5</td>
<td></td>
</tr>
</tbody>
</table>

Alliant is the highest-ranked proposal and they provided references with other larger municipal governments, which demonstrates their experience in providing insurance brokerage services. Therefore, the Committee on Administration is advising the Detroit Library Commission to consider approving and authorizing the Finance and Business Office to contract with Alliant Insurance Services, 1050 Wiltshire Dr., Troy, MI 48084, for a three-year period with two (2) one-year renewal options, in an amount not to exceed $40,000 annually or $200,000 over five years.

**COMMISSION ACTION**

Commissioner Smith Gray moved approval to contract with Alliant Insurance Services. Commissioner Jackson supported.
A roll call vote was taken with the following results:

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

The motion was approved unanimously.

Approval of the Routine Human Resources Report

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

APPOINTMENTS (0)

RETIREMENTS (0)

SICK LEAVE PAYOUTS (0)

TOTAL PAYOUTS = (0)

POTENTIAL RETIREMENTS (2) Pending COD Approval

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Title</th>
<th>Last Day Worked</th>
</tr>
</thead>
<tbody>
<tr>
<td>Richard Sowinski</td>
<td>Finish Carpenter</td>
<td>April 15, 2021</td>
</tr>
<tr>
<td>Nora Montgomery</td>
<td>Senior Customer Service Rep</td>
<td>April 30, 2021</td>
</tr>
</tbody>
</table>

SEPARATIONS (0)

EMPLOYEE HEADCOUNT

<table>
<thead>
<tr>
<th>Headcount</th>
<th>March 2021</th>
<th>Headcount</th>
<th>March 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budgeted Positions =</td>
<td>325</td>
<td>Budgeted Positions =</td>
<td>325</td>
</tr>
<tr>
<td>Active Employees =</td>
<td>127</td>
<td>Active Employees =</td>
<td>302</td>
</tr>
<tr>
<td>Furlough Employees =</td>
<td>112</td>
<td>Furlough Employees =</td>
<td>86</td>
</tr>
<tr>
<td>Vacant Positions =</td>
<td>86</td>
<td>Vacant Positions =</td>
<td>23</td>
</tr>
</tbody>
</table>
VACANT POSITIONS

<table>
<thead>
<tr>
<th>POSITION</th>
<th># OF BUDGETED POSITIONS</th>
<th># OF FILLED POSITIONS</th>
<th>VACANT POSITIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Director</td>
<td>6</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>Manager</td>
<td>25</td>
<td>21</td>
<td>4</td>
</tr>
<tr>
<td>Librarian I &amp; II</td>
<td>24</td>
<td>18</td>
<td>6</td>
</tr>
<tr>
<td>Facilities</td>
<td>17</td>
<td>13</td>
<td>4</td>
</tr>
<tr>
<td>TTA</td>
<td>17</td>
<td>16</td>
<td>1</td>
</tr>
<tr>
<td>Customer Service Representative</td>
<td>90</td>
<td>32</td>
<td>58</td>
</tr>
<tr>
<td>Senior Customer Rep (Clerk)</td>
<td>20</td>
<td>19</td>
<td>1</td>
</tr>
<tr>
<td>Branch Custodians</td>
<td>13</td>
<td>5</td>
<td>8</td>
</tr>
<tr>
<td>Senior Accountant</td>
<td>2</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Security</td>
<td>16</td>
<td>15</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>86</strong></td>
<td><strong>86</strong></td>
<td></td>
</tr>
</tbody>
</table>

Only Position Titles with vacancies are listed.

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

COMMISSION ACTION

Commissioner Smith Gray moved approval of the Human Resources report. Commissioner Jackson supported.

DISCUSSION

Commissioner Peterson-Mayberry asked if anyone could apply for one of the 86 vacant positions.

Ms. Trinee Moore, Director for Human Resources, stated that DPL was not actively recruiting employees and the 86 vacant positions would have to be filled first by furloughed employees as stated in the union contracts.
COMMISSION ACTION CONT'D

A roll call vote was taken with the following results:

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

The motion was approved unanimously.

BYLAWS COMMITTEE

Proposed Changes to the DLC Rules and Regulations

President Bellant presented the following proposal:

**Change 1)** Delete from section I. B., the last sentence.

**Change 2)** Insert in section I. A., a new paragraph 5 as follows:

**Censure:** The Commission may also censure a member for willful violation of these rules, for an unwarranted criticism of Commissioners or Library leadership that is factually unfounded, for disruptive conduct at any DPL meetings, for a misrepresentation to the DPL, the DLC or the public in connection with Library or Commission matters, or any conduct that brings discredit to the Commission."

Rationale: The subject of censure should not be under the section that describes officer positions but should be under the section that discusses the status of all Commissioners. Further, the current language lacked specificity and thus guidance for Commission members.

Change 3) Insert in section I. A. a new paragraph 6 (or 5 if change 2 is not put into that section) that reads as follows:

**Removal of Commissioners:** The Commission may remove any member by an affirmative vote of four members for the following offenses:

- failure to file a full and complete disclosure statement when required;
- application for employment at DPL;

Minutes were approved at the May 18, 2021 Virtual Commission Meeting
- submitting or advocating for a contract that could lead to renumeration for the Commissioner or a Commissioner’s business associate or family member;
- any improper intervention in the procurement process;
- an egregious instance or a pattern of willful violation of these Rules and Regulations,
- an egregious instance or a pattern of clearly unwarranted and unfounded criticism of Commissioners or Library leadership;
- an egregious instance or a pattern of misrepresentations to the DPL, the DLC or their partners or contractors or the public;
- post-appointment revelations of violations of the Detroit Public Schools Community District Board of Education application process to become a Commissioner, including any unmet conditions placed upon the appointee/Commissioner;
- any conduct that brings discredit to the Commission

Any member of the Commission can bring charges for removal against an appointed member of the body. Charges shall be specified in writing to the President, who shall appoint three members to investigate and propose disposition to the full Commission of the matter after conducting a hearing where the charged member is afforded a full opportunity to respond to the charge(s). All proceedings, including the disposition by the full Commission, shall be conducted in executive session, as outlined in Robert’s Rules of Order, Disciplinary Procedures. If the President is the subject of the charges, the Vice President shall appoint the Investigating Committee and chair the proceedings of the full Commission when hearing the committee’s recommendation.

**DISCUSSION**

Commissioner Adams expressed her concerns that the language of the proposal was vague and chilling. It will suppress a Commissioner’s ability to express their opinion.

Commissioner Peterson-Mayberry stated that it would be useful to define “willful” and “unwarranted,” and not make assumptions that everyone understands the elementary definition of the words.

Commissioner Jackson stated that it would be in the best interest of the Commission to provide clarification to the language.

Commissioner Peterson-Mayberry stated that there should also be language in the bylaws that specify when the Detroit Public School Community District Board of Education should be notified when a Commissioner is removed or has resigned in order to fill the vacancy in a timely manner.
Commissioner Adams suggested referring all of the proposed changes back to the Bylaws committee to provide definitions and language clarification.

President Bellant stated that this action would be tabled and referred back to the Bylaws committee to seek input from all of the Commissioners on how the wording should be defined. He asked that all of the Commissioners compile their input and submit it to the Bylaws committee for review.

**COMMITTEE ON FINANCE**

*Insurance Brokerage Services for a Three (3) Year Period with 2-One Year Renewal Options*

The Detroit Public Library (DPL) Finance and Business Office is requesting the Committee on Finance to review and consider the cost of a new contract for insurance brokerage services for a Three (3) Year Period with Two (2) One-Year Renewal Options.

Alliant is the highest-ranked proposal and they provided references with other larger municipal governments, which demonstrates their experience in providing insurance brokerage services. Therefore, the Committee on Finance is advising the Detroit Library Commission to consider approving and authorizing the cost of the contract with Alliant Insurance Services, 1050 Wiltshire Dr., Troy, MI 48084, for a three-year period with two (2) one-year renewal options, in an amount not to exceed $40,000 annually or $200,000 over five years.

**NOTED**

President Bellant stated that this action was approved by the Committee on Administration.

Commissioner Jackson stated that this action also needed to be approved by the Committee on Finance.

**COMMISSION ACTION**

Commissioner Jackson moved approval of the cost to contract with Alliant Insurance Services. Commissioner Adams supported.
A roll call vote was taken with the following results:

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

The motion was approved unanimously.

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.

<table>
<thead>
<tr>
<th>Public Funds</th>
<th>Restricted/Designated Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PAYMENTS PROCESSED BY THE CITY OF DETROIT</strong></td>
<td></td>
</tr>
<tr>
<td>1. Total Payroll</td>
<td>1. Burton Endowment Checking</td>
</tr>
<tr>
<td>2. Total For Vouchers – Processed on Fusion After 3/13/20 listed by invoice number &amp; date (processed off-site)</td>
<td>2. O’Brien Checking</td>
</tr>
<tr>
<td>3. FY 21 Annual Retiree Supplement</td>
<td>3. Programs &amp; Gifts</td>
</tr>
<tr>
<td>4. FY 21 General Retirement System (GRS)</td>
<td></td>
</tr>
<tr>
<td>5. FY 21 Central Staffing Services</td>
<td></td>
</tr>
<tr>
<td>6. FY 21 Hybrid Pension Plan</td>
<td></td>
</tr>
<tr>
<td>7. FY 20 VEBA</td>
<td></td>
</tr>
<tr>
<td>8. FY 20 Debt Service Interest for 2014B(1) &amp; 2014B(2) Notes</td>
<td></td>
</tr>
<tr>
<td><strong>Summary of Expenditures</strong></td>
<td><strong>GRAND TOTAL</strong></td>
</tr>
<tr>
<td><strong>PUBLIC FUNDS</strong></td>
<td>$1,141,647.75</td>
</tr>
<tr>
<td><strong>PAYMENTS PROCESSED BY DPL</strong></td>
<td></td>
</tr>
<tr>
<td>1. Public Funds/Comerica Checking</td>
<td></td>
</tr>
<tr>
<td>2. Branch &amp; Main Library Deposit Checking Account</td>
<td></td>
</tr>
<tr>
<td>3. Branch &amp; Main Library Deposit Checking Account</td>
<td></td>
</tr>
<tr>
<td><strong>Summary of Expenditures</strong></td>
<td>$1,141,647.75</td>
</tr>
<tr>
<td><strong>Restrict/Designated Funds</strong></td>
<td></td>
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<tr>
<td>1. Burton Endowment Checking</td>
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<td>2. O’Brien Checking</td>
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<tr>
<td>3. Programs &amp; Gifts</td>
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</tr>
<tr>
<td><strong>GRAND TOTAL</strong></td>
<td>$156,765.56</td>
</tr>
</tbody>
</table>

Minutes were approved at the May 18, 2021 Virtual Commission Meeting
CREDIT CARD EXPENDITURES

1. Executive Director $ 29.90
2. Executive Director’s Office – used for general office purpose $0.00
3. Chief Financial Officer $110.00
4. Human Resources Department $1,252.79
5. Marketing Department $706.48
6. Technical Services $235.14
7. Facilities Department $1,047.61
8. Information Technology $79.50
9. Procurement $0.00
10. Security $631.35
11. Public Services $3,780.16

GRAND TOTAL $7,872.93

Note: These are February 2021 Credit Card Purchases

COMMISSION ACTION

Commissioner Jackson moved approval of the finance report.
Commissioner Peterson-Mayberry supported.

A roll call vote was taken with the following results:

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

The motion was approved unanimously.

NEW BUSINESS

Commissioner Adams asked if the resignation of Commissioner Ida Byrd-Hill had been accepted by the Detroit Public School Community District Board of Education.

Commissioner Peterson-Mayberry stated that the Detroit Public School Community District Board of Education had taken action to accept the resignation of Commissioner Ida Byrd-Hill.
ADJOURNMENT

Commissioner Smith Gray moved approval to adjourn. Commissioner Jackson supported.

A roll call vote was taken with the following results:

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

The meeting was adjourned at 2:36 p.m.