

**DETROIT LIBRARY COMMISSION PROCEEDINGS**

**REGULAR MEETING**

June 19, 2018

President Thomas called the Regular Meeting of the Detroit Library Commission to order at 1:35 p.m.

Present: President Thomas, Commissioners Bellant, Gray, Inniss-Edwards Jackson

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

Present Also: Cheryl Blessett, Lurine Carter, Enid Clark, Deborah Dorsey, D'Andre Herron, Christina Ladson, Noemi Miramontes, Carolyn Mosley, Yvette Rice, Tiffani Simon, Regina Smith, Derick Suppon

Excused: Commissioners Adams, Taylor (Ex-Officio)

**APPROVAL OF MEETING MINUTES**

The minutes of the Regular Meeting of May 15, 2018 were approved as recorded.

**PUBLIC COMMENTS**

There were no public comments.

## **REPORT OF THE PRESIDENT**

President Thomas thanked the staff, under the leadership of the Executive Director, Jo Anne G. Momdowney, for all of their hard work. He said the staff had done an outstanding job of providing services to the public and it showed by the way the public responds to the library.

President Thomas announced that the Commission would not be meeting in July and August unless there was a library issue or emergency of extreme importance.

President Thomas also announced that Commissioner Bellant agreed to serve on the Committee on Finance. The members are as follows:

- Jean-Vierre Adams, Chair
- Russ Bellant
- Judge Edward M. Thomas

## **REPORT OF THE EXECUTIVE DIRECTOR**

### **AlertMedia: Emergency Communications System**

Mrs. Mondowney reported that DPL now has a subscription with an emergency communications system that will expedite the manner in which DPL share emergency information with Library staff. With the implementation of AlertMedia, the Library's "phone tree" notification system is obsolete. This new system allows employees to receive messages via text, e-mail and/or landline about DPL closures and other emergencies.

### **Meet Up, Eat Up and Read Up - 2018**

Mrs. Mondowney reported that seven DPL branches are sites for Meet Up, Eat Up free lunch programs for children ages 18 and under. The healthy lunches are provided by Samaritan Homes and the United Way for Southeastern Michigan in partnership with the Michigan Department of Education. Participating branches include Chandler Park, Douglass, Edison, Hubbard, Jefferson, Parkman, and Wilder. Schedule details are available at [detroitpubliclibrary.org](http://detroitpubliclibrary.org). (June 25-August 31)

### **Author Day**

Mrs. Mondowney reported that the 2018 Author Day program featured T. L. Criswell, author of *The Peacemaker*, the story of a teenager who struggled through the criminal justice system. Ms. Criswell spoke to more than 300 students and adults on May 10, 2018, at Main Library. Participating schools included East English Village Preparatory Academy, Clippert Multicultural Magnet Honors Academy, Priest Elementary-Middle School, and Detroit School of the Arts. As part of Author Day's community outreach effort, students from Cody High School visited the newly renovated Edison Branch for a presentation by Ms. Criswell. Author Day programs scheduled for May 9, were canceled, due to power failures at the schools. Ms. Criswell graciously scheduled "make-up" visits to the Communications and Media Arts High School and Burton International School. Mrs. Mondowney thanked Ms. Lurine Carter, Children's Services Coordinator, for all of her hard work on this annual program.

### **Project Art**

Mrs. Mondowney reported that ProjectArt celebrated the conclusion of its nine-month tuition free after school arts program offered at six DPL locations: Main Library and the Campbell, Hubbard, Jefferson, Parkman and Wilder branches with two exhibitions of the art work created by students and resident artists. The Student Exhibition opened on Saturday, June 9, 2018, at Main Library and will be available for viewing until June 20. The Resident Artist Exhibition will take place June 29 – July 1, 2018, at the Holding House in southwest Detroit.

### **Bowen Branch Honored**

Mrs. Mondowney reported that the Bowen Branch, located in Southwest Detroit, has been named a "2018 Hero of the Neighborhood" by the Urban Neighborhood Initiatives. Established in 1997, UNI is a local nonprofit organization dedicated to revitalizing the Springwells area of Detroit. The award was presented at UNI's 20th Anniversary Celebration on June 8, 2018.

### **Pewabic Fireplace**

Mrs. Mondowney reported that the Pewabic Pottery fireplace in the Main Library's HYPE Center was featured on the May/June 2018 cover of *Michigan History*, the publication of the Historical Society of Michigan. The magazine featured a story about Mary Chase Perry Stratton and the history of Pewabic Pottery.

### **Comerica Java Jazz**

Mrs. Mondowney reported that Al McKenzie, former music director and keyboard player for The Temptations, will perform at Main Library on June 19th at 6 p.m. as part of the Comerica Bank Java and Jazz series.

### **Branch Activities**

Mrs. Mondowney reported that on Friday, June 29, 2018 from 2-4 p.m., the Edison Branch will sponsor a "Horror Writing Workshop," featuring author Kenya Moss-Dyme. The Parkman Branch will launch its Summer Reading program on June 22, 2018, 1-5 p.m., with a special afternoon of music, food, games, and much more. This community event is sponsored by the United Way for Southeastern Michigan. The 2018 Summer Reading theme is "Libraries Rock!"

### **Skillman Branch Library Update**

Mrs. Mondowney reported that the Skillman Branch is on schedule for reopening in mid-August.

### **Michigan Public Library Trustee Manual - 2017**

Mrs. Mondowney reported that the Library of Michigan has released an updated Michigan Public Library Trustee manual. This publication provides important information about the duties and responsibilities of library trustees. She asked the Commission to add the manual to their orientation manual.

### **Delinquent Property Taxes – Wayne County**

Mrs. Mondowney reported that DPL received a delinquent Wayne County property tax payment on May 22, 2018, in the amount of \$108,422

## **COMMITTEE ON ADMINISTRATION**

### **Volunteer and Vendor Background Check Policy**

The Detroit Public Library offers many educational and enrichment programs for children and adolescents. These programs are sometimes facilitated by paid vendors, such as a storyteller or clown, or volunteers, such as a parent chaperoning a field trip, a member of a service club facilitating a book discussion, or a DPLF docent leading a building tour. In all cases, the DPL has a strong desire to ensure that the people it places in leadership positions over children do not have a record of violence or abuse.

To that end, DPL Administration proposes to conduct criminal background checks of adult volunteers and vendors who will be working with children as part of a library program. Pursuant to the Committee on Administration's May 9, 2017 discussion on this matter, the DPL will conduct its search using available county, state and national criminal records databases. The DPL will also require youth volunteers ages 14-17 to submit at least one personal reference from a teacher or school advisor. DPL will carry out these requirements in a fair, consistent and non-discriminatory manner, complying with applicable local, state and federal laws. The attached policy statement has been reviewed and approved by the Library's legal counsel.

Policy Title: **Volunteer & Vendor Background Checks**

Policy Number:

Commission Approval Date: June 19, 2018



## **I. Purpose**

To better protect children, the Detroit Public Library (DPL) will take steps to ensure that volunteers and vendors who work with children as part of a library program do not possess a record of violence, abuse, or other criminal conduct that affects a person's suitability to work with children. To this end, the DPL will conduct criminal background checks of adult volunteers and vendors using available county, state and national criminal records databases. The DPL will also require at least one personal reference for youth volunteers ages 14-17. DPL will carry out these requirements in a fair, consistent and non-discriminatory manner, complying with applicable local, state and federal laws.

## **II. Statement about Background Checks and Discrimination**

Information discovered through the background check process will be used solely for evaluating suitability to serve as a volunteer or act as a vendor. It will not be used to discriminate on the basis of race, color, religion/creed, sex/gender, age, sexual orientation, gender identity/expression, national origin, genetic information, marital/familial status, disability, military, veteran status, or any other legally protected status. The Human Resources Department will provide oversight for the process and administer all background checks.

The information obtained through background checks is confidential and will be shared only with individuals with an essential business need to know. Background check results and any related documentation will be maintained in the Human Resources Department.

Approval is requested to adopt the Volunteer and Vendor Background Check policy.

## **COMMISSION ACTION**

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

Minutes were approved at the September 18, 2018 Commission Meeting

Approval of the Human Resources Report

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

**APPOINTMENTS (3)**

<b>Employee Name</b>	<b>Title</b>	<b>Hire date</b>
Jo Jewell	Customer Service Representative	May 14, 2018
Alonzo Bufkin	Customer Service Representative	May 14, 2018
Felicia Savage	Security Officer	May 14, 2018

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

<b>Employee Name</b>	<b>Title</b>	<b>Last Day Worked</b>
Najwan Abdur-Rauf	Customer Service Representative	May 10, 2018
Andrew Little	Security Officer	May 29, 2018

**EMPLOYEE HEADCOUNT\***

<b>Headcount</b>		<b>Headcount</b>	
<b>May 2018</b>		<b>May 2017</b>	
**Budgeted Positions =	325	Budgeted Positions =	334
Active Employees =	306	Active Employees =	293
Vacant Positions =	19	Vacant Positions =	41

\*Headcount Process based on Actual Headcount not Budgeted Numbers as in the past

Minutes were approved at the September 18, 2018 Commission Meeting

\*\*The budgeted positions total has been adjusted as reflected on the City of Detroit Position Control Report

### **VACANT POSITIONS**

<b>POSITION</b>	<b># OF BUDGETED POSITIONS</b>	<b># OF FILLED POSITIONS</b>	<b>VACANT POSITIONS</b>
Manager	25	21	4
Librarian I & II	24	20	4
Librarian III	29	28	1
Pre-Professional Librarian In-Training	3	2	1
Senior Clerk	9	7	2
Custodian	13	8	5
Senior Accountant	2	1	1
Publications Specialist	1	0	1
Total			19

**Only Position Titles with vacancies are listed.**

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

### **COMMISSION ACTION**

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

### **COMMITTEE ON BUILDINGS/FINANCE**

### **NOTED**

The following action items were discussed and approved to be forwarded to the Commission for authorization at the June 11, 2018 Committee on Buildings meeting and Committee on Finance meeting.

Minutes were approved at the September 18, 2018 Commission Meeting

### Approval for Pest Control Services for a Three (3) Year Period

A request was made by the Facilities Department to secure a new contract for Pest Control Services for all Detroit Public Library locations.

An Invitation for Bid (IFB), #IFB-CL-1806, was solicited and advertised in the Michigan Chronicle and Detroit Legal News. The RFP was also posted and available for download from the Michigan Inter-Governmental Trade Network ([www.bidnetdirect.com/mitn](http://www.bidnetdirect.com/mitn)) and the Detroit Public Library's web page ([www.Detroitpubliclibrary.org](http://www.Detroitpubliclibrary.org)). The bid was downloaded from the MITN website by eight (8) potential bidders.

The Purchasing Department received two responses to the RFP on April 18, 2018, Rentokil North America dba Eradico Pest Control and Griffin Pest Control. The tabulation results are as follows:

Supplier	Base Bid	Year 1	Year 2	Year 3
Rentokil North America dba Eradico Pest Control 41169 Vincenti Ct. Novi, MI 48375	\$12,576.00/Year \$38,871.16/3 Year Est  *Price includes <u>3%</u> price increase for Years 2 and 3.	\$12,576.00	\$12,953.28	\$13,341.88
Griffin Pest Control 2700 Stadium Drive Kalamazoo, MI 49008	\$16,896.00/Year \$51,196.57/3 Year Est  *Price includes <u>1%</u> increase for Years 2 and 3.	\$16,896.00	\$17,064.96	\$17,235.61

Minutes were approved at the September 18, 2018 Commission Meeting

The Facilities Department is requesting approval of a contract with the lowest total bid, Rentokil North America dba Eradico Pest Control, for one year at a cost of \$12,576, with a 2 –year renewal option based on performance. Total estimate cost not to exceed \$38,871 over three years.

### **COMMISSION ACTION**

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

### **Approval to Extend Contract for Janitorial Services with ABM Janitorial Services Midwest, LLC**

On April 25, 2018, a Request for Proposal (RFP) RFP#DPL-CL-1813-Janitorial, was solicited and advertised in the Michigan Chronicle and Detroit Legal News. The RFP was also posted and available for download from the Michigan Inter-Governmental Trade Network ([www.bidnetdirect.com/mitn](http://www.bidnetdirect.com/mitn)) and the Detroit Public Library's web page ([www.Detroitpubliclibrary.org](http://www.Detroitpubliclibrary.org)). On May 22, 2018, a total of six proposals were received. Upon review of the proposals by the selection committee which consisted of the Purchasing Manager, Chief Financial Officer, Assistant Director of Facilities, and Assistant Director of Branch Services, one company was brought in for an interview to provide more information. After the review of all of the proposals, it was determined by the selection committee that none of the proposals received were acceptable.

ABM Janitorial Services is the current janitorial contractor for the Library. Our current contract expires June 30, 2018. ABM has agreed to a six-month extension, on a month-to-month basis, under the same terms and conditions of the existing contract. This will allow time to resolicit new proposals and selection of a contractor.

Approval is requested of a month-to-month extension with ABM Janitorial Services Midwest, LLC at a cost not to exceed \$322,257.

### **DISCUSSION**

Commissioner Jackson asked if this was an indefinite extension or would a new Request for Proposal (RFP) be posted for janitorial services?

Mr. Antonio Brown, Chief Financial Officer, stated that a new RFP for janitorial services would be posted within the next few weeks.

## **COMMISSION ACTION**

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

### Approval to Purchase a New Bookmobile

*NOTE: The purchase of this vehicle will require that modifications be made to the Douglass garage, where the vehicle will be housed. A separate request for authorization to renovate the Douglass garage is also on the Commission's agenda for today.*

The Detroit Public Library's bookmobile is DPL's most visible ambassador to schools and at community events. At each stop, the bookmobile introduces children and adults to library services and promotes the joy of reading. It is DPL's most effective instrument for reaching neighborhoods and populations that have only limited access to library services. Unfortunately, the current 28-foot bookmobile has been on the road since 2002 and is at the end of its service life. A new bookmobile is needed to continue providing outreach services to under-served neighborhoods and populations.

In 2017, a committee of DPL staff investigated new bookmobiles and recommended the purchase of a 34-foot long medium-duty truck that is customized to meet DPL's needs. The committee recommended the larger-sized vehicle to make room for an additional door that is desperately needed to ease the flow of people into and out of the bookmobile. (The bookmobile often welcomes 1,000 people or more onto the vehicle each week.) Other factors that the committee considered in making its recommendation include:

- the model's reliable service record and longer duty cycle (17-20 years), and
- familiar chassis for easier maintenance.

Michael Swendrowski of Specialty Vehicle Services, SVS, developed the necessary specifications and bid documents for a new outreach vehicle for the DPL. The Purchasing Department issued a Request for Proposal (RFP), #DPL-CL-1809, which was advertised in the Michigan Chronicle and Detroit Legal News on March 14, 2018. The RFP was also posted and available for download from the Detroit Public Library's web page ([www.Detroitpubliclibrary.org](http://www.Detroitpubliclibrary.org)) and the Michigan Inter-Governmental Trade Network ([www.bidnetdirect.com/mitn](http://www.bidnetdirect.com/mitn)). The RFP was downloaded from the MITN site by twelve (12) potential suppliers. The RFP was also sent to six (6) qualified, specialty vehicle companies, as recommended by the American Library Association, Outreach Services Division. The solicitation period was from March 14, 2018 until closing at 2:00 p.m. on March 29, 2018, at which time the bid documents were no longer available for download.

The Purchasing Department received two (2) responses to the RFP:

- LDV, Inc., Burlington, WI \$371,953
- Summit Bodyworks Specialty Vehicles, Commerce City, CO \$320,936

Both vendors use a Freightliner M2 as the base vehicle. Freightliner offers a 5-year, 100,000-mile extended warranty for an additional \$5,625. Summit offers a free two-year warranty on its work with a third year for an additional \$2,750.

The evaluation committee reviewed the proposals submitted and scored each proposal based upon the following criteria: 1) Responsiveness to the Specifications; 2) Cost/Price; 3) Delivery Date; 4) Warranty; and 5) References. Out of a possible 20 points, LDV received a score of 9.5 and Summit received a score of 17.7.

The FY2019 budget of \$31,845,648 does not include funding for a new bookmobile because, when the budget was prepared, Administration did not have a reliable estimate of the cost of a new vehicle. This one-time purchase of a bookmobile will require a FY2019 budget amendment to increase the Capital Outlay expenditure account, offsetting the cost of the bookmobile with the use of Fund Balance. The FY2017 audited financial statements show an available fund balance of \$27,640,998.

The Detroit Public Library Foundation, in partnership with General Motors and the Estate of Asta McDonald, has committed \$100,000 toward the cost of the new bookmobile. The DPLF will reimburse the DPL for this amount when the vehicle is received, reducing the final cost of the vehicle to DPL to \$229,311.

Authorization is requested to contract with Summit Bodyworks Specialty Vehicles of Commerce City, CO to provide a bookmobile and extended warranties to the Detroit Public Library at a total cost not to exceed \$329,311 and to amend the FY2019 budget to increase the Capital Outlay expenditure (Account 644124) by \$329,311 through the use of Fund Balance (Account 475100).

## **DISCUSSION**

Commissioner Inniss- Edwards asked if the Bookmobile would be delivered with DPL's graphics and logo or would that be a separate cost?

Ms. Christina Ladson, Purchasing Manager, stated that the graphics would be a separate cost and a Request for Proposal (RFP) would be solicited soon.

Commissioner Jackson asked if the Bookmobile was in compliance with the Americans with Disabilities Act (ADA)?

Ms. Margaret Bruni, Director for Public Services, stated that the Bookmobile was in compliance with the ADA and has a lift for wheelchairs.

Minutes were approved at the September 18, 2018 Commission Meeting

President Thomas asked how many days of the week does that Bookmobile operate?

Ms. Regina Smith, Coordinator, Douglass Branch, stated that the Bookmobile operates five days of the week with three – five visits per day. Visits include Detroit and Highland Park.

Commissioner Gray asked if DPL received any tax revenue from Highland Park?

President Thomas stated that DPL did not receive tax revenue from Highland Park. DPL has a long-standing relationship with Highland Park and the Commission voted to provide services to Highland Park citizens because there is no library in the community.

### **COMMISSION ACTION**

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

#### **Approval for Design/Build Garage Extension and Resurfacing of Drive and Parking Areas at Douglass Branch**

*NOTE: This request to modify the Douglass garage is being made to accommodate a new, larger-sized bookmobile. A separate request for authorization to purchase the new bookmobile is also on the Commission's agenda for today.*

DPL's current bookmobile has been on the road since 2002 and is at the end of its service life. A committee of DPL staff selected a replacement vehicle that is larger than the Douglass garage can currently accommodate. (The committee recommended the larger-sized vehicle to make room for an additional door that is desperately needed to ease the flow of people entering and exiting the bookmobile.) Because of the vehicle's larger size, modifications to the Douglass garage are needed to properly store the new vehicle. Additionally, the driveway and adjacent parking areas need to be replaced due to age and poor condition. The services of a contractor are required to design and build a garage extension and to resurface the adjacent driveway and parking areas.

A Request for Proposal (RFP), #DPL-CL-1805, was solicited and advertised in the Michigan Chronicle and Detroit Legal News. The RFP was also posted and available for download from the Michigan Inter-Governmental Trade Network ([www.bidnetdirect.com/mitn](http://www.bidnetdirect.com/mitn)) and the Detroit Public Library's web page ([www.Detroitpubliclibrary.org](http://www.Detroitpubliclibrary.org)).

The Purchasing Department received three (3) responses to the RFP. The evaluation committee reviewed the proposals submitted and scored each proposal based upon the following criteria:

<b>Criteria</b>	<b>Possible Points</b>
Cost	40
Garage Design/Proposed Plan	30
Responsiveness to Scope of Services	15
References	15

The evaluation results are as follows:

<b>Supplier</b>	<b>Base Bid</b>	<b>M. Bruni</b>	<b>C. Powell</b>	<b>Average Score</b>
Cross Renovation 34133 Schoolcraft Livonia, MI 48150	\$292,777	52	68	60
Advance Building 20260 Sherwood Detroit, MI 48234	\$453,979	37	50	43.5
KEO & Associates 18286 Wyoming Detroit, MI 48221	\$431,892	30	30	30

The FY2019 budget of \$31,845,648 does not include funding for garage modifications because, when the budget was prepared, Administration did not have a reliable estimate of the cost of those modifications.

Minutes were approved at the September 18, 2018 Commission Meeting

This one-time expenditure will require a FY2019 budget amendment to increase the Capital Outlay expenditure account, offsetting the cost with a use of Fund Balance. The FY2017 audited financial statements show an available fund balance of \$27,640,998.

Based on discussions with the highest scorer, Cross Renovation, the company recommended changes to their proposed design that further reduced their cost estimates to \$197,511.

Authorization is requested to contract with Cross Renovation to complete the design and build out of the garage extension and the resurfacing of the adjacent drive way and parking areas at Douglass Branch at a cost not to exceed \$197,511. Also, authorization is requested to amend the FY2019 budget to increase the Capital Outlay Expenditure (account 644124) by \$197,511 through the use of Fund Balance (account 475100).

### **DISCUSSION**

Commissioner Inniss-Edwards asked if the drive and parking areas at Douglass Branch were being resurfaced or replaced?

Mr. Brown stated that the damaged areas were being resurfaced with asphalt.

### **COMMISSION ACTION**

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

### **COMMITTEE ON FINANCE**

#### **Approval to Renew the Contract with U.S. Security Associates for Security Services at all Detroit Public Library Locations**

The contract to provide Security Services with U.S. Security Associates was approved by the Commission on May 16, 2017 for one-year with two (2) additional one-year renewal options. The performance under this contract has been satisfactory and the Security Department is requesting approval to exercise the first renewal option. This renewal period will allow for continuity of Security Services at all DPL facilities for one (1) year from July 1, 2018 through June 30, 2019

Approval is requested to renew the contract with U.S. Security Associates for an amount not to exceed \$647,204.

### **COMMISSION ACTION**

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

### **Approval to Renew the Contract with Republic Services for Waste Removal at all Detroit Public Library Locations**

The waste removal contract with Republic Services was approved by the Commission on June 20, 2017 for one-year with two (2) additional one-year renewal options. The performance under this contract has been satisfactory and the Facilities Department is requesting approval to exercise the first renewal option. This renewal period will allow for continuity of waste removal services at all DPL facilities for one (1) year from July 1, 2018 through June 30, 2019

Approval is requested to renew the contract with Republic Services for an amount not to exceed \$14,232.

### **COMMISSION ACTION**

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

### **Approval for Appraisal Services for Fine Arts and Rare Books Collection**

The last appraisal of the Fine Arts and Rare Books Collection was completed in 2002.

The Purchasing Department issued a Request for Qualifications for the appraisal of approximately 60 pieces of artwork and 8,000 rare books and manuscripts. The qualifications were due on April 13, 2018. Two companies submitted proposals, as follows:

Frank Boos Gallery, Inc. 2432 Dorchester Drive North, Suite 104 Troy, MI

Michelle Conliffe Appraisal P.O. Box 1089 Birmingham, MI

The proposal submitted by Michelle Conliffe Appraisal Services was a fixed price of \$150.00/hour to appraise approximately 60 pieces. However, the owner of the company disclosed that her company does not possess the qualifications to appraise the rare books and manuscripts, only the artwork.

Frank Boos Gallery, working in conjunction with Stephen Massey completed the appraisal of the collection in 2002. As a result, much of the collection has been catalogued, which will substantially reduce the time and cost of completing this appraisal. The estimated expenses for this appraisal:

Appraisal Services	\$20,000
➤ Stephen Massey	
➤ Robert DuMouchelle	
➤ Nancy Boos	
Meals/Travel/Incidentals	\$500

The Purchasing Department is requesting approval of a contract with Frank Boos Gallery, Inc., for an estimated cost not to exceed \$20,500.00.

### **COMMISSION ACTION**

Commissioner Bellant moved approval. Commissioner Gray supported. Commissioner Jackson abstained. The motion passed.

### **Authorization to Upgrade the Sonitrol Alarm System at all Detroit Public Library Locations**

Sonitrol Alarm Monitoring System at multiple locations have experienced multiple alarm arming and connectivity issues and should have a full system upgrade.

Sonitrol Great Lakes has been the provider of the Detroit Public Library's (DPL) alarm monitoring system for over 20 years. The Alarm monitoring system that exists in all Library locations was installed and is monitored by Sonitrol Great Lakes. The connection that allows Sonitrol to communicate with the panel and system at the Branches is a hard-wired phone line.

In the past few years, there have been multiple challenges and alarm issues at different branch locations including Main Library. These issues include phone line connectivity

Minutes were approved at the September 18, 2018 Commission Meeting

issues and Sonitrol alarm box issues. There have been some Branches that have had their panels changed and at times that will correct the issue temporarily, but it is not a total solution. As a result, DPL Security has placed different branch locations on special attention almost on a daily basis. There are two different alarm keypads in all DPL locations. The oldest keypad in most branch locations is no longer manufactured and three Branches that have that keypad are in need of an immediate system upgrade with a new panel being installed.

Sonitrol submitted a proposal, for a full system upgrade for all DPL locations including the larger Branches such as Skillman & Parkman at a cost of \$1,500 per branch with a monthly monitoring fee of \$35. The proposal for Main Library due to its size was \$3,900 with the additional monitoring fee of \$35. This would be a total cost of (\$38,400) with an additional monthly monitoring fee of (\$825).

Approval is requested for alarm monitoring system upgrade with Sonitrol Great Lakes in an amount not to exceed \$48,300, which includes the additional monitoring fees for FY2019.

### **COMMISSION ACTION**

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

### **Authorization to Renew Business Auto Insurance Policy for the Detroit Public Library**

The Detroit Public Library's (DPL) Business Auto insurance policy with current provider, Frankenmuth Mutual Insurance Company expired June 9, 2018 with an extension until the June 30, 2018. DPL's insurance broker, Cranbrook General Underwriters requested quotes from several carriers and received correspondence from the following carriers:

1. Citizens - Can't compete with current pricing.
2. Hartford - Can't compete with current pricing.
3. Hastings - Not a market for.
4. Secura - Not a market for.
5. Harleysville - No monoline auto.
6. Chubb - No monoline auto.

Citizens Insurance Company and Hartford Insurance Company could not compete with current pricing, therefore declined to compete with the expiring pricing and terms of the existing carrier and terms. Hastings Insurance Company and Secura Insurance Company were not in the market for auto insurance. Harleysville and Chubb Insurance Company chose not to bid.

Minutes were approved at the September 18, 2018 Commission Meeting

DPL's current carrier has agreed to renew the current policy at a premium of **\$27,022**.

Authorization is requested to renew the Business Auto insurance policy of the Detroit Public Library from Frankenmuth Mutual Insurance Company through Cranbrook General Underwriters for an amount not to exceed twenty-seven thousand and twenty-two dollars (\$27,022).

### **DISCUSSION**

President Thomas asked how many vehicles does DPL insure?

Mr. Brown stated that DPL has seventeen vehicles insured.

### **COMMISSION ACTION**

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

### **Authorization to Renew Insurance Policy for General Liability for the Detroit Public Library**

The Detroit Public Library's (DPL) general liability policy with current provider, Selective Insurance, will expire on October 1, 2018. The general liability insurance provides broad form coverage for Library properties against bodily injuries and property damage by others. In efforts to align existing insurance policies with fiscal year starting dates, the Finance Office instructed DPL's insurance broker to get quotes for general liability to begin on July 1, 2018. DPL's insurance broker, Cranbrook General Underwriters, requested quotes from several carriers and received correspondence from the following carriers:

1. Frankenmuth Insurance - \$20,614
2. Citizens – \$27,000
3. Hartford Insurance – could not include vacant land on its policy
4. Liberty Mutual and Travelers - could not compete with the current price

### **Policy Liability Limits**

- Each Occurrence Limit - \$1,000,000

Minutes were approved at the September 18, 2018 Commission Meeting

- General Aggregate Limit - \$2,000,000
- Personal & Advertising Injury Limit - \$1,000,000
- Excess Damage of Rented Property - \$500,000

Deductible - \$100,000

If approved, the existing general liability policy would terminate June 30, 2018, and a new policy would provide coverage from July 1, 2018 – June 30, 2019.

Authorization is requested to renew the insurance policy for general liability of the Detroit Public Library from Frankenmuth Insurance Company through Cranbrook General Underwriters for an amount not to exceed twenty thousand six hundred and fourteen dollars (\$20,614).

**COMMISSION ACTION**

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

**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>		
<b><u>PUBLIC FUNDS</u></b>		
<b><u>PAYMENTS PROCESSED BY THE CITY OF DETROIT</u></b>		
1	Total Payroll	\$1,437,210.65
2	Total Vouchers – Processed on Fusion	\$587,504.53
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
<b>Total Processed by City of Detroit</b>		<b><u>\$2,024,715.18</u></b>
<b><u>PAYMENTS PROCESSED BY DPL</u></b>		
1.	Public Funds/Comerica Checking	\$2,478.00

Minutes were approved at the September 18, 2018 Commission Meeting

2. Branch & Main Library Deposit Checking Account	Checks	5626 - 5691	\$31,051.23
3. Professional Service Contracts	Check 1301		<u>\$3,250.00</u>
<b>Total Processed by DPL</b>			<b><u>\$36,779.23</u></b>
<b>GRAND TOTAL</b>			<b><u>\$2,061,494.41</u></b>
<u>Summary of Expenditures</u>			
<b><u>RESTRICTED/DESIGNATED FUNDS</u></b>			
1. Burton Endowment Checking	Checks	None	\$0.00
2. O'Brien Checking	Checks	4640 - 4647	\$17,322.80
3. Programs & Gifts	Checks	2479 – 2504	<u>\$36,933.44</u>
<b>GRAND TOTAL</b>			<b><u>\$54,256.24</u></b>
<b><u>CREDIT CARD EXPENDITURES</u></b>			
1. Executive Director			\$664.92
2. Executive Director's Office – used for general office purpose			\$350.64
3. Chief Financial Officer			\$100.00
4. Human Resources Department			\$236.00
5. Marketing Department			\$330.98
6. Technical Services			\$7,381.41
7. Facilities Department			\$1,969.68
8. Information Technology			\$301.76
9. Purchasing			\$2,359.09
10. Public Services			<u>\$5,123.86</u>
<b>GRAND TOTAL</b>			<b><u>\$18,818.34</u></b>
<b>Note: These are March 2018 2018 Credit Card Purchases</b>			

## **COMMISSION ACTION**

Commissioner moved approval of the finance report as presented.  
Commissioner supported. The motion passed unanimously.

## **OLD BUSINESS**

President Thomas asked that the Audit Committee convene to identify a Certified Public Accountant to serve on the committee.

President Thomas also asked that the Committee on Administration convene to gather the information relating to the Executive Director's evaluation.

The meeting was adjourned at 2:40 p.m.