

DETROIT LIBRARY COMMISSION PROCEEDINGS

REGULAR MEETING

October 16, 2018

President Thomas called the Regular Meeting of the Detroit Library Commission to order at 1:56 p.m.

Present: President Thomas, Commissioners Adams, Bellant, Gray, Jackson

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

Excused: Commissioners Inniss-Edwards, Taylor (Ex-Officio)

Present Also: Cheryl Blessett, Lurine Carter, Enid Clark, Gene Cunningham, Deborah Dorsey, Kathryn Dowgiewicz, Randy Gies, Elena Herrada, D'Andre Herron, Christina Ladson, Carolyn Mosley, Christine Peele, Yvette Rice, Tiffani Simon, Derick Suppon

APPROVAL OF MEETING MINUTES

The minutes of the Regular Meeting of September 18, 2018, were approved as presented.

PUBLIC COMMENTS

Gene Cunningham – Satisfaction Realty LLC – Mr. Cunningham stated that he was representing a client that expressed interest in the Richard Branch. He asked the Commission to reconsider having a public hearing regarding the disposition of the Richard Branch.

Elena Herrada – Friends of the Bowen Branch – Ms. Herrada expressed her dissatisfaction regarding the condition of Bowen Branch. She stated that the building had no air conditioning and was closed several days in the summer because of the heat. The community was affected because Bowen was the only library within walking distance. She also said the branch did not have a parking lot and the landscaping was terrible. She asked the Commission to consider upgrading the branch.

NOTED

President Thomas suggested that the sale of Richard Branch and the condition of Bowen Branch be discussed at a Committee on Buildings meeting. He said that Mrs. Mondowney and Mr. Cledos Powell, Assistant Director for Facilities, could provide insight on the current status of both matters.

Mrs. Mondowney stated that the Administration was aware and concerned about the Bowen Branch. Lengthy meetings have been held with the Director for Public Services and the Assistant Director for Facilities to discuss how to resolve the issues.

REPORT OF THE EXECUTIVE DIRECTOR**Duffield Branch Located in New Historic District**

Mrs. Mondowney reported that the Detroit City Council recently designated an area encompassing the Duffield Branch as the West Grand Boulevard African American Arts and Business Historic District (Ord. No. 19-18, effective August 15, 2018). The district is comprised of 32 buildings built between 1905 and 1926 primarily on the north and south sides of West Grand Boulevard. The City's Historic District Commission is responsible for overseeing all work to be performed on properties within the new district. Special permitting requirements for historic districts generally apply to any alteration to the exterior appearance of the property.

NAHC Future Collectible Vehicle of the Year

Mrs. Mondowney reported that the Detroit Public Library's National Automotive History Collection's Future Collectible Vehicle of the Year was presented during the Automotive Heritage Awards segment of the Concours d'Elegance of America on July 29, 2018. The award went to the 2018 Chevrolet Corvette Z06. The Future Collectible Vehicle of the Year award honors the vehicle that will most likely be seen at a car show 25-years hence. This award was originally conceived by NAHC Board of Trustees member Mike Davis, an author and automotive historian.

Reading Teacher in the Library

Mrs. Mondowney reported that Reading Teacher in the Library, a summer tutoring program for struggling young readers, was offered for the second year at Wilder, Edison, Jefferson, Duffield, Parkman and Conely branches. This summer 88 students signed up and 52 of them completed the program.

The teachers were certified reading specialists who tested the students before and after the program. Most students improved their reading skills during the six-week program.

2018 Summer Reading

Mrs. Mondowney reported that the theme for DPL's 2018 Summer Reading Program was "Libraries Rock!" Main Library and the branches offered 195 programs that drew 6300 participants. Summer readers enjoyed a wide range of programs including drumming circles, magic shows, and face-painting. Reading provided participants opportunities to earn special prizes, as well as tickets to the Detroit Zoo, the Outdoor Adventure Center and the Michigan Science Center.

Staff Day

Mrs. Mondowney reported that Staff Development Day was held on Wednesday, October 3, 2018. Staff at branches and Main Library participated in programs and conversation related to the theme: "Creating a Culture of Health and Wellness, Part II." In 2017 the Human Resources Department launched a Staff Day conversation about health and wellness in the workplace and in our personal lives. The 2018 program reinforced the Library's commitment to creating a workplace environment that enables employees to be more successful at changing unhealthy behaviors, which will result in improved health.

Facilities Update

Mrs. Mondowney reported the following:

- **Monteith Branch**: During October – November there will be plastering and roof work done on the Monteith Branch, along with painting of the upstairs space that is used for tutoring.
- **Technical Processing**: There has been serious water damage to the floor of the Technical Processing area in the Service Building. The area will be closed until the repairs are complete in 6-12 months. The Technical Processing departments have been relocated to Main Library.
- **Skillman Branch**: Technology issues have delayed the partial re-opening of the Skillman Branch. Work is underway to address those issues. The branch is now scheduled to open on Monday, October 29, 2018.
- **Richard Library Building**: The responses to the RFP seeking a commercial realtor to sell the Richard Library building were due on October 12, 2018.

Information Systems Upgrade

Mrs. Mondowney reported that twelve DPL locations have been upgraded from Windows 7 to Windows 10: Parkman, Edison, Chaney, Monteith, Bowen, Conely, Elmwood Park, Douglass, Sherwood Forest, and Chase. The upgrade work has also been completed at the Service Building and in the Administrative area.

Learning Circles

Mrs. Mondowney reported that adults are participating in learning circles at four branches: Chandler Park, Douglass, Edison and Parkman. The six-and eight-week courses combine online learning with the benefits of peer support and a peer facilitator. The topics include GED math and science prep, how to build a website and how to begin a plant-based diet.

Performers Showcase Conference

Mrs. Mondowney reported that six DPL children's librarians attended the 2018 Mideastern Michigan Library Cooperative Performers Showcase Workshop held on Tuesday, September 18, 2018, at the Genesys Conference Center in Grand Blanc. Approximately 40 performers, including storytellers, magicians, puppeteers, musicians, naturalists, and others demonstrated their available programs related to the Summer Reading theme "Universe of Stories." Performers also had an informational table for displays and further information. This workshop provides an important opportunity for DPL librarians to identify new programming ideas.

Branch Programs

Mrs. Mondowney reported the following:

- On Saturday, November 3, 2018, the Duffield Branch will host Curtis Bunn, author of *Welcome to My World*. Mr. Bunn is also the founder of the National Book Club Conference. On Tuesday, October 30, 2018 at 6 p.m., Main Library will welcome Hugh Price, former president of the National Urban League, who will talk about his memoir, *This African American Life*.
- Potential entrepreneurs are invited to a workshop on "Starting a Business" and "Small Business Counseling" at the Chase Branch on Thursday, November 8, 2018, 1:30 – 5:30 p.m.

- The Campbell Branch is holding a special Veterans Day program, “Write a Letter to a Veteran” to thank them for their service to the country. This event will be held on Tuesday, November 13, 2018, 4 – 5 p.m.

Renaissance Zone

Mrs. Mondowney reported that DPL received a Renaissance Zone payment in the amount of \$1,576,665.87 on September 19, 2018.

Wayne County

Mrs. Mondowney reported that DPL received a payment of \$139,600.49 from Wayne County for delinquent property taxes on October 10, 2018.

COMMITTEE ON ADMINISTRATION

Approval of the Human Resources Report

The Human Resources Department Report provides information regarding personnel actions taken from September 1, 2018 through September 30, 2018. These actions have been approved by Administration.

APPOINTMENTS (4)

Employee Name	Title	Hire date
Sierra Dawson	Customer Service Representative	September 3, 2018
Ijania Johnson	Customer Service Representative	September 17, 2018
Terrill Wyche	Customer Service Representative	September 17, 2018
Kathryn Dowgiewicz	Public Relations Specialist	September 17, 2018

RETIREMENTS (0)

SICK LEAVE PAYOUTS (0)

TOTAL PAYOUTS = \$0

Minutes were approved at the November 20, 2018 Commission Meeting

POTENTIAL RETIREMENTS (1) Pending COD Approval

Employee Name	Title	Last Day Worked
Elizabeth Ogan	Librarian III	October 8, 2018

SEPARATIONS (1)

Employee Name	Title	Last Day Worked
Mandy Kenney	Customer Service Representative	September 28, 2018

EMPLOYEE HEADCOUNT

Headcount	September 2018	Headcount	September 2017
Budgeted Positions =	325	Budgeted Positions =	325
Active Employees =	307	Active Employees =	297
Vacant Positions =	18	Vacant Positions =	28

VACANT POSITIONS

POSITION	# OF BUDGETED POSITIONS	# OF FILLED POSITIONS	VACANT POSITIONS
Manager	25	21	4
Librarian I & II	24	19	5
Custodian	13	7	6
Facilities	17	15	2
Customer Service Representative	91	90	1
Total			18

Only Position Titles with vacancies are listed.

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

COMMISSION ACTION

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

Minutes were approved at the November 20, 2018 Commission Meeting

NOTED

Commissioner Adams asked if the Human Resources report needed Commission approval. Commissioner Gray stated that in compliance with Robert's Rules of Order, the Commission has to approve acceptance of the report.

COMMITTEE ON BUILDINGS/FINANCE**Approval to Remove and Install Two (2) Boilers at Parkman Branch**

The Facilities Department is seeking approval of a contract to provide the Removal and Installation of Two (2) Boilers at Parkman Branch Library, located at 1766 Oakman Blvd., Detroit, MI 48238. The boilers at Parkman Branch were originally installed in 1989 and 1991 and are no longer functioning. The boilers can no longer heat the facility and need to be replaced.

An Invitation for Bid (IFB), IFB-CL-1905, was posted on DPL's website and sent to the MITN (Michigan Inter-Governmental Trade Network) on August 8, 2018. The solicitation period was from July 13, 2018 until bid closing at 2:00 p.m. on August 28, 2018, at which time the bid documents were no longer available for download. The bid was downloaded from the MITN website by seventeen (17) contractors. Six (6) contractors attended the mandatory site visit and three (3) companies submitted bids on the project, as follows:

Temperature Services, Inc. 37679 Schoolcraft Livonia, MI 48150	\$68,888
Detroit Boiler Company 2931 Beaufait Detroit, MI 48207	\$77,635
Johnson Controls 2875 High Meadow Circle Auburn Hills, MI 48326	\$111,540

The Facilities Department reviewed the bids submitted and recommended, Temperature Services, Inc., the lowest, qualified bidder to complete the services for this project. Approval is requested to contract with Temperature Services, Inc. for an amount not to exceed \$68,888.

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	July 2018 & August 2018	\$1,989,773.53
2	Total Vouchers – Processed on FUSION	1 to 89	\$1,990,842.02
3	FY 2018 Benefits Plan		\$0.00
4	FY 2018 General Retirement System (GRS)		\$0.00
5	FY 2018 Central Staffing Services		\$596,599.00
6	FY 2018 Hybrid Pension Plan		\$0.00
		Total Processed by City of Detroit	<u>\$4,577,214.55</u>
<u>PAYMENTS PROCESSED BY DPL</u>			
1.	Public Funds/Comerica Checking	Check 1306	\$560.50
2.	Branch & Main Library Deposit Checking Account	Checks 5777 – 6022	\$87,777.44
3.	Professional Service Contracts	Checks 1305 – 1307	<u>\$6,500.00</u>
		Total Processed by DPL	<u>\$94,837.94</u>
GRAND TOTAL			<u>\$4,672,052.49</u>
<u>Summary of Expenditures</u>			
<u>RESTRICTED/DESIGNATED FUNDS</u>			
1.	Burton Endowment Checking	Checks NONE	\$0.00
2.	O'Brien Checking	Checks 4657 – 4668	\$27,858.46
3.	Programs & Gifts	Checks 2548- 2634	<u>\$306,181.59</u>
GRAND TOTAL			<u>\$334,040.05</u>

Minutes were approved at the November 20, 2018 Commission Meeting

CREDIT CARD EXPENDITURES

1. Executive Director	\$66.48
2. Executive Director's Office – used for general office purpose	\$100.00
3. Chief Financial Officer	\$519.00
4. Human Resources Department	\$776.98
5. Marketing Department	\$1,003.30
6. Technical Services	\$1,844.66
7. Facilities Department	\$1,178.05
8. Information Technology	\$198.70
9. Purchasing	\$0.00
10. Security	\$0.00
11. Public Services	<u>\$2,197.64</u>

GRAND TOTAL **\$7,884.81**

Note: These are July 2018 Credit Card Purchases

COMMISSION ACTION

Commissioner Bellant moved approval of the routine report on finance as presented. Commissioner Gray supported. The motion passed unanimously.

Fiscal Year 2018 Budget to Actual Comparison

The Detroit Public Library was required by the City of Detroit to produce a 3-year forecasting spending plan for FY 2018-2020. DPL's Projected Budget contained a **\$33,848,664** spending plan, with **\$30,246,072** of anticipated revenues for FY2018. The Projected Budget reflected a funding gap of **\$3,602,591**. Administration suggested an amendment to the Projected Budget and recommended a Proposed Budget of **\$32,888,262** with the use of **\$1,837,292** from DPL's fund balance. The Proposed Budget was approved by Commission at a special meeting held on December 1, 2016. The actual expenditures for FY2018 exceeded the actual revenues by **\$957,411**, resulting in a return of **\$879,881** to the fund balance. The FY2018 audited financials reported a beginning fund balance for FY2019 at **\$27,640,998**.

Attached are the statements that show an account of the amended budget compared to actual revenues and expenditures for FY2018. The following paragraphs provide an explanation of the FY2018 actual revenues and expenditures.

Revenues

The Detroit Public Library has recorded total revenues of **\$30,807,858** for fiscal year 2018. Current year property taxes received is **\$24,066,299** which is **\$380,893** less than the budgeted amount of **\$24,447,192**. As of June 30, 2018, **\$2,354,122** in delinquent property taxes has been collected on behalf of the Library.

Minutes were approved at the November 20, 2018 Commission Meeting

This increase is due to back tax payments of properties being acquired from Wayne County. The Library received **\$406,596** in Court penal fines from Wayne County, as well.

The State of Michigan made the Renaissance Zone Tax revenue payment of **\$1,576,666**. This amount is **\$1,405,686** less than the budgeted amount of **\$2,982,352**. The budgeted amount for the FY2018 Renaissance Zone Tax revenue was based on the FY2017 budgeted totals. The actual Renaissance Zone tax revenue has been declining since FY2017.

DPL has received increased payouts for the Library for the Blind and Physically Handicapped (LBPH), and State Funding. There is an insurance payout of **\$536,003** recorded in Other Revenue - Insurance. This reimbursement is an insurance claim made by DPL for a water main break at the Skillman branch in February 2018. The total insurance claim was approved for **\$636,003** with a **\$100,000** deductible. Please note that the Earnings on Investments line item represents interest earned on cash held by the City of Detroit on behalf of the Library.

Expenditures

The actual total expenditures for the Detroit Public Library through June 30, 2018, totaled **\$31,765,269**, representing 97% of the budgeted expenditures of **\$32,888,262**. Total expenditures also include a **\$351,500** payment for the retiree settlement agreement.

Operating expenditures total **\$10,147,166**, which is 89% of the budgeted expenditures of **\$11,489,137**. Only the most critical operational expenditures were expended (i.e. utilities, insurance, approved repairs and maintenance items). The operating expenditures are on par with our budget. Please note that the Capital Outlay account which had expenditures of **\$945,598**. Included in these expenditures are approved renovations to Franklin branch and the **\$636,003** in repairs at Skillman branch, which were covered under the property insurance claim.

NOTED

This is an information only item.

NOTED

Commissioner Bellant questioned the decrease in Renaissance Zone Tax payments. Antonio Brown, Chief Financial Officer, was asked to provide an explanation regarding the decrease.

Minutes were approved at the November 20, 2018 Commission Meeting

NEW BUSINESS

President Thomas stated that after a brief discussion with the Commission, it was the general consensus to read summarized reports at the Commission meetings. The full detailed documents would be attached to the reports.

COMMISSION ACTION

Approval is requested for the Commission to receive summarized reports to be read at the Commission meetings. Full detailed documents will be attached to the reports.

Commissioner Gray moved approval. Commissioner Bellant supported.

Commissioner Adams made a friendly amendment to the motion: The staff will compile two binders with the full Commission documents and make them available to the public. Commissioner Gray supported.

Commissioner Bellant stated that he wanted the motion to clarify the full documents would be read if the reports are for any expenditure or contracts.

Commissioner Adams made another friendly amendment to the motion: the Commission will continue to read the summary sheet for the Finance report.

COMMISSION ACTION CONT'D

Approval is requested for the Commission to receive summarized reports to be read at the Commission meetings. Full detailed documents will be attached to the reports. The full documents will be read if the reports are for any expenditure or contract. Two binders with the full Commission documents will be made available to the public. The Commission will continue to read the summary sheet for the Finance report.

The vote was taken. Commissioner Jackson opposed. The motion carried.

NOTED

Commissioner Adams asked if the Commission and the Administration would have a retreat this year. President Thomas stated that he had not discussed it but he would have some conversation regarding this matter with the Executive Director and present the decision at the November Commission meeting.

The meeting was adjourned at 2:45 p.m.

Minutes were approved at the November 20, 2018 Commission Meeting