NOTED

This meeting was held electronically because of the COVID-19 crisis.

President Gray called the Virtual Meeting of the Detroit Library Commission to order at 1:31 p.m.

A roll call attendance was taken with the following results:

- Bellant Present
- Byrd-Hill Present
- Hayden Friley Present
- President Gray Present

Commissioner Jackson joined the meeting at 1:46 p.m.

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

Present Also: Katie Andrecovich, Janet Batchelder, Cheryl Blossett, Stacy Brooks, Deborah Dorsey, Vickie Lynn Elmer, Sean Everett, Virginia Gordon, Crystal Jolly-Washington, Christina Ladson, Meghan McGowan, Carolyn Mosley, Cindy Mough, Adam Pecar, Christine Peele, Angelique Peterson-Mayberry, Yvette Rice, Tiffani Simon, Jane Slaughter, Jessica Trevino

Minutes were approved at the February 16, 2021 Virtual Commission Meeting
APPROVAL OF MEETING MINUTES

COMMISSION ACTION


DISCUSSION

Commissioner Bellant proposed the following additions to the minutes:

On p. 6 under Commission Action – Noted – In the discussion concerning Commissioner Byrd-Hill not receiving the Commission meeting documents, add this as a third sentence: “Commissioner Bellant stated that her email was in the distribution of the documents and read her email address from the email that contained the documents to confirm that it was the correct address.”

On p. 10 - add to the end of the paragraph at the top of the page: “Commissioner Byrd-Hill added that the Commission’s Rules and Regulations require monthly meetings of the standing Committees. Commissioner Bellant, Chair, By-Laws Committee, said that no such language exists in the bylaws.”

Commissioner Byrd-Hill stated that she would like the minutes to remain as presented.

She stated that she had said there were five (5) Standing Committees listed in the DLC’s Rules and Regulations. By legal terms, “Standing” mean the meetings are held the same time and same date every month. The DLC has not followed the terms of “Standing,” the entire year of 2020.

Commissioner Bellant said that he wanted his statement added to the minutes so the record would reflect that the DLC had responded to Commissioner Byrd-Hill.

Commissioner Byrd-Hill said that the DLC had not responded to this matter because the Standing Committee meetings have not been clarified.

COMMISSION ACTION CONT’D

Commissioner Hayden Friley moved to table the Virtual Regular Meeting Minutes of December 15, 2020. Commissioner Bellant supported.

Minutes were approved at the February 16, 2021 Virtual Commission Meeting
A roll call vote was taken with the following results:

- Bellant    Yes
- Byrd-Hill  Yes
- Hayden Friley  Yes
- President Gray  Yes

The minutes were tabled.

REPORT OF THE OUTGOING PRESIDENT

President Gray stated that she appreciated the opportunity to serve as President in 2020. She passed the virtual gavel to Commissioner Bellant. Mrs. Mondowney presented a plaque to outgoing President Gray, acknowledging her outstanding service as DLC President in 2020. The plaque will be delivered to Commissioner Gray.

REPORT OF THE INCOMING PRESIDENT

Slate of Officers

President Bellant announced the slate of officers for 2021:

Russ Bellant, President
Franklin Jackson, Vice-President
Cassandra Smith Gray, Secretary

Committee Assignments

President Bellant stated that Committee assignments would be delayed until the appointment of a new Commissioner. The appointment is expected to take place in February 2021.

President Bellant said that in discussion with Commissioner Hayden Friley, they would like to see the Books and Literacy Committee include educating the public of the services and literacy activities that DPL is providing to the Community.

Minutes were approved at the February 16, 2021 Virtual Commission Meeting
President Bellant announced that he and Commissioner Gray will chair a special Committee that will address the Detroit Public Library’s tax captures.

**REPORT OF THE EXECUTIVE DIRECTOR**

**Cultural Center Planning Initiative**

Mrs. Mondowney reported that the Detroit Cultural Center Planning Initiative (CCPI) is an 18-month planning process that aims to reimagine a more vibrant and connective cultural district for the city of Detroit. The CCPI was awarded a one-year $500,000 grant from the John S. and James L. Knight Foundation to help implement a comprehensive digital strategy, including installation of free, outdoor public Wi-Fi in 2021 through the Cultural Center. Currently, Main Library is the only Cultural Center institution offering free Wi-Fi beyond its walls. This grant supports the Cultural Center Planning Initiative’s partnership with Wayne State University’s Computing and Information Technology Department and root-of-two. The plan also calls for the development of pop-up video screens tied to institutional programming, along with a series of workshops for stakeholder institutions like DPL that will focus on the creation of new digital programming experiences. The public is invited to provide feedback on the design for the Cultural Center by visiting CCPI online.

**Detroit Library Commission**

Mrs. Mondowney reported that the Detroit Board of Education will be accepting applications for consideration for a seat on the Detroit Library Commission. Interested candidates must submit their cover letter and resume to karen.morgan@detroitk12.org with DPL in the subject line. All submissions of interest must be received prior to the close of business on January 31, 2021.

**Virtual Events**

Mrs. Mondowney reported the following:

- DPL is partnering with the Source Booksellers to host a virtual discussion about the late Congressman Elijah Cummings’ memoir, *We’re Better Than This: My Fight for the Future of Our Democracy*, on Tuesday, January 19, 2021, at 6 p.m. Congressman Cummings represented the people of Baltimore in the U.S. House of Representatives for 23 years.

Minutes were approved at the February 16, 2021 Virtual Commission Meeting
The conversation includes Mr. Cummings’ widow, Maya Rockeymore Cummings, and James Dale, the book’s co-author. Oneta Jackson, satirist, author and former Detroit Free Press columnist, will moderate the discussion. This is a free online public event and you may register at www.detroitpubliclibrary.org.

- DPL will present a virtual conversation, “The African American Presence in the Northwest Territory,” at 6 p.m., Tuesday, February 9, 2021. Chuck Stokes, WXYZ-Channel 7, editorial director and member of the Board of Trustees of the Historical Society of Michigan, will moderate the conversation. Two scholars will participate: Dr. Anna-Lisa Cox, author of The Bone and Sinew of the Land: America’s Forgotten Pioneers and the Struggle for Equality, and Dr. Michelle S. Johnson, former coordinator of the Freedom Trails for the state of Michigan and an African American history scholar. This is a free online public event and you may register at www.detroitpubliclibrary.org. The event is in partnership with the 400 Years of African American History Commission.

Wayne County

Mrs. Mondowney reported that on December 11, 2020, DPL received a $68,390.74 payment from Wayne County for delinquent property taxes.

NOTED

Commissioner Hayden Friley thanked Mrs. Mondowney and outgoing President Gray for their leadership during these extraordinary times in 2020 on behalf of citizens of Detroit.

Commissioner Byrd-Hill inquired about the types of virtual programs that DPL offers to the residents of Detroit. She said she did not see that many on the website.

Ms. Margaret Bruni, Director for Public Services, stated that DPL has pre-recorded programs, an ongoing partnership with ProjectArt that provides live art programs to the public and several programs that included craft materials distributed to customers to do projects at home. She said that she would send the program link to Commissioner Byrd-Hill.
COMMITTEE ON ADMINISTRATION

Approval of the Human Resources Report

The Human Resources Department Report provides information regarding personnel actions taken from December 1, 2020 through December 31, 2020. 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 (0)

EMPLOYEE HEADCOUNT

<table>
<thead>
<tr>
<th>Headcount</th>
<th>December 2020</th>
<th>Headcount</th>
<th>December 2019</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>126</td>
<td>Active Employees</td>
<td>298</td>
</tr>
<tr>
<td>Furlough Employees</td>
<td>115</td>
<td>Vacant Positions</td>
<td>84</td>
</tr>
<tr>
<td>Vacant Positions</td>
<td>84</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Minutes were approved at the February 16, 2021 Virtual Commission Meeting
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>19</td>
<td>5</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>33</td>
<td>57</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>Total</td>
<td></td>
<td></td>
<td>84</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 Hayden Friley moved approval. Commissioner Gray supported.

A roll call vote was taken with the following results:

- Byrd-Hill Yes
- Gray Yes
- Hayden Friley Yes
- Jackson Yes
- President Bellant Yes

The motion passed unanimously.

Minutes were approved at the February 16, 2021 Virtual Commission Meeting
National Sanitation Foundation (NSF) COVID-19 Post Return Survey Report

Ms. Trinee Moore, Director for Human Resources reported the following:

The Detroit Public Library (DPL) Human Resources Department conducted a National Sanitation Foundation COVID-19 Post Return Survey the week of December 7-11, 2020.

We asked all employees to complete an evaluation through Survey Monkey, and in total, we received 100 completed forms. Of those people who responded, 95% reported that the DPL has adequately provided information and direction on what is expected of them to keep themselves and DPL facilities safe from COVID-19.

Below is the list of questions (1-7) and results:

Question one (1)

The DPL has adequately provided information and direction on what is expected of me to keep myself and our facility safe from COVID-19.

Answered: 100   Skipped: 0

<table>
<thead>
<tr>
<th>ANSWER CHOICES</th>
<th>RESPONSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>95.00%</td>
</tr>
<tr>
<td>No</td>
<td>5.00%</td>
</tr>
</tbody>
</table>

TOTAL 100
Question two (2)

The Library’s COVID-19 guidelines and expectations:

Answered: 100  Skipped: 0

<table>
<thead>
<tr>
<th>ANSWER CHOICES</th>
<th>RESPONSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are appropriate to the level of COVID-19 risk</td>
<td>86.00%</td>
</tr>
<tr>
<td>Are excessive given COVID-19 risk</td>
<td>2.00%</td>
</tr>
<tr>
<td>Don’t go far enough given COVID-19 risk</td>
<td>8.00%</td>
</tr>
<tr>
<td>Not Applicable at this time</td>
<td>4.00%</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
</tr>
</tbody>
</table>

Minutes were approved at the February 16, 2021 Virtual Commission Meeting
Question three (3)

I am able to follow the Library’s COVID-19 guidelines and expectations for employees:

Answered: 100   Skipped: 0

<table>
<thead>
<tr>
<th>ANSWER CHOICES</th>
<th>RESPONSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>All the time</td>
<td>73.00%</td>
</tr>
<tr>
<td>Most of the time</td>
<td>15.00%</td>
</tr>
<tr>
<td>Some of the time</td>
<td>1.00%</td>
</tr>
<tr>
<td>Rarely or never</td>
<td>1.00%</td>
</tr>
<tr>
<td>Not Applicable at this time</td>
<td>10.00%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>100</td>
</tr>
</tbody>
</table>
Question four (4)

Describe the reasons it is important to follow the COVID-19 workplace guidelines (please select all that apply)

Answered: 91  Skipped: 9

<table>
<thead>
<tr>
<th>Answer Choices</th>
<th>Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>There is a risk of contaminating others.</td>
<td>92.31%</td>
</tr>
<tr>
<td>The environment is safer when applying the recommended social distancing parameters.</td>
<td>93.41%</td>
</tr>
<tr>
<td>To reduce possible exposure, risk and loss of work.</td>
<td>91.21%</td>
</tr>
<tr>
<td>To ensure the health and safety of others.</td>
<td>97.80%</td>
</tr>
<tr>
<td>Wearing PPE (masks) is extremely important to help prevent the spread of COVID-19.</td>
<td>90.11%</td>
</tr>
<tr>
<td>The process of hand washing is extremely important to help the spread of COVID-19.</td>
<td>83.52%</td>
</tr>
</tbody>
</table>

Total Respondents: 91
Question five (5)

Outside of work, where else could a person contract COVID-19 (please select all that apply):

Answered: 91   Skipped: 9

<table>
<thead>
<tr>
<th>Answer Choices</th>
<th>Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public transportation</td>
<td>98.60%</td>
</tr>
<tr>
<td>Handling money/grocery carts/etc. or assisting people</td>
<td>93.41%</td>
</tr>
<tr>
<td>Living in a neighborhood with many COVID-19 confirmed cases</td>
<td>78.02%</td>
</tr>
<tr>
<td>A spouse or family member may work for essential services</td>
<td>97.80%</td>
</tr>
<tr>
<td>Other</td>
<td>32.97%</td>
</tr>
</tbody>
</table>

Total Respondents: 91
Question six (6)

What are the common mistakes you see most often? (please select all that apply)

Answered: 91  Skipped: 9

<table>
<thead>
<tr>
<th>Answer Choices</th>
<th>Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forgetting to wash hands</td>
<td>53.05%</td>
</tr>
<tr>
<td>Not wearing gloves properly</td>
<td>31.37%</td>
</tr>
<tr>
<td>Face touching</td>
<td>62.04%</td>
</tr>
<tr>
<td>Not maintaining...</td>
<td>84.62%</td>
</tr>
<tr>
<td>Coming to work, even...</td>
<td>39.56%</td>
</tr>
<tr>
<td>Other</td>
<td>23.08%</td>
</tr>
</tbody>
</table>

Total Respondents: 91

Question seven (7) of the evaluation asked “Do you have any other concerns in relation to having to returned to work?” Below are some of the comments:

1. *Cleaning of high touch, high traffic areas is supposed to happen every 2 hours. This does not always happen. Door handles are often not done either. Some staff and customers do not wear the mask correctly to cover their nose.*

Minutes were approved at the February 16, 2021 Virtual Commission Meeting
2. *I think it is important for everyone to wear their mask properly (over their nose).* Some people feel the risks aren't that great so they don't take the precautions seriously.

3. *Better enforcement of customers wearing their mask.* Many are not wearing the mask appropriately, not covering their nose in particular or pulling it down altogether when using the computer or talking on their phone.

4. *Customers coming in even though they know they may be ill.* Staff not being honest about possible symptoms and still coming to work.

**Next Steps**

1. The most significant concern appears to be when CUSTOMERS AND STAFF wear masks inappropriately. Therefore, when HR sends the survey results to staff, HR will include a link to a World Health Organization instructional video regarding how to wear a face mask properly. HR will also follow-up on this topic by making training presentations at scheduled Manager, Cabinet, and ELT meetings.

2. To ensure better enforcement for customers, marketing will update the posters at Main and open branch locations showing how to properly wear a mask and have the poster state that "mask must be worn covering your nose and mouth at all times while in the building."

3. An email to all employees from the Executive Director via Alert Media will be used to reinforce the Center for Disease Control and National Sanitation Foundation protocols regarding mask and social distancing, and symptoms management, etc. Likewise, the same letter will be distributed to customers by staff.

4. Cleaning of high touch, high traffic areas, every 2 hours will be reinforced.

Once more, we'd like to thank the entire staff for their invaluable feedback and the DPL Pandemic Contingency Plan (PCP) task force for planning and administering the survey.
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.

Summary of Expenditures

PUBLIC FUNDS

PAYMENTS PROCESSED BY THE CITY OF DETROIT

1. Total Payroll December 2020 $959,238.70
2. Total For Vouchers – Processed on Fusion After 3/13/20 listed by invoice number & date (processed off-site) $607,106.55
3. FY 21 Annual Retiree Supplement $0.00
4. FY 21 General Retirement System (GRS) $0.00
5. FY 21 Central Staffing Services $0.00
6. FY 21 Hybrid Pension Plan $0.00
7. FY 20 VEBA $0.00
8. FY 20 Debt Service Interest for 2014B(1) & 2014B(2) Notes $0.00

Total Processed by City of Detroit $1,566,345.25

PAYMENTS PROCESSED BY DPL

1. Public Funds/Comerica Checking Check 1344-1345 $200,295.00
2. Branch & Main Library Deposit Checking Account Checks 7529-7535 $13,108.43
3. Branch & Main Library Deposit Checking Account Electronic Funds Transfer (EFT) $1,082.07

Total Processed by DPL $214,485.50

GRAND TOTAL $1,780,830.75

RESTRICTED/DESIGNATED FUNDS

1. Burton Endowment Checking Checks 8327-8328 $9,676.00
2. O’Brien Checking Checks 4815-4818 $5,525.38
3. Programs & Gifts Checks 2921-2922 $450.00

GRAND TOTAL $15,651.38

CREDIT CARD EXPENDITURES

1. Executive Director $943.30
2. Executive Director’s Office – used for general office purpose $0.00
3. Chief Financial Officer $70.00
4. Human Resources Department $48.00
5. Marketing Department $1,177.51
6. Technical Services $3,023.60
7. Facilities Department $2,859.79
8. Information Technology $501.75
9. Procurement $582.37
10. Security $455.98
11. Public Services $120.88

Minutes were approved at the February 16, 2021 Virtual Commission Meeting
Approval is requested to accept the Routine Report on Finance as presented.

**COMMISSION ACTION**

Commissioner Gray moved approval. Commissioner Jackson supported.

A roll call vote was taken with the following results:

- Byrd-Hill: Yes
- Gray: Yes
- Hayden Friley: Yes
- Jackson: Yes
- President Bellant: Yes

The motion passed unanimously.

**FY2020-2021 Budget vs Actual – 2nd Quarter – Information Only**

**Fiscal Year 2021 Quarterly Budget to Actual Comparison (July 1, 2020 – December 31, 2020)**

As of December 31, 2020, a total of $13,078,720 in current year property taxes has been collected on behalf of the Library. The Library has also received $576,025 in delinquent property tax payments from Wayne County. Total revenues received for the 2nd Quarter are $13,690,760; about 42% of the revenues budgeted for FY2021 of $32,424,924. This is on par for where we would have expected to be after the 2nd quarter. Please note, the Detroit Library Commission approved at use of fund balance of $3,041,746 during the original budget process, and on June 18, 2020, the Commission approved an additional use of fund balance of $1,121,720 in response to budgetary impacts of the COVID-19.

Total expenditures as of December 31, 2020, are $9,049,428; roughly 26% of the overall expenditure budget of $35,466,670. Salaries and benefits expenditures total $5,092,929 or 24% of the budgeted total of $21,233,140. The variance is due to cost savings measures taken to furlough employees in response to the budgetary impacts of the COVID-19 pandemic. Overall operating expenses total $3,827,725 roughly 35% of the overall operating budget of $10,861,439.
Overall, the Library administration believes the Library is on track with the approved budget plan for FY2021.

**NEW BUSINESS**

**PUBLIC COMMENTS**

**Jessica Trevino** – Expressed her concerns regarding the closing of the Bowen Branch rumor.

**Jane Slaughter** - Expressed her concerns regarding the closing of the Bowen Branch rumor.

President Bellant stated that the origin of the rumor was unknown and the Library had no knowledge of a plan to close the Bowen Branch.

Commissioner Byrd–Hill suggested contacting the City of Detroit to inquire if they had initiated the conversation about a plan to close the Bowen Branch.

**OLD BUSINESS**

Commissioner Byrd-Hill suggested conducting a survey of the residents of Detroit to determine what services they would like the Library to provide to the community. She said the Library had not provided a lot of services during the pandemic.

Commissioner Hayden Friley said due to the severity of the COVID-19 pandemic, this would not be a good time to conduct a community survey. She suggested waiting until some normalcy returned.

Commissioner Hayden Friley asked Mrs. Mondowney about the progress of seeking legal opinion from DPL’s legal counsel regarding what information the Commissioners are required to disclose and what happens if they don’t disclose it. Also adding an oath of confidentiality that would protect the Library from Commissioners sharing confidential information.

Mrs. Mondowney stated that she had met with DPL’s legal counsel and they had the documents and were working on a draft.
NOTED

Ms. Angelique Peterson-Mayberry, President, Detroit Public Schools Community District Board of Education, introduced herself and stated that she looks forward to the School Board and the Detroit Library Commission having a relationship that the community can see, feel and understand. Ms. Peterson-Mayberry will be sworn in at the February 16, 2021 Commission meeting as the Detroit Library Commission Ex-Officio.

She was congratulated by the current members of the Commission.

COMMISSION ACTION

Commissioner Gray moved adjournment. Commissioner Hayden Friley supported.

A roll call vote was taken with the following results:

- Byrd-Hill  Yes
- Gray       Yes
- Hayden Friley   Yes
- Jackson     Yes
- President Bellant  Yes

The meeting was adjourned at 2:38 p.m.