

**DETROIT LIBRARY COMMISSION PROCEEDINGS**

Re-Scheduled Regular Meeting

September 23, 2014

1:30 P.M.

President Hicks called the Re-scheduled Regular Meeting of the Detroit Library Commission to order at 2:01 p.m.

Present: President Hicks, Commissioners Bellant, Davis, Inniss-Edwards, Jackson, Quarterman, Thomas

Administrative Staff: Mondowney, Machie, Bruni, Call, Funchess, Moore, Myers, Moore, Norfolk, Powell, Simmons, D. Williams, T. Williams

Present Also: Cheryl Blessett, Lurine Carter, Enid Clark, Gerald Dajdowiez, Deborah Dorsey, Margaret England, Richard Mack, Deborah Madison, Mike McElgunn, Carolyn Mosley, Yvette Rice, Anna Savvides, Tiffani Simon, Dortha Simpson, Laurie Stuart, Derrick Suppon, David Watson Sr., Jackie Williams and others.

Commissioner Thomas asked for a moment of silence to remember the passing of Mr. Todd Kelly, president of DPL's AFSCME Local 1259 and the Technical Training Assistant at the Redford Branch.

**APPROVAL OF MEETING MINUTES**

Commissioner Thomas moved to approve the minutes of the Regular Meeting of June 17, 2014, the Special Meeting of June 27, 2014 and the Special Meeting of July 7, 2014. Commissioner Quarterman supported. The minutes were approved with any necessary corrections.

Minutes were approved at the October 24, 2014 Commission Meeting

## **PUBLIC COMMENTS**

***Richard Mack, Attorney representing the AFSCME Union*** – Expressed his concerns regarding the impairments of DPL retirees and active employees as a result of the City of Detroit bankruptcy. He said the library had no legal justification to impair the benefits of retirees. He also said that the retirees can't get other employment and they have a contractual right to benefits and pension from DPL. He said that DPL should consider the reduction of impairments to its retirees and active employees. It is crucial that this matter is resolved swiftly.

## **REPORT OF THE PRESIDENT**

President Hicks thanked former Commissioner, LaMar Lemmons, for his support in distributing materials DPL's 2014 millage. He also thanked the many volunteers for the time spent distributing millage materials. He said that DPL did not receive donations, therefore, was not required to file a campaign expenditure report.

## **REPORT OF THE EXECUTIVE DIRECTOR**

### **Proposal L**

Mrs. Mondowney reported that DPL owes a huge thank you to Detroit voters who overwhelmingly supported the DPL's Proposal L on the August 5, 2014 primary ballot. The results were 52,877 "Yes" votes (75.05%) and 17,581 "No" votes (24.95%). DPL received a wide range of endorsements for the proposal: the UAW- Region 1, AFSCME, the Detroit Free Press, the Detroit News, the Michigan Chronicle, the Michigan Citizen, the Black Slate, Crain's Detroit Business and WXYZ-Channel 7. Several DPL staff members participated in ARISE Detroit's Neighborhood Day on August 2 where they distributed educational materials about the Library.

DPL is deeply appreciative of the support it received from Commissioners and City Council. Finally, DPL owes a special thanks to staff members Alma Simmons and AJ Funchess whose excellent coordination of the education campaign, without question, contributed to the successful 10-year millage renewal.

### **DPL Financial Updates**

Mrs. Mondowney reported that on September 18, 2014 DPL received a FY 2014 Renaissance Zone payment from the State of Michigan for \$3.3 million. DPL received a penal fines payment of \$517,663 from Wayne County for FY 2014.

DPL received FY 2014 State Aid payments of \$212,253 and \$20,537 for the Library for the Blind and Physically Handicapped. DPL also received two (2) payments for delinquent property taxes from Wayne County (\$896,437) and (\$294,055).

### **Timothy Cromer Sentencing**

Mrs. Mondowney reported that on September 16, 2014, Timothy Cromer, former DPL Chief Administrative Officer, was sentenced to 10 years in federal prison.

### **Movie Making**

Mrs. Mondowney reported that on August 11, 2014, a city of movie production crew and cast members from Warner Brothers descended on Main Library for a day of filming. The working title of the mega-blockbuster film is "Sage & Milo." There were a few sightings of Ben Affleck and a tremendous downpour of rain, but it was a great experience to see how Hollywood-style movie magic is made.

### **Karmanos Event & Dlectricity:**

Mrs. Mondowney reported that the Main Library's third floor is closed to the public through September 30 for extensive setup for two major events. The Karmanos Cancer Center hosted a fundraiser on September 20. Following this event, Dlectricity, a festival of art and light, will return again to the Woodward Avenue corridor, September 26 - 27. Main Library and the Detroit Institute of Arts will be a single canvas for a 3D video projection. DTE Energy will host a special reception on September 26 in Strohm Hall.

### **Library Card Campaign**

Mrs. Mondowney reported that DPL entered a partnership with the Detroit Public Schools to encourage students to apply for and receive new library cards. As part of the school system's "Everything Literacy!" program, fines will be waived for any DPS student whose card has been blocked because of an outstanding balance. Fines will be waived on student cards, not on parent cards. While the campaign was designed to focus on DPS students, any Detroit student from parochial or charter schools may participate. The library card campaign runs through September 30. Detroit Free Press columnist Rochelle Riley's July 15 article covered the launching of the program and connected the program to DPL's long time commitment to literacy.

### **Detroit Public Television**

Mrs. Mondowney reported that this fall PBS will present a second season of "Finding Your Roots," a popular series that explores the ancestry of well-known people. Channel 56 is producing a video segment featuring DPL's Burton Historical Collection.

On August 26 Channel 56 filmed Mark Bowden in the Burton Reading Room where he discussed how the library supports family history researchers. The segment will air locally during the series.

### **Home Heating Credit Program**

Mrs. Mondowney reported that the Parkman Branch, located between Linwood and Dexter, is the site of a program to help low-income families with the cost of heating their home. On September 8, 15, 22 and 29, representatives from the Accounting Aid Society and DTE Energy will assist people in filing applications to meet the September 30 deadline for this credit. Appointments are preferred with walk-in service limited to availability.

### **Family History Conference**

Mrs. Mondowney reported that “Not Far From the Tree,” the 9<sup>th</sup> Annual Family History Festival will be held on Saturday, September 27 at Main Library. The festival is sponsored by the Burton Historical Collection in partnership with the DPL Friends Foundation, the Detroit Society for Genealogical Research, the Fred Hart Williams Genealogical Society and the Louisa St. Clair Chapter of the Daughters of the American Revolution.

### **Teen Book Discussion**

Mrs. Mondowney reported that author Beth Fine donated copies of her series, *The Picaresque of Imagine Purple*, to DPL. The Elmwood Park Branch Library is using the books for a monthly teen book discussion group offered August – November.

### **#hackDPL**

Mrs. Mondowney reported that the July 11-12 24-hour “Hack-a-thon” resulted in the development of a mobile application for the DPL. This project was a partnership between Automation Alley-Technology’s Matchmaker for Business and Grand Circus Detroit. David Kircos of Grosse Pointe and Hunter Rosenblume of Syosset, New York, won the \$5,000 grand prize. The app will be available within the next few months.

### **Tax Preparation**

Mrs. Mondowney reported that during the period of February – April 2014, the Accounting Aid Society of Detroit served 700 households at Main Library and the Duffield Branch, resulting in \$736,600 in federal, state and local tax refunds for 2013. Eleven DPL branches were also served by the American Association of Retired Persons and the Wayne Metro Community Action Agency.

### **Branches as Polling Locations**

Mrs. Mondowney reported that the Chaney, Chase and Douglass branches served as polling locations for the August 5, 2014 election. DPL appreciates the staff at those locations who worked to provide this important civic service.

### **Detroit Historical Society**

Mrs. Mondowney reported that on June 25, she participated in a panel, "Education: the Power of Knowledge," sponsored by the Black Historic Sites Committee of the Detroit Historical Society. The program featured conversation about the role of libraries as centers of knowledge and education. On July 25, the Committee held its 43<sup>rd</sup> Anniversary at the Museum. One of the posthumous honorees for the committee's African American Legacy Award was Clara Stanton Jones, former DPL director. Mrs. Jones' granddaughter accepted the award on behalf of the family.

### **Junior League of Detroit**

Mrs. Mondowney reported that in June, DPL received the 2013-2014 Community Partner Award from the Junior League of Detroit. This award recognized the Library's partnership with the Junior League to offer programming in the Monteith Branch Library.

### **Summer Reading**

Mrs. Mondowney reported that the 2014 Summer Reading Program included a wide range of activities: book discussion, crafts, live animal exhibits, field trips, author visits and much more. The theme "Fizz Boom Read" was the focus of the program for 2,500 young readers in grades 1 -6. "Spark a Reaction" was the theme for the 1,100 students in grades 7 -12 who participated in the program. A highlight of Summer Reading was a trip to the Detroit Zoo for young readers from 18 branches. This year 827 children and 95 adults participated.

### **Children's Services**

Mrs. Mondowney reported that Universal Pictures has provided *Curious George* promotional materials for a series of story times and craft programs at many branches and Main Library.

### **Metro Times**

Mrs. Mondowney reported that the August 13 issue of Metro Times included a lengthy article about the history of the DPL, using *Parnassus on Main Street: A History of the Detroit Public Library*, as the source.

## **Todd Kelly**

Mrs. Mondowney reported that along with many others, the staff was saddened by the sudden passing of Todd Kelly who, for the past nine years, served as president of DPL's AFSCME Local 1259. Todd was remarkable in his ability to communicate on behalf of those he represented and he was exceptionally skilled in the manner in which he worked with Library Administration on behalf of those members. Todd joined DPL in 1987 and was a dedicated Technical Training Assistant at the Redford Branch. DPL extends heartfelt condolences to his family including his daughter, Zakiya, who works at the Hubbard Branch.

## **FRIENDS FOUNDATION UPDATE**

In the absence of the Executive Director of the Friends Foundation, Ms. Patrice Merritt, Commissioner Bellant read the following Friends Foundation update:

### **New Grants**

#### **Unrestricted**

- Erb Family Foundation – unrestricted operating grant of \$30,000 over 2 years – this is the fourth time The Friends has been renewed
- Hudson Webber Foundation – unrestricted operating grant of \$20,000 – second time The Friends has received \$20,000 – prior years \$10,000 only
- Kresge Foundation – expecting \$40,000 unrestricted operating grant over 2 years – this is the fourth time The Friends Foundation has been renewed

#### **Restricted**

- Junior League of Detroit for 50th Anniversary of Junior Great Books - \$1,500 awaiting decision
- Wolverine Packing - \$1,000 for Literacy and Libraries for SW Detroit
- Quicken Loans \$10,000 for the Skillman Branch
- Mandel Berman Foundation - \$25,000 for Summer Reading
- Talmer Bank - \$1,000 for Financial Literacy Programs

### **Funding Initiatives**

- Torch of Wisdom Foundation event on October 2 – Program sponsored by the DPL Friends Foundation and The Michigan Women's Foundation program to explore career options in healthcare for African American Women
- The Friends Foundation has entered into an agreement with Pewabic Pottery to reproduce one of the tiles from the Library's Pewabic fireplace. This is a limited edition run and the tiles will be case from the original mold created for the DPL in

1921. "The Steadfast Tin Soldier" is available for pre-order at \$200. Pewabic will donate a portion of the proceeds to The Friends Foundation. Funds to initially create the tiles were taken from funds raised by the Discover the Wonders of the Detroit Public Library tour.

### **Update on the Ad Hoc Committee to Explore the Executive Leadership of the Friends Foundation**

- Board Chair has put together a committee to explore the strategic direction of The Friends over the next five years and then formulate a search for a new ED. The committee consists of the Board Chair, a member of the Executive Committee, a new board member, a legacy board member and an individual versed in DPL operations
  - A job description has been prepared
  - A search firm will be retained to execute the search and is presently being vetted
  - Ms. Merritt will end her tenure with The Friends Foundation on December 31, 2014

### **Events**

- October 10, 2014, the 6<sup>th</sup> Annual Mary Adelaide Hester rare book lecture featuring a Detroit story: *Banned in Detroit: Ernest Hemingway's To Have and Have Not*. The event is offered in partnership with the Book Club of Detroit and is the signature event for the Rare Book Collection.
- October 17 and 18 – Used Book Sale with a Members only Preview on Wednesday night, October 13. The Book Sale had been cancelled but was reinstated due to public inquiries as to when the next sale will be held. Please be advised, there are no plans for an April sale due to the lack of volunteers. Also there will not be a sale on Noel Night for the first time in 4 years.

## **COMMITTEE ON ADMINISTRATION**

### **Approval of the Human Resources Routine Report**

Commissioner Bellant reported that the Human Resources Report provides information regarding personnel actions taken from June 1, 2014 – August 31, 2014. These actions have been approved by Administration.

**APPOINTMENTS (0)****RETIREMENTS (1)**

Employee Name	Last Day Worked	Retirement Date
Ann Braid- Librarian II	August 23, 2014	<b>August 24, 2014</b>

**SICK LEAVE PAYOUTS (0)****POTENTIAL RETIREMENTS (2)**

Employee Name	Last Day Worked	Retirement Date
Melvin McGhee – Janitor		
Marjorie McDowell - CSR		

**SEPARATIONS (2)**

Employee Name	Last Day Worked	
Krystal Parker - CSR	August 15, 2014	
Sydney Johnson - CSR	August 21, 2014	

**EMPLOYEE HEADCOUNT**

Headcount – August 2014	Headcount – August 2013
336 Active Employees	335 Employees

**COMMISSION ACTION**

Commissioner Bellant moved to approve the Human Resources Routine Report. Commissioner Quarterman supported. The motion passed unanimously.

**COMMITTEE ON BUILDINGS****NOTED**

President Hicks stated that the action taken on the following 4 items would be on the behalf of the Committee on Buildings and the Committee on Finance because the items were identical.

**Approval to Replace the Water Lines at the Redford Branch Library**

Commissioner Thomas reported that the Redford Branch chiller 3” supply and return line froze during the frigid winter months. There was no indication of the ruptured water lines until the new chiller was installed and the chiller started up.

The degree of the damage was revealed after some exploratory digs.

Minutes were approved at the October 24, 2014 Commission Meeting



On July 16, 2014, a Request-For-Bid for the Redford chiller water lines replacement including excavation and paving patching was sent to local contractors and posted on the DPL website, published in the Detroit Legal News, the Michigan Chronicle, the Michigan Minority Business Development Council (MMBDC), Michigan Black Chamber of Commerce, Michigan Small Business Bureau and the Construction Association of Michigan (CAM).

There was a mandatory walk through on Thursday, July 24, 2014 at 10:00 AM at the Redford Branch.

Out of ten (10) contractors, only two (2) submitted a bid for the needed repairs.

The Facilities Department is recommending to contract with Expert Mechanical Service, Inc. as the lowest qualified contractor, 542 Biddle Ave, Wyandotte, MI, for the base sum of \$23,500.

The Facilities Department is also requesting a Contingency of 10% (\$2,350).

Authorization is requested to contract with Expert Mechanical Service, Inc., to replace the water lines at Redford Branch for an amount not to exceed twenty-five thousand eight hundred fifty dollars (\$25,850).

### **COMMISSION ACTION**

Commissioner Thomas moved to approve replacing the water lines at the Redford Branch Library for an amount not to exceed twenty-five thousand eight hundred fifty dollars (\$25,850). Commissioner Bellant supported. The motion passed unanimously.

### **Approval to Replace the Front Entrance Doors at the Edison Branch Library**

Commissioner Thomas reported that the Edison Branch front entrance and surrounding steel doors need to be replaced if the building is to be secure during and after hours.

The store front entrance is beyond repair and must be completely replaced. The remaining six (6) steel doors and frames are rusted through and need replacing.

On June 18, 2014, a second Request-For-Bid for the Edison store front and exit doors replacement was sent out to local Metro Detroit contractors, posted on the DPL website, published in the Detroit Legal News, the Michigan Chronicle, the Michigan Minority Business Development Council (MMBDC), Michigan Black Chamber of Commerce, Michigan Small Business Bureau and the Construction Association of Michigan (CAM).

Minutes were approved at the October 24, 2014 Commission Meeting

The first time there were no responses and the second time there was only one (1) response.

There was a mandatory walk through on Monday, June 23, 2014 at 10:00 AM at the Edison Branch.

Besides contacting the local door contractors and our other solicitations for bids, only one (1) contractor made the walk through and submitted a quote.

The Facilities Department is recommending contracting with Aalcor, Inc., 20008 Sherwood St., Detroit, MI for the base sum of \$26,500.

The Facilities Department is also requesting a Contingency of 10% (\$2,650).

Authorization is requested to contract with Aalcor, Inc., to replace the front entrance doors at Edison Branch Library for an amount not to exceed twenty-nine thousand one hundred fifty dollars (\$29,150).

### **COMMISSION ACTION**

Commissioner Thomas moved to approve replacing the front entrance doors at the Edison Branch Library for an amount not to exceed twenty-nine thousand one hundred fifty dollars (\$29,150). Commissioner Bellant supported. The motion passed unanimously.

### **Approval to Contract with Kone, Inc. for Elevator Maintenance at the Main Library**

Commissioner Thomas reported that The Detroit Public Library is an active member of the U.S. Communities Program. The pricing under this program has already been bidded out in the open market for its members. These prices are not available to the general public or non-members.

The following RFP for elevator maintenance/repair, posted on the DPL website, published in the Detroit Legal News, the Michigan Chronicle, the Michigan Minority Business Development Council (MMBDC), Michigan Black Chamber of Commerce, Michigan Small Business Bureau and the Construction Association of Michigan (CAM).

### **Three vendors responded:**

Kone, Inc, Livonia, MI	\$24,600	U.S. Com. Pro.	\$22,140
Detroit Elevator, Ferndale, MI	\$28,700	Non Member	
ThyssenKrup Elevator, Livonia, MI	\$30,000	Member	no adjustment

Minutes were approved at the October 24, 2014 Commission Meeting

Under the U.S. Communities Program, Kone's DPL cost is reduced to \$22,140. The Facilities Department is requesting an additional \$2,000 to cover possible emergencies that may occur through the year that are not covered under the Maintenance Agreement. These charges will be tracked on a separate Purchase Order.

The Facilities Department recommends awarding Kone, Inc., the Maintenance/Repair contract for the one (1) year with two (2) additional one (1) year renewals based on performance for \$22,140 plus an additional \$2,000 for emergencies.

Authorization is requested to contract with Kone, Inc., for Elevator Maintenance/Repair for an amount not to exceed twenty-four thousand one hundred and forty dollars (\$24,140).

### **COMMISSION ACTION**

Commissioner Thomas moved to contract with Kone, Inc for Elevator Maintenance/Repair for an amount not to exceed twenty-four thousand one hundred and forty dollars (\$24,140). Commissioner Bellant supported. The motion passed unanimously.

### **APPROVAL TO PURCHASE FURNITURE FOR THE DOUGLASS AND REDFORD BRANCHES**

Commissioner Thomas reported that on April 15, 2014, the Detroit Library Commission approved the closure of the Redford and Douglass branches for renovations. A combined budget for renovations, including \$142,500 for furniture, was approved by the Commission on June 17, 2014.

A request for bids for furniture was solicited and advertised in the Michigan Chronicle and Detroit Legal News. The bid request also appeared on the Detroit Public Library website, Michigan Inter-governmental Trade Network (MITN), Michigan Black Chamber of Commerce, the Michigan Minority Business Development Council website, the Detroit Legal News and the Michigan Chronicle. Through the (MITN) network solicitations were sent out and received by 72 firms. (Please see attached list.) Responses were received and accepted on Thursday August 21, 2014 at 2:30 PM EST.

The bid results are as follows:

**Douglass Branch:**

Interior Environments      **\$44,835.28**  
Novi, MI 48374

Office Express              **\$43,237.91**  
Troy, MI 48083

**Redford Branch:**

Interior Environments      **\$61,433.14**  
Novi, MI

Office Express              **\$56,688.07**  
Troy, MI

**Douglass Branch & Redford Branch Combined:**

Office Express              **\$96,925.37**  
Troy, MI 48083

Interior Environments did not submit a combined bid.

Authorization is requested to purchase the furniture for the Douglass and Redford branches from Office Express, based on their combined bid, at a total cost not to exceed ninety-six thousand nine hundred twenty-five dollars and thirty-seven cents (\$96,925.37).

**COMMISSION ACTION**

Commissioner Thomas moved to purchase the furniture for the Douglass and Redford branches from Office Express, based on their combined bid, at a total cost not to exceed ninety-six thousand nine hundred twenty-five dollars and thirty-seven cents (\$96,925.37). Commissioner Bellant supported. The motion passed unanimously.

**COMMITTEE ON FINANCE**

**Approval to Pay Law Firm Kienbaum, Opperwall, Hardy & Pelton, PLC for Services Rendered - June 2014.**

Commissioner Quarterman reported that the Law Firm Kienbaum, Opperwall, Hardy & Pelton, PLC is representing the Detroit Public Library in ongoing union labor issues with the UAW.

Authorization is requested to pay Kienbaum, Opperwall Hardy & Pelton, PLC \$14,962 for services rendered in the month of June 2014.

Minutes were approved at the October 24, 2014 Commission Meeting

**COMMISSION ACTION**

Commissioner Quarterman moved to pay Kienbaum, Opperwall, Hardy & Pelton, PLC an amount not to exceed fourteen thousand nine hundred and sixty-two dollars. \$14,962 for services rendered in the month of June 2014. Commissioner Thomas supported. The motion carried unanimously.

**Approval of the Routine Report on Finance**

Commissioner Quarterman reported that 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		\$968,533.50
2. Total for Vouchers-processed on DRMS	Vouchers 701-884	\$1,155,021.63
3. Benefits Plan		\$886,510.99
4. General Retirement System		\$0.00
	Total Processed by City of Detroit	<u>\$3,010,066.12</u>
<b><u>PAYMENTS PROCESSED BY DPL</u></b>		
1. Public Funds/Comerica Checking	Checks 1184 – 1193	\$27,620.33
2. Branch & Main Library Deposit Checking Account	Checks 3094 - 3316	\$85,788.83
3. Professional Service Contracts		\$0.00
	Total Processed by DPL	<u>\$113,409.16</u>
<b>GRAND TOTAL</b>		<b><u>\$3,123,475.28</u></b>

<u>Summary of Expenditures</u>		
<b><u>Restricted/Designated Funds</u></b>		
1. Burton Endowment Checking	Checks 8255 – 8257	\$1,640.00
2. O'Brien Checking	Checks 4377 – 4379	\$3,456.05
3. Programs & Gifts	Checks 1851 - 1865	<u>\$62,329.76</u>
<b>GRAND TOTAL</b>		<b><u>\$67,425.81</u></b>

<b><u>Credit Card Expenditures</u></b>	
Executive Director	\$109.80
Executive Director's Office – used for general office purpose	\$149.80
Deputy Director	\$219.95
Human Resources Department	(\$364.03)
Marketing Department	\$2,612.02
Technical Services	\$348.20
Facilities Department	<u>\$2,074.68</u>
<b>GRAND TOTAL</b>	<b><u>\$5,150.42</u></b>

Minutes were approved at the October 24, 2014 Commission Meeting

## **COMMISSION ACTION**

Commissioner Quarterman moved to approve the routine report on finance. Commissioner Bellant supported. The motion passed unanimously.

## **Public Comments Continued**

***Anna Saviddes*** – Asked what was the Detroit Library Commission doing to recoup money from Mr. Tim Cromer now that he has been sentenced?

Mrs. Mondowney replied that there is currently a discrepancy with the court determining how much restitution Mr. Cromer should pay. There is not a certain window of time in which the restitution is paid, but the Detroit Public Library is first in line to receive restitution if any of Mr. Cromer's assets are captured.

***Margaret England*** – Asked what steps have the Detroit Library Commission taken to prevent a situation like Mr. Cromer defrauding the library from happening again?

President Hicks replied that the Commission is giving more attention to the financial operations and asking more questions regarding transactions and contracts.

Currently, a search is underway for a new Chief Financial Officer. The Commission does not select the Chief Financial Officer, however, they have impact on the criteria of how the CFO will be selected. The vetting process will be more robust than before.

President Hicks emphasized that the Commission is involved in a more managerial oversight of the library and not the day-to-day operations.

President Hicks stated that the Commission had requested a reorganization plan from the Executive Director.

Mrs. Mondowney replied the reorganization plan will be forthcoming in the near future.

The meeting was adjourned at 3:30 p.m.