

CITY OF DEARBORN DEPARTMENT OF LIBRARY
LIBRARY COMMISSION MEETING MINUTES

November 14, 2014

Approved

ATTENDEES:

➤ Chairperson Marcel Pultorak	Excused
➤ Vice Chairperson Nancy Zakar	Excused
➤ Secretary/Treasurer Jihan Jawad	Present
➤ Commissioner Ali Dagher	Present
➤ Commissioner Dr. Ryan Lazar	Present
➤ Commissioner David Schlaff	Excused
➤ Commissioner Toni Straley	Present
➤ Commissioner Robert Taub	Excused
➤ Library Director Maryanne Bartles	Present
➤ Deputy Director Julie Schaefer	Present
➤ Administrative Librarian Steven Smith	Present
➤ Department Technician Vanda Taylor	Present

I. APPROVAL OF MINUTES

Commissioner Jawad called the meeting to order at 3:52pm. She announced that a motion is in order to approve September 12, 2014 minutes.

- Motion made by Commissioner Dagher, and second by Commissioner Straley. Motion carried without objection.

II. FOUNDATION UPDATE

Deputy Director Schaefer reported:

- The resident mail campaign is still in progress and a second mailing will take place near the Thanksgiving holiday.
- There will be no regular meeting in November. The next meeting will be Monday, December 8, 2014.
- The Teen Area project is in progress. Staff is currently rearranging areas and moving certain collections to other areas. Completion of this project is scheduled December, 2014. The Teen Area kickoff event will take place Spring, 2014.
- The number of scholarships for the essay writing contest has increased because of a generous, anonymous donation.

III. INFORMATION ITEMS

A. Strategic Planning

a. First Step: In-house survey (Online and In-person)

- Director Bartles distributed “Steps to Survey Proposal” to board members for discussion.
- A goal and objective has to be established by the board and will be discussed at the next commission meeting December 12, 2014.
- Director Bartles distributed “Possible Survey Questions” for the board members to review.
- The board discussed the demographic range and how the survey will be executed.

b. Second Step:

- Commissioner Zakar had previously suggested a Strategic Planning meeting to discuss these particular issues. A sample survey will be created for use.

B. E-Resource Policy

- ##### **a.**
- Deputy Director Schaefer reported that the E-Resource (databases, download services, etc.) policy is an addendum to the existing collection development that must be approved and then added as a link in our policy section on our website.

IV. ACTION ITEMS

V. COMMENTS

- Commissioner Sally Smith has resigned from the Library Commission because of her change of residency.
- Dearborn resident Tom Burnik expressed his concern with the noise level that comes from children in the library. The board explained the library’s policy regarding this particular issue.

The meeting was adjourned with no objection at 4:42pm.