

CITY OF DEARBORN DEPARTMENT OF LIBRARY  
LIBRARY COMMISSION MEETING MINUTES

September 12, 2014

**Proposed**

**ATTENDEES:**

|   |         |
|---|---------|
| ➤ Chairperson Marcel Pultorak           | Present |
| ➤ Vice Chairperson Nancy Zakar          | Excused |
| ➤ Secretary/Treasurer Jihan Jawad       | Present |
| ➤ Commissioner Ali Dagher               | Present |
| ➤ Commissioner Dr. Ryan Lazar           | Present |
| ➤ Commissioner David Schlaff            | Present |
| ➤ Commissioner Sally Smith              | Present |
| ➤ 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**

Commission Chairperson Pultorak called the meeting to order at pm. He announced that a motion is in order to approve June 13, 2014, minutes.

- Motion made by Commissioner Schlaff, and second by Commissioner(s) Lazar. Motion carried without objection.

**II. FOUNDATION UPDATE**

Director Bartles reported:

- The Foundation approved the Teen Area upgrade.
- Deputy Director Schaefer stated that the general mailing campaign began the first week of September and was sent out in 2 mailing formats (an all-in-one envelope and standard business envelope, including brochure).
- Library Design Inc. has just ordered the materials for the Teen Area, which is expected to be completed by December, 2014.

**III. BUDGET UPDATE**

**IV. INFORMATION ITEMS**

**A. Strategic Planning**

Director Bartles reported:

- There were no responses to the Phase 1 (Survey) of the Strategic Plan.
- Deputy Director Schaefer arranged, for staff, a demonstration of, Analytics on Demand, a product of Gale Cenage Learning.

- Introduction brochures of Analytics on Demand were distributed to the Commissioners.
- Creates demographic information from existing databases.
- Strategic planning consultants are available for hire through this service.
- Chairperson Pultorak recommended tabling this item until the next Commission meeting on October 10, 2014.

**B. Animal Tales**

Director Bartles reported:

- Animal Tales has been published and released through Create Space. The cost for each book is \$20.00 for the public and \$12.00 for staff and Commissioners.

**C. Clara**

Director Bartles reported:

- The staff will be celebrating Clara's 65 years with the library at a retirement tea on Thursday, September 18, 2014.

**V. ACTION ITEMS**

**A. Code of Conduct - Electronic Cigarettes**

Director Bartles reported:

- Because smoking is not allowed in the building, there has been a recent issue with the smoking of electronic cigarettes in the library.
- Director Bartles discussed the issue with our Legal Department.
- The Board discussed the details of this particular code which would include eating on the premises, alcohol usage, and being found under the influence.
  - Strike the alcohol provision
  - Eat (except for library approved special events)
  - Use tobacco or electronic smokeless cigarettes and eliminate any wording regarding marijuana.

Motion to approve revising the Code of Conduct as it pertains to electronic cigarettes, made by Commissioner Schlaff, and second by Commissioner Dagher. Motion carried without objection.

**VI. COMMENTS**

- Director Bartles distributed our Library Newsletter to the Commissioners and pointed out the many programs at the library that included Starfish (parenting programs), cooking program with Oakwood. Also, a Naturalization Ceremony was recently conducted in the Auditorium.
- The Library participated at the ElderFest on September 5, 2014, with an information table set up, and was able to connect with approximately 200 seniors.
- Director Bartles explained the City Hall move and the design of the DAC's signage.

The meeting was adjourned with no objection at 4:33 pm.