

CITY OF DEARBORN DEPARTMENT OF LIBRARY
LIBRARY COMMISSION MEETING MINUTES

December 12, 2014

Approved

ATTENDEES:

➤ Chairperson Marcel Pultorak	Present
➤ Vice Chairperson Nancy Zakar	Excused
➤ Secretary/Treasurer Jihan Jawad	Present
➤ Commissioner Ali Dagher	Excused
➤ Commissioner Dr. Ryan Lazar	Excused
➤ Commissioner David Schlaff	Present
➤ Commissioner Toni Straley	Excused
➤ Commissioner Robert Taub	Present
➤ 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 *revise* November 14, 2014, minutes in Section 3, part B, to read:

- Commissioner Zakar **had** previously suggested a Strategic Planning meeting to discuss these particular issues. A sample survey will be created for use.
- Motion made by Commissioner Jihan, and second by Commissioner(s) Schlaff. Motion carried without objection.

II. FOUNDATION UPDATE

- Director Bartles reported that the Foundation is reaching out to previous donors that have not donated this year. The board discussed the process of donating online to the Foundation.
- Deputy Director Schaefer reported that the Teen Area's final components will be fully installed by next week. The DVD's have been moved to their new area.

III. INFORMATION ITEMS

A. E-Resource Policy –draft

Deputy Director Schaefer distributed a copy of the draft E-resource policy for the Commissioners to review prior to the Commission meeting in January.

B. Strategic Planning

The strategic planning process will be reviewed in January. Director Bartles suggested starting with a survey and discussed the types of surveys that should be considered and designed based on the goals and objectives of the library.

C. Library Fiscal Policy

Chairperson Pultorak reported Finance issued a formal response regarding the library fiscal policy requests. A copy of the Chairperson's input on the memo from Finance was discussed. An informal meeting with the Chairperson and Jim O'Connor, Finance will be scheduled before January's Commission meeting and the Finance Budget Workshop meeting.

IV. ACTION ITEMS

- A.** Director Bartles and the board discussed the stable trend and the details of the library's revenue from daily internet passes, copier use, etc.

Motion to approve keeping the library's fees and rates the same and to review on an annual basis, made by Commissioner Schlaff, and second by Commissioner Taub. Motion carried without objection.

V. COMMENTS

- Circulation Services Supervisor, Veronica Susalla, has retired after 19 years with the library.
- Carol Bloom is now the Circulation Services Supervisor.

The meeting was adjourned with no objection at 4:45pm.