

DEARBORN PUBLIC LIBRARY
LIBRARY COMMISSION MEETING MINUTES
January 8, 2016
APPROVED

➤ **ATTENDEES:**

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| ➤ Chairperson Marcel Pultorak | ➤ Present |
| ➤ Vice Chairperson Ali Dagher | ➤ Present |
| ➤ Secretary/Treasurer Dr. Ryan Lazar | ➤ Excused |
| ➤ Commissioner Barth Bucciarelli | ➤ Present |
| ➤ Commissioner Jihan Jawad | ➤ Present |
| ➤ Commissioner Michelle Jawad | ➤ Present |
| ➤ Commissioner Arrwa Mogalli | ➤ Present |
| ➤ Commissioner David Schlaff | ➤ Present |
| ➤ Commissioner Nancy Zakar | ➤ Present |
| | |
| ➤ Library Director Maryanne Bartles | ➤ Present |
| ➤ Deputy Director Julie Schaefer | ➤ Present |
| ➤ Administrative Librarian Steven Smith | ➤ Present |
| ➤ Department Technician Vanda Taylor | ➤ Excused |

I APPROVAL OF MINUTES

Commission Chairperson Pultorak called the meeting to order at 4:01pm. He announced that a motion is in order to approve December 11, 2015, minutes.

- Motion made by Commissioner Ali Dagher and second by Commissioner Jihan Jawad. Motion carried without objection.

II BUDGET

Director Bartles reported:

- Preliminary information from the City – there will be a complete replacement of the PowerHouse heating and cooling system which controls the systems at the library, Police/Court House and Recreation. Cost of the entire project is projected to be \$12 million. Bonds will be sold to fund this initially and then each department will pay off in annual payments according to our square footage which represents usage. Ours is about 22% of the total usage.
- More information will be forthcoming and Chairperson Pultorak asked that the Library Commission remain in the loop early on with this project. They want to be informed on how the cost allocations are arrived at – what the formula is, etc.

III FOUNDATION UPDATE

Director Bartles reported:

- Direct Mail Campaign ended the year on an upswing
- The 2015 campaign raised about \$1,000 more than the 2014 campaign
- Thanks extended to all who donated.

IV INFORMATION ITEMS

A. Rates and Fees

1. Rising Rate for fines

- Director Bartles was investigating whether our current software could handle a variable rate on fines paid early.
- The software does not have this capability,

2. Discount for Cash

- Director Bartles was investigating whether our current software could handle a discount for cash paid versus using a credit card to pay for items.
- The software does not have this capability.

3. Proctoring

- Staff have concerns with the recently approved fees for administrating exams reported Administrative Librarian Smith, and they are working on a response/alternative suggestions
- Permission is being asked to table the implementation of this new charge until the staff can formulate response to the Commission at the next meeting
- Motion to table was made by Commissioner Schlaff and second by Commissioner Dagher. The motion carried.

B. Sliding Door Project

Library Director Bartles reported:

- Both doors are now complete but the punch list of items still needs to be carried out.
- South Door installation was inferior in comparison to North side and this will need to be rectified before payment is made for the project

C. Survey

- Library Director Bartles plans to present pricing options at the next Commission Meeting from the company that the City has contracted with to complete their survey

V ACTION ITEMS

No further action items. See IV 3. Proctoring on page 2.

VI Comments

A. Top Ten

- Deputy Director Schaefer distributed an email that was sent to all staff at year-end highlighting the Top Ten accomplishments made during the 2015 calendar year and thanking staff for their work on these accomplishments
- In addition, Deputy Director Schaefer reported that a great accomplishment was reached by the Midwest Collaborative for Library Services (MCLS) Overdrive Users Group during 2015. Over one million digital checkouts were achieved by the consortium as a whole
- 24 libraries are part of Dearborn's consortium – Dearborn achieved 36,307 checkouts of the one million total which is 10th highest in the ranking
- Digital checkouts for Dearborn including Overdrive, hoopla and Zinio (magazines) account for as much checkouts each month as a branch library. Almost 10% of our total circulation is from digital checkouts currently.
- The library conducts weekly tech time programs to support the questions and instructions on these types of services. Commissioners are encouraged to let their friends and neighbors know of these offerings.

B. Big Read Launch

- Library Director Bartles distributed flyers on the upcoming Big Read Launch that will be held February 6, 2016 from 2-4pm at HFCL.
- Many interesting activities are being planned including a Murder Mystery Program on March 11. \$30.00 a ticket or 2 for \$50.00

C. General

- A general discussion on how best to integrate the needs of the school community with the public library took place. A visitor from the Home Educator's community also gave some interesting input
- As final exams period approaches, the usage of the library increases greatly to the point that, at times, there is no available seating.

The meeting was adjourned with no objection at 4:51pm