

CITY OF DEARBORN DEPARTMENT OF LIBRARY
LIBRARY COMMISSION MEETING MINUTES

January 09, 2015

Approved

ATTENDEES:

➤ Chairperson Marcel Pultorak	Present
➤ Vice Chairperson Nancy Zakar	Present
➤ 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	Excused
➤ Department Technician Vanda Taylor	Present

I. APPROVAL OF MINUTES

Commission Chairperson Pultorak called the meeting to order at 4:05 pm. He announced that a motion is in order to approve December 12, 2014 minutes.

- Motion made by Commissioner Schlaff, and second by Commissioner Zakar. Motion carried without objection.

II. FOUNDATION UPDATE

Director Bartles reported:

- Larry Levesque sent out an additional 600 direct campaign letters, some were to previous donors, others to new potential donors.
- The original campaign tested two different types of mailings (brochures versus a folded and taped sheet). Most donors responded to the brochure and envelope mailing.
- To date, the campaign has raised over \$21,000.

Deputy Director Schaefer reported:

- The remodeled Teen Area was completed December, 2014 with just a few aesthetic touch ups to complete. The new area is well received by patrons.

III. INFORMATION ITEMS

A. Strategic Planning and Survey

- Director Bartles distributed a copy of "Possible Survey Questions" to the Commissioners, based on her review of 5 online library surveys. A majority of surveys are divided into 4 basic components: demographics, usage, knowledge, and ratings.
- Input is needed from the Commissioners in order to create a survey for the library.

- The following suggestions were made:
 - Find out who is not using the library and why
 - What is valued most
 - What do they know and don't know about the library and its services
 - How do you envision a future library
 - What do you see as the future of the branch libraries
 - Would you consider serving on a library focus group
- Chairperson Commissioner Pultorak suggested offering prizes as an incentive for completing the survey.
- The board discussed the importance and ways to reach to non-library users.
- A discussion followed regarding who we should survey first. It was suggested that we start with students in the Dearborn schools, (target grades 5-7 and 9-10)
- At the conclusion of the discussion, it was decided to have library staff develop a "test" survey. It would be brought to the February Commission meeting for review and approval. When approved, we will post it on our website in order to test the questions to see if we are getting answers needed to move forward with the Strategic Plan.

B. Library Fiscal Policy

- Chairperson Commissioner Pultorak met with James O'Connor, Finance Director on January 8, 2015 in an informal meeting. Mr. O'Connor offered to release certain financial information to the Board. Chairperson Commissioner Pultorak will act as liaison between the library and the Finance Department.

IV. ACTION ITEMS

A. E-Resource Policy

A motion was made by Commissioner Straley to approve supplementing the library's current Collection Development Policy with the E-Resource Policy. It was seconded by Commissioner Dagher. Motion carried without objection.

V. COMMENTS

- Veronica Susalla has retired as Circulation Services Supervisor and has been replaced by Carol Bloom.
- Deputy Director Schaefer distributed a copy of "A Year in Review" and "High School Exam Cram" to the Commissioners
- Director Bartles received a request from a veteran asking that all veterans with honorable discharge be given a free Dearborn Public Library card. The Commissioners will discuss further at the next Commission meeting.
- Following the discussion about veterans, the subject of Dearborn Public Library participating in a reciprocity agreement with all libraries in The Library Network (TLN) cooperative was raised. The Commissioners asked Director Bartles to inquire regarding the possibility of a two-year trial reciprocity agreement. Director Bartles will contact Jim Pletz, the TLN Director.
- Director Bartles mentioned the Summer Reading program article in Evanced and the latest Library Matters newsletter.

The meeting was adjourned with no objection at 5:29 pm.