

DEARBORN PUBLIC LIBRARY
LIBRARY COMMISSION MEETING MINUTES
February 12, 2016
Proposed

➤ **ATTENDEES:**

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

I APPROVAL OF MINUTES

Commission Chairperson Pultorak called the meeting to order at 4:02pm. He announced that a motion is in order to approve January 8, 2016, minutes.

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

II BUDGET – No report on budget

III FOUNDATION UPDATE

Director Bartles reported:

- The Foundation is a sponsor of the Big Read
- In addition, they are sponsoring and supporting the two ticketed events – Wine and Cheese tasting and Whodunnit dinner and show
- The Foundation is the signer for the State Liquor License on behalf of the Library
- Ticket sales are going well thus far
- Next meeting is February 22 at 6pm
- Essay contest entries are being received until Feb. 16

IV INFORMATION ITEMS

A. Rates and Fees

1. Proctoring

- Director Bartles distributed a memo about proctoring to the Commission
- At the Dec. 11 commission meeting there was a motion passed to instill a rate fee for proctoring service – this memo is a request to amend that fee since many of the proctoring jobs are more like quick tasks to complete
- Administrative Librarian Smith elaborated on how proctoring is conducted here at Dearborn Public
- Motion was made by Commissioner Schlaff to amend rate to \$10.00 for full-privilege card-holders and \$25.00 for others and to implement May 1, 2016. Second by Commissioner Dagher. The motion carried.

B. Survey

- Library Director Bartles distributed a proposal from Cobalt Community Research for a survey to be conducted.
- Library Director Bartles plans to re-convene the staff subcommittee that worked on the questions months back to review the proposal, formulate questions and conduct a conference call with the company's Executive Director
- Library Director Bartles requested that Commissioner Lazar in particular review the proposal as he has experience with surveys and the language used in the agreement. There are some questions about contract terms and conditions.

V ACTION ITEMS

A. Local Author Policy

- Deputy Director Schaefer distributed a memo requesting that the Commission approve an addendum to the existing Collection Development Policy called Local Author Guidelines
- The proposed Local Author Guidelines include the definition of local author (residents or former residents of Dearborn/Dearborn Heights) and methodology for submitting materials for possible inclusion into the collection
- Motion was made by Commissioner Lazar to add the addendum to the Collection Development Policy for Local Author Guidelines. Second by Commissioner Dagher. The motion carried.

VI Comments

A. Big read Calendar

- Library Director Bartles mentioned that the calendar of Big read events is included in the tabloid that was distributed at the kick-off and is available at all libraries and other points throughout the city
- The tabloid is illustrated by the students at the Michael A. Berry Center and they did an excellent job
- The Big Read launch was a huge success to the point that the auditorium was completely full

The meeting was adjourned with no objection at 4:27pm