

CITY OF DEARBORN DEPARTMENT OF LIBRARY
LIBRARY COMMISSION MEETING MINUTES

May 08, 2015

Approved

ATTENDEES:

➤ Chairperson Marcel Pultorak	Present / Excused
➤ Vice Chairperson Nancy Zakar	Present
➤ Secretary/Treasurer Jihan Jawad	Present
➤ Commissioner Ali Dagher	Excused
➤ Commissioner Dr. Ryan Lazar	Present
➤ Commissioner David Schlaff	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 April 10, 2015 minutes.

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

II. BUDGET UPDATE

Commission Chairperson Pultorak reported:

- Commission Chairperson Pultorak and Director Bartles met with council and discussed the current fund balance levels.
- A meeting regarding the fountain is scheduled Tuesday, May 12, 2015, at 6:00pm at the DAC.
- A number of capital projects have been funded and there have been no recent cut backs.

A. TLN Reciprocity

Director Bartles reported:

- The TLN reciprocity program will launch July 1, 2015.
- Staff members have volunteered to be on the Reciprocity Team to discuss how this service will be managed.
 - Recommendations need to be made regarding borrowing limits as well as codes assigned for borrowing and statistical purposes
- Information from the meeting will be provided before the next library commission meeting.
- Online resources will not be provided to TLN library users in this program.

III. FOUNDATION UPDATE

Director Bartles reported:

- The next foundation meeting is scheduled for Monday, May 18, 2015.
- The essay contest has now ended and 2 winners have been selected from the 77 contestants.
- An opening reception will be in the Children's area on Friday, June 5, 2015, from 6:00pm to 8:00pm for donors from 2013 and 2014.
- We hope that the 2 essay winners will also receive their gifts at the reception.

IV. INFORMATION ITEMS

A. Progress on Veterans Memorial

Director Bartles reported:

- An RFQ (request for qualifications) has been sent out to designers with memorial design experience.
- After reviewing, the submittals will be narrowed down to 3 or 4 proposals, and then 1 company will be chosen.
- The library commission will be involved with the final design plans.
- The memorial is potentially scheduled to be completed by Memorial Day, 2016.

B. Survey Status

Director Bartles reported:

- The test survey is still in progress, but will be online before the end of May, 2015.

C. Internet Use Policy documents

Director Bartles reported:

- The internet use policy from October, 2008, is being revised.
- Mark Hancock, IT supervisor, reported that the policies must be CIPA (Children's Internet Protection Act) compliant and all computers must be filtered.
- This must be voted on at the next commission meeting. Commissioners will review the policy before the next meeting.
- TLN will be providing fiber network for faster speed for all 3 library buildings.
- TLN will submit paperwork for the library to receive e-rate funding which will be used toward the fiber costs.
- The amount we receive is based on the number of children that participate in the free lunch program. We are anticipating an 80% reimbursement.
- AT &T is installing the fiber for free by July 1, 2015

D. Farmers' Market

Director Bartles reported:

- The Farmers' Market started today, May 8, 2015.
- Staff will be at the market every Friday in June and the last Friday's in July, August, and September.

E. Library Commission Vacancies

Commission Chairperson Pultorak reported:

- There are 5 potential board members that will be interviewed within the next 2 weeks.
- That information will be sent to Mayor O'Reilly for review.

V. ACTION ITEMS

Deputy Director Schaefer reported:

- Staff began compiling a list of patrons who have credit owed to them.
- Deputy Director Schaefer distributed a memo explaining the proposal unclaimed credits policy.
- The request is to post a notice explaining that any outstanding credit balance of \$5.00 or less that has been expired a year or more will be considered a donation. Balances over \$5.00 will be sent to the State of Michigan. Accounts will be reviewed annually.

Motion to approve implementing the unclaimed credits policy as it pertains to outstanding credit balances, made by Commissioner Schlaff, and second by Commissioner Lazar. Motion carried without objection.

VI. COMMENTS

- Director Bartles reported that the soft launch of hoopla™ digital service has taken place for patrons to check out movies, audiobooks and music online.
- Deputy Director Schaefer reported that the Volunteer Lunch is May 15, 2015.

The meeting was adjourned with no objection at 4:39 pm.