

DEARBORN PUBLIC LIBRARY  
LIBRARY COMMISSION MEETING MINUTES  
October 13, 2017  
**Proposed**

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

## **I APPROVAL OF MINUTES**

Commission Chairperson Marcel Pultorak called the meeting to order at 4:05pm. He announced a motion to approve the minutes from the September 8, 2017 Library Commission meeting.

- Motion to approve made by Commissioner Nancy Zakar, second by Secretary/Treasurer Jihan Jawad. The motion carried.

## **II BUDGET**

Supervisors and staff are considering their budgets for FY2019. The due date to Administration was pushed forward because the server for the libraries crashed. There are still no official due dates from the Finance Department.

## **III FOUNDATION UPDATE**

The Foundation is meeting on October 16. Deputy Director Julie Schaefer will be in attendance. They are currently coordinating their annual mailer campaign. They are planning to move forward in the beginning of November.

## **IV INFORMATION ITEMS**

### **A. LSTA Remote Locker**

The Library had a preliminary meeting with Dearborn Public Schools. Systems Manager Mark Hancock is reaching out to the DPS IT department to assure there are an internet connection, and a static IP address for the Salina location.

The Remote Locker is in the process of being built. DPS referred the Library to a local graphic design company to design the skin. The Institute of Museum and Library Services' logo is required to be displayed as per the stipulations of the grant. It will also feature logos for the Foundation and Dearborn Public Library. Staff are taking advantage of school conferences at Salina School to promote the Remote Locker.

### **B. Strategic plan progress**

The review panel met on October 12. Only one proposal was received, but it is a viable one. The firm that bid has worked with and understands libraries, and proposed to deliver a final product by April 2018. They will be interviewed by the panel on October 26. City Council prefers there to be multiple bids on a project, but the Library has made its due diligence.

### **C. Annual Report**

Copies of the 2016/2017 Annual Report were distributed to the commissioners. It will be posted on the Library's website.

## **V ACTION ITEMS**

### **A. Library publicity photos**

This is a new policy proposed by Administration on behalf of the Youth Services division staff. According to this policy, attendance at Library programs and events, and use of library space constitutes consent to be photographed and/or recorded for promotional purposes. Photos, images, and videos may be used in print and social/electronic media, unless permission is expressly denied beforehand. Full names will never be used to ensure the privacy of all individuals.

- Motion to approve made by Commissioner Ali Dagher, second by Commissioner Zakar. Motion passed unanimously.

### **B. Video surveillance policy**

Director Maryanne Bartles requested that the Legal Department review this new policy, but there was no response as of the meeting. There is currently no policy in place, and a decision needs to be made as to who is privy to Library video surveillance footage.

- Item tabled until the review by Legal is complete.

## **VI COMMENTS**

Veterans Day will be observed by the City on Friday, November 10. All buildings will be closed November 10, and November 11. As such, the November Library Commission meeting has been rescheduled to the 17<sup>th</sup> of the month.

Library staff are promoting the Big Read. They've called out to Dearborn residents for family recipes and stories of immigration for the community archive.

The Michigan Library Association yearly conference is October 18 through October 20. Two Henry Ford Centennial librarians are giving a presentation on how to put together community publication, as has been done for past Big Read programs.

The meeting adjourned at 4:25pm