

DEARBORN PUBLIC LIBRARY
LIBRARY COMMISSION MEETING MINUTES
December 11, 2015
APPROVED

➤ **ATTENDEES:**

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| ➤ 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 | ➤ Not Present |
| ➤ Commissioner Arrwa Mogalli | ➤ Excused |
| ➤ Commissioner David Schlaff | ➤ Excused |
| ➤ 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 4:02pm. He announced that a motion is in order to approve November 13, 2015, minutes.

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

II BUDGET

Director Bartles reported:

- 2017,18, and 19 budget entry are completed
- Each budget has 3 levels to enter; core, one-time expenditures and capital items for operating
- Currently working on the Capital budget for Improvements for Facilities and also trying to obtain Block Grant funds for a project at Esper
- Personnel budget has been entered

III FOUNDATION UPDATE

Director Bartles reported:

- Direct Mail Campaign received much better response on mailings to previous donors

- Foundation will re-think campaign approach to general as the return rate is very poor
- We are seeing more response as we approach year-end
- Commissioner Zakar asked if the Foundation had considered direct phone calls to the top contributors as a follow-up if they had not responded as of yet

IV INFORMATION ITEMS

A. Veteran's Memorial

- There was a meeting recently to discuss mainly the plans for the parade and its route regarding the timing of the project. The City will make a decision regarding the 2016 Parade route by February, most likely.
- Early 2016 the project will be sent out for bids with demolition of fountain anticipated early spring 2016

B. Library Survey

Library Director Bartles reported:

- The City is using a company called Cobalt for a survey that will be issued in the new year and we could piggy-back on that contract so that we would not have to re-start the bid process
- The Library survey would be separate from the City survey – we would not be combining that, just the contract would be piggy-backed.

C. Sliding Door Project

Library Director Bartles reported:

- The North doors are complete and look beautiful. They match very nicely to the look of the older doors.
- Working on South doors now but illness of the staff of door company slowed project down and it will carry over to next week for completion
- Punch list will need to be addressed by the architect who worked on the project for the library
- The public has been impacted by the re-routing of the entrance and exit as they cannot use the South doors currently.

V ACTION ITEMS

A. Rates and Fees

- Library Director Bartles distributed a spreadsheet of current rates and fees
- There was discussion about the various components
- Commission Chairperson Pultorak commented that the Board must consider which rates can be adjusted going forward. That we can charge for items in order to recoup costs but charging more than a service costs is a tax.

- Since the library is now in a different situation in that we are separate from general fund and all revenue stays with the library funds rather than the general funds, we need to really look at all aspects of the rates and fees carefully.
- Perhaps fines could be graduated and increase as length of time overdue increases. Perhaps the new Point –of-sale system could address these kinds of graduations.
- Trying something and then going back is always an option
- Library Director Bartles recommends leaving fines and fees structure as is with the exception of the Proctoring charge because of the staff involvement and time factor. Another area to seriously consider raising is the fee to rent the auditorium and all of the connected costs for that.
- The other charge to consider implementing would be a credit card convenience charge.
- The following were discussed and voted on:
 1. Proctoring Fee
 - We have proctored over 50 exams thus far this fiscal year
 - Staff time varies for each exam depending on requirements of test-issuing institute. Appointments are made for this service
 - Commissioner Lazar motioned to charge \$25.00 for residents and \$35.00 for non-residents for proctoring service. Commissioner Dagher seconded this motion.
 - The motion carried with one nay vote.
 2. Convenience Fee for credit card charges
 - Library Director Bartles will investigate further on this issue and report back to the Commission, as to specifics
 - Commissioner Dagher motioned for permission to recoup the cost of credit card service. Commissioners Lazar and Jihan Jawad seconded this motion.
 - The motion carried unanimously.

VI Comments

- Library Director Bartles noted that the monthly statistics show an increase in circulation and traffic numbers at HFCL from November 2015 as compared to November 2014. This is the first time in a long while that there has been an increase rather than a decrease.

The meeting was adjourned with no objection at 4:50pm