

DEARBORN PUBLIC LIBRARY
LIBRARY COMMISSION MEETING MINUTES
December 9, 2016
APPROVED

- ATTENDEES:
- | | |
|---|-----------|
| ➤ Chairperson Marcel Pultorak | ➤ Excused |
| ➤ Vice Chairperson Ali Dagher | ➤ Absent |
| ➤ 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 | ➤ 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 Secretary/Treasurer Dr. Ryan Lazar called the meeting to order at 4:05pm. He announced that a motion is in order to approve the minutes from the November 18, 2016 Library Commission meeting.

- Motion made by Commissioner David Schlaff, second by Commissioner Nancy Zakar. The motion passed.

II BUDGET

Director Maryanne Bartles reported that the budget is stable. The personnel budget has been submitted to the Finance Department. Part-time employee wages are increasing with the state minimum wage hike in January 2017, and the Library will have to raise wages for other positions accordingly.

The administration is working on the Library operating and capital budgets. This is due to Finance on December 19, 2016.

III FOUNDATION UPDATE

The Dearborn Library Foundation is going through a change in leadership. Steve Roberts has stepped down as president and has been replaced by Robyn Mazza. Larry Levesque is resigning his position as treasurer, and two new board members have joined the board.

The Foundation board is trying to organize new fundraising events. Among their ideas is a family fun run at the Dearborn Country Club or Camp Dearborn.

IV INFORMATION ITEMS

A. Survey Update

The final draft of the survey has been submitted to Cobalt Community Research. The questions ran on to an additional page, but Cobalt has agreed to waive the cost. They're in the process of editing it. It will be sent out to Dearborn residents at the beginning of 2017. Cobalt will be sent the electoral roll prepared by the City Clerk's office, and 4,000 addresses will be randomly selected for participation. Arabic versions of the survey will be available at the libraries.

B. Groundbreaking Festivities

The fine amnesty program proved to be popular. Two separate e-mail blasts were sent out to Library Matters subscribers and those with excessive fines.

An event is planned for December 14, 2016; the 50th anniversary of the Henry Ford Centennial Library groundbreaking. Mayor John B. O'Reilly, Jr. is speaking and Shirley Damps will give a presentation about Clara Ford and her instrumentality to the Dearborn Public Library. Historical photos will be featured, tours of the library will be offered, and staff will hold demonstrations of library services. This event will be considered a "dry run" for the eventual anniversary, in three years, of the opening of Henry Ford Centennial Library.

C. Comprise Software Installation

Comprise is a suite of products for managing public computers. This includes financial control and print management software, and will make credit card usage easier and more prevalent. The Library was urged by Finance to upgrade their cash handling interface, and Comprise had the most robust suite of products. Comprise is expected to go live in the libraries beginning 2017.

V ACTION ITEMS

A. Library Rates & Fees

The commissioners and the administration reviewed historical rates and fees in deliberating pricing for the next fiscal year on. Overall, room booking fees and associated staffing and equipment costs will increase, while late fees and copy machine costs will remain the same. The changes are to go into effect July 1, 2017.

- Motion to approve made by Commissioner Schlaff, second by Commissioner Zakar. The motion carried.

B. hoopla Bibliographic Records in Library Catalog

hoopla is an e-book and streaming media service offered to Library patrons. Library Systems Manager Mark Hancock proposed to include hoopla media in the catalog's search results online. According to a hoopla representative, the Library gets good usage out of the service, and this could be a way to make it even more popular. The addition of hoopla media would add thousands of items to the catalog, with the further benefit of retaining website traffic that would otherwise be lost to hoopla's site.

- Motion to approve made by Commissioner Barth Bucciarelli, second by Commissioner Zakar. The motion carried.

C. LSTA Grant Application for Outreach to Salina area

The Library is seeking a grant to fund the purchase of a Smartlocker to expand our outreach to south Dearborn. If approved, the Smartlocker would be placed in the Salina area so members of the community could place and pick up library holds. The administration submitted the "Intent to File" application and has been approved by the Library of Michigan to move forward with the actual application. A motion to support the application is in order.

- Motion to approve made by Commissioner Schlaff, second by Commissioner Bucciarelli. The motion passed.

VI COMMENTS

Director Bartles and Secretary/Treasurer Lazar were invited to appear on Superintendent Glenn Maleyko's talk show. They discussed library services and snuck in a reminder for all to respect the facilities and staff. It will air on the Dearborn area public access channel on cable at a later date.

The meeting adjourned with no objection at 5:13pm