

DEARBORN PUBLIC LIBRARY
LIBRARY COMMISSION MEETING MINUTES
April 21, 2017
APPROVED

- 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 | ➤ Present |
| ➤ Commissioner Arrwa Mogalli | ➤ Present |
| ➤ Commissioner David Schlaff | ➤ Excused |
| ➤ Commissioner Nancy Zakar | ➤ Excused |
| | |
| ➤ 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 4:02pm. He announced that a motion is in order to approve the minutes from the March 10, 2017 Library Commission meeting.

- Motion made by Vice Chairperson Ali Dagher, second by Commissioner Barth Bucciarelli. The motion passed.

II BUDGET

Chairperson Pultorak and Director Maryanne Bartles met with City Council on April 12 to review the Library budget. It was received favorably. Chairperson Pultorak remarked that the Library is in good shape financially, save any unforeseen expenditures. The Library operating millage expires 2022.

III FOUNDATION UPDATE

The Foundation is in a transitional period with new leadership. President Robyn Mazza is implementing a committee structure for the group, and responsibilities will be spread out among the board members.

The Outreach Committee is organizing activities for the week of June 26 to celebrate the 20th anniversary of the first Harry Potter book. The week will end with the “Yule Ball” at Bryant Branch on June 30. It will be a 21-and-older event focused on attracting young adults, who have grown up with the series. Administrative Librarian Steven Smith is working with the State to obtain a liquor license for the event. This requires 501(c)(3) status, which the Foundation is assisting with.

IV INFORMATION ITEMS

A. LSTA Grant for Smartlocker

The Library was awarded a grant for a remote “Smartlocker” to be installed at Salina School for holds and returns. The administration will meet with representatives from Bibliotheca, but they may still need to go out for bid. Director Bartles and Deputy Director Julie Schaefer have met with an administrator of the Library of Michigan to discuss the grant stipulations. The Finance Department has been notified of the grant, and it will be acknowledged by City Council at their Council meeting in May.

B. Library Survey Update

The survey is complete. The commissioners were given the results and raw data. Overall, the Dearborn Public Library earned an exceptional citizen satisfaction score. The executive summary suggests that the biggest issues currently facing the Library are public awareness and competition online. The commissioners will review the information and begin a strategic plan at the May meeting. They agreed that it would be appropriate to go out for bid on a third-party facilitator to assist in this regard. They also decided that organizing a town hall meeting or a focus group would be beneficial.

C. Library Volunteer Luncheon

The commission took a short break to take photos for the volunteer presentation.

D. Point of Sale System Launch

Credit and debit card acceptance in the Library is much broader with the new point of sale system. Additionally, fines can be paid online, and FOLD books can be purchased with a card.

E. Student Guidelines for Finals

Director Bartles will talk to City Council members regarding the guidelines. It was advised by the mayor's chief of staff to bring the guidelines to a council briefing session, but the next one isn't until May 16. She hopes the council president will offer an alternative mechanism to bring it before the council in a timelier manner.

The new guidelines will be sent out to key Dearborn Public Schools officials, including the superintendent and communications director. Commissioner Arrwa Mogalli offered to share them with the staff at Fordson High School. The administration wants to convey that the students are welcome to study in the Library, but there are rules to be followed and they will be strictly enforced. Press releases, social media posts, and door signage will follow mayoral and council approval.

F. MeLCat and Loaning of Media

The Library has had repeated requests from the public to loan media through MeLCat. Administration is waiting on input from the staff before moving forward. Though it would positively impact circulation, they recognize that it will be very labor-intensive. A part-time employee to work strictly with MeLCat items would likely be needed. MeLCat rules require that MeLCat interloans must be initiated at the residents' home library. We will be reloading our patron database to MeLCat in the next few weeks in order to follow this rule.

V ACTION ITEMS

A. Wireless Hotspot Checkouts

Administrative Librarian Smith proposed on behalf of the New Technology Committee to begin loaning out mobile hotspots. He presented the device checkout rules and associated fees. The fee schedule was amended to charge \$2.00 per day overdue, and a \$5.00 fee was added for returning the devices in the drop box. If the device is not returned, the cost for replacement is sent to collections and checkouts for that patron are frozen.

- Motion to approve made by Secretary/Treasurer Dr. Ryan Lazar, second by Commissioner Michelle Jawad. The motion carried.

VI COMMENTS

Director Bartles alerted the commission to three particular patron instances that may require recourse.

- A patron was banned for obscenely taking exception to a teenager's ringtone. He deemed his ban "unconstitutional."
- A woman from East China Township was upset that she couldn't be issued a reciprocal borrowing card.
- A patron whose bicycle was stolen at Esper Branch took issue with Library policy that expressly prohibits bicycles inside the building.

The meeting adjourned with no objection at 5:17pm