

DEARBORN PUBLIC LIBRARY  
LIBRARY COMMISSION MEETING MINUTES  
May 12, 2017  
**Proposed**

- ATTENDEES:
- |   |           |
|---|-----------|
| ➤ Chairperson Marcel Pultorak           | ➤ Present |
| ➤ Vice Chairperson Ali Dagher           | ➤ Present |
| ➤ Secretary/Treasurer Dr. Ryan Lazar    | ➤ Present |
| ➤ Commissioner Barth Bucciarelli        | ➤ Present |
| ➤ Commissioner Jihan Jawad              | ➤ Excused |
| ➤ Commissioner Michelle Jawad           | ➤ Present |
| ➤ 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 | ➤ Excused |
| ➤ Department Technician Daniel Smith    | ➤ Present |

## **I APPROVAL OF MINUTES**

Commission Chairperson Marcel Pultorak called the meeting to order at 4:04pm. He announced that a motion is in order to approve the minutes from the April 21, 2017 Library Commission meeting.

- Motion made by Vice Chairperson Ali Dagher, second by Commissioner Nancy Zakar. The motion carried.

## **II BUDGET**

The FY2018 budget will be adopted on May 23. It is expected to be approved.

## **III FOUNDATION UPDATE**

The next Foundation meeting is May 22 at 6:00pm. One board member has recently resigned. The new leadership has adopted a committee structure and tasks will be distributed among all board members.

The Foundation is sponsoring the Yule Ball that will conclude Harry Potter week at the end of June. They are also funding a 3D printer for the Youth Services and Adult Services divisions.

## **IV INFORMATION ITEMS**

### **A. LSTA Grant for Remote Locker**

The administration met with representatives from Bibliotheca, the vendor that offers the Remote Locker. They are excited to potentially work with the Library; they have confirmed that it would be their first in the state of Michigan. However, the Library is required to go out for bid to abide by the rules of a federal grant.

The timeline is flexible, but the goal is to have a remote locker installed by September. The plan is to install it in the attached lobby at Salina School, where students congregate and it will be seen. The drawback is that the area is locked at night, so accessibility could be an issue.

### **B. Strategic Planning RFP**

The request for proposal is being written to hire a third-party facilitator. The request will be put in before the end of FY2017 to encumber the funds. Ideally, a consultant should be in place by fall.

The commission amended some of the wording of the RFP. It will expressly state that the survey results are to be taken into account when creating a strategic plan. Emphasis was placed on conducting focus groups with private citizens, and other entities like local businesses could be consulted. It was decided that it should be a minimum requirement for the responder to have previously developed a strategic plan for a Class VI public library. The commission would also require the responder to include a digital version of the plan that could be edited, in addition to physical copies.

### **C. Library Volunteer Luncheon**

The volunteer luncheon will be held at Dearborn Hills on May 17.

### **D. Guidelines for students during finals**

The guidelines have been approved by the Mayor's Office and by City Council. The Library's security committee is working through the logistics to enforce them. They have decided to lock the north doors and have guards posted at the south doors checking IDs. Two new guards were hired. They are both well-qualified.

Key people in Dearborn Public Schools have received the new guidelines. Superintendent Glenn Maleyko suggested modifying some of the language, but it was otherwise found acceptable.

Press releases will be issued to local newspapers, and there will be posts on the Library's web site and social media pages. The Library still encourages students to use the facilities for studying, but they must behave in a manner appropriate for a library.

The administration is reaching out to get the guidelines translated. Secretary/Treasurer Ryan Lazar suggested contacting the Danene Charles with Dearborn Public Schools for assistance.

#### **E. MeLCat and loaning of media**

The administration and staff are weighing the pros and cons of loaning media through MeLCat. They recognize it will be time and labor intensive, but this service has been in high demand from the public for some time. They hope to reach a decision before the June commission meeting.

#### **V ACTION ITEMS**

None presented.

#### **VI COMMENTS**

Commissioners Jihan Jawad, Ryan Lazar, and Marcel Pultorak have reached the end of their three-year terms and will be up for reappointment.

Harry Potter week will be the last week of June. A trivia night at Esper Branch will be held on Thursday, June 29, and the week will conclude with the Yule Ball at Bryant Branch on Friday, June 30. This will be a 21-and-older event.

Henry Ford Centennial is hosting author Glenn Frankel on June 22 to kick off Summer Reading Program. He will be discussing his book "High Noon: the Hollywood Blacklist and the Making of a Hollywood Classic."

The meeting adjourned at 4:54pm