

DEARBORN PUBLIC LIBRARY  
LIBRARY COMMISSION MEETING MINUTES  
June 10, 2016  
**APPROVED**

- ATTENDEES:
- |   |           |
|---|-----------|
| ➤ Chairperson Marcel Pultorak           | ➤ Present |
| ➤ Vice Chairperson Ali Dagher           | ➤ Present |
| ➤ Secretary/Treasurer Dr. Ryan Lazar    | ➤ Excused |
| ➤ Commissioner Barth Bucciarelli        | ➤ Present |
| ➤ Commissioner Jihan Jawad              | ➤ Present |
| ➤ Commissioner Michelle Jawad           | ➤ Present |
| ➤ Commissioner Arrwa Mogalli            | ➤ Excused |
| ➤ Commissioner David Schlaff            | ➤ Absent  |
| ➤ 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 4:09pm. He announced that a motion is in order to approve the May 13, 2016 minutes.

- Motion made by Chairperson Ali Dagher and second by Commissioner Michelle Jawad. Motion carried without objection.

## **II BUDGET**

The budget for FY 17 was adopted at 1.78 mils. The majority of City Council were supportive, though there is some doubt that the same will be adopted every year. A large share of the \$770-thousand shortfall was the library's many capital projects. The current level of staffing makes it difficult to coordinate and manage these projects; there is uncertainty that they can all be completed this year. Once the capital projects are complete, the Library could consider requesting a lower millage.

In September, the Library Administration want to discuss the possibility of keeping Henry Ford Centennial Library open on Saturdays throughout the summer. Libraries in surrounding communities stay open on Saturday year-round, and it will be a good boost for circulation and traffic counts. The Administration are fairly certain this could be accomplished with the existing staff.

### **III FOUNDATION UPDATE**

Essay Contest winners were announced and awarded at the City Council meeting on May 24. Three students were each given checks for \$1,000.00. The forum provided great press for the winners and for the Foundation. All three students were from Divine Child. It should be noted that all submissions are anonymous and go through multiple stages of judging.

Deputy Director Julie Schaefer will be attending the Foundation meeting on June 20 in place of Director Maryanne Bartles. Foundation President Steve Roberts is has resigned his position. Currently, the Vice-President is serving as President until the next election takes place.

### **IV INFORMATION ITEMS**

#### **A. Library Survey**

Director Bartles distributed an email from Mark Brace in the Purchasing Division. This included a proposal and contract revisions from Cobalt, the same company to conduct a customer satisfaction survey for the Dearborn Administrative Center.

- The Commission will take the items under advisement. A special meeting will be held July 8 at 4pm to review and vote on the proposal.

### **V ACTION ITEMS**

#### **A. Election of Officers**

Chairpersons Pultorak and Dagher, and Secretary/Treasurer Ryan Lazar expressed willingness to continue serving in their respective capacities. Pultorak announced that a motion is in order for their reelection.

- Motion made by Chairperson Dagher, second by Commissioners Jihan and Michelle Jawad. Motion carried without objection.

#### **B. Library Card Renewal**

Deputy Director Schaefer proposed on behalf of the Circulation Committee to extend the validity of library cards to two years. It is further proposed to give patrons the option to choose their birthday as the expiration date.

- Presently, cards expire one year after the date of issuance; rarely do patrons remember this date.

- The Library finds that it's typically children and those using e-resources who are most inconvenienced by the lapse in service. The two-year period would make that disruption less frequent.
- Motion to approve made by Chairperson Dagher, second by Commissioner Michelle Jawad. Motion carried unopposed.

### **C. Mobile Hot Spots**

Director Bartles proposed on behalf of the New Technology Committee to begin circulating mobile hot spots. A mobile hot spot is a device to be carried with a patron that broadcasts a wireless signal for Internet access. Ten devices will initially be available. Check-outs will be limited to patrons 18 and older.

- Neighboring libraries, especially Dearborn Heights, have had success with mobile hot spot circulation.
- The Library has the ability to remotely turn off the devices if they aren't returned, effectively rendering them useless.
- The Foundation will be approached to consider a grant to fund the actual devices. In turn, the Library feels it appropriate to label them with the Foundation logo. The Library will consult with MIS Director Doug Feldkamp for cellular data subscription information.
- Motion for approval made by Commissioner Barth Bucciarelli, second by Commissioner Michelle Jawad. Motion carried without objection.

### **D. Circulating Tablets**

Director Bartles proposed on behalf of the New Technology Committee to begin circulating tablets. The Library plans to start with five devices. Check-outs would be limited to patrons 18 and older, for a one- or two-week period.

- Director Bartles expressed some reservation. Currently, there is no recourse in place for those who check out a tablet and don't return it. The proposal was written around the possibility of circulating iPads. Less costly or refurbished devices may be considered.
- Another option for recourse is to take a deposit on the tablets, or place a hold on a patron's credit card once such technology becomes available to the Library.
- There is some question as to whether the Library will still have the ability to credit report patrons who don't return items, as the policy is set to change in July.
- This item will be taken under advisement and discussed at the Commission meeting in September.

## **VI COMMENTS**

Deputy Director Schaefer announced the kick-off of the Summer Reading Program for June 20. The program for 2016 is "On You Mark, Get Set... Read!"

revolving around sports and fitness. This corresponds well with the City's new "Healthy Dearborn" initiative. A staff photo was coordinated for use on the Library's social media pages.

Commissioners Arrwa Mogalli, David Schlaff and Nancy Zakar were reappointed to the Library Commission by the Mayor's Office.

The meeting was adjourned with no objection at 4:58pm.