

CITY OF DEARBORN DEPARTMENT OF LIBRARY
LIBRARY COMMISSION MEETING MINUTES

January 10, 2013

Approved

ATTENDEES:

➤ Chairperson Marcel Pultorak	Present
➤ Vice Chairperson Nancy Zakar	Excused
➤ Secretary/Treasurer Jihan Jawad	Excused
➤ Commissioner Ali Dagher	Excused
➤ Commissioner Dr. Ryan Lazar	Present
➤ Commissioner David Schlaff	Present
➤ Commissioner Sally Smith	Present
➤ Commissioner Toni Straley	Present
➤ Commissioner Robert Taub	Excused
➤ Library Director Maryanne Bartles	Present
➤ Deputy Director Julie Schaefer	Present
➤ Administrative Librarian Steven Smith	Excused
➤ Department Technician Vanda Taylor	Present

I. APPROVAL OF MINUTES

Commission Chairperson Pultorak called the meeting to order at 4:07 pm. He announced that a motion is in order to approve December 13, 2013 minutes.

- Motion made by Commissioner Schlaff, and second by Commissioner(s) Straley. Motion carried without objection.

II. FOUNDATION UPDATE

Director Bartles reported:

- The Foundation's meeting is scheduled for Tuesday, January 21, 2014.
- There will be an update of the proposed Teen Area by the architect at the next meeting.

III. BUDGET UPDATE

Director Bartles reported:

- No items to report.

IV. INFORMATION ITEMS

A. Key Performance Indicators

Director Bartles reported:

- This project was assigned through the Mayor's office.
- The Library's reporting date was today, January 10, 2014. The next reporting day is scheduled for July 10, 2014.
- Director Bartles suggested coordinating this project with the Library's Strategic Plan.

- A 6 month look at the Library's statistics with comparative data from last year's statistics was distributed to the Commissioners.
- Commissioner Chairperson Pultorak suggested including statistics of the Library's website activity.

B. Auditorium Piano Replacement

Director Bartles reported:

- The current piano is in need of constant repair and was informed by the piano tuner that it is too costly to recondition or to repair it.
- The cost for a new piano is approximately \$13,000. Purchasing a used piano was not recommended because of costly repair risks.

Motion to approve requesting replacement of the Auditorium's piano through the Mayor's Office, made by Commissioner Schlaff, and second by Commissioner Lazar. Motion carried without objection.

V. ACTION ITEMS

A. Claims Return Change

Deputy Director Schaefer reported:

- Patron records will be purged after 5 years, as opposed to the current 10 years, because of the large amount of patron accounts that have claim returns listed.
- Commissioner Chairperson Pultorak suggested tracking the actual value of each item as well.

Motion to approve the 5-Year Claimed Returned Items Record Purge, made by Commissioner Schlaff, and second by Commissioner Straley. Motion carried without objection.

B. Videocassette Collection – End of Life

Director Bartles reported:

- The circulation for videocassettes has dropped significantly.
- Director Bartles has been looking into the amount of space used for the videocassettes and how that area can be made more efficient.

Motion to approve eliminating the Videocassette Collection, effective July 1, 2014, made by Commissioner Schlaff, and second by Commissioner Straley. Motion carried without objection.

C. OCLC Cessation

Director Bartles reported:

- The Library currently has a contract with MeLCat as an Interloan system, but previously used OCLC for this service.
- The current subscription to OCLC ends May, 2014.

Motion to approve the cessation of OCLC, made by Commissioner Lazar, and second by Commissioner Straley. Motion carried without objection.

VI. COMMENTS

- Commissioner Chairperson Pultorak reported that there are currently 3 proposals for the Strategic Planning Consultant.

The meeting was adjourned with no objection at 4:51 pm.