

CITY OF DEARBORN DEPARTMENT OF LIBRARY
LIBRARY COMMISSION MEETING MINUTES
December 13, 2013

Approved

ATTENDEES:

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

I. APPROVAL OF MINUTES

Commission Chairperson Pultorak called the meeting to order at 4:04 pm. He announced that a motion is in order to approve November 8, 2013 minutes.

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

II. FOUNDATION UPDATE

A. New Foundation Members

Director Bartles reported:

- There are 4 new members and Director Bartles shared a brief bio of each member.

B. Teen Area at HFCL

Deputy Director Schaefer reported:

- Chris deBear, Library Design, submitted a draft of the proposed Teen Area to the Foundation members. Mr. deBear will have a line item budget for the January meeting.
- Director Bartles advised the Commissioners members that there is an existing Teen Advisory Group that consists of approximately 13 members that are able to provide important feedback.

III. BUDGET UPDATE

Director Bartles reported:

- The Finance Department is still in the process of upgrading their financial package.
- Payroll, revenue and expense, and current year projection budgets have been entered.

- The capital improvement, rates and fees, and CDBG budget will be submitted Monday, December 16, 2014.
- The CDBG budget is specifically used for the Esper Branch for items such as lighting improvement.

IV. INFORMATION ITEMS

A. Community Task Force Recommendations

- Commissioners reviewed documents regarding the Community Task Force Recommendations and the push for the City to apply for more grants.
- Commissioners were given a list of grants that the Library has received since November, 2010.
- The library is receiving a \$10,000 donation from Ford subsidizing the purchase of AWE computers for children from 2 to 8 years old.
- The Mayor is convening another Task Force.

V. ACTION ITEMS

A. Meeting Room Policies

- Commissioners were given a copy of the library's auditorium and conference room policies and a copy of the room rental fee schedule.
- Director Bartles explained the cancellation and reservation policies and the importance of deposits and fees.

Motion to approve the library's meeting room policies made by Commissioner Schlaff, and second by Commissioner Jawad. Motion carried without objection.

B. Interlocal Services Agreement, Dearborn Heights

- Commissioners received a comparison of traffic and circulation statistics between Dearborn and Dearborn Heights. Commissioners also received a draft copy of the reciprocal agreement.

Motion to approve the revised Interlocal Services Agreement between Dearborn and Dearborn Heights made by Commissioner Taub, and second by Commissioner Smith. Motion carried without objection.

C. Rates and Fees

- Commissioners review the rates and fees spreadsheet. The items listed for FY2014 are the current rates and fees.
- The Lucky Day Collection is an added item, allowing a \$1 or \$5 loan (1 for \$2, or 3 for \$5).
- Commissioner Chairperson Pultorak explained how the rate for Non-Resident Library Card was established.
- Commissioners discussed possibly revising the rates for library card users and Advanced Computer classes.

Motion to *table* the updated rates and fees made by Commissioner Lazar, and second by Commissioner Straley and Taub. Motion carried without objection.

D. RFP Budget

- Director Bartles proposed the need to hire a space planning consultant for the upstairs of the library and requested the Commissioner's support. Director Bartles is also asking for a \$10,000 Contingency Fund.

Motion to approve the request of hiring a space planning consultant and contingency fund made by Commissioner Taub, and second by Commissioner Jawad. Motion carried without objection.

VI. COMMENTS

- Deputy Director Schaefer announced that the library's new website will launch in January, 2014.

The meeting was adjourned with no objection at 4:59 pm.