

DEARBORN PUBLIC LIBRARY
LIBRARY COMMISSION MEETING MINUTES
March 11, 2016

Approved

➤ **ATTENDEES:**

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| ➤ 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 | ➤ Present |
| ➤ Commissioner David Schlaff | ➤ Excused |
| ➤ Commissioner Nancy Zakar | ➤ Present |
| | |
| ➤ Library Director Maryanne Bartles | ➤ Present |
| ➤ Deputy Director Julie Schaefer | ➤ Present |
| ➤ Administrative Librarian Steven Smith | ➤ Present |

I APPROVAL OF MINUTES

Commission Chairperson Pultorak called the meeting to order at 4:09pm. He announced that a motion is in order to approve February 12, 2016, minutes.

- Motion made by Commissioner Nancy Zakar and second by Commissioner Barth Bucciarelli. Motion carried without objection.

II BUDGET – A lengthy discussion on the budget was conducted. As submitted, the Library budget would require an approval from Council for 1.78 mills in addition to the City approved 1 mill. Previously, 1.54 mills was requested and approved. So, an increase of .24 mills which is .24 per 1,000.

- Finance has asked all departments to look at budget submitted items with an eye toward reductions
- Facilities lease, which includes Capital projects, has increased by about \$450,000; Retiree health care costs have increased by about \$15,000. There have been increases in other line item budget areas.
- Consultants have been hired to look at entire non-police/non-fire employees salary and job descriptions which may increase that portion of budget
- A general discussion of the budget process took place with a specific discussion of library budget needs with the Commission agreeing on the direction that the library should take depending on budget request outcome

- Budget numbers were distributed to Commissioners for review and future discussion
- Chairperson Pultorak will again serve on the Mayor's Community Task Force and can bring forward comments from the Commission as he attends those meetings and share back what he learns during the process

III FOUNDATION UPDATE

Director Bartles reported:

- The Foundation sponsored and supporting the two ticketed events – Wine and Cheese tasting and Whodunnit dinner and show
- The Wine and Cheese event went very well last week and the 2nd event is taking place later today
- Both events sold many tickets and the 2nd event was actually sold out
- In the future, the Foundation may consider sponsoring other such events and the ability to sell more tickets would be of strong interest

IV INFORMATION ITEMS

Survey

- Commissioner Lazar asked about the status of this survey with regard to the budget questions
- Chairperson Pultorak responded that it should be moved along – that the survey is fully funded in the current budget and we need to proceed
- Library Director Bartles mentioned that the plan to “piggy-back” the proposal on the City's contract has been altered as the Library must submit a formal bid although there was only one company that bid on the City's survey originally
- Commissioner Lazar was thanked for his feedback and work thus far on the survey proposal.

V ACTION ITEMS

- Deputy Library Director Schaefer distributed a proposal from the Circulation Committee requesting that the limit on DVD check outs be increased from 5 at a time to 6.
- The maximum amount of DVDs allowed on a card at one time is 12, so 6 items at a time is ½ of the maximum.
- Motion was made by Commissioner Lazar to increase the checkouts from 5 to 6 for DVDS. Second by Commissioner Zakar. Motion carried without objection.

VI Comments

No additional comments offered

The meeting was adjourned with no objection at 4:50pm