

CITY OF DEARBORN DEPARTMENT OF LIBRARY  
LIBRARY COMMISSION MEETING MINUTES

March 13, 2015

**Approved**

**ATTENDEES:**

➤ Chairperson Marcel Pultorak	Present
➤ Vice Chairperson Nancy Zakar	Present
➤ Secretary/Treasurer Jihan Jawad	Present
➤ Commissioner Ali Dagher	Present
➤ Commissioner Dr. Ryan Lazar	Present
➤ Commissioner David Schlaff	Excused
➤ Commissioner Toni Straley	Excused
➤ Commissioner Robert Taub	Excused
➤ 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 4:03 pm. He announced that a motion is in order to approve February 13, 2015 minutes.

- Motion made by Commissioner Lazar, and second by Commissioner(s) Jawad. Motion carried without objection.

**II. FOUNDATION UPDATE**

Director Bartles reported:

- A meeting took place at the library on Monday, March 9, 2015 at 6pm
- The mailing campaign has ended.

**III. INFORMATION ITEMS**

**A. City of Dearborn Finance Representative –Jim O’Connor (for Corey Jarocki)**

Mr. O’Connor, Director/Treasure, Finance Department discussed:

- Mr. O’Connor distributed a proposed agenda and a packet detailing the library’s budget. He explained that the items specified in this packet are a draft of a balance sheet, ledgers, and tax information for review before the scheduled Council session.
- The board discussed their input on the budget information given by Mr. O’Connor

**B. Survey Status**

Director Bartles reported:

- The staff and some commissioners have given their feedback and are working towards a more efficient survey.
- After the staff has agreed on their final draft we will post a “test” survey on our website to determine how effective the survey is and if any questions are confusing.

- The Teen Librarian left an informal survey for patrons using the Youth area and received many responses, with most being positive.

**C. Library Budget Meetings**

Director Bartles reported:

- The Council budget session regarding the budget is tentatively scheduled for Friday, April 27, 2015.

**D. Outreach Initiatives**

Director Bartles reported:

- The Outreach Initiatives facilitated by staff was successful at both Henry Ford Village and Henry Ford College.
- The Senior Center at Recreation, the Kiwanis Club, Oakwood Hospital, and the Dearborn Federation of Neighborhood Associations, are all scheduled to be visited within the next couple of months.

**E. In-house Laptops for patron use**

Director Bartles reported:

- Three laptops have been purchased for patrons to use on the premises only.
- The laptops are checked out in the same procedure as books, etc.
- The soft launch of this service has gone well.

**F. Library Commission Vacancy**

Commissioner Chairperson Pultorak reported:

- Commissioners Smith and Straley's seats are vacant. Commission Taub will not seek another term when his expires in June 2015.
- The board discussed the process of attracting new board members.

**IV. Action Items**

No action items at this time.

**V. Comments**

Director Bartles reported:

- Jim Pletz, The Library Network (TLN) Director, reported that the TLN Board has agreed to a 2-year reciprocal borrowing trial for Dearborn.
- This will be presented at the council budget session.
- Some items will not be available for loan to TLN borrowers, but details are yet to be worked out.

**VI. ACTION ITEMS**

No items at this time.

**VII. COMMENTS**

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The meeting was adjourned with no objection at 5:05 pm.