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

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