

CITY OF DEARBORN DEPARTMENT OF LIBRARY  
LIBRARY COMMISSION MEETING MINUTES

June 12, 2015

**Approved**

**ATTENDEES:**

➤ Chairperson Marcel Pultorak	Present
➤ Vice Chairperson Nancy Zakar	Excused
➤ Secretary/Treasurer Jihan Jawad	Excused
➤ Commissioner Ali Dagher	Present
➤ Commissioner Dr. Ryan Lazar	Present
➤ Commissioner David Schlaff	Present
➤ 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 4:03pm. He announced that a motion is in order to approve May 8, 2015, minutes.

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

**II. BUDGET**

Director Bartles reported:

- The libraries' budget was adopted by council, without changes, on June 11, 2015.

**III. FOUNDATION UPDATE**

Director Bartles reported:

- The Teen Opening took place Friday, June 5, 2015, in the Teen Area of the library.
- Two scholarships of \$1,000 each, was award to the 2 essay contest winners. Byblos catered the event and Fisher Flowers provided flowers. Other donations were received including one from the Dearborn Optimist Club.
- The total amount from the mail solicitation campaign since September, 2014, is \$22,354 from 275 contributors. Kroger rewards contribution was a total of \$864.30.
- Deputy Director Schaefer is working with Dennis DePaulis and Larry Levesque on the upcoming mailing campaign.
- The next foundation meeting is scheduled for Monday, June 15, 2015.

#### **IV. INFORMATION ITEMS**

##### **A. Progress on Veterans Memorial**

Director Bartles reported:

- The selection process has narrowed the submittals down to 2 companies.
- The goal is to have the foundation dismantled and the monument relocated by Memorial Day, 2016.
- Once the contract is awarded, the company will arrange meetings with the stakeholders.
- The Commission will participate in the design process along with the Veterans group.
- The second design did not include a separate area for library activities.

##### **B. Survey Status**

Commission Chairperson Pultorak reported:

- The survey has been posted on the library's public website.
- There have been 4 responses.
- Chairperson Pultorak suggested more publicity in order to get more feedback.

##### **C. Library Commission Vacancies**

Commission Chairperson Pultorak reported:

- There were a total of 7 applicants.
- Emails were sent to the applicants and 5 phone interviews were conducted.
- Background of the 5 interviewed applicants was shared with the commissioners and staff.

#### **V. ACTION ITEMS**

##### **A. Internet Use Policy documents**

Director Bartles reported:

- The CIPA requirement was revised and the policy regarding laptops was added to the current internet use policy.

Motion to approve the new internet policy changes to comply with the requirements of the federal grant received from TLN, made by Commissioner Schlaff, and second by Commissioner Dagher. Motion carried without objection.

##### **B. Commission Elections**

Director Bartles reported:

- Commissioner Pultorak as Chairperson was nominated.
- Commissioner Dagher as Vice Chairperson was nominated.
- Commissioner Lazar as Secretary/Treasurer was nominated.

Motion made by Commissioner Schlaff, and second by Commissioner Dagher to approve election of Chairperson Pultorak, Vice Chairperson Dagher and Secretary/Treasurer Lazar. Motion carried without objection.

**C. TLN Reciprocity 2 Year Trial Agreement**

Director Bartles reported:

- TLN agreed to a 2 year term with the library.
- A copy of the TLN Reciprocity 2 Year Trial Rules and Procedures was distributed and explained.
- Commissioner Lazar recommended inserting that the patron may face fines if material is not returned to HFCL into the agreement.

Motion to approve the TLN Reciprocity 2 year trial agreement, made by Commissioner Lazar, and second by Commissioner Schlaff. Motion carried without objection.

**D. Elimination of the Juvenile CD-Rom collection**

Deputy Director Schaefer reported:

- The Collection Development Committee via Youth Services is requesting permission to remove the collection of CD-Rom items in the juvenile area.

Motion to approve to eliminate the entire collection of circulating CD-Rom items, made by Commissioner Dagher, and second by Commissioner Schlaff. Motion carried without objection.

**VI. COMMENTS**

- The summer reading program is scheduled to run June 15 –August 21, 2015.
- Deputy Director distributed the summer reading program's adult events brochure.
- The library has once again won the Big Read grant. The themes this year are based on the works of Edgar Allan Poe and will kick off Oct 15<sup>th</sup>.  
"Dream dreams that no mortal has ever dreamed"

The meeting was adjourned with no objection at 4:39pm.