

CITY OF DEARBORN DEPARTMENT OF LIBRARY
LIBRARY COMMISSION MEETING MINUTES
September 11, 2015

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 | Absent |
| • Commissioner Michelle Jawad | Present |
| • Commissioner Arrwa Mogalli | Present |
| • Commissioner David Schlaff | Absent |
| • Commissioner Nancy Zakar | Present |
| | |
| • Library Director Maryanne Bartles | Present |
| • Deputy Director Julie Schaefer | Present |
| • Administrative Librarian Steven Smith | Present |
| • Department Technician Vanda Taylor | Excused |

I APPROVAL OF MINUTES

Commission Chairperson Pultorak called the meeting to order at 4:05pm. He announced that a motion is in order to approve June 12, 2015 minutes.

Previously corrected minutes were distributed during the meeting.

- Motion made by Commissioner Lazar, and second by Commissioner Zakar. Motion carried without objection.

II BUDGET

Director Bartles reported:

- The library supervisors have been alerted that their budget requests are to be submitted. At this time no 2017 budget memo has been received from Finance. Director Bartles does not anticipate any budgetary changes this year.

- There has been no word about how the elimination of personal property tax revenue will affect the library or city.

III FOUNDATION UPDATE

Director Bartles reported:

- The Foundation did not meet in August
- They are continuing to work on their direct mail campaign and we anticipate it being mailed in the next week or so.
- Director Bartles explained for the new commissioners how money raised by the Library Foundation and the Friends of the Library Dearborn is used.

IV INFORMATION ITEMS

A Staffing

Library Director Bartles reported:

- Recent staffing changes have presented the library with many challenges. Department Technician Taylor is on extended leave and unsure when she will return. Her current duties have been divided among the administrators. Isabella Rowan was a very dynamic librarian but has resigned and moved to Florida. Assistant Librarian Lelek, who had many responsibilities, has accepted a position in Livonia. A Youth Services librarian will be going on medical leave.
- Pultorak asked if exit interviews have been conducted to determine if there was a systemic problem. Bartles reported that it is just happenstance and typically full time employees stay long term. Human Resources staff do conduct exit interviews.
- We are interviewing for Librarian I next week. Of one hundred applicants, forty were not qualified. We will be interviewing the 28 most qualified.

B Veteran's Memorial

Commission Chairperson Pultorak reported:

- Commission Chairperson Pultorak passed around drafts to all Commissioners depicting one of two layouts as to how the memorial may look at the front of HFCL. Commissioner Lazar asked if the fountain will be removed, and was informed yes. Marble from the fountain will be incorporated into the design. Various aspects of the drafts were discussed.
- The construction will be funded from a one million dollar grant from A.K. Steel.
- The free speech zone in front of the old City Hall has been moved to the front of HFCL. This fact must be kept in mind as plans are drawn up.

C Library Survey

Library Director Bartles reported:

- A online test survey was run from the library website from between June 10 and approximately September 4.
- Director Bartles feels that the survey questions were good; however, of the 65 responses, 31 came from Bryant Branch. When compared to the actual usage of Bryant Branch, the test survey results are somewhat skewed.
- Director Bartles compiled the results manually but it was very labor intensive. If a larger survey is conducted, we must hire a company to compile the results and do the cross-tabulation.
- Commissioner Mogalli suggests that we can work with literacy coach, who could help walk parents through survey.
- Other aspects of the survey were discussed. The Commission members will review the results before the next meeting.

D Annual Report

Director Bartles reported:

- The Annual Report has been submitted. A copy of the report was included in the back of the Library Commission binders, and Commission members were invited to take the report home with them.

E TLN Reciprocity

Library Director Bartles reported:

- Dearborn Public Library is part of The Library Network (TLN), which includes approximately one hundred libraries in Southeast Michigan. With the reciprocity agreement, our patrons can use the resources of other TLN libraries, and the patrons of other member libraries can now use Dearborn. Dearborn and Saline were the only two non-reciprocating libraries. Dearborn has not been reciprocating since 1985.
- The agreement will benefit our residents as well residents in the surrounding communities. Marcel explained that back in 1985, many surrounding communities either did not have libraries or their libraries were very small. At that time, the reciprocal agreement put an undue burden on Dearborn's library resources. This is not the case today. If the agreement does prove to be detrimental, we can reconsider our participation in two years.

F New Library Computers; Fiber line

Library Director Bartles reported:

- The library has replaced all public and staff computers within HFCL over the last two weeks with brand new machines. The branches will be receiving their new computers soon.
- A new, much faster fiber optic connection will replace our existing internet connection within the next month. With federal e-rate funding managed by The Library Network, we will get 80% of the costs for this network back.

V Action Items

VI Comments

The Big Read

Library Director Bartles reported:

- We once again applied for and received a Big Read grant. This time the focus will be on the works of Edgar Allen Poe. The project launch is scheduled for October 8, and commissioners are invited to attend. The Mayor will be present. Big Read activities begin in earnest on February 6, 2016 and will conclude at the end of March. We will produce a tabloid of Poe's various stories, illustrated by Dearborn Public School students.
- Our current plans involve creating a book similar to last year's Animal Tales which will feature patron and staff submitted stories and poems, centering on a spooky theme.
- The Big Read grant is \$10,000 and we have received grants from other local organizations to assist our efforts.

Library Commission meeting time:

Commission Chairperson Pultorak reported:

- We are the only board that does not meet in the evening. We are now dependent on a voter-approved millage and we want to be more available to the public. Chairperson Pultorak asked for us to consider moving meetings to evenings.

The meeting was adjourned with no objection at 5:04 pm.