

DEARBORN PUBLIC LIBRARY
LIBRARY COMMISSION MEETING MINUTES
January 13, 2017
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 | ➤ Present |
| ➤ Commissioner Michelle Jawad | ➤ Excused |
| ➤ Commissioner Arrwa Mogalli | ➤ Absent |
| ➤ Commissioner David Schlaff | ➤ Excused |
| ➤ Commissioner Nancy Zakar | ➤ Present |
| | |
| ➤ Library Director Maryanne Bartles | ➤ Present |
| ➤ Deputy Director Julie Schaefer | ➤ Present |
| ➤ Administrative Librarian Steven Smith | ➤ Present |
| ➤ Department Technician Daniel Smith | ➤ Present |

I APPROVAL OF MINUTES

Commission Chairperson Marcel Pultorak called the meeting to order at 4:02pm. He announced that a motion is in order to approve the minutes from the December 9, 2016 Library Commission meeting.

- Motion made by Secretary/Treasurer Ryan Lazar, second by Commissioner Jihan Jawad. The motion passed.

II BUDGET

The budget has been submitted to the Finance Department. The capital budget and other line items continue to be tweaked, but there is nothing major to report.

III FOUNDATION UPDATE

The next Library Foundation meeting is on January 23. They will begin organizing the 2017 essay contest.

IV INFORMATION ITEMS

A. Survey Update

The City Clerk's office gave the electoral roll to Cobalt Community Research so they can randomly select survey participants. The first wave goes out on January 24. Participants will have about a week to respond, and then a second wave will go out on February 13 to those who do not. The results of the survey will be reviewed with the Library at the end of March.

V ACTION ITEMS

A. Code of Conduct

The Library administration has received numerous complaints regarding unattended minors, ranging from excessive noise to hostility toward staff. The administration wants to add a policy governing children in the building, but this would require a change in the code of conduct. Deputy Director Julie Schaefer presented a revised code of conduct incorporating the newly written Unattended Children policy. These will be voted on together.

B. Unattended Children

The Library has been following the City ordinance that allows those aged six years or under to enter facilities with the supervision of a caregiver who is at least 13. It is proposed to change this so that children younger than 13 cannot be in the libraries without a responsible 18-year-old, who must remain in direct sight of the child.

- Motion to approve the new Code of Conduct and the Unattended Children policy made by Vice Chairperson Ali Dagher, second by Commissioners Jawad and Lazar. The motion carried.

C. LSTA Grant – Board Resolution Statement of Assurances

The administration is moving forward with the application for a grant to purchase a Smartlocker for the south side of Dearborn. Director Maryanne Bartles distributed a CIPA compliance statement and a Library of Michigan statement of assurances that requires signatures from the administration, the Library Commission chairperson and the City finance director.

- Motion to authorize execution of the Statement of Assurances made by Secretary/Treasurer Lazar, second by Vice Chairperson Dagher. The motion passed.

D. April 2017 meeting – Good Friday conflict

The Library will be closed the second Friday of April in observance of Good Friday. The commission agreed to move the meeting date to April 21. The Department of Public Information will be notified, and it will be posted on the Library website and on the doors at HFCL.

VI COMMENTS

The Library staff compiled a top-ten list of accomplishments for 2016. It will be available to the public on social media.

The fine amnesty program proved to be a success. Nearly 850 cards were renewed, and about 120 items were recovered. The Library also took on 500 unique patrons over the two weeks the program was run.

The Library will apply for a grant for a Big Read program in 2017. It will be based on “The Namesake” by Jhumpa Lahiri. Grant awards will be announced in June and the program will take place in March-April 2018.

HFCL’s Adult Services division will be running a Winter Reading Program. It will be the first time in recent memory that the Library has put on such a program. Winter-themed lectures will be featured in support, including one from English Gardens on winter garden care.

The 2017 State of the City address will not be a formal event as it has been in the past. Rather, individual segments will be filmed and broadcast on CDTV and posted on social media. The Library will feature a link on its website.

The meeting adjourned with no objection at 4:38pm