

DEARBORN PUBLIC LIBRARY
LIBRARY COMMISSION MEETING MINUTES
November 13, 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 | ➤ Present |
| ➤ Commissioner Michelle Jawad | ➤ Present |
| ➤ Commissioner Arrwa Mogalli | ➤ Present |
| ➤ Commissioner David Schlaff | ➤ Excused |
| ➤ Commissioner Nancy Zakar | ➤ Present |
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| ➤ 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 4:03pm. He announced that a motion is in order to approve October 9, 2015, minutes.

- Motion made by Commissioner Michelle Jawad, and second by Commissioner Dagher. Motion carried without objection.

II BUDGET

- Corey Jarocki from Finance sent a reply via email responding to a question at the previous meeting about the amounts reported for T.I.F.A. (Tax Increment Financing Authority) and Brownfield Authority
- Director Bartles distributed this response to the Commission in their packets
- The next budget submission is due by the end of the year and it is a 3-year budget
- Commission Chairperson Pultorak mentioned that the materials budget has been greatly reduced in recent years. Yet we receive requests from the public for purchase of various formats that we cannot grant with this reduced budget.

- In 2017, the City's 3 mills will be up for renewal. The impact on the library is less now that we have our own millage than it would have been had we not had that approved in 2011.

III FOUNDATION UPDATE

Director Bartles reported:

- The Direct Mail Campaign first round of mailings to “new” possible donors turned out low response
- The next group of mailings was just made and that was for the previous donors. The response was much better with this group.
- As the end of year approaches and the end of 2015 tax donations, we may see more response
- The Mail Campaign is the significant fundraiser for the Foundation

IV INFORMATION ITEMS

A. Veteran's Memorial

- There is a meeting scheduled soon regarding the plans for the Memorial Parade. The plans are to have the parade route end up at the Library whether the route comes down Michigan Avenue from the West or from the East.
- Core drilling from the survey company will be taking place outside next week

B. Library Survey

Library Director Bartles reported:

- The City is using a company for a survey that will be issued in the new year and we could piggy-back on that contract so that we would not have to re-start the bid process
- Commission Chairperson Pultorak mentioned that the ESL program is so popular at HFCL, we should consider having it also at Esper. Volunteers run the actual programs coordinated by a staff person.
- Commissioner Mogalli commented on the need to strengthen the connection between the public school and the library so that literacy is promoted by both organizations.

C. HFCL Roof

Library Director Bartles reported:

- The HFCL roof project is complete
- The next step will be to repair the damage on the ceiling created by leaks

D Sliding Door Project

Library Director Bartles reported:

- The North and South doors have been problematic
- The doors will be replaced by sliding doors on both sides, both inner and outer doors
- The project will take about 3 days to complete for each side
- It begins after Thanksgiving
- The public will be impacted as they will not be able to enter the doors as they are being worked on and will be re-routed to the West Door as the South side is being worked on

V ACTION ITEMS

A TLN Reciprocity

Library employees—Should the library offer a courtesy card to employees of TLN reciprocal libraries without regard to resident status? Library Director Bartles feels that this does not happen with any great frequency and recommends allowing this courtesy.

- Commissioner Dagher made a motion that we do allow courtesy cards for employees of TLN reciprocal libraries without regard to resident status of employee
- Commissioner Jihan Jawad seconded this motion.
- A vote was taken. The motion carried.

B Rates and Fees

- Library Director Bartles distributed a spreadsheet of current rates and fees that can be examined and voted upon at the December meeting
- Proctoring fees were also examined and discussed
- Currently, we do not charge for proctoring service but the majority of area libraries do charge for this service. A vote will be taken at the December meeting.

VI Comments

- a. Call for stories – The Big Read call for stories deadline is extended until the end of the year. The Big Read Committee is requesting spooky, or suspenseful stories, poems, etc. be sent to the library
- b. 2 new librarians- The library has two new librarians. Both began in November. One started in the beginning of the month and the other in the middle. Specific job duties will be decided and distributed as they progress. Librarian Isabella Rowan had resigned her position with the library in the

summer; however, we now have a contracted arrangement with her to select and catalog international language titles, especially in Arabic.

The meeting was adjourned with no objection at 4:45pm