

DEARBORN PUBLIC LIBRARY  
LIBRARY COMMISSION MEETING MINUTES  
November 17, 2017  
**APPROVED**

➤ ATTENDEES:

- |   |           |
|---|-----------|
| ➤ Chairperson Marcel Pultorak           | ➤ Present |
| ➤ Vice Chairperson Dr. Ryan Lazar       | ➤ Present |
| ➤ Secretary/Treasurer Jihan Jawad       | ➤ Present |
| ➤ Commissioner Barth Bucciarelli        | ➤ Present |
| ➤ Commissioner Ali Dagher               | ➤ Present |
| ➤ Commissioner Michelle Jawad           | ➤ Present |
| ➤ Commissioner Arrwa Mogalli            | ➤ Present |
| ➤ Commissioner David Schlaff            | ➤ Present |
| ➤ 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 a motion to approve the minutes from the October 13, 2017 Library Commission meeting.

- Motion to approve made by Commissioner Ali Dagher, second by Vice Chairperson Ryan Lazar. The motion carried.

## **II BUDGET**

The Library supervisors have submitted their budget requests. The official memo from the Finance department was released with all due dates. The personnel budget is due December 3. Rates & fees are due after. Projections and capital budgets are due December 20.

## **III FOUNDATION UPDATE**

The Foundation began their mailing campaign. The first wave of donor cards have gone out and a follow-up mailing will be sent the beginning of December.

## **IV INFORMATION ITEMS**

### **A. LSTA Remote Locker**

Deputy Director Julie Schaefer arranged several visits to Salina School during parent-teacher conferences to garner awareness of the Remote Locker, and to sign students up for library cards. Staff issued and renewed about 40 cards.

The locker will be delivered in January 2018. Library staff is planning to hold a ribbon cutting.

### **B. Strategic plan progress**

Eric Craymer of Growth Management Consulting was awarded the contract. He proposed a project plan for the commission's approval. The assessment will begin by gathering data from the community. Chairperson Pultorak urged the commission to consider listing users and non-users of the library who could provide useful insight.

### **C. Rates & fees review**

The rates and fees schedule is due to the Finance department in December. The commission spent a considerable amount of time in December 2016 deliberating rates and fees for FY2018 and beyond. They agreed that no further change is necessary at this time.

- Motion to support made by Commissioner Dagher, Second by Commissioner David Schlaff. The motion passed.

## **V ACTION ITEMS**

### **A. Library security camera policy**

Director Maryanne Bartles has presented the proposed policy to the Legal department. They have yet to respond officially.

- Item tabled until legal review complete.

### **B. MeLCat and paid non-residents**

The MeLCat rules stipulate that only residents of a library's service area are entitled to interlibrary media borrowing. A handful of Dearborn Public Library patrons are paid cardholders who live outside of the city; some have been denied use of this service. Director Bartles allowed the Library IT staff to remove the restriction, and proposed that paid cardholders should be afforded the same privilege as resident cardholders.

- Motion to approve made by Commissioner Dagher, second by Commissioner Michelle Jawad. The motion carried.

## **VI COMMENTS**

The Library is currently offering hoopla Engage to the public. This service offers a set number of checkouts through hoopla, and directs the user to their home library for a card once the trial period ends.

The staff is asking the community for recipes and immigration stories for an anthology. They are working with the Dearborn DDAs and Chamber of Commerce to publicize the endeavor. The due date for submissions was extended to December 31.

The Library is participating in the Small Business Saturday campaign. Stamps will be awarded with purchases and new library memberships. Henry Ford Centennial Library will be a drop-off spot for the passports.

The meeting adjourned at 4:39pm