

DEARBORN PUBLIC LIBRARY
LIBRARY COMMISSION MEETING MINUTES
November 18, 2016
APPROVED

- ATTENDEES:
- | | |
|---|-----------|
| ➤ Chairperson Marcel Pultorak | ➤ Present |
| ➤ Vice Chairperson Ali Dagher | ➤ Present |
| ➤ Secretary/Treasurer Dr. Ryan Lazar | ➤ Present |
| ➤ Commissioner Barth Bucciarelli | ➤ Excused |
| ➤ Commissioner Jihan Jawad | ➤ Excused |
| ➤ Commissioner Michelle Jawad | ➤ Excused |
| ➤ 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 4:06pm. He announced that a motion is in order to approve the minutes from the October 14, 2016 Library Commission meeting.

- Motion made by Vice Chairperson Ali Dagher and second by Secretary/Treasurer Ryan Lazar. The motion carried.

II BUDGET

A Rates and Fees spreadsheet was distributed to the commissioners. Changes will be proposed and the rates will be finalized at the December 9, 2016 meeting. It was pointed out that no changes have been made to room rental fees in several years, and no changes have been projected for the future. Chairperson Pultorak feared that the lack of change in pricing would lead to a drastic increase in the future. Though it's not a significant source of revenue, it's still worth consideration. Director Maryanne Bartles agreed, and it was deliberated to attempt to increase the costs relative to the cost of running the Library. The charges for fines and fees will remain the same. The Library is going to see what the Recreation Department is doing with their budget to get an idea of how we should approach ours.

III FOUNDATION UPDATE

Neither Director Bartles nor Deputy Director Julie Schaefer were able to attend the most recent Library Foundation meeting.

Donations to the Foundation are trickling off. A follow-up mailing is planned for likely donors who have not yet done so.

IV INFORMATION ITEMS

A. Library Survey Update

If we want to retain all of the questions that we have, the survey would run on to a fifth page and cost extra. We're now planning to send the surveys out in January, as we think they're likely to be ignored if we send them out over the holidays. An idea came up to offer prizes as incentive to participate, but it would upset the anonymity of those taking the survey. There was also an idea to offer a voicemail line for Arabic speakers who need assistance. However, bilingual assistance was not shown to be an issue with the Dearborn Administrative Center's city services survey. It was decided that it would be more practical to offer instructions to access it in Arabic online. We also plan to have copies of the paper survey in Arabic at the libraries. Cobalt estimates the survey takes about 10 minutes to complete.

B. Amnesty Event

Administrative Librarian Steven Smith worked with the Outreach Committee on the amnesty program. To celebrate Henry Ford Centennial Library's 50th groundbreaking anniversary, we're waiving fines and fees up to \$100 in exchange for a card renewal. On December 14, the Library is hosting an event featuring a Clara Ford impersonator to hold a historical discussion. The mayor was invited to speak as well, but we have yet to receive confirmation. We're planning for a presentations followed by refreshments in the HFCL rotunda.

C. Little Free Library Dedication

Roughly 50 people attended the dedication at the John D. Dingell Transit Center. Brendan Hay applied for his Eagle Scout badge for building the Little Free Library, which he's expecting to receive in January.

V ACTION ITEMS

No action items presented.

VI COMMENTS

The Library continues to have trouble with students throughout the year, especially during exam periods. Director Bartles has reached out to Superintendent Glenn Maleyko of Dearborn Public Schools. The Library Administration have attended meetings with the principals and vice principals, and a meeting with the PTA Council. The Administration plans to meet with an advisory student council body in December. A subcommittee of the Security Committee is looking through the Code of Conduct and considering an addendum that specifically addresses unattended minors.

The meeting adjourned with no objection at 4:39pm