

DEARBORN PUBLIC LIBRARY
LIBRARY COMMISSION MEETING MINUTES
December 8, 2017
APPROVED

- ATTENDEES:
- | | |
|---|-----------|
| ➤ Chairperson Marcel Pultorak | ➤ Present |
| ➤ Vice Chairperson Dr. Ryan Lazar | ➤ Present |
| ➤ Secretary/Treasurer Jihan Jawad | ➤ Excused |
| ➤ Commissioner Barth Bucciarelli | ➤ Present |
| ➤ Commissioner Ali Dagher | ➤ Present |
| ➤ Commissioner Michelle Jawad | ➤ Present |
| ➤ Commissioner Arrwa Mogalli | ➤ Excused |
| ➤ Commissioner David Schlaff | ➤ Excused |
| ➤ Commissioner Nancy Zakar | ➤ Excused |
| | |
| ➤ 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 4:05pm. He announced a motion to approve the minutes from the November 17, 2017 Library Commission meeting.

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

II BUDGET

Personnel budgets and rates & fees have been submitted to the Finance Department. The administration is working on the operating and capital budgets, due late December.

HVAC upgrades will likely begin at Henry Ford Centennial Library in the summer of 2018. Director Maryanne Bartles is meeting with the Department of Public Works and Larkin Engineering on January 31 to touch base. The ceilings and wallpaper will be redone after the HVAC project.

The HFCL first floor restrooms are currently being remodeled. The administration is planning to have the second floor restrooms remodeled in the future.

III FOUNDATION UPDATE

Donations are coming in from the mailing campaign. A second notice is going out mid-December.

IV INFORMATION ITEMS

A. LSTA Remote Locker - update

Library staff worked at the parent-teacher meetings at Salina to raise awareness of the Remote Locker. Administration is interviewing for a department assistant to tend to the locker. It will be a part-time position funded by the LSTA grant.

The computer lab where it will be housed is presently open during the week from 3:00pm to 5:00pm. The staff at Salina is requesting assistance from the City and the Library to keep it open an additional two hours.

B. Strategic plan progress

The strategic planner is in the process of collecting data from the community. He sent the commission an inventory of all provided preliminary data. He plans to begin arranging focus groups in January and February of 2018.

V ACTION ITEMS

A. Library security camera policy

The item is still on hold. FOIA and privacy laws need to be considered before drafting a policy. The Legal Department has examined the HFCL camera setup, and is consulting with the Police Department. The administration hopes to have a policy written by January.

VI COMMENTS

The deadline for submitting family recipes and immigration stories has been extended to December 31, 2017.

Longtime employee Marge Berry passed away on December 2, 2017. She began working in the Circulation division in 2005. She will be fondly remembered by the staff and patrons alike.

The meeting adjourned at 4:26pm.