

DEARBORN PUBLIC LIBRARY  
LIBRARY COMMISSION MEETING MINUTES  
March 9, 2018  
**Proposed**

- ATTENDEES:
- |   |           |
|---|-----------|
| ➤ Chairperson Marcel Pultorak           | ➤ Present |
| ➤ Vice Chairperson Dr. Ryan Lazar       | ➤ Present |
| ➤ Secretary/Treasurer Jihan Jawad       | ➤ Excused |
| ➤ Commissioner Barth Bucciarelli        | ➤ Present |
| ➤ Commissioner Ali Dagher               | ➤ Excused |
| ➤ Commissioner Michelle Jawad           | ➤ Present |
| ➤ Commissioner Arrwa Mogalli            | ➤ Present |
| ➤ Commissioner David Schlaff            | ➤ Present |
| ➤ 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 4:02pm. He announced a motion to approve the minutes from the February 16, 2018 Library Commission meeting.

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

## II BUDGET

Director Maryanne Bartles and Chairperson Pultorak met with the Finance Department in February. An extra \$50K was added to the FY2019 budget for library materials. Money will be set aside for significant construction at Henry Ford Centennial in FY2019, including HVAC upgrades and mezzanine renovations.

Director Bartles is budgeting for carpet replacement in FY2019. The public areas of the HFCL second floor are in particular need of attention. It cost \$300K when it was last replaced in 2005; it will likely be around \$500K today.

## III FOUNDATION UPDATE

The Foundation is judging entries for their essay contest. There were eight submissions. They are giving out up to three \$1,000 prizes.

Their annual meeting is coinciding with the Big Read kickoff; Library administration will be unable to attend.

#### **IV INFORMATION ITEMS**

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

The locker is set up in the Salina computer lab. Twenty of the 30 lockers were in use as of the meeting.

There is no design for the locker skin yet. The staff is planning to hold a ribbon cutting once it has been applied.

The first year of the three-year grant will end on March 31. About \$40K of the allotted \$60K has been spent this year. Deputy Director Julie Schaefer is consulting with the Library of Michigan on how to make the most of the grant money. The Library may purchase additional towers.

##### **B. Big Read Kickoff**

The kickoff begins at 3:00PM on Sunday, March 18 at the Ford Community Performing Arts Center. Invitations have been sent out to dignitaries. The script and the program are being written by staff.

#### **V ACTION ITEMS**

None presented.

#### **VI COMMENTS**

A part-time security officer supervisor has been hired at HCFL. He will be responsible for training guards and issuing bans.

The commissioners discussed their prior focus group with Growth Management Consulting. Chairperson Pultorak has requested a copy of the consultant's notes from the meeting. The data gathered from these focus groups will be used to make a report, which will be used in forming a strategic plan.

hoopla has been made available for Apple TV, Roku, Amazon Fire Stick, and Chromecast.

The commissioners are considering refreshing the Library's mission statement before the summer hiatus.

**The meeting adjourned at 4:40pm**