

DEARBORN PUBLIC LIBRARY
LIBRARY COMMISSION MEETING MINUTES
May 13, 2016
Proposed

➤ **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 | ➤ Excused |
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| ➤ Library Director Maryanne Bartles | ➤ Present |
| ➤ Deputy Director Julie Schaefer | ➤ Excused |
| ➤ Administrative Librarian Steven Smith | ➤ Present |
| ➤ Department Technician Daniel Smith | ➤ Present |

I APPROVAL OF MINUTES

Commission Chairperson Marcel Pultorak called the meeting to order at 4:03pm. He announced that a motion is in order to approve the April 8, 2016 minutes.

- Motion made by Commissioner Ali Dagher and second by Commissioner Barth Bucciarelli. Motion carried without objection.

II BUDGET

- Chairperson Pultorak and Director Maryanne Bartles met with City Council for a budget workshop on May 9. It was made very clear that the Library wasn't seeking anything "extravagant;" that we've lost hundreds of thousands of dollars with the personal property tax phase-out, and there have been increases in other costs not under our control. The Library needs funding for necessary capital projects and maintenance items.
- In order for the Library to make budget, City Council will need to levy 1.78 mills, an increase from 1.54. Chairperson Pultorak met with Council President Susan Dabaja, who seems to understand the Library's need for funding. He gets the sense that the majority of City Council is generally supportive, though there has been some opposition.
- The Council has recently voted to put a ballot proposal on the August primary election to renew a 3.5 supplemental operating millage that is set to expire. This represents roughly \$11 million in revenue to the general fund. If the

electorate turns it down, it could bring about some rather serious consequences for the city.

- Chairperson Pultorak remains confident the Library will get the necessary funding, but stressed the importance of the renewal of the 3.5 mills.

III FOUNDATION UPDATE

Three winners of the Essay Contest have been announced. They are each to be presented a check for \$1,000.00 at the City Council meeting on May 24. Director Bartles reported:

- Participation in the 2016 contest was high compared to that of previous years. Around 225 essays were submitted, with the majority coming from Fordson and Divine Child.
- Presentation at the Council meeting offers the students an opportunity for recognition, as well as good publicity for the Foundation.

IV INFORMATION ITEMS

A survey will be proposed to rank the importance of various library services and to assess overall customer satisfaction with the library, as well as other areas of interest. The purpose of the survey is to provide data to assist the Library Commission and library staff with a strategic planning process.

- Cobalt is specifically invited to bid on conducting the survey. They are the same company to conduct a similar survey within the Dearborn Administrative Center.
- There are certain responsibilities that fall onto the Commission, i.e. reviewing the process and questions, and adding any additional questions.
- It is expected to be underway, or possibly finished, by the end of summer. The Commission is in agreement that a special meeting will be held during the summer months should the need arise.
- Commissioner Ryan Lazar was recognized for his assistance in finalizing the proposal.

V ACTION ITEMS

No action items presented.

VI Comments

The point-of-sale system will be a major project. The idea is to modernize the cash handling process and to further accommodate the use of credit and debit cards.

- Only two companies offer a point of sale system that is compatible with our Horizon library software.
- Software would control access to public computers, and printing and copying from the public computers. It will also allow online fine payments, and add several self-service components to the library.
- The library does presently accept credit card payments in-house, but only to pay off fines and fees. With the new software, credit and debit cards could be used to purchase everything the library sells.
- Library Administration will work with Treasury to determine the appropriate associated fees for credit and debit card purchases.
- Commissioner Lazar suggested the Commission look into the responsibility of the company to replace machinery and technology as they become obsolete.

An election of Library Commission officers will occur in June.

Department Technician Daniel Smith was introduced as the new secretary to the Library Commission and liaison with the Library Administration.

The meeting was adjourned with no objection at 4:23pm