

DEARBORN PUBLIC LIBRARY
LIBRARY COMMISSION MEETING MINUTES
July 8, 2016 – Special Meeting
APPROVED

- 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 | ➤ Absent |
| ➤ Commissioner David Schlaff | ➤ Excused |
| ➤ Commissioner Nancy Zakar | ➤ Present |
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| ➤ Library Director Maryanne Bartles | ➤ Present |
| ➤ Deputy Director Julie Schaefer | ➤ Present |
| ➤ Administrative Librarian Steven Smith | ➤ Present |
| ➤ Department Technician Daniel Smith | ➤ Present |

I APPROVAL OF SURVEY PROPOSAL

Commission Chairperson Marcel Pultorak called the meeting to order at 4:03pm. He announced that a motion is in order to approve Cobalt's proposal to conduct a research survey for the Library.

- Four-thousand surveys will be sent to residents drawn randomly from a database using a random number generator.
- Copies of the survey, along with a cover letter and a postage paid envelope will be mailed out to residents. The cover letter provides a link to complete the survey online, and a survey ID number to eliminate multiple responses and gaming techniques. If no response is given within 10 to 12 days, a second packet is mailed out.
- According to Cobalt, the typical response rate for these surveys is between 25% and 35%. A sample of 4,000 should achieve a +/- 3.0% margin of error. We will contact Cobalt to make the most relevant use of surveys translated in Arabic.
- Motion for approval made by Chairperson Ali Dagher, second by Commissioner Michelle Jawad. Motion carried unopposed.

Secretary/Treasurer Ryan Lazar, and Commissioners Barth Bucciarelli and Michelle Jawad agreed to form a subcommittee to meet with Cobalt. Chairperson Pultorak will alternate for one of the commissioners if need be.

II COMMENTS

In September, the Administration want to propose to the Commission for Henry Ford Centennial Library to remain open on Saturdays throughout the year

Chairperson Dagher relayed excitement from the community regarding future plans to circulate mobile hot spots. Cellular service for the devices will likely be through Sprint or T-Mobile.

The Administration are still considering how to move forward with plans to circulate tablets. There is currently no recourse for a patron who checks out a tablet and keeps it. iPads were originally considered, as it's easy to remotely reset the tablets, though they are more costly than Android devices.

The meeting was adjourned with no objection at 4:21pm.