

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

- ATTENDEES:
- | | |
|---|-----------|
| ➤ Chairperson Marcel Pultorak | ➤ Present |
| ➤ Vice Chairperson Dr. Ryan Lazar | ➤ Present |
| ➤ Secretary/Treasurer Jihan Jawad | ➤ Present |
| ➤ Commissioner Barth Bucciarelli | ➤ Excused |
| ➤ Commissioner Ali Dagher | ➤ Excused |
| ➤ Commissioner Michelle Jawad | ➤ Excused |
| ➤ 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 4:11pm. He announced a correction to be made to the June 9, 2017 Library Commission meeting minutes to reflect the results of the election of officers. The amended minutes will be made available on the Library's web page.

- Motion to approve made by Vice Chair Ryan Lazar, second by Commissioner David Schlaff. The motion carried.

II BUDGET

The Library administration has advised the agency supervisors to begin considering their budgets for FY2019. Personnel budgets and rates and fees will be worked out first, and operating budgets will follow.

III FOUNDATION UPDATE

The Foundation has hired a consultant to aid in their transition to a committee-based organization. The consultant is working individually with the members of each committee within the Foundation.

IV INFORMATION ITEMS

A. LSTA Grant for Remote Locker

The purchase order for the Remote Locker was sent to bibliotheca. The locker will be housed in the lobby of Salina Intermediate School Community Center.

B. Strategic Planning RFP

Members of the Commission and Library Administration met with City Human Resources Director Cynthia Pepper to review the RFP for a strategic planner. The panel was encouraged to scale back to an organizational assessment before moving on to a strategic plan. Pepper and Director Maryanne Bartles wrote a new RFP, which was approved by an evaluation team appointed by the mayor. The deadline for proposals is September 24.

The data gathered by the analysis will eventually assist a facilitator in developing a strategic plan for the Library.

C. Guidelines for students using Dearborn Public Library during finals

With a few exceptions, the new student guidelines were received positively by the community. Enforcing them was challenging, but the Library has exhausted their options for addressing trouble students. The new guidelines will be in effect indefinitely during finals periods.

D. MeLCat and loaning of media

The Library has started loaning and borrowing media to and from other libraries through MeLCat. The launch wasn't heavily publicized. Director Bartles will write a piece on the new service for The Back Fence.

E. Building projects

The first floor restrooms at Henry Ford Centennial Library will be renovated in the fall. The PO went to City Council in August. The contractor has past experience working with the City. Patrons using the auditorium will be most affected, especially on Blockbuster Movie Nights. Restrooms in the northwest and southwest corridors will be temporarily open to the public. The goal is to have the project completed before the Big Read programming in spring 2018.

The corridor door replacement project at HFCL has had some setbacks. A door arrived damaged, some doors don't match, and some were cut incorrectly. This has yet to be resolved.

A bid went out to get the ceilings painted at HFCL and Bryant Branch Library. Public Works Deputy Director Eric Witte advised not to start painting at HFCL until after the HVAC upgrades at HFCL are complete; the administration still wants to get some spots touched up. Bryant's ceilings will be painted as planned.

V ACTION ITEMS

A. School ID requirement for middle and high school students

Administrative Librarian Steven Smith proposed on behalf of the Library Security Committee to require middle and high school students to carry their school IDs when using the facilities. Staff will not check for ID at the door, but it may be requested, and students may be ejected under certain circumstances.

This will start with a learning period in which security guards will randomly ask students for ID. Those who don't provide it will be notified that this will be compulsory in the future. Stricter enforcement will begin one month prior to January finals.

This policy was recommended by both the Dearborn Police Department and Dearborn Public Schools to hold students accountable.

- Motion to approve made by Vice Chair Lazar, second by Commissioner Schlaff. The motion carried unopposed.

VI COMMENTS

The Big Read launched with a program at HFCL on August 22. Over 60 people were in attendance.

Director Bartles will provide the commission with the 2016-2017 annual report before the October meeting.

The meeting adjourned at 4:43pm