

DEARBORN PUBLIC LIBRARY  
LIBRARY COMMISSION MEETING MINUTES  
September 9, 2016  
**Proposed**

- ATTENDEES:
- |   |           |
|---|-----------|
| ➤ 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            | ➤ Excused |
| ➤ Commissioner David Schlaff            | ➤ Excused |
| ➤ Commissioner Nancy Zakar              | ➤ Present |
|   |           |
| ➤ 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 4:00pm. He announced that a motion is in order to approve the minutes from the June 10, 2016 and July 8, 2016 Library Commission meetings.

- Motion made by Chairperson Ali Dagher and second by Commissioner Barth Bucciarelli. The motion carried.

## **II BUDGET**

At this time of the year, the staff prepares their budgets for FY18. Items approved for FY17 are being ordered now.

The Library needs to undertake several capital building projects, but managing them can be a challenge. Now that the roof at Henry Ford Centennial Library is fixed, we plan to repair the ceiling. Director Maryanne Bartles received a quote for ceiling repair from the City's painter. We won't need to go out for bid, as he is under contract. Once the ceiling is complete, we plan to replace the wallpaper and then focus on the restrooms, particularly the first floor women's.

Administrative Librarian Steven Smith will act as project manager for some work at Bryant Branch Library.

We're very grateful for the new millage. We don't foresee any issue with the budget. There may be a small shortfall, but that's normal.

### **III FOUNDATION UPDATE**

Deputy Director Julie Schaefer has been working with the Foundation on their direct mail campaign. A "stuffing party" is planned for the 3,000 mailers that will be sent out. They have hired a new printer, who will seal and mail the envelopes. They're spending less on the mailing campaign by focusing their efforts on previous donors and others who are more likely to donate.

Robyn Mazza is the new president. She's determined and has great ideas for the Foundation. A Facebook page for the group has recently launched under her direction.

The Foundation has revamped their website, and it launched sometime around Labor Day. The Library's IT staff guided them through the rebuilding process, and the Foundation will maintain it.

### **IV INFORMATION ITEMS**

#### **A. Survey Update**

The final draft of the survey is nearing completion. The Commission found some of Cobalt's questions to be vague and difficult to understand. Commissioner Bucciarelli had issue with the tone of the survey, saying it reads more like a legal document than a survey for the public. He opined that, in the survey's current stage, the average citizen is likely to look at it, decide it's too complicated and ignore it completely. The Library wrote and tested a survey in 2015, and we intend to blend some of those questions with those on the Cobalt's first draft. The survey subcommittee will meet once more to review the questions before submitting the final draft to Cobalt at the end of September. The results of the survey and subsequent focus groups will shape the Library's strategic plan for the coming years.

#### **B. Mobile Hot Spot Update**

Deputy Director Schaefer discovered Mobile Beacon while on conference in Lansing. They are a non-profit that provides mobile hot spots and service exclusively to libraries and other non-profits. They provide the hot spot devices for free, we pay an annual administration fee of \$108, and the monthly subscription fee is \$10, totaling roughly \$120 per device. Sprint was

originally considered, but Mobile Beacon is substantially less costly. The Library would have no commitment to them, and service is up for renewal yearly. Mobile Beacon does not provide as wide of a data network as other major carriers, but the Library is primarily concerned with providing service to those in the immediate area.

### **C. Veterans Day Reminder**

In observance of Veterans Day, the original November meeting has been rescheduled for the week following. It will be held November 18, 2016.

### **D. Annual Report**

Copies of the 2016 Annual Report were distributed to each commissioner. The Library is required by the Mayor's Office to publish one every year, but we still like to do it for the sake of recording library history. The report is available for public viewing on the Library's website.

### **E. Little Free Library**

The train-shaped Little Free Library was installed at the John D. Dingell Transit Station in late July. It was built by an Eagle Scout, Brendan Hay. Retired Circulation supervisor Veronica Susalla volunteered to maintain it and keep it stocked. Ours is an official, registered Little Free Library.

### **F. Duress Buttons**

Duress buttons were installed at all three Dearborn libraries. They are directly linked to police dispatch and are strictly for emergencies.

## **V ACTION ITEMS**

### **A. Library Hours**

There has been a great demand from the community for Saturday hours, particularly for HFCL. Staying open on Saturdays year-round has been discussed for a long time. Considering that the residents of Dearborn have never before paid an extra millage to fund the Library, this is our way of giving back to them. Director Bartles distributed the proposed schedule for 2017. We want to tread slowly and see if this is sustainable in terms of staffing.

- Commissioner Jihan Jawad expressed some concern over the branch library hours. According to the rewritten hours, the branches would be closed Fridays. She felt that they should be open later than 5:30pm on Thursdays to make up for the closure. It was deliberated that hours could be added if the new schedule proves to be sustainable and successful for the branches.
- Motion to approve made by Secretary/Treasurer Dr. Ryan Lazar, second by Commissioner Michelle Jawad. The motion carried.

## VI **COMMENTS**

Youth Services has begun to promote “1,000 Books before Kindergarten.” It is a national initiative to encourage parents to read to their children. Log books are given to parents, and prizes will be given for every 100 books read to encourage participation.

The meeting adjourned with no objection at 5:02pm