

DEARBORN PUBLIC LIBRARY
LIBRARY COMMISSION MEETING MINUTES
November 9, 2018
APPROVED

➤ ATTENDEES:

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| ➤ Chairperson Marcel Pultorak | ➤ Present |
| ➤ Vice Chairperson Dr. Ryan Lazar | ➤ Present |
| ➤ Secretary/Treasurer Jihan Jawad | ➤ Present |
| ➤ Commissioner Barth Bucciarelli | ➤ Present |
| ➤ Commissioner Ali Dagher | ➤ Present |
| ➤ Commissioner Michelle Jawad | ➤ Present |
| ➤ Commissioner Arrwa Mogalli | ➤ Excused |
| ➤ 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 MINUTES

Commission Chairperson Marcel Pultorak called the meeting to order at 4:02pm. He announced a motion to approve the minutes from the October 12, 2018 Library Commission meeting.

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

II BUDGET

The Library has received the official memo from Finance. Budgets are open for input. Rates and fees and FY2019 projections are due first.

III FOUNDATION UPDATE

Mailers for donations have gone out. There has already been some response. Subcommittees are meeting in November; the Foundation will meet as a whole again in December. Kimberly Roberts is their newest board member.

IV INFORMATION ITEMS

A. HVAC project

The administration has been meeting at least every other week with the contractor. Larkin was awarded contract for the city-wide HVAC upgrades, as

well as the mezzanine renovations, the second floor space plan, and electrical upgrades at Henry Ford Centennial. RFPs are being written for an architect for other building projects.

A company will be hired to move the collection to a warehouse. Holds will be fulfilled at Bryant and Esper, and the public computers are being moved to both locations. Branch hours will be expanded to accommodate.

B. Strategic Plan RFP update

The RFP has gone out. A response is due on December 6.

C. Dearborn branding survey

The City is looking for marketing ideas and has a survey for residents and stakeholders to complete online. Everyone is encouraged to participate. The City is offering incentives for its completion.

V ACTION ITEMS

A. Rates and fees FY2020

The rates and fees schedule was reviewed by the commission. They will remain the same as FY2019, with the exception of the cost of color copies, which are proposed to be reduced to \$.50 per page.

- Motion to approve made by Commissioner Ali Dagher, second by Vice Chair Lazar. The motion passed.

VI COMMENTS

Dearborn resident Ammerah Saidi made a statement before the commission regarding auditorium rental rates.

The new edition of the Public Library Trustee Manual is available online.

The meeting adjourned at 4:37pm