

DEARBORN PUBLIC LIBRARY
LIBRARY COMMISSION MEETING MINUTES
December 14, 2018
APPROVED

➤ ATTENDEES:

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|---|-----------|
| ➤ Chairperson Marcel Pultorak | ➤ Excused |
| ➤ 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 | ➤ Present |
| ➤ Commissioner David Schlaff | ➤ Present |
| ➤ Commissioner Nancy Zakar | ➤ Present |
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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 Vice Chairperson Ryan Lazar called the meeting to order at 4:10pm. He announced a motion to approve the minutes from the November 9, 2018 Library Commission meeting.

- Motion to approve made by Commissioner Ali Dagher, second by Commissioner David Schlaff. The motion carried.

II BUDGET

The operating and capital budgets were due to Finance on December 14.

Director Maryanne Bartles added requests to replace the old analog security cameras at Henry Ford Centennial with digital ones. Extra cameras are needed around the Veterans Park and some blind spots in the building.

The auditorium seating needs to be replaced. The carpet will inevitably need to be brought up with the seats. Around \$80K is set aside for this project.

The second floor will be reworked while the building is closed for upgrades. Signage will need to be replaced as well. Another \$80K is set aside.

The administration has allocated \$60K to replace the hanging light fixtures at Bryant.

III FOUNDATION UPDATE

There is no official meeting in December.

The mailing campaign has brought in around 50 donations to date. The administration is requesting funding for a scanner that restores photos and has translation capabilities. It costs approximately \$5,000. It would likely be housed in the D-Lab. If it is compatible with the Library's software, it could be available for general public use.

IV INFORMATION ITEMS

A. HVAC project

The contractor that is upgrading the HVAC system at HFCL has been approved to renovate the east side of the mezzanine while the building is closed. They will send their plans to the administration by the end of 2018.

The Library is going out for bid for the new patron lounge, ADA upgrades in the auditorium, second floor restroom renovations, and wallpaper replacement/removal.

B. Strategic Plan RFP update

Four proposals were received on December 6. The strategic plan subcommittee will meet on January 14 to discuss.

V ACTION ITEMS

No action items presented.

VI COMMENTS

The 2018 top ten list was shared with commission.

The libraries may fall short of the 500K checkout goal, though circulation has increased by 6% over 2017.

Commissioner Arrwa Mogalli informed the administration of Parent Partnership meetings at Duvall Elementary on January 16, and at Howe School on January 24. Library staff will arrange to be on site to sign students up for library cards.

The meeting adjourned at 4:29pm