

DEARBORN PUBLIC LIBRARY
LIBRARY COMMISSION MEETING MINUTES
April 13, 2018
APPROVED

➤ ATTENDEES:

- | | |
|---|-----------|
| ➤ Chairperson Marcel Pultorak | ➤ Present |
| ➤ Vice Chairperson Dr. Ryan Lazar | ➤ Present |
| ➤ Secretary/Treasurer Jihan Jawad | ➤ Excused |
| ➤ Commissioner Barth Bucciarelli | ➤ Present |
| ➤ Commissioner Ali Dagher | ➤ Present |
| ➤ Commissioner Michelle Jawad | ➤ Present |
| ➤ Commissioner Arrwa Mogalli | ➤ Present |
| ➤ 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 4:01pm. He announced a motion to approve the minutes from the March 9, 2018 Library Commission meeting.

- Motion to approve made by Commissioner Barth Bucciarelli, second by Commissioner Michelle Jawad. The motion carried.

II BUDGET

The FY2019 budget summary document was distributed to the commissioners. The Finance Department anticipates growth in personal property tax replacement revenue. Consequently, the proposed Library millage was reduced to 1.69 from 1.78.

The commission discussed funding for possible work at Henry Ford Centennial Library that has yet to be approved.

City Council asked the administration to prepare documentation of past and present Library efforts in southeast Dearborn. It was sent to Council and distributed at the meeting.

III FOUNDATION UPDATE

The Foundation's annual meeting was on March 18. Their regular April meeting was postponed until April 23. Robyn Mazza has stepped down as president; Adnan Nasser is transitioning into the role.

IV INFORMATION ITEMS

A. Issue surrounding waiving of fines

A memo sent out in March by the City's Corporation Counsel stated that fees collected for City services cannot be waived unless they were issued in error. However, the city charter states that the Library Commission is responsible for all library policies. Library staff have waived or refunded small fines and fees in the past for various reasons, and asked the Library Commission to allow that practice to continue. The commissioners asked that library administration develop first-, second-, and third-level waivers by dollar amount, and the staff member able to approve such a waiver. This will be voted on at the next regular meeting.

B. Commissioner reappointments

Commissioners Barth Bucciarelli, Ali Dagher, and Michelle Jawad will reach the end of their three-year terms in June. They have expressed their intention to continue serving on the commission.

V ACTION ITEMS

A. Small grants up to and including \$5,000

To streamline grant applications, the administration submitted a proposal to allow the Library Director to sign for the Library Commission Chair for grants of \$5,000 or less. The Library Commission Chair will be notified immediately of any such application. The proposal was amended to allow a designee of the Director to sign.

- Motion to approve made by Commissioner Dagher, second by Commissioners Jawad and Nancy Zakar. The motion carried.

VI COMMENTS

Due to unforeseen circumstances, the administration has cancelled the world foods event for the Big Read.

The meeting adjourned at 4:28pm