

DEARBORN PUBLIC LIBRARY
LIBRARY COMMISSION MEETING MINUTES
June 8, 2018
APPROVED

➤ ATTENDEES:

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

I APPROVAL OF MINUTES

Commission Chairperson Marcel Pultorak called the meeting to order at 4:00pm. He announced a motion to approve the minutes from the May 11, 2018 Library Commission meeting.

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

II BUDGET

The budget was adopted with a 1.69 millage rate. There is still some uncertainty about state personal property tax replacement revenue.

III FOUNDATION UPDATE

The Foundation has started meeting every other month. Their internal committees will meet on off months. Deputy Director Julie Schaefer will be at the mailing campaign committee meeting on June 26. The next regular meeting is July 16.

IV INFORMATION ITEMS

A. Summer Reading Program

A group called The Storytellers will perform in the Henry Ford Centennial auditorium for the kickoff on June 18. "Libraries Rock" is the theme for 2018; A Karaoke night is being planned, as well as a book club. The program will have a similar format to those in the past. Patrons can log hours in person and online.

B. Remote Locker

The lockers will be available as a pickup point on Tuesdays and Thursdays from noon to 3:00pm from the beginning of July through the end of summer break. Library staff will publicize.

C. Kids Day at the Commons

The event coincided with the Farmers Market kickoff. Library staff were in attendance to promote 1,000 Books before Kindergarten and Summer Reading Program.

D. Farmers Market

The Farmers Market has moved south of Michigan Avenue to the West Village Commons area. Library staff are planning to attend one per month. They will no longer sell used books, as they are difficult to transport to the new location.

E. HFCL First-Floor Restrooms

The first-floor restrooms have been renovated and made more ADA compliant. They opened up on Memorial Day, but there are still some issues.

As an aside, there was a plumbing emergency on the second-floor men's restroom that required HFCL to close on Saturday, June 2.

F. HVAC Meeting

Work is to begin in May 2019. It is estimated that HFCL will have to close for three to four months while the HVAC system and lighting is upgraded, and asbestos is removed. The administration sought to keep the first floor open for admin, automation, and processing staff, but was advised to vacate the entire building. Hours at the branches will be extended to compensate for the closure.

V ACTION ITEMS

A. Election of Officers

Chairperson Pultorak, Vice Chair Ryan Lazar, and Secretary/Treasurer Jihan Jawad volunteered to continue serving in their respective offices.

- Motion to approve made by Commissioner Zakar, second by Commissioner Dagher. The motion carried.

Commissioners Dagher, Michelle Jawad, and Barth Bucciarelli were re-appointed by the Mayor for another three-year term.

B. Waiver of Fines & Fees

A proposal was presented on behalf the Library Circulation Committee to continue waiving fines and fees under certain circumstances. Guidelines have been established to ensure consistency in practice. The Commission is being asked to approve these guidelines.

- Motion to approve made by Commissioner Dagher, second by Commissioner Zakar. Motion approved

C. Eric Craymer's Report and Special Meeting

Eric Craymer has sent his completed draft report and data book to the Library administration and the Commission. They will meet with him to discuss on Saturday, July 14, 2018 at 10:00am.

VI COMMENTS

Commissioner Dagher was awarded a pin from the Library for five years of service.

Electronic copies of Craymer's report will be sent to the commissioners and the Legal Department.

The meeting adjourned at 4:30pm