

DEARBORN PUBLIC LIBRARY
LIBRARY COMMISSION MEETING MINUTES
September 14, 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 | ➤ Excused |
| ➤ Commissioner Arrwa Mogalli | ➤ Present |
| ➤ Commissioner David Schlaff | ➤ Absent |
| ➤ Commissioner Nancy Zakar | ➤ Present |
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| ➤ Library Director Maryanne Bartles | ➤ Present |
| ➤ Deputy Director Julie Schaefer | ➤ Present |
| ➤ Administrative Librarian Steven Smith | ➤ Excused |
| ➤ Department Technician Daniel Smith | ➤ Present |

I APPROVAL OF MINUTES

Commission Chairperson Marcel Pultorak called the meeting to order at 4:03pm. He announced a motion to approve the minutes from the June 8, 2018 Library Commission meeting.

- Motion to approve made by Commissioner Ali Dagher, second by Commissioner Barth Bucciarelli. The motion carried.

II BUDGET

There is nothing new to report at this time.

III FOUNDATION UPDATE

The Foundation will begin its direct mailing campaign in October. They plan to send mailers to individuals who have supported pro-Library entities in the past, as well as to previous donors. The next meeting is on September 24.

IV INFORMATION ITEMS

A. Annual Report

Circulation is dropping, but not as sharply as it has in previous years. Digital media is now the highest circulating collection at 16% of checkouts. DVDs make up for 15% of total circulation. hoopla use is up 39% from last year.

B. Active Card Holders vs Active Card Users

Systems Manager Mark Hancock provided data to the City's GIS coordinator to create maps of cardholder and user concentrations in Dearborn. Of the nearly 25,000 residents who have applied for or renewed library cards within the last three years, the highest concentrations were in the Fordson East and Fordson West neighborhoods. Thirteen-thousand active cardholders have used their cards within the last 365 days. The highest concentration of active users was also in Fordson East and Fordson West.

V ACTION ITEMS

A. Request For Proposal – Strategic Planning Consultant

Director Maryanne Bartles is writing a request for proposal to hire a strategic planning consultant. A strategic plan was last created in 2005 and is in need of an update. The commission reviewed a draft and voted to move forward with the RFP.

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

B. TLN Card Policy Expansion

Deputy Director Julie Schaefer proposed on behalf of the Circulation Committee to increase the number of checkouts and holds for nonresident TLN cardholders. Under this new policy, they would be able to check out up to 100 items and place up to 20 holds. This applies only to physical checkouts, while other services like the D-Lab and online media remain available only to full-service cardholders

- Motion to approve made by Commissioner Dagher, second by Commissioner Jihan Jawad. The motion passed.

VI COMMENTS

Henry Ford Centennial is scheduled to close throughout the summer of 2019 while the HVAC and lighting systems are upgraded. The building is to be vacated by June 1, 2019. The first floor will remain open for the Memorial Day ceremony.

The administration hopes to complete other building renovations during this time. Among them are to renovate the second floor restrooms, to repair and repaint the ceiling, possibly to replace the carpet on the second floor, and to convert part of the northwest corridor into a snack lounge. There is also a plan to renovate the east side of the mezzanine. The commission discussed having a "grand reopening" once the upgrades and renovations are complete.

The Library Matters newsletter will be printed in the Back Fence for the first time in October.

The staff started doing social media updates on Facebook Live the first Friday of every month.

The administration decided to allow patrons to have light snacks and refreshments in the HFCL rotunda.

The meeting adjourned at 5:00pm