

DEARBORN PUBLIC LIBRARY
LIBRARY COMMISSION MEETING MINUTES
January 8, 2021
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 Eva Gogola | ➤ Present |
| ➤ Commissioner Michelle Jawad | ➤ Present |
| ➤ Commissioner Arrwa Mogalli | ➤ Excused |
| ➤ Commissioner Mansour Sharha | ➤ Present |
| | |
| ➤ Library Director Maryanne Bartles | ➤ Present |
| ➤ Deputy Director Julie Schaefer | ➤ Present |
| ➤ Administrative Librarian Patty Podzikowski | ➤ Present |
| ➤ Department Technician Daniel Smith | ➤ Excused |

Meeting was hosted online at Zoom.us in accordance with the temporary suspension of the Michigan Open Meetings Act and allowing for public participation.

I APPROVAL OF MINUTES

Commission Chairperson Pultorak called the meeting to order at 4:05pm. He announced a motion to approve the minutes from the December 11, 2020 Library Commission meeting.

- Motion to approve made by Commissioners Mansour and Lazar, second by Commissioner Michelle Jawad. Motion carried.

II BUDGET

No further updates with regard to the budget for this meeting.

III FOUNDATION UPDATE

The Direct Mail Campaign letters were mailed end of December. Some received prior to holidays, some afterward in January. The next focus is to work on supporting the Library Millage Campaign. If they do not intend to solicit donations for this campaign, they may not need to register as a PAC (Political Action Committee). This will be investigated.

IV INFORMATION ITEMS

A. Library Service Update

The Library is remaining status quo for now. Curbside Pickup service available at all locations, but no in-person service yet. Chairperson Pultorak mentioned that in the future, the room rental information needs updating on the website to reflect the new facilities.

B. Strategic Plan

All commissioners should have received information binders and they can be reviewed. The consultant will be contacted and arrangements for meeting with him via zoom will be made for the upcoming meeting or a special meeting.

C. Read Woke Challenge

Deputy Director Julie Schaefer reminded the Commission about the upcoming program to be held January 11- February 20 which encourages community members to read diverse books and deepen our understanding of various cultures. The program will be run online. The Library received a grant for \$1500 to support this program from Michigan Humanities Council.

D. Kanopy Subscription

Administrative Librarian Podzikowski reported that we are working on the back end of this product and hope to be able to have it up and running for public February 1, 2021. Kanopy is an award-winning streaming video service.

E. Niche Academy

Administrative Librarian Podzikowski also reported on Niche Academy. This product will do two things for us: Increase usage of online products by providing videos and tutorials that patrons can view to help explain how to use the online products. The other goal is to provide staff training via tutorials and videos on subjects like customer service, cataloging and more – all library-oriented.

F. Commissioners and a Commission email address

It is sounding like a solution is forthcoming and the Library Commissioners will have an email address with dearbornlibrary.org

G. Library Commission By-Laws

The amended by-laws are completed and will be sent out via email to all commissioners. They are not typically posted on the website but the library has a copy as well and it is on file.

H. Upcoming Retirement of Elizabeth Weyer-Utley

Elizabeth Weyer-Utley is the Processing Supervisor. Processing is where all of the materials come into the library and are made ready for the shelves and the computer system. She is retiring end of February after working for the library well over 25 years. She began as a part-time employee. Beth has agreed to train the new Processing Supervisor before she retires and has delayed her retirement for a month to do so. The Library Commission thanks her for doing this and for her service to the library.

I. Passing of retired Deputy Library Director, Lenore Churgay

With the December passing of Lenore Churgay, the library has lost a very good friend. Lenore worked at Esper Branch, as well as at HFCL in a variety of positions including running the City Print shop from the library. Lenore retired in 1992 as Deputy Library Director but continued volunteering for many years with Friends of the Library (FOLD) and the monthly book sales. She will be greatly missed.

V ACTION ITEMS

- **None**

VI COMMENTS

Deputy Director Schaefer asked the Commission about their library cards, making sure that all have active cards and that there are no problems using them to renew items, check out digital titles, etc. A discussion was had about the timing of overdue notices now that items are being held for quarantine for 5 days after return. Library Director Schaefer will bring any questions or comments to the Library Circulation Committee which meets in January. Perhaps a statement can be added to the overdue notices that if the items have been returned, they may not have been checked in yet due to COVID-19 procedures.

Library Director Bartles announced that the library received the final installment from the Fecko Family trust. The Library is one of several named beneficiaries and the final distribution is in the amount of \$52,000. We are considering ways to spend the funds that would benefit the entire community, something of lasting value. The request for City Council to acknowledge these funds is set for the January 26 Council meeting.

Commissioner Bucciarelli acknowledged the Library's 2020 Top Ten List, The staff should be praised for their creativity and initiative even during these difficult conditions.

The meeting adjourned at 4:45pm