

DEARBORN PUBLIC LIBRARY
LIBRARY COMMISSION MEETING MINUTES
November 13, 2020
APPROVED

- ATTENDEES:
- | | |
|--|-----------|
| ➤ Chairperson Marcel Pultorak | ➤ Present |
| ➤ Vice Chairperson Dr. Ryan Lazar | ➤ Present |
| ➤ Secretary/Treasurer Jihan Jawad | ➤ Absent |
| ➤ Commissioner Barth Bucciarelli | ➤ Present |
| ➤ Commissioner Ali Dagher | ➤ Present |
| ➤ Commissioner Eva Gogola | ➤ Present |
| ➤ Commissioner Michelle Jawad | ➤ Present |
| ➤ Commissioner Arrwa Mogalli | ➤ Absent |
| ➤ Commissioner Mansour Sharha | ➤ Present |
| | |
| ➤ Library Director Maryanne Bartles | ➤ Present |
| ➤ Deputy Director Julie Schaefer | ➤ Present |
| ➤ Administrative Librarian Patty Podzikowski | ➤ Present |
| ➤ Department Technician Daniel Smith | ➤ Present |

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

Patty Podzikowski, the new Administrative Librarian, was introduced to the Library Commission. Patty has held many jobs in her 21 years working at the Dearborn Public Library. Her most recent position was the Supervisor (Librarian II) in Adult Services.

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 October 9, 2020 Library Commission meeting.

- Motion to approve made by Commissioner Bucciarelli, second by Commissioner Dagher. Motion carried.

II BUDGET

Rates and fees are due first. The personnel budget is due December 4. The capital improvement budget is due December 11. The operating budget will be due the following week.

The strategic planning effort won't resume until after budgets are due. The commission and Library staff will begin considering how to promote the 2021 Library millage renewal vote.

The auditorium will be upgraded including seating and the elevators need some work on interiors. Signage for inside HFCL is an upcoming project. Renovations at the branch libraries have also been budgeted for.

III FOUNDATION UPDATE

The Foundation is meeting on December 16. They are currently focused on the mail campaign and will focus on the millage campaign after.

IV INFORMATION ITEMS

A. HFCL, Bryant, and Esper updates

The reopening of the building has been going well, but the administration anticipates suspending in-person service due to the spike in COVID cases, especially in Dearborn. Other library districts are also in the process of closing their buildings to the public.

B. Library trustee webinars

The Michigan Library Association is offering webinars for library trustees. A few of the commissioners have attended. Chairperson Pultorak has requested that the commission review the bylaws at the December meeting.

C. Strategic plan

The administration and the commission don't anticipate meeting with the strategic planner again until sometime early 2021. Chairperson Pultorak will ensure that all commissioners have a copy of the strategic plan binder distributed by Eric Craymer during the summer of 2019.

V ACTION ITEMS

A. Rates & Fees FYs 2022, 2023, 2024

The commission will keep the current rates and fees schedule as is and resume discussion after the November 2021 millage renewal vote.

- Motion to table made by Vice Chair Lazar, second by Commissioner Michelle Jawad. Motion carried.

B. COVID-19 Code of Conduct

The commission reviewed the code of conduct regarding COVID-19 protocols. It was edited to add full mask coverage as a rule, and a right to refuse entry.

- Motion to approve with edits made by Commissioner Gogola, second by Commissioner Sharha. Motion carried.

VI COMMENTS

Remote access information for public meetings is being added to the Library website.

The commission will reach out to the City to add the Library Commission to the list of public meetings on the City website.

The meeting adjourned at 5:06pm