

DEARBORN PUBLIC LIBRARY
LIBRARY COMMISSION MEETING MINUTES
December 11, 2020
APPROVED

- ATTENDEES:
- | | |
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| ➤ 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 | ➤ Present |
| ➤ Commissioner Mansour Sharha | ➤ Present |
| | |
| ➤ Library Director Maryanne Bartles | ➤ Present |
| ➤ Deputy Director Julie Schaefer | ➤ Present |
| ➤ Administrative Librarian Patty Podzikowski | ➤ Present |
| ➤ Department Technician Daniel Smith | ➤ Absent |

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 4:10pm. He announced a motion to approve the minutes from the November 13, 2020 Library Commission meeting.

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

II BUDGET

Operating budget is being completed. There was a bit of delay because of the power outage at Henry Ford Centennial Library but it is back on track now and will be input shortly. The rates and fees have been submitted already and so has the personnel budget. The capital improvement budget was submitted on time as of today's date.

We are looking into whether we can apply for CDGB funding for this year as we were denied this last year.

Since we don't know what the COVID-19 status will be when this budget goes into effect in July 2021, we are striving for a middle ground. We need to look at our revenue and make projections for next year.

Regarding personnel, we are down about 22 Part-time positions and this is due to a variety of reasons. It is difficult to train during this time, so for the most part, we are making due with staff on hand rather than hire new.

Chairperson Pultorak inquired about the Friends of the Library status. Director Bartles replied that the Board is on hiatus during the pandemic and that the book sale volunteers have been active since we moved back into the building but are currently not coming in since November when we went back to Phase 2 Curbside Pickup Service only. They are awaiting the go-ahead from Library Administration once numbers fall back to a better level. In the meantime, a few shipments have been sent out to Thrift Books which is a book vendor for used materials. It provides a small income while the Friends are waiting a time they can re-enter the building and ultimately have in-person book sales once again.

III FOUNDATION UPDATE

The Foundation is meeting on December 14. They are currently focused on the mail campaign and will focus on the millage campaign after. The mail campaign is coming into the mailboxes of donors shortly.

IV INFORMATION ITEMS

A. Library Service Update

Henry Ford Centennial Library opened for limited- capacity and short visits, but we had to move back to Curbside Pickup after only about 3 weeks. The recent spike in COVID-19 cases, especially in the immediate vicinity, caused an immediate need to focus on safety and keep service to online services, telephone reference and Curbside delivery. Wayne County with the help of Dearborn Police and Fire are distributing masks to resident porches in an effort to keep Dearborn residents masked for safety. The potential re-opening of library buildings will be re-visited after January 1.

B. Strategic Plan

Attention will be turned back to this plan in early 2021 and conclusions will be reached. All commissioners should have received information on the availability of the materials to review before the next meeting. The consultant will be contacted and arrangements for meeting with him via zoom will be made.

C. Read Woke Challenge

Administrative Librarian Patty Podzikowski informed the Commission about an 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 and participants will read books that may perhaps be outside of their comfort zones. There will be programs on this topic and at the end a larger program with The Arab American National Museum will be held with a book author as well as the creator of the Read Woke Challenge which is a national initiative. * Not mentioned in the meeting but this challenge is supported by a grant from Michigan Humanities Council.*

D. Kanopy Subscription

Administrative Librarian Podzikowski also presented the news that the library will be purchasing a subscription, in early 2021, to Kanopy, an award-winning streaming video service.

E. Library Commissioners and a Commission email address

Chairperson Pulturak recommends each commissioner set up an email for commission-related business that is separate from their own personal email. Vice - Chairperson Lazar asked if the Commission could have City of Dearborn email addresses. Chairperson Pultorak will check into this option. He will let the Commission know the outcome.

V ACTION ITEMS

A. Library Commission By-laws

An amendment to the current by-laws was proposed. A quorum will be defined as the majority of the library commissioners then serving. Currently, all roles are filled so a quorum now would be at least 5 members but it could change if needed.

- Motion to table made by Commissioner Michelle Jawad, second by Commissioners Dagher and Sharha
- Motion carried

VI COMMENTS

Resident Geri Biggs visited the meeting. She did not have any particular concerns. There was a letter received from Lawrence Biggs, however, on the subject of the rental cost of library meeting rooms for non-profit groups. Mr. Biggs feels the cost is not consistent with the Library's mission. Chairperson Pultorak commented that we can revisit this issue but there is a need for

consistent pricing for services across the City. Other Departments offer similar services for meeting rooms. Mr. Biggs was thanked for his letter. Director Bartles offered to poll area libraries in the future for their meeting room charges although most do not offer an auditorium as we do in Dearborn.

The meeting adjourned at 4:57pm