

DEARBORN PUBLIC LIBRARY
LIBRARY COMMISSION MEETING MINUTES
September 10, 2021

APPROVED

➤ ATTENDEES:

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

I APPROVAL OF MINUTES

Commission Chairperson Pultorak called the meeting to order at 4:08pm. He announced a motion to approve the minutes from the June 11, 2021 Library Commission meeting.

- No edits or amendments advised. Minutes approved.

II BUDGET

Finance will present further information in October. Library department supervisors are preparing their budgets for FY2023.

The part-time personnel budget is sufficient. A new marketing position was added to the Administration division.

III FOUNDATION UPDATE

The Foundation's work was invaluable on the millage renewal campaign. They printed lawn signs and T-shirts, produced social media content, and canvassed patrons at the libraries.

They are currently editing and finalizing their annual donations mailer. Their next meeting is September 27.

IV INFORMATION ITEMS

A. Annual Report

The commission discussed the 2020-2021 Library Annual Report. Circulation dropped over the year due to the COVID-19 crisis. Director Bartles added that the 2020-2021 annual report is not good benchmarking data, as it was an unusual year.

B. Millage Results

The millage passed with 67% approval. The highest in favor was precinct 13 with 94.76% voting “yes.” The lowest in favor were precincts 19, 20, and 21. In total, four precincts voted majority “no,” which was an overall improvement over the 2011 millage vote.

Some challenges are expected with the new City Council, as they will decide on their levied millage to the Library when the 2023 budget is finalized.

C. Strategic Plan

The commission will consult the staff for insight in rolling out the strategic plan. They discussed switching focus on operational and aspirational goals, rather than on capital projects, as well as ways to improve in-person services and the Library’s website. There was thought that this could be used with the new Mayor and Council to show the value of the library system.

D. Library Commissioner survey

The commissioners took a self-evaluation survey from the Library of Michigan. Library administration were also asked for their input. The responses were reviewed and will be discussed at the October meeting.

E. American Arab Chamber of Commerce

The American Arab Chamber of Commerce requested to lease space at Esper Branch before the start of the COVID-19 crisis. There are concerns on how the occupation will impact patron usage, as well as the need for adequate parking. The administration and the chamber will work out the ground rules for the lease, should the plan move forward.

F. FEMA – use of HFCL Mezzanine

FEMA has been operating out of the HFCL mezzanine since August. The contract was extended until October 15. It was stipulated that FEMA hire a

cleaning crew for the mezzanine and to have the carpet cleaned upon vacating. The Library will not be paid for usage of the space.

V ACTION ITEMS

A. Dropbox fee – hotspot return

The administration proposed on behalf of the New Tech and Circulation Committees to remove fees for returning hotspots in the drop box. Fees were suspended at the onset of the COVID pandemic, as patrons had to use the drop box for returns. As the libraries reopen for full service, the committees reason that it is punitive to begin charging again.

- Motion to approve made by Commissioner Sharha, second by Commissioner Mogalli. Motion approved.

B. Social Networking policy update

Edits to the Social Networking policy – renamed the Social Media policy – were presented to the commission for review. The commission voted to finalize the policy.

- Motion to approve made by Commissioner Sharha, second by Commissioner Mogalli. Motion approved.

C. Consider a change in Library Commission meeting time

Director Bartles reported that patrons have often remarked that the current meeting schedule makes the commission difficult to access.

The item was tabled for the October meeting so more commissioners may offer their input. Library staff will research when other libraries hold their meetings in order to make a sound decision about a time change, and this information will be brought to the October meeting.

D. November 2022 Library Commission meeting rescheduled to November 18 due to Veterans Day on November 11

- Motion to approve made by Commissioner Sharha, second by Commissioner Mogalli. Motion approved.

VI COMMENTS

No further discussion.

The meeting adjourned at 5:23pm