

DEARBORN PUBLIC LIBRARY  
LIBRARY COMMISSION MEETING MINUTES  
January 12, 2022  
**Proposed**

➤ ATTENDEES:

- |  |           |
|--|-----------|
| ➤ 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                    | ➤ Present |
| ➤ Commissioner Michelle Jawad                | ➤ Present |
| ➤ Commissioner Arrwa Mogalli                 | ➤ Present |
| ➤ Commissioner Mansour Sharha                | ➤ Absent  |
|  |           |
| ➤ 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 4:03pm. He announced a motion to approve the minutes from the December 10, 2021 Library Commission meeting.

- No edits or amendments advised. Minutes approved.

## II BUDGET

Budgets have been submitted to Finance. Feedback is expected in late February or early March.

## III FOUNDATION UPDATE

The Foundation is planning its first annual read-a-thon fundraiser to take place from February 1 to March 15. The end of the fundraiser will segue into Reading Month. Participants can sign up online; the entry fee is \$25. Prizes will be given to participants weekly. HFCL will serve as a pick-up point.

If the Foundation and participants are comfortable with it, a reception and tour of the renovated HFCL will be held to wrap up the read-a-thon.

The final tally of the 2021 mail campaign will be shared once it is completed.

## IV INFORMATION ITEMS

## **A. COVID**

The uptick in COVID cases is affecting Library staff. The City's HR department conducts contact tracing in the event of a positive case. The City follows CDC quarantine guidelines in such instances. There have been occurrences where the public desks have been understaffed due to quarantine, but not yet to the point where building closures are necessary.

Only a small number of libraries in Michigan have reverted to curbside service.

## **B. Library App – Update**

The Library mobile app appears to be working properly. Sirsi-Dynix has not updated our service ticket, but Automation staff can't reproduce the issue with holds on their phones. The error alert will remain on the Library website a while longer.

## **C. Upcoming Programs**

Staff have been busy planning programming. There will be a mix of virtual and in-person programs. Most programs will be in the auditorium or the Spark Lab. "Book & Cook" programming will be primarily in-person.

FOLD is resuming their lecture series, beginning in February and planned through May. Blockbusters have resumed on Sunday afternoons in the auditorium.

The HFCL mezzanine has been partially reopened. The individual study rooms and the tables are open for use, as is the quiet study room. The meeting rooms will remain closed due to COVID concerns. The study tables on the second floor are getting a great deal of use.

## **D. "Meet Your Library Commissioner" – for Spring "Back Fence"**

Commissioner Bucciarelli was selected to give a brief biography for the spring issue of "The Back Fence," should it continue to be published. Commissioner Gogola volunteered for the fall issue if she is reappointed in June 2022.

## **V ACTION ITEMS**

### **A. Library Closure – April 14, 2022 for Emergency Preparedness training**

The administration proposed to the Commission to close HFCL on April 14 for active shooter scenario training. The administration intends to do annual trainings and will ask for Commission approval if it is necessary to close the library for the training.

- Motion to approve made by Vice Chair Lazar, second by Commissioner Gogola. Motion approved.

## **B. Library Privileges for Non-Residents (The Library Network communities)**

The administration proposed to the Commission to issue limited-service cards to residents of communities that contract library service with a TLN library. While the Commission voted against such a measure in 2015, we have since found that serving these communities is not as overwhelming as previously concerned. The administration believes that this would not only benefit small communities who are unable to afford a public library, but would also boost circulation statistics and cardholder numbers for the Dearborn Public Library. These communities would not have remote access to our online resources or downloadable/streaming services.

- Motion to approve made by Commissioner Gogola, second by Commissioner Michelle Jawad. Motion approved.

## **VI COMMENTS**

Deputy Director Schaefer distributed the 2021 Top Ten List to the Commission. The Library and staff have accomplished much throughout such a trying year.

The smart locker for HFCL is out for quote. A smart locker for Snow Branch is still being considered, with the permission of its new owners and if the Library budget will permit it.

Deputy Director Schaefer is working on the state aid report for the Library. She requested updated contact information from the commissioners.

Director Bartles shared some changes in City operations and departments with the Commission. The Public Works, Property Maintenance and Development Services, and Housing departments have been consolidated into the Public Works and Facilities Department. Economic and Community Development is now handling zoning, city planning, and permits. The Department of Public Information has been changed to the Communications Department. Newly added departments include Public Health, Equity & Inclusion, Community Relations, and Philanthropy & Grants. The agenda building meeting for City Council has also been moved to a different day, the Thursday before the Committee of the Whole.

Director Bartles has reconsidered her decision to retire, and will continue to serve as long as she feels she is contributing to the organization.

**The meeting adjourned at 4:48pm**