

DEARBORN PUBLIC LIBRARY
LIBRARY COMMISSION MEETING MINUTES
October 11, 2019
APPROVED

➤ ATTENDEES:

- | | |
|--------------------------------------|-----------|
| ➤ Chairperson Marcel Pultorak | ➤ Present |
| ➤ Vice Chairperson Dr. Ryan Lazar | ➤ Present |
| ➤ Secretary/Treasurer Jihan Jawad | ➤ Excused |
| ➤ Commissioner Barth Bucciarelli | ➤ Present |
| ➤ Commissioner Ali Dagher | ➤ Present |
| ➤ Commissioner Michelle Jawad | ➤ Excused |
| ➤ Commissioner Arrwa Mogalli | ➤ Absent |
| ➤ Commissioner Nancy Zakar | ➤ Present |
| | |
| ➤ Library Director Maryanne Bartles | ➤ Present |
| ➤ Deputy Director Julie Schaefer | ➤ Present |
| ➤ Department Technician Daniel Smith | ➤ Present |

I APPROVAL OF MINUTES

Commission Chairperson Marcel Pultorak called the meeting to order at 4:01pm. He announced a motion to approve the minutes from the September 13, 2019 Library Commission meeting.

- Motion to approve made by Vice Chair Ryan Lazar, second by Commissioner Nancy Zakar. The motion carried.

II BUDGET

Agency supervisors are working on their budgets. They will be due to the Finance Department in early November.

III FOUNDATION UPDATE

The Foundation is working on their direct mail campaign. The letters are going out in October.

A fundraiser that was planned for January 2020 is currently on hiatus.

IV INFORMATION ITEMS

A. HVAC project update

The mezzanine construction is coming along well. Linoleum flooring was installed in the new makerspace. Lights are now being installed.

A contract to install data lines has been awarded. The work will take two to three weeks to complete.

The burglar alarm system is nearing 30 years old and needs to be updated. Eventually the PA system will be upgraded.

An RFP is being written to replace the wayfinding signage on Henry Ford Centennial's second floor.

A custom furniture contract was awarded on October 8. There is a 15-week turnaround time for the furniture. HFCL is in need of other basic furniture, like folding tables and chairs.

The project as a whole has fallen behind at least four weeks, mainly due to asbestos abatement. A related press release will go out in October's "Back Fence."

B. Big Read launch

The media launch is October 14 at the Environmental Interpretive Center at UM-Dearborn.

V ACTION ITEMS

A. Increase in charges for damage and lost parts

Deputy Director Julie Schaefer proposed on behalf of the Circulation Committee to increase the fines for damaged and lost CDs and CD cases. The proposed charges are \$10 per missing or damaged disc, and \$5 per missing or damaged CD or DVD case.

- Motion to approve made by Vice Chair Lazar, second by Commissioner Ali Dagher. The motion passed.

B. Letter from a patron

A patron with an extensive and documented history of distracting body odor was banned by a supervisor for 30 days. The patron wrote to the commission to appeal the ban.

- Motion to uphold the ban made by Commissioner Dagher, second by Commissioner Barth Bucciarelli. Motion passed.

VI COMMENTS

No further discussion.

The meeting adjourned at 4:36pm