

DEARBORN PUBLIC LIBRARY
LIBRARY COMMISSION MEETING MINUTES
November 8, 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 | ➤ Present |
| ➤ Commissioner Nancy Zakar | ➤ Excused |
| | |
| ➤ Library Director Maryanne Bartles | ➤ Present |
| ➤ Deputy Director Julie Schaefer | ➤ Excused |
| ➤ Department Technician Daniel Smith | ➤ Present |

I APPROVAL OF MINUTES

Commission Chairperson Marcel Pultorak called the meeting to order at 4:02pm. He announced a motion to approve the minutes from the October 11, 2019 Library Commission meeting.

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

II BUDGET

The operating and personnel budgets are due on December 5. The capital budget is due the following week.

III FOUNDATION UPDATE

Their next meeting is November 18.

The Foundation will be sponsoring an essay contest for Dearborn Public Schools K-5 teachers. Three winners will be awarded \$1,000 each to buy a classroom set of a book of their choosing.

Mailers for the winter campaign have gone out.

IV INFORMATION ITEMS

A. HVAC project update

The new lighting has been installed and the makerspace is finished. The new study rooms are nearly done.

Improvements are being made to the Adult Services area.

The folding wall has been removed from the FOLD book sale room.

B. Bus stop at Bryant Branch Library

A sheltered bus stop with Wi-Fi is being installed in front of Bryant Branch.

C. Jean Willemse, Librarian II

Jean Willemse passed away on October 31, 2019. She was supervisor of the Youth Services division for most of her career, and was branch manager at Snow Library until her retirement in 1995.

V ACTION ITEMS

A. Library Rates and Fees

Few changes are recommended. Fiscal years 21, 22, and 23 are proposed to remain mostly the same, with an increase in the cost of wired microphone rental and kitchenette use in 2023.

No set prices are recommended for makerspace rental at this time. We need to determine how the room will be used. Charges for classes will be determined at a later date, more than likely to include the cost of materials and program development. Instructor fees will be charged on an individual basis.

Children's and teen materials are proposed to be fine-free going forward, with the exception of lost materials. A hold may be placed on an account in lieu of a fine.

- Motion to accept the rates and fees schedule made by Commissioner Dagher, second by Vice Chair Lazar. Motion approved unanimously.

B. Lost and Found policy

A formal lost and found policy is proposed for adoption. Low value items will be held at the Library for 30 days before they are disposed of or donated. High value items will go the police department lost and found after 30 days. Money unclaimed will be donated to the FOLD book sale account.

- Motion to approve made by Commissioner Dagher, second by Vice Chair Lazar. Motion carried. The policy will be forwarded to the Legal Department for further review.

VI COMMENTS

No further discussion.

The meeting adjourned at 4:38pm