

DEARBORN PUBLIC LIBRARY
LIBRARY COMMISSION MEETING MINUTES
December 13, 2019
APPROVED

➤ ATTENDEES:

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|--------------------------------------|-----------|
| ➤ Chairperson Marcel Pultorak | ➤ Present |
| ➤ Vice Chairperson Dr. Ryan Lazar | ➤ Present |
| ➤ Secretary/Treasurer Jihan Jawad | ➤ Present |
| ➤ Commissioner Barth Bucciarelli | ➤ Present |
| ➤ Commissioner Ali Dagher | ➤ Present |
| ➤ Commissioner Michelle Jawad | ➤ Present |
| ➤ Commissioner Arrwa Mogalli | ➤ Excused |
| | |
| ➤ 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 November 8, 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 and the rates & fees schedule have been submitted. Form C of the capital projects has been submitted. Six new capital projects will be submitted later in December.

III FOUNDATION UPDATE

The mail campaign has raised \$6,000 so far. The Foundation has scaled back its mail campaign and sent only to those who have donated in the past. There has been a noted drop in contributions since the Library began to operate on its own millage.

IV INFORMATION ITEMS

A. HVAC project update

The construction on the mezzanine is complete, and new carpet will be installed on December 16.

A change order was submitted for brighter lighting over the central staircase.

The periodical room is being converted into public space which will house the copy machines. Interior demolition of the room has begun.

B. Lost and Found policy

The policy approved at the November 2019 meeting has been forwarded to the City's legal department for review.

V ACTION ITEMS

A. Holds

Deputy Director Schaefer proposed on behalf of the Circulation Committee to increase the amount of holds a patron can place from 20 to 30.

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

VI COMMENTS

Two applications from UM-Dearborn librarians have been received for the vacancy on the Library Commission.

The meeting adjourned at 4:16pm