

DEARBORN PUBLIC LIBRARY
LIBRARY COMMISSION MEETING MINUTES
February 14, 2020
APPROVED

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

Also in attendance was City Councilperson Leslie Herrick

I APPROVAL OF MINUTES

Commission Chairperson Pultorak called the meeting to order at 4:04pm. He announced a motion to approve the minutes from the January 10, 2020 Library Commission meeting.

- Motion to approve made by Commissioner Dagher, second by Commissioner Jihan Jawad.

II BUDGET

Library Administration is presenting the budget to City Council at a session on April 13. The budget is flat, though capital projects will continue to be submitted to improve Library facilities.

III FOUNDATION UPDATE

The direct mail campaign will be discussed at the Foundation's next meeting on February 24.

The Foundation is holding an essay contest for K-5 teachers. Three \$1,000 prizes and a classroom set of a book of their choosing will be awarded to the winners.

IV INFORMATION ITEMS

A. HVAC project update

Sinks and partitions were installed in the second-floor restrooms. They are close to being finished.

The new café will tentatively be named the “Snack Lab.” It will have a conference room and vending machines, and a possibly a commercial Keurig machine.

Old wallpaper has been replaced with new throughout the building.

A change order was submitted to brighten the lighting around the spiral staircase. There is a lead time on the new fixtures.

New carpet was installed on the second floor. The wrong pattern was installed on the mezzanine and needs to be redone. There will be no charge to the library.

Specifications are being written for a post-construction cleaning.

A new PA system will be installed. Repairs to the fire system are in process.

V ACTION ITEMS

A. Lost & Found policy

A revision of the lost and found policy was presented to the Commission. Library staff made additional edits in accordance with recommendations from the City’s Legal and Purchasing departments.

- Motion to approve the revised policy made by Commissioner Dagher, second by Vice Chair Lazar. Motion carried.

B. Fax rates

Library Administration proposed switching public fax service to ScanEZ at HFCL and to add fax service Esper Branch due to demand. A new fee schedule was submitted for approval.

- Motion to approve made by Commissioner Dagher, second by Commissioner Jawad. Motion passed.

C. Commission applications

Chairperson Pultorak will interview the four applicants and make a recommendation to the Commission.

- Motion to approve made by Commissioner Dagher, second by Commissioner Jawad. Motion carried.

VI COMMENTS

Councilperson Herrick and the Commission discussed alternative sources of revenue for room furniture and makerspace technology that becomes obsolete.

The Big Read Kickoff is on March 7, 2020 at The Henry Ford. Speakers and crafts are planned, and copies of "Lab Girl" will be given out.

Any Commissioner who is interested can meet library staff at HFCL following the March 13 Commission meeting to view the progress of the building renovations.

The Commission discussed ways to honor long-serving members in light of the recent passing of Commissioners David Schlaff and Nancy Zakar.

The Commissioners discussed the lack of handicapped parking spaces and potential solutions at Bryant Branch resulting from the construction on Mason Street.

The meeting adjourned at 4:56pm