

DEARBORN PUBLIC LIBRARY
LIBRARY COMMISSION MEETING MINUTES
February 8, 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 | ➤ Present |
| ➤ Commissioner David Schlaff | ➤ Excused |
| ➤ Commissioner Nancy Zakar | ➤ Present |
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| ➤ Library Director Maryanne Bartles | ➤ Present |
| ➤ Deputy Director Julie Schaefer | ➤ Present |
| ➤ Administrative Librarian Steven Smith | ➤ Present |
| ➤ Department Technician Daniel Smith | ➤ Present |

I APPROVAL OF MINUTES

Commission Chairperson Marcel Pultorak called the meeting to order at 4:04pm. He announced a motion to approve the minutes from the January 11, 2019 Library Commission meeting.

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

II BUDGET

Nothing new to report.

III FOUNDATION UPDATE

The next meeting is on February 11. They have decided to resume meeting monthly.

IV INFORMATION ITEMS

A. HVAC project update

Four bids were received for an architect for the second floor restroom renovations, the snack lounge, the wallpaper, and minor renovation to the auditorium at Henry Ford Centennial. The RFP meeting to select a vendor is on February 12.

The HVAC project manager informed the administration that construction documents will be ready to go out for bid on February 15. Responses are due February 25. A contract is expected to be awarded by the end of March.

A contract was awarded to Jim Larkin for HVAC and lighting upgrades, the second floor revamp, and mezzanine renovation at HFCL.

A plumber is working to get the restrooms working at the storage warehouse (Snow Branch). The boiler is running. The cooling system is presumably functional. An environmentalist will test the air quality. A company will be hired to deep clean. A RFP is being written for a mover. The City's abatement specialist will determine which furniture and materials will need to be moved from HFCL.

B. Tapestry

The tapestry hanging down the spiral staircase at HFCL is coming down for cleaning and storage. The administration is considering replacing it with decorative string lights for a more modern aesthetic, and hanging the tapestry elsewhere. The commission will consider if we should move the tapestry and make a decision by the June 2019 meeting.

V ACTION ITEMS

No action items presented.

VI COMMENTS

The first session of strategic planning with Growth Management Consulting was postponed until March 8, 2019 due to adverse weather conditions.

The Youth Services division has been working with Dearborn Public Schools on student reading strategies.

Director Bartles distributed copies of the July-December 2018 KPI report to the commission.

The administration is looking into the American Library Association's "Project Outcome" to measure the success of certain programs through surveys and anecdotal data.

The commission deliberated several topics for discussion at the forthcoming strategic planning sessions:

- Chairperson Pultorak suggested using qualitative data, in terms of what patrons are using and how they use it, in order to improve services.

- The commission discussed ways to provide Internet services to underserved areas of the city, namely southeast Dearborn.
- The commission discussed the need for remote lockers in other areas of the city.
- They are considering what role, if any, the Library can play in ensuring a well-informed populace in terms of the news they consume.
- They discussed cooperating with other entities within the community going forward, as is common in other public library systems.

The meeting adjourned at 4:44pm