

DEARBORN PUBLIC LIBRARY
LIBRARY COMMISSION MEETING MINUTES
March 13, 2020
APPROVED

➤ ATTENDEES:

- | | |
|--------------------------------------|-----------|
| ➤ Chairperson Marcel Pultorak | ➤ Present |
| ➤ Vice Chairperson Dr. Ryan Lazar | ➤ Excused |
| ➤ Secretary/Treasurer Jihan Jawad | ➤ Present |
| ➤ Commissioner Barth Bucciarelli | ➤ Present |
| ➤ Commissioner Ali Dagher | ➤ Excused |
| ➤ Commissioner Eva Gogola | ➤ 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 Pultorak called the meeting to order at 4:04pm. He announced a motion to approve the minutes from the February 14, 2020 Library Commission meeting.

- Motion to approve made by Commissioner Bucciarelli, second by Commissioner Gogola. Motion carried.

II BUDGET

All department capital project submissions are due March 16.

The Library and Property Maintenance and Development Services (PMADS) Department will have budget presentations to City Council on April 13.

III FOUNDATION UPDATE

The Foundation's board elections are in March provided they meet.

They are wrapping up the elementary school teacher essay contest. Three \$1K prizes and classroom sets of books will be awarded.

IV INFORMATION ITEMS

A. HVAC project update

Contractors at RedGuard have been updating the fire system and scheduled an annual inspection. Roughly \$10K in repair work is needed.

CNM are finishing data termination lines. They will soon be installing a new PA system.

The second-floor restrooms and café are nearing completion.

The movers are beginning to move furniture back.

A post-construction cleanup contract will soon be awarded. The bid came in below the City Council threshold.

The administration is still looking to update the auditorium and re-carpet staff offices at HFCL. Esper and Bryant need updates, as well.

B. Coronavirus

Big Read events have been cancelled through March 31. The finale can be extended to June. Fifteen libraries have closed state-wide so far. The administration is not yet ready to close Dearborn libraries, but will when direct orders to do so are received.

The Library is awaiting guidance from the City. A message about the virus was posted on the Library's website. A decision was made to suspend fines, increase hoopla checkouts, and make a push for patrons to use e-media.

- Motion to approve above measures made by Commissioner Jihan Jawad, second by Michelle Jawad, Motion carried. The Commission will revisit the decision at the April meeting.

C. Census

The pandemic is potentially interrupting the census count. A census party the staff had planned has been cancelled. The staff is no longer doing outreach at senior homes and can't visit to assist with the census.

V ACTION ITEMS

A. Commission applications

Chairperson Pultorak interviewed three candidates and has recommended two to the Commission to be passed on to the Mayor.

- Motion made Commissioner Jihan Jawad, second by Commissioner Michelle Jawad. Motion approved

VI COMMENTS

Chairperson Pultorak was approached by a patron regarding the Library's stock of adaptive technology for public use. Staff will follow up.

The makerspace has been formally named "Spark Lab." The staff is working on terms of use and a code of conduct. Certain equipment will require varying levels of training. Patrons will pay for supplies unless it's a program run by Library staff.

The meeting adjourned at 4:50pm