

DEARBORN PUBLIC LIBRARY  
LIBRARY COMMISSION MEETING MINUTES  
March 8, 2019  
**APPROVED**

- ATTENDEES:
- |   |           |
|---|-----------|
| ➤ Chairperson Marcel Pultorak           | ➤ Present |
| ➤ Vice Chairperson Dr. Ryan Lazar       | ➤ Excused |
| ➤ 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              | ➤ Excused |
|   |           |
| ➤ Library Director Maryanne Bartles     | ➤ Present |
| ➤ Deputy Director Julie Schaefer        | ➤ Present |
| ➤ Administrative Librarian Steven Smith | ➤ Present |
| ➤ Department Technician Daniel Smith    | ➤ Present |

Also in attendance were Eric Craymer of Growth Management Consulting, and City accountant Yassin Osman.

## **I APPROVAL OF MINUTES**

Commission Chairperson Marcel Pultorak called the meeting to order at 4:05pm. He announced a motion to approve the minutes from the February 8, 2019 Library Commission meeting.

- Motion to approve made by Commissioner Ali Dagher, second by Commissioner Michelle Jawad. The motion carried.

## **II BUDGET**

The Library will continue to be funded at a 1.69 mil tax rate. The projected community stabilization revenue is projected to be about \$1.2 million.

There is an increase in the personnel services budget for FY2020 resulting from a state requirement for municipalities to better fund pensions and post-retirement health care.

The rainy day fund is healthy, though it could take a hit from expenses relating to the upcoming HVAC project.

A request was added to the budget for work to be done on the cornices and gutters at Bryant Branch.

### **III FOUNDATION UPDATE**

The next meeting is March 18.

### **IV INFORMATION ITEMS**

#### **A. HVAC project update**

A project summary was submitted by one of the principal engineers.

City Council will award at their March 12 meeting a contract for an architect to design a snack lounge on the first floor, and to redesign the second floor restrooms and the auditorium at Henry Ford Centennial. A construction contract will be out for bid at a later time.

A contract for an asbestos abatement specialist is expected to be awarded by the end of March.

#### **B. Tapestry**

The administration plans to update the aesthetic at HFCL to coincide with the forthcoming renovations. Current options are to consider replacing the tapestry with fiber optic string lights, or with strings of reflective acrylic or glass.

The tapestry cleaner has been consulted to recommend alternate locations to hang the tapestry.

The commission will reach a decision at a later meeting.

### **V ACTION ITEMS**

#### **A. Dearborn/Dearborn Heights reciprocal agreement**

The Dearborn and Dearborn Heights library systems have had a reciprocal borrowing and services agreement since 2011, which has been renewed three times since. The administration proposed to have no set expiration date in the agreement. There is a termination clause in the contract should either party decide to not participate in the future. If approved, the agreement will go before City Council.

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

#### **B. Fines and fees schedule for FY2020**

Some increases in fines and fees were advised by the Mayor's Office. Fines and fees that have gone unchanged since 2015 were proposed to increase by 10% and 5% for those with no change since 2016. The commission reviewed the new schedule and accepted the increases for internet user library cards, proctoring fees, and equipment and room rentals, but not late fees or color copy charges.

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

## **VI COMMENTS**

The first session of strategic planning with Growth Management Consulting immediately followed the regular commission meeting.

**The meeting adjourned at 4:50pm**