

DEARBORN PUBLIC LIBRARY
LIBRARY COMMISSION MEETING MINUTES
September 11, 2020
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 Eva Gogola | ➤ Present |
| ➤ Commissioner Michelle Jawad | ➤ Present |
| ➤ Commissioner Arrwa Mogalli | ➤ Present |
| ➤ Commissioner Mansour Sharha | ➤ Present |
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| ➤ Library Director Maryanne Bartles | ➤ Present |
| ➤ Deputy Director Julie Schaefer | ➤ Present |
| ➤ Department Technician Daniel Smith | ➤ Present |

Meeting was hosted online at Zoom.us in accordance with the temporary suspension of the Michigan Open Meetings Act.

I APPROVAL OF MINUTES

Commission Chairperson Pultorak called the meeting to order at 4:01pm. He announced a motion to approve the minutes from the June 12, 2020 Library Commission meeting.

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

II BUDGET

Nothing new to report.

III FOUNDATION UPDATE

The Foundation is working on the 2020 annual appeal letter. They will meet on September 21 via Zoom.

IV INFORMATION ITEMS

A. HFCL, Bryant, and Esper updates

Curbside service is available at the branch libraries Tuesdays, Wednesdays, Thursdays, and Saturdays. Holds have been turned on for HFCL materials, and curbside service will start on September 15.

The administration and supervisors are coming up with a plan to allow patrons back into the buildings and maintain social distancing. Grab-and-go service will be encouraged.

The governor's current order allows for a 25% building capacity. These numbers have been figured out for Bryant and Esper, but not HFCL. DPW is making Plexiglas barriers for the staff. Face masks will be required for everybody in a public space. The administration has yet to decide whether or not to take patrons' temperatures upon entry of the building.

B. Annual Report

The 2019-2020 Library Annual Report is available online to the public.

V ACTION ITEMS

A. Payback to City General Fund

The administration and Commission Chair Pultorak were working with the Finance Department to determine how much the Library should be paying into the City General Fund for legal and financial services. Finance has asked for \$318,112.00. The \$1M payback from September 2019 has already been taken into account. With the commission's approval, Chairperson Pultorak will sign off on a memorandum to City Council.

- Motion to approve made by Commissioners Gogola and Michelle Jawad, second by Commissioner Mansour. Motion carried.

VI COMMENTS

The administration and commission will monitor the Library's financial outlook while planning for the 2021 millage renewal. The strategic planner will be consulted over the coming months in terms of marketing Library efforts.

The meeting adjourned at 4:46pm