

DEARBORN PUBLIC LIBRARY
LIBRARY COMMISSION MEETING MINUTES
October 8, 2021
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	Present
Commissioner Arrwa Mogalli	Present
Commissioner Mansour Sharha	Present
Library Director Maryanne Bartles	Present
Deputy Director Julie Schaefer	Present
Administrative Librarian Patty Podzikowski	Present
Department Technician Daniel Smith	Present

I APPROVAL OF MINUTES

Commission Chairperson Pultorak called the meeting to order at 4:08pm. He announced a motion to approve the minutes from the September 10, 2021 Library Commission meeting.

- No edits or amendments advised. Minutes approved.

II BUDGET

The department supervisors are working on their FY2023 budgets. An Assistant Librarian for Esper Branch will be requested.

III FOUNDATION UPDATE

The next Foundation meeting is October 25. They are working on their 2022 mail campaign.

They have applied for the Eagles for Children grant through the Dearborn Country Club. If awarded, they will purchase children's books for giveaways.

IV INFORMATION ITEMS

A. Strategic Plan

The commission and the Library staff will roll out the strategic plan. A marketing associate was hired into the administration division to assist with Library promotion. We need to demonstrate that the libraries are being run effectively and that we are adapting to the needs of the public.

The Library gets a lot of visibility through its social media accounts, especially Facebook. The Library also shares news and events through press releases and through the "Back Fence" newsletter. The commission discussed the possibility of reaching out to local podcasters and influencers.

Commissioners were urged to continue promoting the Library through word of mouth and volunteer for sign-up drives when possible.

The Library's automation division built a new website with input from staff. It is on track to launch by the end of October. The new website is more secure and optimized for mobile use.

FOLD continues to be a viable organization. Their September 1 used book sale brought in record sales.

The Library administration has shared library information with Team Dearborn, the City employee organization. New City employees are urged to get library cards at new hire orientations.

A potential grand reopening of Henry Ford Centennial is being discussed with the Foundation.

B. Library Commissioner survey

Eight entries were received.

C. Upcoming Programs

The Blockbuster film series will run again for eight weeks on Sunday afternoons, beginning October 31. Attendance will be audited and the winter schedule will be determined afterward.

The author of "The Women of Copper Country" is giving a Zoom lecture on October 15 as part of the Great Michigan Read.

The ESL group has resumed meeting on Zoom. It has been very well-attended.

D. Grant Awards

The Library was awarded a “Book & Cook” grant from LSTA, which will be used to fund a series of programs on culinary literacy, and to purchase a Charlie Cart. Programming will focus on healthy eating and cooking on a budget, and food pantry shopping. The grant will be brought to City Council’s attention at the October 12 meeting.

The Library was also awarded an ARPA grant for the purchase of smart lockers for HFCL, as a substitute for curbside service. We are waiting for official notification of the grant from the Library of Michigan. The HFCL locker will be easier to service than a remote locker as staff will not need to transport library material to and from a remote location.

Eventually, there is potential for an additional smart locker to be installed at Snow Branch through a partnership with the new owners. Servicing and maintaining the locker at Snow Branch is expected to cost around \$30K per year after the purchase.

The RFP committee for the Bryant Branch Library parking lot is going out for bid for a solution to the current parking situation.

V ACTION ITEMS

A. Consider a change in Library Commission meeting time

The Library Commission will meet on the second Wednesday of the month at 4:00pm, starting with the January 2022 meeting.

- Motion made by Commissioner Mogalli, second by Commissioner Jihan Jawad. Motion passed.

B. Finalize the Strategic Plan

The commission made the final changes to the Library’s priorities, vision, and mission statements and voted to finalize the strategic plan.

- Motion made by Vice Chair Lazar, second by Commissioner Sharha. Motion passed.

VI COMMENTS

Commissioner Bucciarelli suggested that the checkout desks at the libraries keep a list of local Little Free Libraries to assist those who can’t apply for library cards.

The meeting adjourned at 5:25pm