

DEARBORN PUBLIC LIBRARY
LIBRARY COMMISSION MEETING MINUTES
November 12, 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 | ➤ Absent |
| ➤ Commissioner Michelle Jawad | ➤ Absent |
| ➤ Commissioner Arrwa Mogalli | ➤ Absent |
| ➤ Commissioner Mansour Sharha | ➤ Absent |
| | |
| ➤ 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 4:06pm. He announced a motion to approve the minutes from the October 8, 2021 Library Commission meeting.

- No edits or amendments advised. Minutes approved.

II BUDGET

The budget is being prepared. Rates & fees are due on November 30. The operating, personnel, and capital budgets, and projections will be due after. Department heads received a memo to trim their budgets by 12% due to the supplemental millage fail. As the Library is on a separate millage, this memo was not directed at the Library specifically.

However, to run the libraries as they are now, we will need .69 mills levied from the City Council. The one mil that was approved by voters in August covers fixed costs, e.g. pensions, healthcare, and facilities costs; it would not be enough to keep all facilities open and accessible. We will be in discussions with the City Council during the budget hearings in April/May regarding the .69 mills

III FOUNDATION UPDATE

The Foundation is kicking off their direct mail campaign. The letter is finished, and will be going out soon.

They are planning to hold a winter reading program.

They are also planning an open house, but are holding off due to a lack of critical staff to assist and the uptick in COVID-19 cases. A grand reopening is in the works, but will be delayed until the mezzanine can be reopened.

They were awarded the Eagles for Children grant through the Dearborn Country Club for \$5,000. The money will be used for book giveaways at outreach events.

IV INFORMATION ITEMS

A. Library Commission Meeting time in 2022

Starting January 2022, the Library Commission will meet the second Wednesday of the month at 4:00pm. There is no space to list the new meeting time on the 2022 City calendar, but it will be posted in the online City calendar.

It will be announced prominently on the front page of the Library's website. As the meeting coincides with the monthly FOLD sales, we hope it will increase community participation.

B. Correction of Library Commission appointment dates for Mogalli and Sharha

Commissioners Mogalli and Sharha's 3-year terms expire in June of 2022. The wrong year was included in the Mayor's Office memo for Commissioner Mogalli's and Zakar's reappointment in 2019. As Sharha replaced Zakar, his term expiration date was incorrect as well. The City Clerk has been made aware of the errors and has corrected it.

C. Upcoming Programs and Social Media Initiatives

Librarians will be visiting Allegria Village on the 1st and 3rd Mondays of the month from 10:00am to 2:00pm. They will also be visiting Beaumont Commons on the 2nd and 4th Mondays of the month. We began outreach work at these communities while HFCL was closed for renovations and the residents responded well.

The Library has created a TikTok account. Staff have begun loading content, and we will publicize it in mid-November. TikTok will be used for book

recommendations and general promotion of libraries and books. Some programming information will be included, but the majority will be published on our other social media platforms.

Staff are exploring virtual/in-person hybrid programming. An Owl Pro 360 degree camera was purchased for this purpose.

The Automation division is hoping to launch the new Library website at the beginning of December.

V ACTION ITEMS

A. Strategic Plan – Priorities

The Commissioners and Administration discussed and edited the “Priorities” portion of the strategic plan.

- Motion to finalize and approve made by Commissioner Dagher, second by Vice Chair Lazar. Motion passed.

B. Fines Free Request

The Administration proposed on behalf of the Circulation Committee to eliminate fines for overdue items. Patrons have not been charged late fees since the onset of the COVID-19 crisis, and the Commission eliminated fines for youth and teen materials in June of 2020. Fines have proven to be a barrier to service. Several libraries in the state of Michigan, as well as major national systems such as the New York Public Library and Chicago Public Library, have already gone fines-free. In nearly all instances, circulation has increased as a result. Fines will remain in place for lost materials, mobile hotspot units, Playaway Launchpads, and in-house laptop loans.

- Motion to approve made by Commissioner Dagher, second by Vice Chair Lazar. Motion passed.

C. Rates and Fees for FY2023, 2024, 2025

The Commission and the Administration reviewed the rates & fees schedule for the forthcoming fiscal years. Separate resident and non-resident charges for room bookings have been eliminated in favor of non-profit and for-profit rates. Other library usage charges have been eliminated by prior Commission votes. The meeting room usage model was changed to a first-come first-serve basis, unless a reservation is requested at which time there will be a room charge. Overdue fines remain in place for mobile hotspot units and book club kits. A fine schedule was added for in-house laptop loans.

- Motion to approve made by Vice Chair Lazar, second by Commissioner Jihan Jawad. Motion passed.

VI COMMENTS

Director Bartles announced her intent to retire in early 2022. The Civil Service Commission will need to update job specifications for Library Director. The Commission will decide on a hiring pool.

The Library of Michigan is holding a trustee training. Commissioners who have not attended the training are encouraged to attend.

The meeting adjourned at 5:09pm