

DEARBORN PUBLIC LIBRARY  
LIBRARY COMMISSION MEETING MINUTES  
September 14, 2022  
**APPROVED**

➤ ATTENDEES:

- |  |           |
|--|-----------|
| ➤ Chairperson Marcel Pultorak                | ➤ Present |
| ➤ Vice Chairperson Dr. Ryan Lazar            | ➤ Present |
| ➤ Secretary/Treasurer Jihan Jawad            | ➤ Present |
| ➤ Commissioner Zeinab Alhashemi              | ➤ Present |
| ➤ Commissioner Gerilyn Biggs                 | ➤ Present |
| ➤ Commissioner Barth Bucciarelli             | ➤ Present |
| ➤ Commissioner Ali Dagher                    | ➤ Present |
| ➤ Commissioner Amira Haidar                  | ➤ Present |
| ➤ Commissioner Michelle Jawad                | ➤ Present |
|  |           |
| ➤ Interim Library 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 4:09PM. He announced a motion to approve the minutes from the June 8, 2022 meeting, and the July 20, 2022 special meeting.

- No edits or amendments advised. Minutes approved.

**II BUDGET**

Nothing new to report at this time.

**III FOUNDATION UPDATE**

The next meeting is on September 26 on the HFCL mezzanine. Some board members will be attending via Zoom.

**IV INFORMATION ITEMS**

**A. Library Annual Report**

Prior year reports are available on the Library website. The new reports for the City are submitted in a brief Google Form. The City is compiling the annual reports of all departments.

The Library supervisors will continue to compile a long-form annual report for historical purposes. The administration hopes to have it ready for the October Library Commission meeting.

A library statistics infographic was distributed to the commissioners. Interim Director Schaefer reports that circulation and traffic numbers are steadily increasing and are becoming a more normal representation of library activity.

## **B. Library Director search and interview process**

Applications are due on September 26 by 8:00AM. The job was posted through the American Library Association, the Michigan Library Association, The Library Network, and Michlib-L. Chairperson Pultorak and Vice Chair Lazar will review applications with the mayor and HR to narrow down the list. Commissioner Michelle Jawad will act as an alternate for Lazar. The job will be reposted if the group feels there are no satisfactory candidates.

## **C. Commissioner appointments and reappointments – Email addresses**

Library Systems Manager Mark Hancock created City email accounts for the commissioners and distributed credentials at the meeting. He reported that He reported that commissioners should stop using the @dearbornlibrary.org domain and advised them to forward important emails to the new addresses.

## **D. Attorney for potential City Charter changes**

A City Charter Commissioner recommended at a past meeting that the Library Commission serve as an advisory board, as opposed to a policy-making body. This change could potentially be written into the City Charter. The commission and administration have since been researching library law attorneys should the need for one arise.

Chairperson Pultorak reported that the best-qualified attorney was not available. He advised that he is continuing to research.

The commission discussed the Library's collection development guidelines and how they pertained to the recent book removal by the Dearborn Public Schools system.

## **E. Grant received for Esper – “Connecting the Community”**

The Library was awarded a grant of \$20,920 by the Library of Michigan to update the indoor and outdoor signage at Esper to read in English and Arabic. Supplies, games, and puzzles will also be purchased for bilingual programming.

Administrative Librarian Podzikowski added that the first English-Arabic story time on September 12 at Esper Branch was successful.

## **F. Upcoming programs**

The Library staff have events planned for the 100<sup>th</sup> anniversary celebration throughout the month of October. It will conclude with an open house at HFCL on October 28 from 3:00PM to 5:00PM. A formal event will take place in the auditorium at 4:00PM. City officials will be invited.

## **V ACTION ITEMS**

Commissioner Alhashemi proposed to move the monthly commission meetings to 5:00PM from 4:00PM.

- Motion made by Commissioner Dagher, supported by Commissioner Alhashemi. Motion passed. The change in schedule will be effective October 2022.

## **VI COMMENTS**

The commission bylaws need to be updated to reflect the new meeting date and time. This will be discussed further at the October meeting.

The Times Herald ran an article about Maryanne Bartles' career and recent retirement as Library Director.

The commission will arrange for a group photo, possibly to be taken at the October 28 open house.

The mayor has requested to meet the commissioners individually. Several of the commissioners reported that they have already done so.

**The meeting adjourned at 5:03pm**