

DEARBORN PUBLIC LIBRARY
LIBRARY COMMISSION MEETING MINUTES
November 9, 2022
APPROVED

- ATTENDEES:
- | | |
|--|-----------|
| ➤ Chairperson Marcel Pultorak | ➤ Present |
| ➤ Vice Chairperson Dr. Ryan Lazar | ➤ Present |
| ➤ Secretary/Treasurer Jihan Jawad | ➤ Present |
| ➤ Commissioner Zeinab Alhashemi | ➤ Absent |
| ➤ Commissioner Gerilyn Biggs | ➤ Present |
| ➤ Commissioner Barth Bucciarelli | ➤ Present |
| ➤ Commissioner Ali Dagher | ➤ Present |
| ➤ Commissioner Amira Haidar | ➤ Absent |
| ➤ 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 5:06PM. He announced a motion to approve the minutes from the October 12, 2022 meeting.

- No edits or amendments advised. Minutes approved.

II BUDGET

The City budget calendar was distributed to department heads. Library administration met with Finance to discuss the budget process. There will be a visioning session with department heads as a part of the budgeting schedule. All department budgets are due on December 29.

The rates & fees schedule will be discussed with the commission at the December meeting.

The commissioners reported that they would like to see adequate funding for hiring more full-time staff, especially a library marketing specialist, as outlined in the strategic plan.

III FOUNDATION UPDATE

The Foundation continues to search for board members. Interim Director Schaefer reported that she has recommended former commissioners who may be interested in joining.

The next meeting is November 28. The meetings are now held in room M-15 at HFCL with Zoom access.

IV INFORMATION ITEMS

A. Library Annual Report

The 2021-2022 annual report was distributed to the commissioners and will be posted to the Library website.

B. Library Director search and interview process

The job posting was extended to November 28. Chairperson Pultorak reported that he is going to the Civil Service Commission to make some amendments to the job description: He will request the new director obtain Level 1 certification with the Library of Michigan within 1 year of hire, rather than 14 days; some changes in wording in the “duties and responsibilities” portion will also be advised.

C. City Charter updates

The commission collaborated on a letter to the City Charter Commission in response to a potential change in the function of the Library Commission. Chairperson Pultorak announced a resolution to send the letter.

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

D. State Librarians Excellence Award and Open House

Interim Director Schaefer accepted the award at the MLA conference in Port Huron on October 19. Commissioners were very impressed with the award and wanted to voice their appreciation to all the staff.

E. Upcoming programs

Youth Services is introducing an ongoing program for K-6 students called 1,000 Days of Reading. The Detroit Historical Society is giving a lecture on Stroh’s Brewing on November 9. A FOLD lecture on Studebaker and Packard will be on December 6. A full complement of programs is always planned for all ages.

F. Staffing changes

Two librarians in Youth Services and one at Esper Branch have resigned since the last meeting. Interim Director Schaefer reported that she will request that the Civil Service Commission make a change to the job posting, so that current library science students within 6 months of graduation can apply.

Six applications were received to fill two vacant Office Support III positions. There are also plans to request an on-call librarian position.

G. Letter from Michigan Library Association

MLA Executive Director Deborah E. Mikula wrote a letter to the commission in regard to the recent events concerning censorship at Dearborn Public Schools.

Commissioner Dagher reported that he would write to the MLA to inquire what legal resources are available to the Library, should the need arise.

V ACTION ITEMS

None presented.

VI COMMENTS

Photographer Bruce Harkness will take commissioner portraits and a group photo before the December 14 meeting.

Chairperson Pultorak reminded the commissioners that there is an attendance requirement in the Commission by-laws.

The meeting adjourned at 5:43PM