

DEARBORN PUBLIC LIBRARY
LIBRARY COMMISSION MEETING MINUTES
December 14, 2022
APPROVED

➤ ATTENDEES:

- | | |
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| ➤ Chairperson Marcel Pultorak | ➤ Excused |
| ➤ 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 | ➤ Excused |
| | |
| ➤ Interim Library Director Julie Schaefer | ➤ Present |
| ➤ Administrative Librarian Patty Podzikowski | ➤ Present |
| ➤ Department Technician Daniel Smith | ➤ Present |

I APPROVAL OF MINUTES

Secretary/Treasurer Jihan Jawad called the meeting to order at 5:06PM. She announced a motion to approve the minutes from the November 9, 2022 meeting.

- No edits or amendments advised. Minutes approved.

II BUDGET

Library administration is completing data entry. The budget is due to City administration at the end of December.

New capital projects were added to the budget. An underground cable running from Henry Ford Centennial to the City campus powerhouse needs to be replaced. It is expected to cost between \$900K and \$1 million. City officials are aware of the issue and the project is expected to commence spring 2023.

Additional staffing positions are being requested in the personnel budget. These positions will support the priorities identified in the strategic plan.

III FOUNDATION UPDATE

The Foundation is meeting in-person on December 19 at HFCL. They have approved two new board members since the November meeting. They are working on the annual mail campaign.

The mural restoration at Bryant Branch has been approved. A student essay contest is being discussed for Juneteenth.

IV INFORMATION ITEMS

A. Library Annual Report

The annual report has been posted on the website.

B. Library Director search and interview process

The posting was extended a second time to mid-January. Vice Chair Lazar reported that there is a date set in late January to begin preliminary interviews, and then the top three candidates will be interviewed by the commission.

C. City Charter updates

The commission speculates that the City Charter Commission will not be discussing the Library until early 2023. A letter drafted by the commission was sent to the Charter Commission after the November meeting.

D. Upcoming programs

Library staff continues to put out programming. There was a last-minute cancel of the dementia care program on December 13. The staff is working to reschedule.

Library staff are working with the City's legal department on a contract for public usage of the SparkLab.

E. Staffing

Multiple candidates are being interviewed for three vacant librarian positions. The job listing was amended to allow for current library science students to apply, provided they are within six months of graduation.

Interviews for two vacant part-time Office Support III positions are wrapping up.

F. Censorship issues follow-up

Dearborn Public Schools reversed an email whitelist, and students can no longer receive communications from external domains, including @dearbornlibrary.org. The Library will no longer accept school email addresses on library card applications, and staff are working to update active library accounts that use school addresses.

G. Letter from Michigan Library Association

Commissioner Dagher reported that he had written to the MLA regarding a legal general fund or insurance policy in case of any issues that may arise from censorship, and was told that there is nothing available; the Library and the commission would have to work with the Legal Department in the event of a legal challenge.

He suggested the commission follow up with the materials appeal process in the future.

V ACTION ITEMS

A. Auditorium usage

The Library administration proposed to cease public reservations of the HFCL auditorium and keep the space open strictly for Library programming, and City and partner group usage. Among other reasons, the administration feels the staff time involved doesn't justify the revenue – about \$13K annually. Event bookings are very staff-intensive.

- After much discussion, the item was tabled for the January meeting. The administration was asked to bring further information about this item.

B. Rates and fees

The commission and administration reviewed the rates and fees schedule for fiscal years 2023 through 2025.

- Motion to approve made by Commissioner Dagher, second by Secretary/Treasurer Jawad. Motion passed.

VI COMMENTS

The Dearborn Rotary Club will be partially funding the HFCL auditorium renovation.

Photographer Bruce Harkness will photograph the Library Commission before the January meeting.

The meeting adjourned at 6:20PM