

DEARBORN PUBLIC LIBRARY  
LIBRARY COMMISSION MEETING MINUTES  
February 8, 2023  
**APPROVED**

➤ ATTENDEES:

- |  |           |
|--|-----------|
| ➤ Chairperson Marcel Pultorak                | ➤ Present |
| ➤ Vice Chairperson Dr. Ryan Lazar            | ➤ Present |
| ➤ Secretary/Treasurer Jihan Jawad            | ➤ Excused |
| ➤ 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**

Chairperson Pultorak called the meeting to order at 5:05PM. He announced a motion to approve the minutes from the January 11, 2023 meeting.

- No edits or amendments advised. Minutes approved.

## **II BUDGET**

The Library FY2024 budget was submitted in December. The Mayor's Office is reviewing all City department budgets.

## **III FOUNDATION UPDATE**

The Foundation has accepted two new members.

They have received an anonymous \$25K donation to be used for ELL programming and ELL materials specifically targeted for adults. A meeting was held with ACCESS to brainstorm ideas on how to use the funding.

## **IV INFORMATION ITEMS**

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

Chairperson Pultorak reported that six candidates were interviewed by a panel consisting of the mayor, HR, and himself; the top three scorers will move on. A written portion for the finalists is being considered.

Candidates will be interviewed in early March. A selection should be made by mid-March.

The commission will devise a list of questions for the candidates. The candidates will be interviewed in public meetings by the commission as a whole. CDTV may record the interviews for reference purposes.

## **B. City Charter meeting**

There is nothing new to report at this time.

## **C. Upcoming programs**

Youth Services is conducting tours of HFCL for school visits.

Programming is being planned for March is Reading Month.

“Making Waves,” a lecture on Michigan’s history of boat building, is booked for February 15.

Writer and photographer John Carlisle of “313: Life in the Motor City” is booked for February 22.

Family Movie Days continue to run at HFCL and Esper.

The 2023 Oscar Contest is running until March 10.

## **D. Staff meet & greet 2023**

The commission is planning an upcoming meeting to be held in the auditorium at HFCL so that Library staff may attend as well. That date is to be determined, pending the schedule for the Library Director interviews.

## **E. Staffing**

Three vacant librarian positions were filled. There is a full-time vacancy in the Circulation division. The position was posted internally.

## **F. Work from Home**

The MWD and E&A bargaining units have approved remote work in their new contracts. The STP unit contract includes remote work, but it is not yet ratified. The contracts allow for up to two remote days per week.

The Library work from home policy was approved by the City administration. One remote day per week is allowed for the time being; division supervisors are deciding what they can reasonably implement. The administration is

working with the City IT department to expand capabilities of what can be done remotely. Front-facing staff are absolutely necessary for the libraries, thus it is up to the Library Director to allow for remote work. They will monitor this and adjust if necessary.

**V ACTION ITEMS**

None presented.

**VI COMMENTS**

Commissioner Haidar had some questions about the Library social media accounts, and suggested videos for services, in addition to the First Friday highlights series.

The meeting adjourned at 5:57PM