

DEARBORN PUBLIC LIBRARY
LIBRARY COMMISSION MEETING MINUTES
March 8, 2023
APPROVED

➤ ATTENDEES:

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| ➤ 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 |
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| ➤ 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 5:08PM. He announced a motion to approve the minutes from the February 8, 2023 regular meeting, and the March 8, 2023 special meeting.

- No edits or amendments advised. Minutes approved.

II BUDGET

The mayor will meet with department heads on March 17 to discuss budget requests. Administration will have more information after.

III FOUNDATION UPDATE

The board accepted two new members and they are going through the orientation process.

An essay contest for Juneteenth has been proposed for high school students in Wayne County. A grand prize of \$1,000 will be awarded to the winner, and there will be two runners-up. The winners will be announced at the City's Juneteenth parade.

The Foundation's winter mailers were delayed for 2022. The board has decided to have a spring campaign in its place, and to do so in years going forward, citing difficulties getting the mailers out before year-end.

The second mural at Bryant will undergo renovation over the coming weeks. It is estimated to take six-to-eight weeks to complete. The Foundation is paying a portion up front for supplies and scaffolding.

IV INFORMATION ITEMS

A. City Charter meeting

The commission has no information on the City Charter Commission's plans to discuss the Library at this time.

B. April meeting in HFCL auditorium

The April meeting of the Library Commission will be in the HFCL auditorium for a staff meet & greet. The administration will bring forth the strategic plan in its entirety at the meeting.

C. Staffing

A longtime Library staff member was promoted to a full-time Office Assistant I position. This opened up a part-time position that supervisors are working to fill.

V ACTION ITEMS

A. Library Code of Conduct

The administration presented an updated version of the Library Code of Conduct to the commission. A line was added prohibiting the public from staff work spaces, and some other points were re-worded or revised. The commissioners deliberated and clarified some of the language used.

- Motion to approve made by Commissioner Dagher, second by Commissioner Michelle Jawad. Motion carried.

B. SparkLab user agreement and code of conduct

A user agreement and code of conduct was written for public use of the HFCL maker space, a.k.a. the SparkLab. The user agreement limits the equipment that can be used based on the individual's skill level, and training level where applicable. The contract and the code of conduct have been reviewed and approved by the City's legal department.

- Motion to approve made by Commissioner Dagher, second by Commissioner Michelle Jawad. Motion carried.

VI COMMENTS

The Library Commission will hold a special meeting on Wednesday, March 15 at 4:00PM to interview Interim Director Schaefer for Library Director.

VII LIBRARY DIRECTOR INTERVIEWS

Regular business of the Dearborn Public Library Commission concluded and staff was excused at 5:35PM. Interviews for Library Director commenced.