

DEARBORN PUBLIC LIBRARY  
LIBRARY COMMISSION MEETING MINUTES  
April 12, 2023  
**APPROVED**

➤ ATTENDEES:

- |  |           |
|--|-----------|
| ➤ Chairperson Marcel Pultorak                | ➤ Present |
| ➤ Vice Chairperson Dr. Ryan Lazar            | ➤ Present |
| ➤ Secretary/Treasurer Jihan Jawad            | ➤ Present |
| ➤ Commissioner Zeinab Alhashemi              | ➤ Present |
| ➤ Commissioner Gerilyn Biggs                 | ➤ Excused |
| ➤ 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 5:03PM. He announced a motion to approve the minutes from the March 8, 2023 regular meeting, and the March 15, and March 22, 2023 special meetings.

- No edits or amendments advised. Minutes approved.

Regular business broke for a meet and greet with Library staff.

## II BUDGET

The commission was joined by City Finance Director Michael Kennedy and Deputy Finance Director Corey Jarocki. The City administration had proposed at a Council briefing session that the Library absorb the Historical Museum. An independent legal opinion was sought from Miller Canfield to determine if Library funds could be used for the Museum. They advised that it was in a city's power to define a library, and that Library funding could indeed be used for the Museum.

Finance Director Kennedy spoke to the commission about Historical Museum revenues. He advised that most museum revenue currently comes from private donations. A property sale has subsidized the Museum for several years and those funds will be exhausted by FY23 end. Finance representatives and the commission further discussed Library and Museum budgets.

Chairperson Pultorak intends to meet with Chief Curator Jack Tate to discuss the condition of the museum facilities. The City has proposed conducting such a

study in the future. Funds are budgeted for repairs on the Commandant's Quarters. The Museum is also relying on volunteers for glasswork, other repairs.

Some library staff in attendance shared their concerns about this merger with the commission. It was indicated that according to the proposal, staff roles at the Library and the Museum would not change; in many cases the staff will be working in conjunction. The potential for joint programming was also briefly discussed.

Interim Director Schaefer advised that the Library has several capital projects budgeted for, including the HFCL auditorium renovation project, and the underground cable and breaker replacement that could dip into the fund balance.

The budget study for the Library, Museum, and Economic and Community Development departments is tentatively scheduled for May 10. Chairperson Pultorak proposed holding a special meeting beforehand with a representative from the Historical Museum.

### **III FOUNDATION UPDATE**

The Foundation meets next on April 24. New members are becoming acquainted with the organization. They are currently working on the spring mail campaign and a Juneteenth essay contest.

The artist restoring the mural at Bryant ran into more damage than anticipated and will need more time to work on it.

### **IV INFORMATION ITEMS**

#### **A. Library Director information**

The commission voted to select Betty Adams from West Fargo Public Library, North Dakota. Her scheduled start date is May 29. Commissioners indicated that they were impressed with some ideas she had brought to the interview, and were cognizant of long-term planning in making their decision.

Several staff in attendance shared their concerns on this matter with the commission. Adams will need to attain Level 1 certification with the Library of Michigan before June 30, 2024. The commission indicated that the posting requirement that Level 1 certification be attained within six months of employment could be changed by requesting special dispensation from the Civil Service Commission. They will take this request to the June meeting.

The Library of Michigan requires that Class 6 library directors are Level 1 certified in order for libraries to be eligible for state aid and grant opportunities.

#### **B. City Charter Meeting concerning the Library**

The Library has yet to come under review by the City Charter Commission. The commission anticipates that the Library Commission will continue to function as it does under the new city charter.

### **C. Upcoming programs**

A plant swap is in the works, in conjunction with the Seed Library. The Library is collecting food and supplies for the Dearborn Firefighters Burn Drive. A book reading and fireside chat for youth with incarcerated loved ones scheduled for April 26. Several other authors are booked to speak.

### **D. Strategic Plan**

An overview and division progress reports were distributed to the commission. They will review and discuss at the May meeting.

## **V ACTION ITEMS**

### **A. eResources Policy update request**

The last time the eResources Policy was approved was in 2015. The Collection Development Committee reworded some items, and updated the policy to reflect current technology.

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

### **B. Proposed merger of Historical Commission functions into the Library**

The commission tabled the item for further review and will make a decision at a special meeting.

## **VI COMMENTS**

No further discussion.

Meeting adjourned at 6:56PM