

DEARBORN PUBLIC LIBRARY
LIBRARY COMMISSION MEETING MINUTES
June 14, 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 | ➤ Absent |
| ➤ Commissioner Gerilyn Biggs | ➤ Present |
| ➤ Commissioner Barth Bucciarelli | ➤ Present |
| ➤ Commissioner Ali Dagher | ➤ Present |
| ➤ Commissioner Amira Haidar | ➤ Absent |
| ➤ Commissioner Michelle Jawad | ➤ Present |
| | |
| ➤ Library Director Betty Adams | ➤ Present |
| ➤ Deputy Library Director Julie Schaefer | ➤ Present |
| ➤ Administrative Librarian Patty Podzikowski | ➤ Present |
| ➤ Office Assistant II 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 May 10, 2023 meeting.

- No edits or amendments advised. Minutes approved.

II BUDGET

The merger with the Historical Museum is moving forward. Chairperson Pultorak suggested inviting members of the Historical Commission to the special commission meetings in July and August to discuss.

The City's fiscal year 2024 begins July 1.

III FOUNDATION UPDATE

The Juneteenth essay contest is wrapping up. Scholarship prizes will be awarded at an event at ArtSpace on June 17.

Their next meeting is June 26. Director Adams will attend with Deputy Director Schaefer.

IV INFORMATION ITEMS

A. Library Director update

Director Adams began on May 30, 2023. She has met with the City COO, the HR director, and the Museum director. She is becoming acquainted with Library policies, procedures, and staff operations.

B. City Charter meeting concerning the Library

There are no further updates to report at this time.

C. Auditorium renovation

Bids have been awarded. The administration will meet with the construction and AV contractors on June 15.

No programming will be scheduled in the auditorium after July, with the possible exception of the Blockbuster Film Series.

D. Strategic Plan

Marketing staff are creating a public version of the strategic plan for the website. All-staff meetings are scheduled in July to discuss the strategic plan's progress.

E. Bryant clock tower

The base of clock tower at Bryant Branch is rotted out and needs to be rebuilt or replaced. The clock itself has also not functioned properly in several years. The City administration is letting the Library administration resolve. Director Adams reported that the cost to repair would be roughly \$50K, and about the same as the cost to replace.

The City COO informed the Library administration that landscaping work on Bryant's north lot is being coordinated for completion before Homecoming. Chairperson Pultorak said he would like to see their plans before they proceed.

F. SparkLab update

The SparkLab will be ready for public use on July 5. A tech has been hired and is currently in training. Staff are promoting it on the website.

G. Commission reappointments

Commissioners Lazar, Pultorak, and Jihan Jawad were reappointed to three-year terms by City Council. Election of officers followed. Terms are for one year.

- Commissioner Dagher nominated Commissioner Pultorak to serve as chair. The commission voted in favor.
- Commissioner Dagher nominated Commissioner Lazar to serve as vice chair. The commission voted in favor.

- Commissioner Biggs nominated Commissioner Jihan Jawad to serve as secretary/treasurer. The commission voted in favor.

V ACTION ITEMS

A. Local Author Policy

The Local Author Policy was last reviewed and approved in 2016. It was updated to include digital formats, and to emphasize quality of the materials.

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

VI COMMENTS

Friends of the Library – Dearborn is looking for new members.

Summer Reading Challenge starts on June 19. The theme for 2023 is “All Together Now.” It will kick off with an all-ages story time at HFCL. There will be a concert for children on July 13. It will wrap up on August 10.

The Library Commission will hold special meetings on July 12 and August 9 to discuss the merging of Museum and Library operations. Some action items from the Library administration will be allowed.

Meeting adjourned at 5:27PM