

DEARBORN PUBLIC LIBRARY
LIBRARY COMMISSION MEETING MINUTES
September 13, 2023
AMENDED/APPROVED

➤ ATTENDEES:

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| ➤ 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 | ➤ Absent |
| ➤ Commissioner Michelle Jawad | ➤ Excused |
| | |
| ➤ Library Director Betty Adams | ➤ Present |
| ➤ Deputy 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 5:03PM. He announced a motion to approve the minutes from the August 9, 2023 special meeting.

- No edits or amendments advised. Minutes approved.

II BUDGET

Chief Curator Jack Tate reported that the Historical Museum will put a full-time position in the next budget.

III FOUNDATION UPDATE

Both murals at Bryant have been completely restored with funding from the Foundation.

The Foundation's next meeting is on September 25, and will be held in-person with Zoom access.

IV HISTORICAL MUSEUM UPDATE

Deputy Chief Curator Matt Graff gave a presentation to the Library Commission, in which he outlined the Historical Museum's attractions, events, and challenges.

He reported that the Museum's main draws are the archives, historical photos and negatives, and yearbooks. Virtual exhibits were introduced during the COVID-19 shutdown and continue today. Volunteers and interns are utilized in addition to staff.

The Museum hosts a number of yearly events, including the banjo concert, the Teddy Bear Picnic, and the vintage sale. The Museum also prints and sells 3D ornaments of historically significant local buildings.

Graff reported that there are several building and safety issues that need to be addressed with all three Museum facilities. He also reported a lack of ideal storage for the historical archives.

The commission and Museum representatives discussed collaboration and sharing software. Potential partnerships with academic libraries and galleries were also discussed.

V LIBRARY INFORMATION ITEMS

A. Appoint new commissioner

A new commissioner will need to be appointed with the departure of Commissioner Amira Haidar.

B. Annual Report

The Library has submitted information to the City administration for the annual report. Library staff are working on a long-form internal annual report with more robust statistics.

C. Auditorium renovation

Director Adams reported that the renovation is progressing as scheduled.

D. Financial management cohort

Deputy Director Schaefer reported that she has graduated from the Library of Michigan's Financial Management Cohort through the University of Georgia. Director Adams is enrolled in the next cohort.

E. MLA/Conference season

The MLA conference in Kalamazoo will run October 18 through 20. The libraries may be short-staffed these days. This is the first year that part-time staff are able to attend.

Deputy Director Schaefer reported that she is serving on the committee that selects the winner of the next State Librarian's Excellence Award, which will be announced at the MLA conference.

F. Library Card Sign-up Month

September is Library Card Sign-up Month. Library Administration is coordinating with the City's human relations department to issue cards to City staff internally. Staff are running a social media campaign, and a collection of other Michigan library cards is displayed in Adult Services.

G. Library Month proclamation

October has been proclaimed as Michigan Library Appreciation Month by Governor Whitmer. City Council will make an announcement at an October Council meeting.

H. Position updates

The candidate for the vacant Librarian I position in Adult Services has accepted the offer. Anticipated start date is Monday, September 25.

There is currently a freeze on hiring pages while the job description is being updated. However, an internal post is coming out for a vacancy in Processing.

Custodians were interviewed on September 13. A post for security guards was made available on September 13.

The pay scale is being finalized for the vacant SparkLab tech position. Once finalized, the SparkLab Tech position will be posted.

VI ACTION ITEMS

A. All-staff training

Director Adams requested the branches delay opening until 1:00PM on September 26, to allow for staff to attend the Mayor's Strategic Plan presentation. She further requested a delayed opening for all libraries until 12:00PM on October 27 for an all-staff training.

- Motion made by Vice Chair Lazar, second by Commissioner Alhashemi. Motion passed.

VII COMMENTS

Commissioner Alhashemi requested information on Library services for future community outreach efforts.

The Rotary Club has raised \$70K for the HFCL auditorium renovation. A check will be issued at the September 21 meeting of the Rotary Club at HFCL. It will be brought to the October City Council meeting for acknowledgement.

The 'Budget' item on Library Commission agendas will no longer be a placeholder going forward, and will appear when a pertinent discussion is warranted.

The Library Commission requested insight into Director Adams' first 90 days as Library Director and her plans moving forward. Director Adams reported that a Staff Assessment is being coordinated with the City and Plante Moran. A Space Needs Assessment will be conducted for the Library in the near future. She has also been reviewing Library policies and determining which are in need of updating, and continuing to meet with all staff one-on-one.

Meeting adjourned at 6:06PM