I. Call to Order
The meeting was called to order at 5:04 PM

II. Approval of Minutes – October 11, 2023 regular meeting
No edits or amendments advised. Minutes approved as submitted.

III. Department Reports

A. Automation
Library Systems Manager Mark Hancock was in attendance to promote the Library’s Digitization Lab, or “D-Lab.” It is a free service that allows patrons to convert analog media to digital formats. It has been offered since August 2017 and is run by Automation department staff.

Hancock reported that the D-Lab has steady usage, and there are several repeat users. He will provide the commission with promotional material for outreach efforts.

B. Historical Museum
Museum Guild member Kristin Poling was in attendance on behalf of the Historical Museum. She reported that there were a number of Museum events since the last
Commission meeting. The Ghouls and Goodies event on October 27 was well-attended. There was a talk on dating historic homes on November 1; the craft show was on November 5; there was a lecture by Ian Tomashik on November 6 on moved Dearborn homes.

Poling reported that there will be a Hands On History open house at the Commandant’s Quarters on November 17, which will include samples of recipes from the 1930s.

Renovations of the Commandant’s Quarters and the McFadden–Ross house will be complete early 2024.

The three Library branches have received a stock of the Museum's 3D-printed ornaments for sale to the public.

C. Library Foundation
Fundraising campaign letters were sent to local businesses. They are working on a second campaign for community members.

A new member has joined and is in the process of onboarding. The next Foundation meeting is on November 27.

D. Director’s Report
Please see Director Adams’ October/November report in full beginning on page 4.

Please see the Library Year I Action Plan with the City administration beginning on page 15.

IV. New Business

A. Budget – Rates & Fees
Deputy Director Schaefer reported that the administration is working on the FY2025 budget. Rates and fees will be reviewed at the December commission meeting.

ACTION ITEMS

B. All Staff Schedule for 2024
Director Adams proposed quarterly dates for all-staff training sessions in 2024. January 12 and July 12 will require a 12:00PM open time; April 12 and October 12 will be full days and require the facilities to be closed.

- Motion to approve made by Vice Chair Lazar, seconded by Commissioner Jihan Jawad. Motion carried unanimously.
C. Social Media Policy
The policy had been reviewed and updated by the Social Media Committee in response to updates to social media platforms on user engagement capabilities, causing new challenges on Library social media accounts. Director Adams reported that the City’s legal department had not yet given approval. The commission reviewed the policy under this understanding.

- Vote to adopt tabled until review by the City’s legal department.

V. Announcements
No further discussion.

VI. Adjournment
The meeting adjourned at 6:05PM.
Presented at the Library Commission Meeting on
Wednesday, November 8, 2023
Betty Adams, Library Director
 Patron wished that there were more and newer Large Print Books at Bryant.

 Patron expressed interest in acquiring a 3D pen for the SparkLab.

 “We just moved to Dearborn, we’re excited to use the library. There’s so much to do here!”

 Patron asked if we had an adult (aged) writers group that meets at the library.

 Staff member was told by a patron that “You’re so supportive. I loved the questions you asked,” when overhearing a conversation between the staff member and another patron regarding their non-verbal child.

 Patron needed a space to interview for a job. Patron returned with donuts for staff, after landing the job! Very appreciative of the space.

 ▪ My kids were excited about the escape room, but I didn’t expect it to be that well done! It was great.

 ▪ “That door downstairs needs to be fixed. I shouldn’t have to pull on it to activate the handicap door after I push the button.” Referring to Bryant doorway swelling and sticking.

 ▪ “I really like working on my wellness and this library helps me.” Teen patron when talking about the teen health calm room.

 ▪ “I love the monster book drop! Its adorable!”

 ▪ A patron requested for home-bound services to begin again.

 ▪ “Your Halloween area for kids is so fun! This is our 3rd time visiting!” Referring to Bryant Children’s Area.
CURRENT ADMINISTRATIVE PROJECTS

- Coordinating Page transition and training
  - Rotations to branches being scheduled
- Reviewing All Staff feedback & coordinating next year plans
- ACCESS the Library tours continuing
- Initiated Library Street Sign request
- Financial Management Course
- Human Resources Compensation Study
- Monitoring the Auditorium renovation
- Meeting with High School Administration
- Continuing with staff one-on-one meetings
- Operational Assessment & Consult with Plante Moran & Chief Strategy Officer
  - Documentation review
  - Staff interviews
- Coordinating with Chief Strategy Officer for Space Needs Assessment
FACILITIES

- Esper sliding door replacement project final correction being addressed
- Esper Security Camera upgrade and NVR installation
- Bryant cement has been laid and now connects
  - Sod and dirt fill is being coordinated prior to winter
- New numbering added to HFCL pick-up locker
- Bird diversion conversation continued

- Auditorium project is on schedule
  - Railings installed
- Coordinating fill-in cement at entryways, walkways, ramps, and high foot traffic areas
AUTOMATION & TECHNOLOGY

- PITS software used for reporting issues related to policy infractions and facilities reports
  - Being recommended to other City departments
- Hosted staff training on StaffNet functions
- New procedures on wireless printing being developed
STAFF & VOLUNTEERS

- SparkLab Technician has been hired
- Office Support III position will be posted
- Security positions still available
- Page positions posted
- Custodian positions filled, training underway

- The Foundation is actively recruiting Board members
- October 15-21 was Friends of Libraries Week
CONTINUING EDUCATION OF STAFF

- Michigan Library Association Annual Conference
- Internet Librarian Conference
- Creativebug Spring Programming Guide Webinar
- DIY with MeL Resources
- The Power of Play: Playful Programming for All Ages
- Libraries Transforming Communities
- Grant Writing Basics
- De-escalation Strategies for Libraries, Archives, and Museum Staff

71+ hours of CE
YOUTH PROGRAMMING & OUTREACH

• Successful Halloween festivities at all three locations
  • Esper: Halloween Extravaganza featuring a Boneyard Petting Zoo and Monster Museum
  • Bryant: Spooky Children’s Area; Pumpkin Painting; and Trick or Treat!
  • HFCL: Halloween-Themed Story Time; Ghost Walk
ADULT PROGRAMMING & OUTREACH

- Memorandum of Understanding drafted and being reviewed for Senior housing outreach
- Pumpkin Craft Program well attended; Councilwoman Leslie Herrick was in attendance
- SparkLab statistics are seeing regular usage of the space
The IT team manages our Digitization Lab which has been open since August of 2017. This is a free service allowing patrons to bring in photos, slides, audio tapes, VHS tapes, and other media, and we assist them in converting these to digital format.

The lab is open Tuesdays 12:30-7:30 and Wednesday & Thursday 10-5. We prefer patrons book a time in advance but we do allow drop ins. The service is available to any patron with a card in good standing, and who has signed a usage agreement.

- We have 163 patrons who have signed the DLAB usage agreement, 120 of whom are active card holders.

We’ve had 41 different people use the lab in the last year, with many making return visits for larger projects.

For nearly a year we’ve been working with Museum staff to assist them in digitizing Museum artifacts.