

DEARBORN PUBLIC LIBRARY
LIBRARY COMMISSION MEETING
Henry Ford Centennial Library - Room 111
Wednesday, November 8, 2023
APPROVED

Commissioners:

- Chairperson Marcel Pultorak - Present
- Vice Chair Dr. Ryan Lazar - Present
- Secretary/Treasurer Jihan Jawad - Present
- Zeinab Alhashemi - Excused
- Gerilyn Biggs - Present
- Barth Bucciarelli - Present
- Ali Dagher - Absent
- Michelle Jawad - Absent

Library Administration:

- Library Director Betty Adams - Present
- Deputy Library Director Julie Schaefer - Present
- Administrative Librarian Patty Podzikowski - Present
- Office Assistant II Daniel Smith - Present

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.