

**DEARBORN DEPARTMENT OF LIBRARIES
LIBRARY COMMISSION MEETING
12/11/2009**

1. ATTENDANCE

In attendance were: Mr. Marcel Pultorak, Chairperson; Mrs. Jihan Jawad, Secretary-Treasurer; Mr. Robert Taub, Mr. David Schlaff, Mrs. Toni Straley, and Mrs. Sally Smith, Commissioners; Mrs. Maryanne Bartles, Library Director; Ms. Julie Schaefer, Deputy Library Director; Mr. Steve Smith, Administrative Librarian. Excused: Mrs. Nancy Zakar, Vice-Chairperson; Mrs. Candyce Abbatt and Mrs. Rachel Fawaz, Commissioners.

2. APPROVAL OF MINUTES

The minutes of the Nov. 13, 2009 Library Commission Meeting were approved with a typographical error correction.

3. FOUNDATION UPDATE- Dearborn Public Library Foundation Board Chairperson Steve Roberts spoke to the Library Commission. Mr. Roberts reported that the Foundation has added seven new board members in the past six months. He gave the Commissioners a list of the current Foundation Board members. A year and a half ago, the by-laws for the Foundation were changed to allow up to twenty members to assist with planning fundraising events. The Foundation has a Strategic Planning Committee which is looking at three types of fundraising events. They include an author's luncheon, a 5 or 10K run and a golf outing for children. Mrs. Bartles reported that we have put a notice on the library web page regarding year end donations to the Library Foundation and/or Friends of the Library-Dearborn (FOLD).

4. BUDGET UPDATE- Mrs. Bartles reported that the Mayor should be sending out letters to those citizens he is asking to be on the Blue Ribbon Committee. Mr. Pultorak had been asked to serve on this committee in the past. He explained that his understanding is that the group is to begin meeting in January and that it will be a multi-year effort to reduce costs. Mrs. Bartles reported that they are currently working on the capital budget and will submit items such as the replacement of the Bryant carpeting. This may not be funded this year but will get it on the schedule for replacement. The entire budget is due to the City Council by April 15, 2010. City Administration is looking to right size the staffing for all City Departments. Mr. Pultorak asked the status of the City labor contracts. Mrs. Bartles stated that the City labor unions are currently in negotiations. There was discussion relating to the schools budget reductions and elimination of media specialists and how that will impact the public library.

5. INFORMATION ITEMS-

- A. **Library Network –Interlibrary Loan suspension-** Mrs. Bartles reported that TLN has suspended interlibrary loan. The TLN Steering Committee will have a meeting next week to discuss the fallout from this suspension. Mrs. Bartles had discussed, with the staff member who handles interloan for us, the possibility of trying to work around the TLN suspension of service by contacting the libraries our patrons want to interloan from directly and trying to arrange something. When he did this, he was advised that the libraries he contacted could interloan material to us via OCLC. However, we do not use OCLC for cataloging. Mr. Pultorak asked why we were not using OCLC and Mrs. Bartles explained that their pricing system is per record which makes it hard to budget. Some of the libraries contacted were willing to make arrangements to interloan the books for fees or for reciprocal borrowing arrangements but each request will require a custom effort to locate the material requiring a

great deal of staff time. It was discussed and decided to wait to see what happens when the TLN Steering Committee meets.

- B. **HFCL ADA Compliant Family Restroom-** Ms. Schaefer reported that we hope the work on the family restroom in Children's will be done next week. The work will have to be inspected before we open it to the public. Mrs. Bartles reported that it looks very nice.
- C. **Plastic bag giveaway at checkout-Discussion-** Mrs. Bartles explained that we give away plastic bags at checkout and patrons ask for them, particularly if the weather is bad. The bags cost us about \$2500 per year. We have enough bags currently to last about a year. In the past we had asked patrons to bring in bags for us to use but that requires staff to go through the bags. Sometimes the bags were dirty or not sturdy enough for books. In the past year we have been selling the canvas green bags for \$5 and encouraging patrons to bring their own bag in the hopes that we might be able to get rid of the bags that we give away as a cost savings as well as the fact that the plastic bags are not good for the environment. There was some discussion regarding charging for the plastic bags in the future and whether or not patrons will pay for them.
- D. **Letter to the Mayor-**Mr. Pultorak's letter to the Mayor on behalf of the Library Commission, asking to be kept informed of and involved in City planning efforts that effect the library, was sent to the Mayor and City Council.

6. ACTION ITEMS-

- A. **The Library Network 2010 Plan of Service-** Mrs. Bartles reported that the vote on the Library Network (TLN) 2010 plan of service closes on January 8, 2010 or earlier if 2/3 majority vote is received. The Commissioners were given the new plan of service and the old plan of service at the last meeting. The majority of the changes Mrs. Bartles read through relate to the shared automation system which we do not participate in. There is also a large rewrite of what would happen if TLN were to dissolve. Mr. Taub motioned to approve the changes to the 2010 TLN plan of service, seconded by Mrs. Straley, all approved.
- B. **Policy for Distribution of Free Material/Community Information etc.-**Mrs. Bartles reported that she looked at about six different policies from other public libraries on the distribution of free material and community information including the American Library Association policy, and took the important aspects from the various policies to incorporate into our policy. We want to post things that support our mission but we have a right to say where and how it is posted. The policy gives the staff guidelines and makes it easier for staff to make decisions on what material to post. Mr. Schlaff motioned to approve the new policy for distribution of free material and community information, seconded by Mr. Taub, all approved.
- C. **Location of the next Library Commission meeting-** The Commissioners discussed the location of the next meeting. It was decided to have the January 8, 2010 meeting at Esper, the February 12, 2010 meeting back at HFCL and the March 12, 2010 meeting at Snow. We will post this information for the public.

7. Comments-

Mr. Pultorak stated the agenda for today's meeting was not posted ahead of time and he thinks it is important to have the agenda available at least a few days before the meeting so that the public can review it.

The meeting was adjourned at 5:15 PM.