

**DEARBORN DEPARTMENT OF LIBRARIES  
LIBRARY COMMISSION MEETING  
04/09/10**

**1. ATTENDANCE**

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

**2. APPROVAL OF MINUTES**

The minutes of the March 12, 2010 Library Commission meeting were approved as submitted.

**3. FOUNDATION UPDATE-** Mrs. Bartles reported that the Foundation appears to be settling in on having a children's book and author luncheon as their annual fundraising event. They will probably plan the event for the fall. They have an agreement from a popular Michigan children's graphic novelist for the event. The Foundation funded the purchase of five additional children's computers for the branch libraries. These computers play educational games and do not go onto the Internet. They are very popular with children between two and six years old. Mrs. Abbatt asked if a press release would be done for to announce the new computers. Ms. Schaefer advised that Foundation is planning a campaign to publicize what they have accomplished and the new children's computers will be part of that. The Foundation hopes to have enough funds to renovate the children's program room at HFCL as their next project. The direct mail campaign, that Foundation Board member Steve Schroeder talked to the Commission about last month, will go out to around 10,000 Dearborn residents in the mail April 15<sup>th</sup> or 16<sup>th</sup>. Those patrons who donated last year will receive a special personalized letter. The next Foundation meeting is April 20, 2010.

**4. BUDGET UPDATE-** Mrs. Bartles sent all of the Commissioners a copy of the packet that was presented to City Administration as her recommendation for reducing the library budget by 10% as directed. The City is facing a \$20 million budget short fall this year which Mr. Pultorak discussed. Mr. Pultorak stated that the library plan presented to City Administration would be phased in. Mrs. Bartles advised that she was given until the end of the year to restructure the branches. The branch libraries will remain operational for the same hours as they are currently open but services at the branches will be reduced. Reference material will only be available at HFCL and there will be no programming at the branches. There will only be one full time librarian at each branch location. Mrs. Bartles will sit down next week to prepare a general plan of action including how to split up the librarian selection packages of five librarians. Mrs. Abbatt asked if the potential staff loss was seven people. Mr. Pultorak stated that was correct if there were no retirements to offset that number. Mrs. Bartles advised that retirements would only change the number of staff laid off, it would not change the overall plan. Mrs. Fawaz suggested using volunteers to handle programs at the branches and there was discussion related to that and how difficult it would be to manage. Mr. Pultorak stated that the Mayor is in favor of some type of future cooperative agreement between the Dearborn Public School libraries and the Dearborn Public Library system in

which public libraries could be run out of school buildings and current branch library buildings could be leased out for other purposes.

## **5. INFORMATION ITEMS-**

- A. **QSAC Certification**– Mrs. Bartles reported that we are certified at the essential level under the quality services audit checklist (QSAC) certification from the Library of Michigan. The Library of Michigan has made changes to all the levels of certification, which include essential, enhanced and exceptional. One of the revisions is that we have to renew our QSAC certification every three years. Our current certification does not need to be renewed until March 2012.
- B. **Strategic Planning**- Mrs. Bartles thought that the Commission could use the same facilitator the City was using to help with their strategic planning. However, the City's goal setting process has stalled with the focus on budget considerations. Mrs. Bartles received a letter from William Schroer who is also a facilitator for strategic planning who does a lot of work with libraries. Mr. Pultorak stated that, though it would be helpful to have well informed third parties come in and advise the Commission, in order to do strategic planning the Commission needs information from City Administration regarding what resources are likely to be available for the libraries going forward. Mr. Pultorak stated that we could get back in touch with Mr. Schroer and advise him of our situation and see how he might help us. Mr. Schlaff would like to know the format he uses, i.e. a one day retreat. Mrs. Bartles will get more information.
- C. **Plastic Bag and Earth Day target-April 22, 2010**- Mrs. Bartles showed the Commission an example of the new bags which will sell for \$2.50. The bags have come in and we will start selling them on April 22<sup>nd</sup>, Earth Day.
- D. **Photo Op-for Volunteer Recognition Luncheon**- Mrs. Bartles took the Commissioners photograph for the PowerPoint presentation at the upcoming Volunteer Recognition Luncheon, which is in early June.

## **6. ACTION ITEMS-**

- A. **Interlibrary Loan-OCLC**- Mrs. Bartles gave the Commission a copy of the quote from OCLC to restore our receipt of interlibrary loan services that were lost when TLN discontinued their service for budgetary reasons. The quote, of \$347 for the year, is for us to receive interloan service only. We would not offer reciprocal borrowing of our resources. We would continue to charge patrons \$5 for the service. If the Commission approves the quote, Mrs. Bartles has to have the contract reviewed by the Legal Department. Mrs. Abbatt motioned to approve the OCLC quote to restore interlibrary loan service, seconded by Mr. Schlaff, all approved.
- B. **Library Fines and Fees**- Mrs. Bartles reported that one of the things asked by City Administration during the budget preparation process was to look at our fines and fees. The Commission had addressed this last year and felt then that, with the economy in such bad shape, it was not a good time to raise fines and fees. Mrs. Bartles received another letter from the Finance Department stating that many fines and fees have not increased proportionately to expenses and asking the Commission to review the fines and fees. Mrs. Bartles gave the Commission a history of and current listing of fines and fees and amounts received from each category. The rental fee for the auditorium at HFCL is set by Mrs. Bartles based on the standard set by the Recreation Department. There was discussion regarding the libraries current financial situation and the issue of raising fees. A motion was made by Mrs. Abbatt to raise the limited Internet pass fee from \$1 to \$2 per day, the annual Internet pass fee from \$10 to \$20 and the fee for overdue charges from 20 cents per day to 25 cents per day,

with a two week amnesty period (in June) for fines, to begin in July 1, 2010, seconded by Mr. Schlaff, all approved.

- C. **DCAC and sculpture at Bryant Branch Library-** Mrs. Bartles stated that the Dearborn Community Arts Council (DCAC) has an art in public places program and they would like to install a sculpture piece for one year in Muirhead Plaza next to Bryant Branch Library. Mrs. Bartles showed the Commission a photograph of the sculpture that is being proposed. Since DCAC is no longer planning the installation on library property the Commission does not need to approve or reject the sculpture.
- D. **May 2010 Library Commission meeting-** The Commission decided to hold the May 2010 Library Commission meeting at Henry Ford Centennial Library.

**Comments-** Mr. Pultorak asked the Commissioners to think about the officer elections which will be on the agenda for the May Library Commission meeting.

Library patron Mary Joe Durivage spoke to the Library Commission. She asked what the budget meeting being held at City Hall on April 12, 2010 concerned. Mr. Pultorak stated that meeting is scheduled to discuss the proposal to close City pools. Ms. Durivage thanked the Commission for keeping the branches open the same number of hours which is what people want. She is sorry to see staff lose their jobs. We do need librarians to teach patrons how to use electronic resources. Ms. Durivage asked if we would be able to qualify for the enhanced QCAC certification while charging for interloan service. Mrs. Bartles stated that if we achieved enhanced certification it would be because of our participation in Mel Cat which is only under consideration at this time.

The meeting was adjourned at 5:26pm.