

**DEARBORN DEPARTMENT OF LIBRARIES
LIBRARY COMMISSION MEETING
Esper Branch
01/08/2010**

1. ATTENDANCE

In attendance were: Mr. Marcel Pultorak, Chairperson; Mrs. Nancy Zakar, Vice-Chairperson; Mrs. Jihan Jawad, Secretary-Treasurer; Mrs. Candyce Abbatt, Mrs. Rachel Fawaz, 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.

2. APPROVAL OF MINUTES

The minutes of the Dec. 11, 2009 Library Commission Meeting were approved as submitted.

3. FOUNDATION UPDATE- Mrs. Bartles reported that the Foundation did not have a regular meeting in December though they did meet for a holiday party at Steve Roberts' home. Jan. 19, 2010 will be their next meeting. They continue to work, planning their next fundraising event. They also have a new member, Joe Walsh. They are also working on coming up with some marketing materials to target planned giving and are at the preliminary stages of creating a brochure. Commissioner Schlaff is the new planned giving chairperson for Henry Ford Hospital. He will call Steve Roberts to discuss the information he has from Henry Ford Hospital which is extensive.

4. BUDGET UPDATE- Mr. Pultorak stated that the Mayor's Community Task Force is the official name of the committee of 30 to 40 community members, referred to at past meetings as the blue ribbon committee. Mr. Pultorak is serving on the committee and reported that they held their first meeting on Dec. 23, 2009. The next meeting will be Jan. 13, 2010. The Mayor said the City will be looking at a revenue shortfall between 25 and 30 percent. The Mayor would like the committee to come up with a five year plan which will be updated every year. The focus is overall strategic planning. Mrs. Bartles stated that the task force will likely not have an effect on this year's budget. Department heads have been advised not to submit a status quo budget. Mrs. Bartles has reduced the budget as much as possible without reducing services. There was discussion about possible ways the library can save money. Mr. Pultorak stated the Commission needs to study other methods of operation other libraries in states with fiscal problems are moving toward for cost savings.

5. INFORMATION ITEMS-

- A. **Library Network –Interlibrary Loan suspension-** Mrs. Bartles reported that The Library Network has not reinstated interlibrary loan. Mrs. Bartles spoke to the state MEL-CAT librarian to clarify that what she understood about the program was correct. Mrs. Bartles was advised that for a library system our size it would easily take one full time equivalent staff member to handle MelCat if we decided to add the service and Mrs. Bartles cost estimation of \$22,000 to \$25,000 annually is accurate.
- B. **HFCL ADA Compliant Family Restroom-** Ms. Schaefer reported that the family restroom is about 75% completed. The contractor came up short on the tile for the walls so we had to order additional tile. We had a walk through yesterday with the architects and there are some little items that have to be addressed such as the door lock. We also want to have a portion of the tile sealed to protect it before it is opened to the public.

- C. **Plastic Bag and Earth Day target-April 22, 2010**-Mrs. Bartles stated that we have not come up with another plan regarding the plastic bags. Her plan as of now is to start charging for the bags and to use Earth Day as the launch date for that change. A staff member suggested a new type of plastic bag that is corn based and biodegrades in a few months. Mrs. Bartles got a price of 30 cents per bag for the bags and we will consider ordering those when our current supply runs out.
- D. **Courtesy Notices**- Ms. Schaefer reported that we started a notification service after the first of the year for those patrons with an email address in their record. They will get an email notification when their checked out items are within three days of their due date.

6. ACTION ITEMS-

- A. **Claims returned 10 years or older**- Ms. Schaefer stated that claims returned is when a patron says they did not check out an item or that they returned it even though we show the item checked out. We currently have a policy in which we do not allow patrons to have more than three claims returned on their record. We have never purged the older claims returned items from patron's records. The Circulation Committee has recommended purging those which are ten years or older. A motion was made by Commissioner Taub to allow claims returned that are older than ten years to be removed from a patron record, seconded by Commissioner Schlaff, all approved.

- 7. Comments-** Mrs. Bartles reported that Jeff Lelek just finished the latest newsletter so the Commissioners can expect to get their email copy in the next few days.

The next Library Commission meeting, on Feb. 12, 2010, will be held at the Henry Ford Centennial Library.

The meeting was adjourned at 5:00 PM.