

**DEARBORN DEPARTMENT OF LIBRARIES
LIBRARY COMMISSION MEETING**

06/11/10

1. ATTENDANCE

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

Excused: Mrs. Rachel Fawaz and Mrs. Toni Straley, Commissioners.

2. APPROVAL OF MINUTES

The minutes of the May 14, 2010 Library Commission meeting were approved as submitted.

3. FOUNDATION UPDATE-

Mrs. Bartles reported that the direct mail campaign is going very well and better than last year. As of June 11th, \$5905 has been donated to the Library Foundation. Mrs. Bartles distributed the new bookmark with information on the Kroger donation program to the Commissioners. You must go online to register for the program this year even if you registered last year. You must also have an email address to register for the program. The Foundation has received over \$2000 from this program so far. Mrs. Bartles distributed a flyer for the Children's Book and Author luncheon that the Foundation is planning with the author Mark Crilley. While they are targeting children in grades 2 through 6, and their parents, everyone is welcome. The event will be held in August. The Foundation will probably look for sponsors in the business community to help with the event. Mrs. Zakar suggested asking local businesses to sponsor various parts of the event such as the food or the flowers, etc... The next Foundation meeting is Tuesday, June 15 at 6pm.

4. BUDGET UPDATE-

Mrs. Bartles has been directed to work on the 2012 and 2013 year's budget requests for the library and submit them both in two weeks. Typically the budget process begins in the fall and lasts about four months. Mrs. Bartles will submit a flat budget for the next two years with the exception of asking for an increase in the materials budget.

5. INFORMATION ITEMS-

- A. **Strategic Planning**— Mr. Pultorak reported that he and Mrs. Bartles met regarding strategic planning. The citizen's task force appointed by the Mayor will not complete their work until the end of August. Mr. Pultorak stated that the Commission should wait to begin strategic planning until the fall when the Commission should have more information from the committee and from City Administration. Therefore, there is no need for the Commission to meet in July. Mrs. Zakar sent Mr. Pultorak a list of her concerns and Mr. Pultorak encourages the other Commissioners to send him their concerns for strategic planning as well. Mr. Pultorak also discussed seeking feedback from different segments of the community as part of the strategic planning process. Mrs. Bartles and Mr. Pultorak having been looking at the Public Library Association's (PLA) book on strategic planning. The process outlined is very involved and involves

many tasks being accomplished in a very short time. Mrs. Bartles suggests the Commission use a facilitator for the process. Mrs. Bartles has been looking for some competitive quotes to compare to the proposal from Bill Schroer. Mrs. Bartles spoke with Nancy Badore, who is not specifically familiar with this specific type of strategic planning, however she is a good strategic planner who has done work for the City in the past.

- B. **Kids Read Comics-June 12 and 13, 10am to 5pm-HFCL-** Mrs. Bartles advised that the Kids Read Comics event is this weekend at HFCL. This is a bigger event than we have had at the library in the past.
- C. **Fax Service-** Mrs. Bartles advised that we have a lot of requests for fax service and the Technology Committee has been investigating offering a fax service to patrons. They are investigating a company that other libraries have contracted with to provide fax service with no out of pocket costs to us other than providing power and a phone line. Other libraries the committee has contacted are happy with the service. We were hoping to have a proposal to present at this meeting but they were not able to complete it in time. Mrs. Bartles will share the details with the Commission when she has them. Mrs. Jawad asked if the service was only for HFCL. Mrs. Bartles stated that for now the service would be provided at HFCL only. Commissioner Abbatt motioned to approve providing fax service, seconded by Commissioner Schlaff, all approved.

6. ACTION ITEMS-

- A. **Election of Officers-** Mr. Pultorak advised that the current group of officers has been in since 2007. Mr. Taub stated that with the uncertainty the library and the City are facing it does not make sense to change our group of officers now. Mr. Taub motioned to re-elect the current officers, Mr. Pultorak as Chairperson, Mrs. Zakar as Vice Chairperson and Mrs. Jawad as Secretary, seconded by Mrs. Abbatt, all approved.
- B. **Fine Amnesty with Canned Food Drive-** Ms. Schaefer reported that when the Commissioner approved raising fines effective July 1st, there was discussion about having a fine amnesty period. There was a lot of discussion with the Circulation Committee on how to implement this as the fine increase does not cover all types of materials. The committee came up with the proposal to allow patrons to reduce their fine balance by \$1 for donating a food item. This would only apply fines, not such things as a lost book or damage to a book. At the same time we would be having the food drive, we will be notifying patrons that the fines are going up. The Dearborn firefighters have agreed to help with the distribution of the food that we collect. Commissioner Jawad motioned to approve the food drive fine amnesty, seconded by Mrs. Abbatt, all approved.
- C. **Social Networking Policy-** Mrs. Bartles advised that they looked at a lot of other libraries policies and tried to take the best ideas from them. This is a general policy to apply to all social networking sites but we only have plans to try posting to Facebook at this time. We have to make sure that whatever we do is sustainable with the staff we have. Mrs. Zakar motioned to approve the social networking policy, seconded by Mr. Taub, all approved.

- 7. Comments-** Library patron Janice Shaw asked if there had ever been any consideration given to establishing a millage designated for the library. Mr. Pultorak stated that it has been considered in the past but was not considered to be feasible. It is certainly something the Commission can look at going forward. Currently, one mil could

be automatically assigned by the City Council while anything additional would have to be voted on. One mil is equivalent to approximately \$3.8 million. The library budget last year, not including capital, was approximately \$5.6 million. We would likely need 2 mils to operate on a full cost basis. Janice Shaw stated the library volunteer luncheon was very nice.

Mr. Schlaff stated that he would like to see some statistics on other communities in southeast Michigan's population size versus the number of library buildings they operate as well as who operates on a millage.

Mrs. Bartles reported that HFCC is using the auditorium at HFCL again as their facility is being renovated. They will be putting on One Act plays here next weekend and the following weekend.

The meeting was adjourned at 4:45pm.