

**DEARBORN DEPARTMENT OF LIBRARIES
LIBRARY COMMISSION MEETING
01/14/11**

1. ATTENDANCE

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

2. APPROVAL OF MINUTES

The minutes of the December 10, 2010 Library Commission meeting were approved as submitted.

3. FOUNDATION UPDATE- Mrs. Bartles reported that the Foundation did not have a formal meeting in December as she held a holiday get-together. The next meeting is Tuesday, Jan. 18, 2011 at 6pm.

4. BUDGET UPDATE-

- A. **Personnel Budget-** Mrs. Bartles reported that two new librarians have been hired, Henry Fischer and Lauren Campbell. They will both be working in the Adult Services agency at HFCL. There is still one librarian vacancy and there is a certified list which means there is someone waiting to fill that vacancy pending approval from the Finance Department. Mr. Pultorak asked if the initial draft of the three year budget had been submitted. Mrs. Bartles advised that it had.

5. INFORMATION ITEMS- None

6. ACTION ITEMS-

- A. **Minutes of the website-**How far back? Currently 2003 to date- Mr. Pultorak advised that he raised the question of how far back to maintain copies of the Library Commission minutes on the library website. They are currently available going back to 2003. He proposed that we keep the past three years available on the web page and if anyone needed something going further back than that we could provide it. Mr. Taub motioned to keep three years worth of Library Commission minutes available on the library webpage, seconded by Mrs. Abbatt, all approved.
- B. **Dearborn Heights-** Mr. Pultorak advised that he received an email from Commissioner Schlaff in which he stated that, as the agreement with Dearborn Heights is a trial for one year, he is in favor of going forward with it. Mr. Pultorak proposed that section 5 of the agreement that deals with review, be amended to read the library boards or Dearborn Library Commission and governing bodies. Also, in the same section, Mr. Pultorak proposed changing the wording to "extend, renew or modify the Agreement" rather than just extend or renew the Agreement and to add "or plan for termination of the Agreement" before the end date. There was discussion regarding the agreement beginning on March 1, 2011, assuming City Council approval, with a review four months prior to the agreements end rather

than a three month review. Section five will then read, the Directors of both Libraries will review the effectiveness of this Agreement quarterly and will report to the Dearborn Library Commission and governing bodies four months before the end of the project so that there is time to extend, renew or modify the Agreement or plan for termination of the Agreement before the end date. The term would then be March 1, 2011 through Feb. 29, 2012 or one year from the inception of the Agreement. Mr. Pultorak also proposed adding the Library Commission as signers to the agreement. There was discussion relating to adding Mr. Pultorak as a designee for the entire Library Commission. There was discussion relating to how we will track usage by the new Dearborn Heights patrons. Mrs. Bartles advised that a new stat class will be established for these patrons to enable us to track the usage. Mrs. Jawad motioned to recommend the pilot project between the Dearborn and Dearborn Heights libraries, with the proposed changes in the review portion of the document, the term of the agreement and the addition of Mr. Pultorak as a signer to the agreement, seconded by Commissioner Smith, all approved. Mrs. Bartles will get the Legal Department and Dearborn Heights to review the changes and get the agreement on the City Council agenda.

7. COMMENTS- Mrs. Bartles reported that the project to renovate the mezzanine area at HFCL has gone out for bid. The project will add five meeting rooms for groups, one of which will be a quiet study room. The ten one person study rooms currently on the second floor will also be renovated. We will also have some of our library chairs reupholstered rather than replacing them. Mrs. Abbatt asked if the Foundation had considered asking local businesses to donate to decorate and furnish the new meeting rooms that will result from the mezzanine renovation project. Mrs. Bartles stated that she has mentioned it to them, because if the renovation costs are too high, we will not have money to furnish the rooms. She will mention it again. Mrs. Abbatt asked about the estimated cost for furnishing the rooms. Mrs. Bartles stated it would be about \$30,000 for all five rooms. Three of the rooms will only have one conference table and eight chairs. The other two larger rooms will have seven tables and thirty chairs. Mrs. Straley asked if the room would be complimentary to the public. Mrs. Bartles stated that three of the rooms would be complimentary, one would be the quiet study room and the other larger room would be available to rent.

Jessica Carreras, who is the reporter for a new Dearborn community website, Dearborn.patch.com, introduced herself and the website to the Library Commission.

The meeting was adjourned at 4:30pm.