

**DEARBORN DEPARTMENT OF LIBRARIES
LIBRARY COMMISSION MEETING
06/10/11**

1. ATTENDANCE

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

2. APPROVAL OF MINUTES

The minutes of the May 13, 2011 Library Commission meeting were approved as submitted.

3. FOUNDATION UPDATE- Mrs. Bartles reported that the next Library Foundation meeting is June 21, 2011 at 6pm. Dr. Ryan Lazar, who is currently a member of the Library Foundation, has been appointed to the Library Commission. He will resign from the Library Foundation. The Foundation is planning their second annual Children's Book and Author Luncheon. The luncheon will be held Saturday, September 17, 2011 at Park Place. The featured author is Ruth Barshaw who is the author of Ellie McDoodle books. Tickets will be \$20 for adults and \$15 for children and will be sold at all library locations. The Foundation will need assistance from the Library Commissioners for ticket sales and sponsorships. Tickets will go on sale sometime between late July and mid-August. Mrs. Jawad suggested working with the schools to promote the event. Mrs. Bartles advised we will work with the Dearborn Public Schools publication, School Life, to promote the event. Mr. Pultorak advised that the Library Foundation is looking for a new Treasurer if anyone knows someone who might be interested in helping out.

4. BUDGET UPDATE-

A. Budget Adoption- Mr. Pultorak advised that after a lengthy process the budget has been adopted and it appears that Snow Branch Library will be closing, though Mr. Pultorak is unclear on the irrevocability of the decision. Mrs. Bartles and her staff are working out a plan for closing the building in an orderly fashion. Mr. Pultorak is drafting a letter to the Mayor and City Council regarding the decision and the closure that he will send to the Commissioners to review. Mrs. Jawad questioned how much savings would be realized by closing one branch with the plan to ask for a millage in the fall. Mr. Pultorak stated that financial projections for the three year budget, which were based on all three branch locations closing, continue to show a significant deficit for the City for the coming years and the City is unsure at this point what services the millage would save, if any. Mr. Pultorak asked if the plan to outsource janitorial services the Mayor discussed would affect the library. Mrs. Bartles stated that it would not, the plan the Mayor was speaking about applies to City Hall. The City Council could levy one mil for the library now under existing state law without a vote or levy two mils with a vote of the people. Mr. Pultorak will email the Commissioners a link to a webinar put on by a law firm in Grand Rapids, Foster Smith, which addressed library millages and the legal composition of libraries in the State of Michigan. We are currently a department of the City and operate under the general fund of the City of Dearborn. If we became a City library funded by a 2 mil vote of the people we would have an elected Library Commission which would operate the library. The webinar addresses all the various ways a library may be organized. The Mayor has said that the City of Dearborn will always have a library and he is committed to not shutting down the library completely. As more about the proposed millage and whether the City will continue to support the other branch libraries going forward becomes clearer, Mr. Pultorak may propose a special meeting of the Library Commission, before our next regular meeting in September.

5. INFORMATION ITEMS-

A. **Mezzanine Renovation-** Mrs. Bartles advised that the project to renovate the mezzanine at HFCL is nearing completion. We have to develop public room use policies for use of the new rooms on the mezzanine. We have some general use rules now that we may use until we see how the rooms are used and if the rules need to address specific issues. Mr. Pultorak asked how the quiet study room would be available to patrons. Mrs. Bartles it will be first come, first serve and be self managed unless there are problems. We will have a guard patrolling the area regularly in the evenings. There will also be conference room space that will be available to reserve. We are working on getting room booking software that the Recreation Department uses and then we will take over booking the HFCL auditorium as well as the new bookable space on the mezzanine.

B. **Furniture for Mezzanine-** Ford Motor Company was able to provide tables for the new mezzanine conference rooms from their surplus furniture stock. However, they could not provide chairs so Mrs. Bartles is hoping to use some chairs from other library locations for the mezzanine rooms.

C. **Study Room Renovation-** Mrs. Bartles explained that this project relates to the ten single person study rooms on the second floor at HFCL. The rooms were in disarray and are being renovated in house by the City of Dearborn carpenter. This project should be done by the end of June.

6. ACTION ITEMS-

A. **MLA Membership-** Mrs. Bartles advised that the dues for MLA have been restructured and the price for membership has gone up significantly. We will continue to purchase an institutional membership for the library but wondered if the Commissioners felt their personal membership should be continued. Mrs. Abbatt motioned to discontinue the purchase of MLA membership for Commissioners and use the money for library materials, seconded by Mr. Schlaff, all approved.

B. **Departmental Rules-** Mrs. Bartles reported that at the last meeting the Library Commission approved the changes to the Departmental Rules absent any Commissioner objection within seven days. Mrs. Bartles received a few clarification changes from Commissioner Schlaff which have been incorporated into the document. The Legal Department has reviewed the document and made some changes. There was only one item that was changed by the Legal Department that Mrs. Bartles objected to and will need to discuss with them. This was a change to the policy involving staff members checking out items with holds and returning them late. We have a policy in place to deal with this issue and the Legal Department changed it to include staff paying fines. We normally do not charge fines to staff. Mr. Pultorak asked if staff can check out an ahead of patrons who have a hold on an item. Mrs. Bartles advised that staff can not bypass anyone to check out an item and have to go into the hold queue like anyone else. Mrs. Bartles reported that she will submit the final document to the Mayor and City Clerk for their signatures. Mrs. Abbatt motioned to approve the amended Departmental Rules and make them effective once signed by all required parties, seconded by Mr. Schlaff, all approved. Once complete, Mrs. Bartles will send an electronic version of the signed final copy to all the Commissioners.

C. **Audiocassette Collection Withdrawal-** Ms. Schaefer reported that Library Administration is asking permission from the Library Commission to eliminate the audio and video cassette collections. In 2008 the Library Commission approved discontinuing the purchase of materials on cassette. We would now like to begin eliminating these materials from the collection. We would begin with those titles that are duplicated in another format.

D. **Videocassette Collection Withdrawal-** Ms. Schaefer reported we would also like to begin eliminating VHS tapes from our collection, both fiction and non-fiction titles. Mr. Taub motioned to approve removal of both the audiocassette and video cassette collections, seconded by Mr. Schlaff, all approved.

E. **MeLCat-** Mrs. Bartles submitted support for either MeLCat or reciprocal borrowing through TLN as part of her budget. MeLCat is a statewide Library of Michigan initiative that would provide our patrons the ability to go online and search the catalogs of close to five hundred libraries statewide and have that material sent to Dearborn for pick up. The service is labor intensive because it is popular. With the closure of a branch Mrs. Bartles feels that providing borrowing through MeLCat gives our patrons the best access to additional materials as a large portion of the libraries materials budget has been cut for next year as well. Mrs. Smith motioned to begin MeLCat participation in conjunction with the decommissioning of Snow Branch Library, seconded by Mr. Schlaff, all approved. Mrs. Bartles reported that it could take as long as 6-8 months to begin full MeLCat participation.

7. COMMENTS- Commission Chairperson Marcel Pultorak and Commissioner Jihan Jawad have been reappointed to the Library Commission.

Commissioner Abbatt discussed having some type of event to commemorate the closing of Snow Branch. Mrs. Bartles reported that FOLD will likely have a used book sale at Snow before the closing and there will be a feature in the next library newsletter about memories of Snow Branch.

Mrs. Bartles reported that My Mini Friends, a group of volunteers who maintain the dollhouse at Snow Branch, have agreed to continue to take care of it if the dollhouse is moved to HFCL.

Nancy Rahrig, the current children's librarian at Bryant, who has worked previously at all the library locations, will be retiring June 30, 2011. Cathy Frys, who had been the children's librarian at Snow Branch, is also retiring effective June 30, 2011.

Mrs. Bartles reported that on Thursday, June 23, 2011 at 7pm, the Bellini Opera will have a tribute to Jeanette McDonald and Nelson Eddy at HFCL. Mrs. Abbatt suggested advertising this event at the Senior Center at Recreation and at the senior housing buildings.

Library patron Mary Jo Durivage spoke to the Library Commission. She suggested that the branch hours be changed to open at 12noon rather than 12:30pm in order to get more lunch hour patrons or stay open till 6pm for after work patrons. Mrs. Durivage stated she was very disappointed that no one from the Library Commission, FOLD, or the Library Foundation attended or spoke at the budget hearing this past Monday night in support of the library. Mrs. Durivage hopes that the addition of study rooms on the third floor of HFCL will help with the noise problem in the building. Mrs. Durivage asked the reasoning behind not charging staff overdue fines and advised little things like special rules for different people are going to irritate patrons if you ask for a library millage. Mrs. Smith stated it is a standard practice in libraries. Mrs. Durivage stated she objected to discontinuing the audiocassette service as people still use them. Mrs. Bartles stated that the decision to withdrawal the two collections were made based on circulation of the items.

The meeting was adjourned at 5:35pm.