

**DEARBORN DEPARTMENT OF LIBRARIES
LIBRARY COMMISSION MEETING
03/11/11**

1. ATTENDANCE

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

2. APPROVAL OF MINUTES

The minutes of the Feb. 11, 2011 Library Commission meeting were approved as submitted.

3. FOUNDATION UPDATE- Mrs. Bartles reported that next Foundation meeting is Tuesday, March 15, 2011 at 6pm. Mr. Pultorak will try to attend to discuss the Commissions plans for strategic planning. The Foundation continues to work on the next direct mail campaign and children's author luncheon.

4. BUDGET UPDATE- Mrs. Bartles advised that the City Chief of Staff advised that certain City departments will be called to meet with the Mayor, Finance Director and Chief of Staff to discuss further budget cuts. We have been selected as one of the departments. Mrs. Bartles is waiting to be advised of the meeting date. The budget has to be submitted to the City Council by April 15, 2011.

5. INFORMATION ITEMS-

- A. Plan of Action for Strategic Planning-** Mr. Pultorak stated that he sent out some advance brainstorming information for the Commission to look over. He would like to hold some special planning meetings for the Commission to discuss and plan for future budget cuts. The operating mileage changes proposed by the Mayor will only solve half of the budget problem. There will still have to be other cuts made. It is important to get feedback from the Library staff, Library patrons, Library Foundation and Friends of the Library as well. Mr. Pultorak discussed electronic content on the City of Dearborn web site and how this could be a cost savings for the City. However, we are behind in this area. There was discussion relating to scheduling planning meetings as soon as possible. It was decided to have two meetings next week. The first meeting will be Monday, March 15 and the second will be Thursday, March 17. The meetings will be held at 4pm both days. Mr. Pultorak stated that any members who can not attend one of the meetings could email their ideas to Mr. Pultorak. There will be no actions items at these meetings. Mr. Pultorak will email the Commissioners who are not present today about the upcoming planning meetings.
- B. WDET Craig Fahle show-** Mr. Pultorak advised that Mrs. Bartles was on the Craig Fahle show on WDET on March 3, 2011 discussing libraries. The interview is available to listen to on the WDET website archives section.

6. ACTION ITEMS-

- A. Rates and Fees-** The Finance Department has requested that the Library Commission look at library rates and fees again. The Commission addressed this

issue at the December 2010 meeting when they decided not to raise rates and fees. Mrs. Bartles advised that the only fee that has not been increased in a number of years is the non resident fee of \$80 for a library card for one year. Mrs. Bartles ran a report and we currently have 68 library patrons who have purchased non resident cards. Mr. Pultorak stated that if we increase the rate by \$10 we would only generate \$680 in increased revenue which is not going to solve our budget issues. Mr. Pultorak will write a letter to the Finance Department regarding this issue and send it to Mrs. Bartles next week.

B. Dearborn School District in Dearborn Heights- Mrs. Bartles reported that there has been an area of Dearborn Heights that was eligible for a free Dearborn Library card because they are part of the Dearborn school district. The wording of this in the circulation manual states that if you work in this area of Dearborn Heights you are also eligible for a free library card. Mr. Pultorak asked how many non-resident school district cards we currently have. Mrs. Bartles will get that information for the next meeting.

C. Meeting with the Dearborn Heights Board- Mrs. Bartles reported that when she met with the Dearborn Heights Library Director he mentioned that the Dearborn Heights Library Commission would be interested in meeting with the Dearborn Library Commission. Mrs. Bartles advised that she believes that the Dearborn Heights Commission normally meets in the evening around 7pm. Mr. Pultorak advised we could have a special meeting at a time that works for both Commissions. Mr. Pultorak asked Mrs. Bartles to get a couple of tentative dates in April from the Dearborn Heights Commission.

7. COMMENTS- Mrs. Bartles advised that the mezzanine renovation project will begin the evening of March 14, 2011 at HFCL.

Julie Schaefer gave an interview to the Detroit Free Press about centralizing children's programming at HFCL but the article has not appeared in the paper as of yet.

The meeting was adjourned at 5:20pm.