

**DEARBORN DEPARTMENT OF LIBRARIES
LIBRARY COMMISSION MEETING**

05/13/11

1. ATTENDANCE

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

2. APPROVAL OF MINUTES

The minutes of the April 8, 2011 Library Commission meeting were approved as submitted.

3. FOUNDATION UPDATE- Mrs. Bartles reported that the Library Foundation direct mail campaign is underway. The letter has gone out in the mail and we are getting an excellent response. The Foundation continues to plan the next Children's Book and Author luncheon for the fall. The next Library Foundation meeting is May 24, 2011 at 6pm. The Foundation Treasurer has resigned her position and resigned from the Foundation so they are looking for a new Treasurer. Mrs. Zakar suggested the Foundation call repeat donors to the direct mail campaign next year as well as establishing levels of sponsorship and naming opportunities. Mrs. Bartles reported that repeat donors were sent a more personalized letter as part of this year's campaign.

4. BUDGET UPDATE-

A. Meeting with City Council- Mr. Pultorak reported that he and Mrs. Bartles attended the City Council meeting in which they were reviewing the Mayor's proposed budget. The meeting was May 10th. There was discussion about the City's financial situation and proposed actions to be taken. The budgets that were under review for that evening's meeting were recreation and the library. Mrs. Bartles and Mr. Pultorak were not asked any questions or asked to make any statements about the library. During the period for public comments Mr. Pultorak did speak to the Council as a Library Commissioner and advised that in order for the Commission to plan for the future of the library they need to know what support can be expected from the City going forward. Mr. Pultorak discussed with the Commissioners the need to have feedback from the community as we plan for the future of the libraries in Dearborn. He discussed the possibility of having meetings with the public regarding the library. There was discussion about the current early retirement the City is offering to employees and discussion about contract negotiations. The City is asking for a 20% pay cut from Police and Fire staff and a 25% cut from all other City staff over a three year period. Mr. Pultorak stated that those pay cuts will effect morale and may cause additional staff to leave the City. There was discussion regarding the possibility of a City millage vote in the fall. There was discussion about a communications campaign to dispel misconceptions about the library in the community. Mrs. Straley discussed the possibility of getting promotional assistance from outside groups such as the Michigan Non-profit Association or local colleges. Mrs. Bartles discussed her proposal to the Mayor's Office, in which she suggested that if we have to close a library branch or multiple branches, that we add MelCat interlibrary loans with other Michigan libraries and/or reciprocal borrowing with the Wayne, Oakland and Washtenaw member libraries. These programs are very labor intensive. Mrs. Bartles asked the Commission to think about these programs as well.

5. INFORMATION ITEMS-

A. Mezzanine Renovation- Mrs. Bartles stated that the funds used for the mezzanine renovation project at HFCL came from capital improvement money that is set aside for maintenance and improvements. The project had been requested many years ago by Pat Coady when he was

Library Director. If we did not use the funds they would be used for another department's capital improvement project and would not be used to fund operations. Mr. Pultorak stated that the mezzanine level at HFCL was designed as part of closed storage and was functionally obsolete. The addition of meeting rooms and study space increases the functionality of the space for the 21st century.

B. Furniture for Mezzanine- Mrs. Bartles reported that Ford Land will donate meeting tables for the mezzanine renovation meeting rooms. They continue to investigate the possibility of donating chairs as well.

C. Study Room Renovation- Mrs. Bartles reported that this project is being done simultaneously with the mezzanine project but will take a little longer to complete as the work is being done in house by the City carpenter in order to save money.

6. ACTION ITEMS-

A. Dearborn Heights School District-policy regarding library card issuance- Mrs. Bartles reported that she has decided to postpone this issue for now. It was complicated to change this rule and if we end up having reciprocal borrowing it will be irrelevant. If the issue needs to be looked at again we will do so in the fall.

B. "Fun" Library Card-policy regarding library card issuance- Mrs. Bartles showed the Commissioners the winning fun library card. Mrs. Zakar made a motion to allow new borrowers who do not have a library card to choose between the fountain card and the new card and existing library card holders who have lost their card will have to pay \$3 for a fun library card, seconded by Mrs. Straley, all approved.

C. Departmental Rules- Mrs. Bartles gave the Commission a copy of the Departmental Rules with several changes for their review. Mrs. Bartles has also asked the Legal Department to review the document and get back to Mrs. Bartles by the next Library Commission meeting if there are any items they are concerned about. Mrs. Abbatt motioned to approve the Departmental Rule changes absent any Commissioner objection within seven days, seconded by Mr. Taub, all approved.

7. COMMENTS- Mrs. Bartles advised that the current traffic counters at HFCL only count traffic entering the second floor. Beginning around July we will put new counters at the north and south first floor doors to more accurately record traffic entering and exiting the building.

Mr. Pultorak suggested the Commission have a special meeting to discuss the budget adoption which should be done by June 1st which is before the next Library Commission meeting. Mr. Pultorak will email the Commissioners some tentative dates for a meeting.

Mrs. Bartles reported that the Dearborn Farmer's Market begins again on May 27, 2011. We will have a table for as many Friday's as we can cover. Mrs. Bartles stated that we are trying to get volunteers to assist the library staff at the market so if anyone knows of anyone interested in volunteering let her know.

Mrs. Bartles reminded the Commissioners that the Volunteer Luncheon is June 3rd at 12noon.

The meeting was adjourned at 5:35pm.