

**DEARBORN DEPARTMENT OF LIBRARIES
LIBRARY COMMISSION MEETING
10/14/11**

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

2. APPROVAL OF MINUTES

The minutes of the September 9, 2011 Library Commission meeting were approved as submitted.

3. FOUNDATION UPDATE- Mrs. Bartles reported that the Children's Author Luncheon was held the Saturday after the last Library Commission meeting. The luncheon was very nice. They may need to change the format in the future as the only money raised is through sponsorships, rather than through ticket sales. The fall direct mail campaign to Dearborn businesses has gone out. The mailing was sent to around 3000 businesses. Mrs. Zakar recommended the Foundation follow up the mailings with direct phone calls to businesses. Mrs. Bartles stated she would mention this idea to the Foundation. The Foundation formed a Dearborn Library Ballot Committee to work on the millage campaign.

4. BUDGET UPDATE- Mrs. Bartles reported that without approval of the proposed millages the City is looking at a \$20 million structural deficit for next fiscal year. If the proposal to eliminate personal property tax goes forward and the millages are not approved, the City is looking at a \$34 million deficit.

5. INFORMATION ITEMS-

A. Mezzanine Renovation Update- Mrs. Bartles reported that we launched the mezzanine rooms without a lot of publicity. We are trying to get an idea of how the rooms are being used and what types of problems we might run into. The rooms are popular. Mrs. Bartles reported that she worked the past Sunday and by 15 minutes after we opened all the rooms were in use.

B. Study Room Renovation Update- Mrs. Bartles reported that these rooms are open to the public. The renovations, done by the City carpenter, are complete. The walls have been covered in a sound dampening material. There are new laminate countertops and backsplash to prevent graffiti.

C. City Council and library material budget- Mrs. Bartles reported that there were some concerns by the City Council in terms of the library materials budget and the purchase of DVD's. Our purchase of library materials was delayed a month. The City Council had suggested the library have a separate type of library card, which would require anyone wanting to check out media from the library, to pay for a media card. Mrs. Bartles has asked the City Legal Department to investigate the legality of a separate media card for future reference.

D. November 8, 2011 election-Library Millage Request- Commissioner Schlaff suggested forwarding the documents "What is a Library?" and "Why a Librarian?" to the Chairperson of the Dearborn Library Foundation, the Dearborn City Council and the local Dearborn media, either through an editorial or submitted by the Library Commission, as it gives excellent factual information about the library.

E. **Snow Branch Update-** Mrs. Bartles advised she does not think that the Snow Branch will be reopened. We are identifying material to pull from Snow Branch and add to the collection at HFCL. Once that is complete FOLD will hold a book sale at the Snow Branch location.

F. **Opal Ziemer Quilt Dedication-Sunday, Oct. 23, 2011 @ 3pm Youth Program Room-** Mrs. Bartles advised this event will be held in the former story hour room in the children's area at HFCL.

A. ACTION ITEMS-

A. **Room rental charges-** Mrs. Bartles advised there has been a lot of interest and demand for the new mezzanine meeting rooms. The list of proposed rental rates given to the Commission was developed for those patrons interested in reserving the large meeting room or the smaller conference rooms. The smaller conference rooms are available on a first come, first serve basis but the proposed charges would go into effect if a group wants to reserve the room a head of time. The large conference room will only be available for advance reservations. There is a group of staff working on developing policies for the use of the rooms as well. Mrs. Bartles advised that the rates are in keeping with the rates being charged for comparable room rental at the Ford Performing Arts Center. Mr. Pultorak suggested changing no cash transactions, to no business transactions allowed. Mr. Schlaff motioned to approve the proposed rental rates, seconded by Mr. Taub, all approved.

B. **Interlibrary Loan Issue-** Mrs. Bartles advised that a patron requested a book from another library via interlibrary loan. We charge \$5 for this service, which the patron paid. The book came in during the power outage at HFCL at the end of August. Mrs. Bartles delivered the book to Bryant Library for the patron as he was upset the book could not be picked up at HFCL. The patron then never returned the book when it was due. When contacted by the interlibrary loan librarian the patron claimed to have sold the book in a garage sale. Upon investigation it was found that the book was an old book critical to physicians with a replacement cost ranging from \$167 to over \$500 on Amazon. The current procedure is to just charge the patron what the university charges us for the replacement of the book. When contacted the university advised they could only charge what they paid for the book which was \$29.95. There was discussion about criminal prosecution for this type of behavior. Mrs. Bartles advised that this patron will not be able to check out books from our library again. However, we would like to try to recoup the cost of purchasing an equivalent copy of the book for the university that loaned it to us. The only way to do that is to post the charge to the patrons account and to try to recoup the cost from him. A motion was made by Dr. Lazar to post a charge of \$260 to the patrons account for replacement of the book, seconded by Mrs. Straley, all approved. Mr. Pultorak asked about charging a processing fee for lost material as part of standard procedure. Mrs. Bartles will put this on the agenda for the next meeting.

B. COMMENTS- Ms. Schaefer advised that she attended at workshop this morning at the Southfield Public Library on library millage issues.

The meeting was adjourned at 4:55pm.