

**DEARBORN DEPARTMENT OF LIBRARIES
LIBRARY COMMISSION MEETING
09/09/11**

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

2. APPROVAL OF MINUTES

The minutes of the June 10, 2011 Library Commission meeting were approved as submitted.

3. FOUNDATION UPDATE-

Mrs. Bartles reported that the Children's Author Lunch is next Saturday, Sept. 17, 2011. Ticket sales are slow. Mrs. Bartles asked the Commissioners to take posters and flyers if they could think of locations for posting them and to consider becoming a sponsor of the luncheon. There was discussion about the direct mail campaign and the upcoming business mailing campaign.

4. BUDGET UPDATE-

Mrs. Bartles reported that there was nothing new to update regarding the budget.

5. INFORMATION ITEMS-

- A. **Mezzanine Renovation-** Mrs. Bartles reported that we have opened the rooms on the mezzanine level without publicity until the staff get acclimated to the rooms being open and the new procedures. We need to make sure we have adequate guard coverage when there are a lot of teens using the rooms. The quiet study room is being used, particularly by laptop users. The group study rooms are just starting to be used. We have had a lot of demand for meeting space and expect the rooms to be popular. Mrs. Bartles feels that it is vital to our mission to provide a community meeting space for people to use.
- B. **Study Room Renovation-** Mrs. Bartles stated that these are ten single rooms on the second floor of HFCL. The room walls were covered with pegboard that had been painted over and was damaged, which looked terrible. We had limited funds to renovate them so the Building Services Department agreed to do the work for us so that we would only have to buy the material. We installed a sound dampening product on the walls to keep them as sound proof as possible. The project has taken a little longer as the sound reducing material took a while to come in and the City carpenter has done the majority of the work alone. The rooms are almost complete now and should be open soon.
- C. **Annual Report-** Mrs. Bartles advised the Commissioners that a copy of the annual report was in their packet. Mrs. Bartles does not like to post the annual report to the web page until the Commissioners have a copy. Mrs. Bartles will now have a copy posted to the web page as well.
- D. **Power Outage-** Mrs. Bartles reported that HFCL did not have power from August 22 to August 25th due to an underground cable getting exposed to water and needing to be replaced. We were able to get a generator from the Water Department. This enabled us to bring the library servers up to power the branch computers and a few computers at HFCL to allow staff to check in materials returned via the drop box. We were able to assist patrons by moving their holds to other library locations as well. We also extended hours at the branches to accommodate the public.
- E. **Michigan Reads! Program kick-off event-** Mrs. Bartles reported that Governor Snyder was here at HFCL yesterday to kick off the Michigan Reads program.

F. City Council and library material budget- Mrs. Bartles reported that many of our materials purchase orders were before City Council, as they are every year when they are over a certain dollar threshold per vendor. There were no questions at the agenda building meeting or the Committee of the Whole meeting for the August City Council meeting. However, at the August City Council meeting, the request was tabled without any discussion. By tabling the item, the City Council prevented the library from purchasing any materials at all. Mrs. Bartles found out later that some City Council members were concerned and felt that we should not be purchasing non-print media, particularly DVD's, and if we are, we should be charging patrons to check out these types of material. At the September City Council meeting the item was on the agenda again. Mrs. Bartles supplied additional information to the Mayor's office regarding the library mission statement, what materials the library purchases with the funds requested for non print media, what other libraries purchase and the circulation statistics of non print media. About 13% of our entire materials budget is spent on DVD's and DVD's account for about 31% of our circulation. The materials expenditures were approved as submitted at the September meeting of the City Council though there were some lingering questions about charging for certain types of materials. Mrs. Bartles is not sure that current library rules would allow us to charge for non print materials or to create a media library card as was suggested.

G. November 8, 2011 election-Library Millage Request- Mr. Pultorak asked if the proposed advisory questions about the library would be on the ballot in November. Mrs. Bartles reported that they would not be on the ballot. However, a ballot proposal for a 1 mil increase dedicated to the library for a period of ten years and a general millage request for up to 3.5mils for five years, will be on the ballot in November. Mr. Pultorak stated that the Library Commission can not advocate for or against the millage. We can present factual information to the public about the library, which will allow them to make an informed decision. Mr. Pultorak stated that he would be seeking a meeting with the Mayor and the Chief of Staff to discuss what their views are on the library system going forward. There is a lack of information from City Administration as to what is likely to happen to the library if the millage passes or does not pass. The City Council could levy one mil today, without a vote of the people, to support the library based on the City Charter. If the millage passed, the City Council could then levy up to another one total mill of additional support to the library, for a total of no more than two mills. The ballot question does not say this explicitly. Mr. Pultorak feels the City Council is looking for some feedback from the community as to whether they are willing to support a library or not. It is also not clear what the 3.5 general millage proposal would mean for the library. In the next few days Mr. Pultorak stated that he will email the Commissioners, an outline of questions that the community may ask about the library that he had been working on, for the Commissioners comments and suggestions. The Library Commission may also want to sponsor some meetings with the public to discuss the issues facing the library on a factual basis. Mr. Pultorak is willing to go out and speak to groups in the community as well. Mrs. Bartles advised that the League of Women Voters is having a general information session on Tuesday, Oct. 4th. As we are on the ballot they are likely to allow the library time to present factual information. Mrs. Bartles also advised that the Friends of Michigan Libraries is hosting a session on winning support for your library on October 14, 2011 in Southfield. Mrs. Bartles and Ms. Schaefer are planning to attend. If any Commissioners would like to go as well they can email Mrs. Bartles.

H. Snow Closure- Mrs. Bartles reported that Snow Branch is closed, the last day was Sept. 2nd, and she feels it will remain closed permanently. There was discussion regarding the deed restrictions on the Bryant Branch Library property. The current City three year budget shows that Esper and Bryant will close next year. If this goes forward we will need to plan for consolidation. Mr. Pultorak stated that he has read blog comments that suggest, since it is cheaper to run a branch library than the main library, that HFCL should close and the branches remain open. However, all the functions of running a library system happen at HFCL and the relative percentage of usage of HFCL is higher than any of the branch libraries.

6. ACTION ITEMS- None

7. COMMENTS-

Commissioner Straley asked about the parking situation at Bryant and whether it was impeding traffic at Bryant. Mrs. Bartles stated that there was a request to City Council from a member of the public to validate parking at Bryant Branch Library. The Council has referred it to the Mayor's office, library and Parking Commission for discussion. However, if the library is asked to pay to validate the parking, we can not afford to do it. There was discussion about the Chamber of Commerce's use of the Bryant parking lot. Commissioner Schlaff asked who was on the Parking Commission and Mrs. Bartles said she would find out.

Julie Schaefer advised that the Museum Adventure Pass, in its current format, would be ending on Sept. 30, 2011. Next summer there will be an online program in some form that will only be available in the summer months. Next year is also supposed to be the last year of the program.

Julie Schaefer also advised that our EBook service, Overdrive, will become compatible with Kindle, Amazon's E book reader. This should be happening soon, possibly by the end of September, and should increase the usage of Overdrive considerably.

Mr. Pultorak asked about the status of MEL-CAT. Mrs. Bartles advised she was not going forward with MEL-CAT until after the election, assuming all goes well.

Mrs. Bartles advised the Commissioners that there was a handout on ethics for City Commissioners in their meeting packet. There was an informational session, based on this handout, which the City presented a few weeks ago. It was taped and Mrs. Bartles will have it available for viewing if any Commissioner who would like to see it. Commissioners are bound by these ethics rules.

Steve Smith reported that the library Automation staff are holding a Tech Time session for patrons who need assistance with technology, i.e. Computers, e-readers, Facebook, etc. The session will be held on September 15 at 5:30pm.

Friends of the Library-Dearborn (FOLD) took up a collection to have a quilt made in memory of longtime children's librarian, Opal Ziemer. They collected about \$1000 from Opal's friends and family and had a quilt designed. The dedication of the quilt will be Sunday, Oct. 23, 2011. Library Commissioners will likely receive an invitation to this event from FOLD.

Mrs. Bartles reported that she is in the process of having the dollhouse from Snow Branch moved to HFCL. It will be placed on the second floor, north side of the library, near the entrance to the Children's area.

The meeting was adjourned at 5:18pm.