

Dearborn Heights Library Advisory Board  
Minutes of the General Membership Meeting  
September 20, 2007

Chairman Tim Powers called the meeting to order at 7:30 PM at the Caroline Kennedy Library.

Present: Eulalia Colon, Sherry Kosko, Vice Chairwoman Emmy Peck, Secretary John Zadikian.

Absent: City Council Liaison Janet Badalow

Also present: Caroline Supervising Librarian Michael McCaffery, JFK Supervising Librarian Michael Wrona.

Motion by Kosko, supported by Peck, to approve the July 19, 2007, minutes as presented. Motion carried.

Communications:

From Michael McCaffery, regarding working with Star Academy on various safety issues. He is working with the school on a "code of conduct" signage for students. Vice Chairwoman Peck recently had a difficult time driving to Caroline because of an overabundance of kids and drivers along Fenton Street. Mr. McCaffery said he is working to designate a "quiet area" with signs and furniture.

From Michael McCaffery, regarding a letter from the State of Michigan indicating the QSAC (Quality Services Audit Checklist) process has been officially completed. Mr. McCaffery indicated he was very proud of the entire staff for what proved to be a very difficult process. Vice Chairwoman Peck asked about the possibility of state grant monies, to which Mr. McCaffery answered the situation as it relates to the state budget has not been settled.

From Michael McCaffery, a thank you to Virginia Dutcheshen for a large donation of books. Ms. Dutcheshen donated approximately 1,000 books, mostly paperbacks. Details on the donation were forthcoming.

Special/Standing Committees:

There were no formal reports of any special/standing committees.

Mr. McCaffery distributed articles in recent editions of the Press & Guide relating to library activities and the QSAC certification, and Julie Beukema's "Library Lingo" column.

Report of the Chair:

Chairman Powers distributed a July 24 memo to the Mayor detailing the August 1 resignation of A. Michael Deller as Library Director. Per the request of Vice Chairwoman Peck and Ms. Colon, the details of that memo are as follows:

- The Library Advisory Board recommended to the Mayor that the position be advertised as appropriate, and that interview panel members be invited to meet qualified candidates and create a recommended list of candidates for the Mayor's final interview and selection.
- The present administrative structure of a Library Director and a Supervising Librarian for each library building be maintained.
- That the present Supervising Librarians serve as Acting Co-Directors until a new Library Director is appointed.

Report of the (Acting) Library Director(s):

Mr. McCaffery indicated an unfilled tech position would hopefully be filled soon. He also indicated at least five applications have been received for the vacant Director's position. All applicants will be interviewed by former director Deller, Chairman Powers, and Chris Sullivan of the city's Human Resources Department. It is hoped a selection is made by the end of the year.

Vice Chairwoman Peck inquired about photo ID tags for library employees. Mr. McCaffery and Mr. Wrona showed their tags and how they are designed to be worn around one's neck.

Mr. McCaffery indicated some valuable/unique documents will soon be archived within the library structure.

Mr. McCaffery updated the SAM library intranet access program. He said some aspects of the program have not been tested because it's been a slow summer. Mr. Wrona said implementation of the system has curbed earlier problems regarding overall computer use and length of use. Mr. McCaffery said there have been no real complaints about time limits. He also said the automated telephone renewal system was working well.

Mr. McCaffery passed around a "Children in the Library" pamphlet made by Ms. Beukema designed to help with the safety of patrons.

Report of the (Acting) Library Director(s) (continued):

Mrs. Kosko inquired about the availability of bike racks at both libraries. Mr. McCaffery said they are available at Caroline. Mr. Wrona said there is a problem with bicycle parking at JFK that he is addressing.

Vice Chairwoman Peck asked about the possibility of more handicapped parking spots across from the west doors at Caroline. Ms. Colon wondered about compliance with the Americans with Disabilities Act. Mr. McCaffery said he will look into the matter.

Mr. McCaffery updated the success of the Children's Program Room. He said the availability of the room helps maintain serenity at Caroline. Computer terminals now number 16 (up from eight) and rovers between 3:30 p.m. and 6:30 p.m. are big assets.

Mr. Wrona said a new electronic digital changeable message sign has been installed at JFK. The staff has been trained on it and it is a nice addition to the grounds.

Mr. McCaffery reported the staff was in the beginning stages of achieving an enhanced level of the QSAC process. He said there are not many new elements, but the higher level offers a chance for the staff to review what's been accomplished and what has yet to be accomplished.

Mr. McCaffery offered an update on computer use statistics. 3Q data was not yet available, but he said the numbers are on par with the seasonal changeover from adults to kids/teens.

Vice Chairwoman Peck asked if there was more room at JFK for computers. Mr. Wrona said the facility was full.

Old /New Business:

The code of patron conduct, which is standard for libraries, will be posted and likely made bilingual (English/Arabic).

There was discussion about changing the Board's meeting dates to the second Thursday of the month at 7:30 p.m. Chairman Powers said he would check the schedule change with Council Liaison Janet Badalow and e-mail the membership.

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Old/New Business (continued):

Vice Chairwoman Peck mentioned the libraries need to do a better job of weed management next year. The city's Department of Public Works does some work, but not enough. Some possible solutions included asking the Garden Club, putting down plastic and/or mulch, and involving the 20th District Court's Alternative Work Force Program.

Motion by Kosko, supported by Colon, to adjourn the meeting at 8:36 p.m.  
Motion carried.

Respectfully submitted,  
*John Zadikian*  
Recording Secretary