

NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES

Regular Meeting Minutes

Thursday, July 23, 2015 – 7:30 p.m.

Northville District Library Carlo Meeting Room

1. **Call to Order:** Chair Alan Somershoe called the Regular Meeting to order at 7:30 p.m.
  - 1.1 **Roll Call** - Present: Trustees Alan Somershoe, Mike DeFrancesco, Jean Hansen, Jim Morché, Robert Sochacki, Paul Snyder, and Joe Corriveau. Also present: Julie Herrin, Library Director; Anne Mannisto, Assistant Library Director; Carla Eggert, Administrative Assistant.
  - 1.2 **Approval of the Agenda:** **MOTION:** Jim Morché made a motion to approve the agenda as amended. Mike DeFrancesco seconded the motion. Motion passed.
  - 1.3 **Approval of Meeting Minutes, June 25, 2015:** **MOTION:** Paul Snyder made a motion to approve the June minutes as submitted. Robert Sochacki seconded the motion. Motion passed.
  - 1.4 **Citizen Comments:** None.
2. **Correspondence:** None.
3. **Director's Report:**

**Statistics:** Julie reported that circulation was down by a small amount of 0.11%. Total downloads were down compared to last year, mainly because Zinio usage was atypically high in June last year. Download Destination was down slightly. The Michigan Data Digest, which is a summary of Michigan libraries overall statistics from the Library of Michigan 2014 annual reports, shows that all Michigan libraries experienced a decline in circulation of around 3% for the past two years. Both searches and sessions were up for database usage for the month. Computer use was down slightly but Wi-Fi usage was good.

**Programming:** We had a very busy month with Summer Reading. Youth currently has 921 children registered for Summer Reading which is up from 877 last year. Attendance was 1,584 children at 22 Youth events in June, including 192 for the Cirque Among Us program. Teen has 248 registered for Summer Reading compared to 227 last year. Teen had five programs with 120 attendees. There are 260 patrons signed up for Adult Summer Reading compared to 233 last year. Adult had four programs with 70 attendees. There were 14 patrons for one-on-one computer help.

**Facilities:** Limbach is behind schedule with our project and has given us a new completion date of August 12. The air conditioning is on in the building. The new boilers have arrived and are being installed. They are very compact compared to the old boilers.

**Collections:** The American Association of University Women (AAUW) donated \$200 to the Library for the purchase of math books.

**Staff:** Julie reported that she attended a webinar on Google Analytics, which is used to measure and review our website traffic. We have hired two new Computer Pages to replace William who got a scholarship to Duke and Courtney who got a full time job. We also interviewed two of our current Computer Pages for a newly created IT Computer Page position, to assist Michael with the maintenance of the library computers.

**Public Relations:** We had a difficult time finding available dates for the Friends 2016 Spring Used Book Sale. The Friends require six consecutive available days in the Meeting Room for set up, the sale, and removal of the leftover books. This is very difficult to find as the Meeting Room is heavily used. Dorie agreed to cancel a Youth Program again to accommodate the Book Sale. Robert Sochacki mentioned that the Friends had provided used books for sale at Mill Race Village during the Victorian Festival last year. He will discuss with the Friends holding a similar event at this year's Victorian Festival. We are still looking for ways to reach teachers in the community to let them know what the Library has to offer. Dorie is sending a letter to the Principals and Media Specialist at the Schools

explaining what is available. The Trustee Alliance will hold a workshop on strategic planning in Petoskey on October 2. The guest speaker will be Sarah Long, whom the Board is considering as a possible facilitator of a strategic planning session. Paul Snyder and Robert Sochacki plan to attend the Petoskey event.

**4. Friends of the Northville District Library Report:** None.

**5. Budget and Finance Review:**

- 5.1 **Bills over \$1,000 for approval:** Jean presented the List of Bills over \$1,000 for July 2015. **MOTION:** Jean Hansen made a motion to approve these bills in the amount of \$165,055.76 for payment. Paul Snyder seconded the motion. Motion passed.
- 5.2 **Financial Report:** Jean reported that we are 58% through our fiscal year. We have received a check from Wayne County for delinquent taxes in the amount of \$64,562, of which a portion will be transferred to the Debt Fund. **MOTION:** Jean Hansen made a motion to transfer the \$60,000 budgeted for Building Preservation from the Operating Fund to Building Preservation-Reserve Fund. Mike DeFrancesco seconded the motion. Motion passed. Our pension obligations with MERS are currently funded at 84%. Our current monthly payment is a little over \$9,000 per month. Increasing our payment by about \$3,000 per month would allow us to be 100% funded in ten years. There was discussion about this. Robert Sochacki asked where the funds for the increase would come from. Jean stated that there was likely enough money budgeted for Fringe Benefits to cover this additional payment and, if not, there are available funds in the Reserve Fund for Future Unfunded Expenses. Robert asked what the point would be in making these additional payments. Julie stated that eventually our monthly payments would go down and it would mean that we have less to pay at a later date. Robert would like to know what the accountants think and what their recommendation is for the percentage we should fund our pension obligations. Julie will discuss this with the accountants and get back to the Board.
- 5.3 **Resolution for Budget Hearing:** Secretary Robert Sochacki presented Resolution 2015-02, which calls for a Public Hearing regarding the 2015-2016 Proposed Library Operating Budget and the publication of the legal notice of the Public Hearing. **MOTION:** Robert Sochacki made a motion to adopt Resolution 2015-02; Jean Hansen seconded the motion. The Resolution was adopted by a unanimous roll call vote of the Trustees present.

**6. Planning Session:** Paul Snyder reported that he contacted Trustee Alliance member Sarah Long about conducting a strategic planning session for the Board. She had a complication from surgery and cannot commit to future dates at this time. The Board discussed possible time frames for the planning meeting and decided that September is not a good month for this. Paul and Robert will see Ms. Long's presentation at the Trustee Alliance Session in Petoskey in October and report back to the Board. They will see what Ms. Long's availability may be at that time. Paul emailed the Board a link to the American Library Association's National Policy Agenda for Libraries which discusses ways of reaching out to the community. Paul asked the Trustees to review this article to discuss at the next meeting.

**7. Announcements and Comments:**

- 7.1 The next Finance Committee Meeting is scheduled for Tuesday, August 25, 2015 at 2:00 p.m. in the Carlo Meeting Room.
- 7.2 The Public Hearing on the Library Operating Budget will be on Thursday, August 27, 2015 at 7:00 p.m. in the Carlo Meeting Room.

7.3 The next Board Meeting will be on Thursday, August 27, 2015 at 7:30 p.m. in the Carlo Meeting Room.

**8. Adjourn Regular Meeting: MOTION:** Jim Morché made a motion to adjourn the July Regular Board Meeting. Robert Sochacki seconded the motion. Motion passed. The meeting was adjourned at 8:38 p.m.

Respectfully Submitted,  
Robert Sochacki, Secretary  
07/28/15