

NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES

Regular Meeting Minutes

Thursday, November 19, 2015 – 7:30 p.m.

Northville District Library Carlo Meeting Room

1. **Call to Order:** Chairperson Alan Somershoe called the Regular Meeting to order at 7:30 p.m.
  - 1.1 **Roll Call** - Present: Trustees Alan Somershoe, Joe Corriveau, Mike DeFrancesco, Jean Hansen, Jim Morché, Robert Sochacki, and Paul Snyder. Also present: Julie Herrin, Library Director; Anne Mannisto, Assistant Library Director; Carla Eggert, Administrative Assistant; Patricia Garavoglia, Library staff member.
  - 1.2 **Approval of the Agenda:** **MOTION:** Jim Morché made a motion to approve the agenda as amended. Robert Sochacki seconded the motion. Motion passed.
  - 1.3 **Approval of Meeting Minutes, October 22, 2015:** **MOTION:** Jean Hansen made a motion to approve the October minutes as submitted. Mike DeFrancesco seconded the motion. Motion passed.
  - 1.4 **Citizen Comments:** None.
2. **Correspondence:** Julie reported that she received a letter from Dr. Tolia, who coordinates the Science Olympiad program at Meads Mill School, thanking us for holding the Science Olympiad Resource Showcase at the Library on October 10.
3. **Director's Report:**

**Statistics:** Julie reported that circulation was up for the third month in a row. Downloading was up by almost 14%. Database searching was up but sessions were down, as was the case last month. The door count was down by 17 people. Meeting room usage was down slightly but study room usage was up. There were 4 patrons turned away for the meeting room and 130 turned away for the study rooms because the rooms were in use. Zinio was used for 765 downloads by 67 patrons. Total usage of Brainfuse was 615 with 67 unique visits. Our newest database, Gale Courses, was used by 10 patrons with 58 course log-ons. Computer and Wi-Fi usage were both up, with usage at the highest level since April 2014.

**Programming:** Youth had 18 programs with 353 attendees. The Magic Show program had 86 attendees. Adult had 9 programs with 195 attendees. Teen had 2 programs with 53 attending. Last night the author of the Community Reads book for this year, Lisette's List, spoke at the Novi Public Library, with 172 attending. Battle of the Books will be held on March 16, 2016. We will begin accepting applications for teams on December 1.

**Technology:** Julie reported that 9 of the catalog computers which were over 5 years old were replaced. Seven patrons took advantage of one-on-one computer help from our Digital Services Librarian. We have changed the location of our Saturday drop-in computer tutoring to the meeting room which may attract more patrons to the service.

**Collections:** MELCAT, the service that allows patrons to request materials from libraries that are not part of the shared system, will be down for about a month for upgrading of their servers.

**Facilities:** This past Monday, Nov. 16, the tree service removed the dead crab apple tree in front of the Library and replaced it with a new tree. They also trimmed and fertilized the other crab apple trees in that row.

**Staff:** Twelve librarians attended the Michigan Library Association (MLA) conference that was held in Novi. The Staff Holiday Party will be held Wednesday, December 9 at noon. Wendy attended a planning meeting for the Victorian Festival. Vicki attended the International Collections Librarians Roundtable, a gathering of foreign language and English as a Second Language librarians.

**Public Relations:** Julie reported that letters have gone out for our Annual Giving Campaign. The library newsletter will go out in the mail next week. Julie reported that Paul Snyder alerted her to the fact that The Library of Michigan has partnered with United for Libraries to provide all Michigan Trustees, Friends groups, and library directors with access to the resources and member publications offered by United for Libraries including webinars. Julie provided the log-on information to the Board.

4. **Friends of the Northville District Library Report:** Carol Oldenburg, Friends President, reported that the Friends have not had a meeting since the last Board of Trustee meeting in October. She noted that the Friends received a check for \$1,966.41 from Mission-Based Books for the outstanding balance owed to the Friends. Carol thanked Joe Corriveau for his assistance with this matter and for waiving most of the legal fees involved. The computers in the book scanning area have been hard-wired to the Library internet connection, greatly improving the speed of these transactions. Carol thanked Michael McEvoy for this improvement. Carol attended the Friends of Michigan Libraries roundtable at the Chelsea Library with Friends Board member Chris Litka, noting that it was very informative.
5. **Budget and Finance Review:**
  - 5.1 **Bills over \$1,000 for approval:** Jean presented the List of Bills over \$1,000 for November 2015. **MOTION:** Jean Hansen made a motion to approve these bills in the amount of \$98,591.54 for payment. Robert Sochacki seconded the motion. Motion passed.
  - 5.2 **Financial Report:** Jean reported that we are 92% through our fiscal year. We paid \$21,584 to Michigan Municipal Risk Management for our liability and property insurance for the year and received a dividend check back from them for around \$25,000 for last year. Our income is currently 102% of budget. We have a payment of \$954 due next month to Wayne County for tax refunds which will bring our total paid for the year to a little less than \$2,000, considerably less than last year and the budgeted amount of \$30,000. As all of our expenses are at 100% or less of the budgeted amount, we do not need to make budget adjustments. Our income for the year is currently \$545,000 over expenses. **MOTION:** Jean Hansen made a motion to transfer \$100,000 from the Reserve Fund to the Operating Fund until tax revenue arrives in January. Mike DeFrancesco seconded the motion. Motion passed.
6. **Planning:** Julie discussed the planning session with Kimberly Bolan and Associates as facilitators. She distributed a tentative agenda for the session. It will be held on Saturday, February 27, 2016 from 10:00 a.m. to 4:00 p.m. and the Library will bring in lunch. The facilitators would like to see the Library conduct a survey of patrons and hold a community forum to get additional feedback from the community. The facilitator has provided a sample survey and PowerPoint presentation that they used at Salem-South Lyon Library which Julie will email to the Board for their review. There was discussion about whether to have a survey and/or a community forum. The Board will meet on Wednesday, December 2, in the Storytime Room, to work on the survey questions. Julie will contact the facilitators to see if they will tabulate the results of the survey and find out the additional cost for them to conduct the community forum.
7. **Announcements and Comments:**
  - 7.1 The next Finance Committee Meeting is scheduled for Tuesday, December 15, 2015 at 1:30 p.m. in the Carlo Meeting Room.
  - 7.2 The next Board Meeting will be on Thursday, December 17, 2015 at 7:30 p.m. in the Carlo Meeting Room.

**8. Adjourn Regular Meeting: MOTION:** Paul Snyder made a motion to adjourn the November Regular Board Meeting. Robert Sochacki seconded the motion. Motion passed. The meeting was adjourned at 8:45 p.m.

Respectfully Submitted,  
Robert Sochacki, Secretary  
11/27/15