

NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES

Regular Meeting Minutes

Thursday, December 17, 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, Mike DeFrancesco, Jean Hansen, Jim Morché, and Paul Snyder. Also present: Julie Herrin, Library Director; Anne Mannisto, Assistant Library Director; Carla Eggert, Administrative Assistant; Vicki Dixon, Library staff member. Absent: Trustees Joe Corriveau and Robert Sochacki.
 - 1.2 **Approval of the Agenda:** **MOTION:** Paul Snyder made a motion to approve the agenda as submitted. Mike DeFrancesco seconded the motion. Motion passed.
 - 1.3 **Approval of Meeting Minutes, November 19, 2015:** **MOTION:** Jean Hansen made a motion to approve the November minutes as amended. Jim Morché seconded the motion. Motion passed.
 - 1.4 **Citizen Comments:** None.
2. **Correspondence:** None.
3. **Director's Report:**

Statistics: Julie reported that circulation was up for the fourth month in a row. Downloading was up by 26%. Database searching was up but sessions were down again this month. There were 75 patrons turned away for the study rooms because the rooms were in use. Brainfuse usage for November was much higher than last November with 59 unique visits and total usage of 548. Gale Courses had 16 total enrollments and 125 course log-ons. Usage of Freegal and Zinio were both up from last year.

Programming: December is a slower month for programming. Youth had 9 programs with 126 attendees. Teen had one program with 20 attendees. Adult had 7 programs with 111 attendees including a program that is new this year, Coloring for Gown-ups, which had 14 attendees. Adult Services will have a new reading game for winter in which patrons can read books for prizes. Nine patrons utilized one-on-one computer tutoring this month, eight with the Digital Services Librarian and one with the teens for Saturday walk-in tutoring.

Staff: Julie attended a webinar on data visualization which was very good. We have hired a new Processing Page and are currently interviewing for two new Shelving Pages.

Facilities: Julie reported that the new HVAC system has been running problem free. We had all ten batteries replaced in our emergency lighting system that maintains power to some lights in the building when the power is out. We also had a network cable run to the computers in the Friends Book Sorting Room; this has improved the speed of book scanning that was previously being done over a slower wireless Internet connection.

Technology: Julie reported that Michael replaced six staff computers that were over six years old.

Public Relations: Julie reported that we have raised \$3,775 so far from our Annual Giving Campaign.
4. **Friends of the Northville District Library Report:** Anne Mannisto attended the recent Friends Board Meeting and reported that they have decided to stop holding their seasonal used book sales, as they have lost the storage space they previously had at the City of Northville Department of Public Works. Martha Nork was nominated for the Friends President and Scott Frush was nominated as the Vice President. Officer terms have also been changed from one to two years. Jim Morché reported that 86 people attended the Friend's Edmund Fitzgerald program and 146 attended the 12th Night Singers concert sponsored by the Friends and held at the Community Center.

5. Budget and Finance Review:

- 5.1 **Bills over \$1,000 for approval:** Jean Hansen presented the List of Bills over \$1,000 for December 2015. **MOTION:** Jean Hansen made a motion to approve these bills in the amount of \$78,702.79 for payment. Paul Snyder seconded the motion. Motion passed.
- 5.2 **Financial Report:** Jean reported that November is the last month of our fiscal year. Our accountant, Corrie, reviewed our tax refund payments for the year and determined that \$23.17 is due from the Debt Service Fund to the Operating Fund. **MOTION:** Jean Hansen made a motion to transfer \$23.17 from the Debt Fund to the Operating Fund. Jim Morché seconded the motion. Motion passed. The amount showing on the Operating Fund Balance Sheet as prepaid expenses is the amount for TLN delivery for 2016 fiscal year. A tax payment of \$43,790.13 that was received earlier in the year was incorrectly applied to Northville Township when it came from the City of Northville and has been corrected on this financial statement, bringing the budget projections for tax revenue into line. Jean reported that the 2015 expenses for the public coffee machine were \$1,650.58 and revenue was \$1,726.20, so the coffee machine made a small profit for the year. The Operating Fund shows net income over expenses of \$417,273.75 for the year. Of that amount \$100,000 was transferred from the Reserve Fund as a loan until tax revenue arrives and approximately \$15,000 is left over from the funds transferred for the HVAC project. The remaining amount, approximately \$302,000, is net income for the year.

6. **Planning:** Julie reported that the survey is ready to go onto the Library website. We will also place an iPad in the Library that patrons can use to take the survey as well as have paper copies available. Jean suggested a stack of surveys also be placed at the Community Center. Alan suggested a note about the survey in the Library Lines column in the Northville Record or an article in the paper discussing the survey. We have purchased the survey product from Survey Monkey that will host the survey for us and tabulate the results as well. We received a new proposal from Kimberly Bolan and Associates to act as facilitators for a staff and a public forum to precede the planning session. The additional cost is \$2,250 and will include facilitating a staff forum in the afternoon and a public forum the evening of February 2, 2016. The planning session will still be held on Saturday, February 27 from 10:00 a.m. to 4:00 p.m. for the previously agreed upon amount. **MOTION:** Jean Hansen made a motion to have Kimberly Bolan and Associates conduct a staff and then a public forum on February 2, 2016, for an amount not to exceed \$2,250. Paul Snyder seconded the motion. Motion passed. Julie also reported that the Northville School District will send a representative to the planning session. Michelle Fecht will also attend.

7. Announcements and Comments:

- 7.1 The next Finance Committee Meeting is scheduled for Tuesday, January 26, 2016 at 1:30 p.m. in the Carlo Meeting Room.
- 7.2 The next Board Meeting will be on Thursday, January 28, 2016 at 7:30 p.m. in the Carlo Meeting Room.
- 7.3 Julie Herrin's evaluation will be held on Tuesday, Jan. 12, 2016 in the Storytime Room at 7:00 p.m.

8. **Adjourn Regular Meeting:** **MOTION:** Mike DeFrancesco made a motion to adjourn the December Regular Board Meeting. Paul Snyder seconded the motion. Motion passed. The meeting was adjourned at 8:10 p.m.

Respectfully Submitted,
Robert Sochacki, Secretary ,12/18/15