

NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES

Regular Meeting Minutes

Thursday, February 25, 2016 – 7:30 p.m.

Northville District Library Carlo Meeting Room

1. **Call to Order:** Chairperson Robert Sochacki called the Regular Meeting to order at 7:30 p.m.
 - 1.1 **Roll Call** - Present: Trustees Robert Sochacki, Mike DeFrancesco, Jean Hansen, Joe Corriveau, Alan Somershoe and Paul Snyder. Also present: Julie Herrin, Library Director; Carla Eggert, Administrative Assistant; Patricia Garavoglia, Library staff member. Absent: Trustee Jim Morché
 - 1.2 **Approval of the Agenda:** **MOTION:** Mike DeFrancesco made a motion to approve the agenda as submitted. Alan Somershoe seconded the motion. Motion passed.
 - 1.3 **Approval of Meeting Minutes, January 28, 2016:** **MOTION:** Alan Somershoe made a motion to approve the January minutes as corrected. Mike DeFrancesco seconded the motion. Motion passed.
 - 1.4 **Citizen Comments:** None.
2. **Correspondence:** None.
3. **Presentation of the 2015 Audit-** Martin Olejnik and Jessica Van Hyfte from Plante Moran presented the audit of the Library for the 2015 fiscal year to the Board. This year the Governmental Accounting Standards Board (GASB) requires that the Library pension liability be recorded on the financial statements as an unfunded liability of \$521,354. Revenue was up 3% for the year in the General Operating Fund, and donations were also up by 3% compared to the previous year. The Library bonds were paid off during the 2015 fiscal year, resulting in lower property taxes for district residents. Expenditures were up due to the GASB #68 addition of the pension as an unfunded liability. There were no budget items over the budgeted amount for expenditures. The auditors made 3 recommendations for changes in the coming year, as follows: 1) that Library utility payments be expensed on an accrual basis, rather than a cash one, as is the current practice; 2) that the Library bank reconciliations be signed and dated by the Library Director; and 3) that terminated employees be removed from the Compensated Absences Report with the Library payroll company Payroll One. There was also a note that the auditors discovered a \$200 error in wages reported to MERS in 2014. They recommend data being submitted to MERS be reviewed before submission. Jean Hansen asked about continuing contributions to the MERS Retiree Health Funding Vehicle (RHFV). Martin Olejnik replied that the Library is overfunded in this account and can forgo a payment again this year.
4. **Director's Report:**

Statistics: Julie distributed the 2015 Library Annual Report to the Board of Trustees. Julie used a new format this year, presenting more of the data visually. Circulation was down 6.7%. Downloads were up 20% and the door count was up slightly. Database use was up compared to last year. Room usage is up. Wi-Fi use is the highest it has ever been. Brainfuse was used 455 times by 31 users. Freegal was used by 114 patrons to download 1,078 songs. Patrons used Zinio to check out 791 digital magazines for the month.

Programming: Youth had 32 programs with 783 attendees. Adult had 8 programs with 143 attendees. The new ESL (English as a Second Language) conversation group being held at the Next Chapter Bookstore on Tuesdays had six attendees. Teen Services had a Puzzle Challenge Tournament for all ages that was attended by 36 patrons.

Staff: We have a new Circulation Clerk, a new Computer Page and a new Shelving Page. Vicki Dixon attended an ESL training. Wendy Mutch attended a webinar on letting go of legacy services. Karen Fehl, Michael McEvoy, Sarah Milroy and Wendy toured the Village Workshop and met with them to formulate a plan to publicize the program to offer classes

for 50% off for Library card holders. Wendy and Michael met with the Northville Genealogical Society regarding developing an index of the burials in the local cemeteries.

Facilities: Julie reported that we had been having an ongoing issue with the humidifier setting off a fire sensor in the boiler room. The sensor was an ion detector and it has been replaced with a photo cell. We are working with the Northville Fire Department to have a Knox Box installed on the outside of the building that can be accessed by the Police and Fire Departments to get keys to the building during an alarm or emergency. This will prevent a staff member from having to respond in these situations as Anne Mannisto has been doing.

Public Relations: Julie reported that the Library Newsletter has gone out in its new format. Board members reported receiving the newsletter and enjoying the larger size. There will be a Senior Health Fest at the Northville Community Center in April. The Library will have a table at the event. Northville Township water bills will have a message on the back this month about signing up for email notifications from the Library.

Planning: Julie reported that everything is set for the Board Planning Meeting this Saturday, Feb. 27 from 10:00 a.m. to 4:00 p.m.

5. Friends of the Northville District Library Report: The Friends did not have a Board meeting this month so there is no new business to report.

6. Budget and Finance Review:

- 6.1 **Bills over \$1,000 for approval:** Jean Hansen presented the List of Bills over \$1,000 for February 2016. **MOTION:** Jean Hansen made a motion to approve these bills in the amount of \$74,730.76 for payment. Paul Snyder seconded the motion. Motion passed.
- 6.2 **Financial Report: MOTION:** Jean Hansen made a motion to accept the 2015 audit as presented by Plante Moran. Paul Snyder seconded the motion. Motion passed. We are currently about 18% through our fiscal year. We have received 56% of our tax revenue for the year. **MOTION:** Jean Hansen made a motion to transfer \$317,273.75 from the Operating Fund to the Reserve Fund and assign \$59,978.61 to the Reserve Fund-Facilities Preservation and \$257,295.14 to the Reserve Fund-Future Unfunded Expenditures. Alan Somershoe seconded the motion. Motion passed. Jean reported the amount of \$59,978.61 being transferred to Reserve Fund-Facilities Preservation is made up of \$15,560 left over from the HVAC replacement project and \$44,418.61 which is the excess amount left in the Operating Fund-Building and Equipment Maintenance account at the end of last fiscal year. The remaining \$257,295.14 is the Operating Fund balance at the end of the 2015 fiscal year. The Reserve Fund made \$3,342.53 in interest last fiscal year. **MOTION:** Jean Hansen made a motion that the 2015 interest in the Reserve Fund of \$3,342.53 be assigned to the Reserve Fund-Future Unfunded Expenditures. Alan Somershoe seconded the motion. Motion passed. The Debt Fund has a remaining balance of \$51,205.56 after the final bond payments have been made. **MOTION:** Jean Hansen made a motion to close the Debt Fund and to transfer the remaining balance of \$51,205.56 to the Reserve Fund and assign it to Reserve Fund-Facility Preservation. Paul Snyder seconded the motion. Motion passed. Jean reported that, after these transfers approved tonight are done, the balance in the Reserve Fund-Facilities Preservation will be \$873,933.23 and the balance in the Reserve Fund-Future Unfunded Expenditures will be \$737,578.10. We will begin the 2016 fiscal year with a Reserve Fund balance of \$1,716,102.52.

7. Announcements and Comments:

- 7.1 A Policy Committee Meeting was scheduled for Tuesday, March 22, 2016 at 7:00 p.m. in the Carlo Meeting Room.
- 7.2 The next Finance Committee Meeting will be at 1:30 p.m. on Tuesday, March 22, 2016 in the Carlo Meeting Room.
- 7.3 The next Board Meeting will be on Thursday, March 24, 2016 at 7:30 p.m. in the Carlo Meeting Room.

8. Adjourn Regular Meeting: MOTION: Mike DeFrancesco made a motion to adjourn the February Regular Board Meeting. Alan Somershoe seconded the motion. Motion passed. The meeting was adjourned at 8:28 p.m.

Respectfully Submitted,
Alan Somershoe, Secretary, 03/01/16