

NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES

Regular Meeting Minutes

Thursday, March 24, 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; Anne Mannisto, Assistant Library Director; Carla Eggert, Administrative Assistant; Vicki Dixon, Library staff member; Carol and Joe Oldenburg and Martha Nork, Friends of the Northville Library. Absent: Trustee Jim Morché
 - 1.2 **Approval of the Agenda:** **MOTION:** Jean Hansen made a motion to approve the agenda as amended. Paul Snyder seconded the motion. Motion passed.
 - 1.3 **Approval of Meeting Minutes, February 25, 2016:** **MOTION:** Mike DeFrancesco made a motion to approve the February minutes as corrected. Alan Somershoe seconded the motion. Motion passed.
 - 1.4 **Approval of Special Meeting Minutes, March 22, 2016:** **MOTION:** Mike DeFrancesco made a motion to approve the Special Meeting minutes from the March 22, 2016 meeting. Paul Snyder seconded the motion. Motion passed.
 - 1.5 **Citizen Comments:** None.
2. **Correspondence:** None.
3. **Director's Report:**

Statistics: Julie reported that it was a good month. Circulation was up 8%. Downloads were up 14% and the door count was up 12%. Database searches were up dramatically for the month. Some of the increased database usage may be traced to the Genealogical Society's program on using Ancestry and Heritage Quest but Morningstar and Value Line were also up. Computer use was up and Wi-Fi usage was steady.

Programming: Youth had 24 programs with 507 attendees, including 110 attendees for the Wild about Animals Program. Adult had 10 programs with 306 attendees, with several programs registered full prior to the program. Wendy Mutch delivered 90 books to Allen Terrace with the assistance of Trustee Paul Snyder. Library staff held the 10th annual Battle of the Books. There were 130 participants divided into 25 teams with over 200 people in the audience. The winning team for the second year in a row was the Curry Crushers. Jean commented that there was a nice article in the Northville Record about the Battle of the Books.

Staff: Dorie attended a webinar on workplace communication; Wendy attended a local history conference. Wendy and Michael toured the rooms at Northville Township Hall that would be available to use for a Library program. There are some challenges to presenting a program there, as the room is frequently not available, a Reserve Police Officer must be on duty to use the space, and the furniture in the room is fixed in a configuration for Trustee meetings. Julie reported that the Trustees whose terms will expire in 2016 are Jim Morche', Joseph Corriveau and Robert Sochacki.

Technology: The low vision equipment that the Library owns is out of date, having been purchased in 1999. Michael approached Town and Country Eyecare for a recommendation on new equipment and they generously donated an electronic magnifier as well as giving recommendations for what to purchase. We would like to purchase another handheld magnifier model, as well as a larger magnifier that will also convert text to speech. This item was referred to the Grant Committee to investigate available grants to assist in the purchase.

Facilities: Julie reported that the Friends of the Northville Township Historic Commission asked about having a fundraiser at the Library, after hours on Saturday, November 12 from

7:00 to 9:30 p.m. Joe Oldenburg spoke to the Board about the proposed event and the work the Northville Township Historical Commission is doing. The Board approved the use of the Library for this fundraiser. At their last meeting the Friends of the Northville Library approved the Library Wish List in the amount of \$39,195. This includes funds to replace the meeting room chairs and reupholster the chairs and couches in the fireplace area of the Library.

Public Relations: Julie reported that the Northville Business Showcase, formerly the Taste of Northville, was held on Saturday, March 19. The Library had a table at the event. Julie thanked the Board members who helped to staff the table. The Library is serving as a distribution point for the Short on Words poetry and short story contest materials, as part of the Northville Arts and Acts Festival. There was an article about our new database, Gale Courses, in the Northville Today magazine. Vicki was interviewed by the Northville Record on the English as a Second Language (ESL) Conversation Group she organized at The Next Chapter.

Endowment: Julie received a letter from the Community Foundation for Southeast Michigan notifying the Library of the 2016 distribution amount of \$22,419 that is available to take out or to reinvest in the Endowment Fund. The balance in the Endowment Fund as of Dec. 31, 2015 was \$488,867. **MOTION:** Jean Hansen made a motion to leave the distribution amount of \$22,419 in the Endowment Fund to contribute towards future growth. Mike DeFrancesco seconded the motion. Motion passed.

4. **Friends of the Northville District Library Report:** Carol Oldenburg introduced the new Friends President, Martha Nork, to the Board of Trustees. Martha is a long-time Friends member, manager of the Friends Gift Store, as well as assisting in many other areas. The Friends Annual Meeting was held on March 17, 2016 and new officers were elected. In addition to Martha as the new President, Scott Frush was elected Vice President, Deborah Stanifer continues as Treasurer, and Linda Bolam is Secretary. At the meeting the Friends approved their 2016 budget, including the Library Wish List. The Friends fiscal year was changed to coincide with the calendar year. Language was also added to the Friends By-laws to define the member-at-large positions that were added to the Friends Board in 2015. The Friends ended the 2015-2016 year with 310 members. The membership drive for the new year has begun. The Friends Gift Store ended the fiscal year strong, adding \$4,250 to the Friends revenue for the year, which was \$1,500 more than budgeted. Carol distributed a report on used book sales for the last fiscal year. There was an 18% increase in sales over the previous year. As this was Carol's last meeting, she thanked the Board for their support during her tenure as Friends President.

5. **Budget and Finance Review:**

- 5.1 **Bills over \$1,000 for approval:** Jean Hansen presented the List of Bills over \$1,000 for March 2016. **MOTION:** Jean Hansen made a motion to approve these bills in the amount of \$72,747.99 for payment. Paul Snyder seconded the motion. Motion passed.
- 5.2 **Financial Report:** Jean reported that we are 25% through our fiscal year. We have received 97% of our tax revenue from Northville Township and 85% of our tax revenue from the City of Northville. It is necessary to amend the budget to move \$1,000 in the Acquisitions budget allocation from Books and Subscriptions to Electronic Products. Bob Sochacki asked why this was necessary. Julie stated that we are purchasing more electronic products, prices have increased and we do not have the additional funds that were added to the Electronic Products account last year from the fundraiser. Bob asked why price increases were not reflected in the budget. Jean stated that Acquisitions are budgeted at 10% of revenue. Mike DeFrancesco stated that budget preparations begin in June of the previous year. **MOTION:** Jean Hansen made a motion to move \$1,000 in Acquisitions from Books and Subscriptions to Electronic Products.

Mike DeFrancesco seconded the motion. Motion passed. In 2014 we transferred the funds in the Reserve Account from the J-Fund to a money market account because the interest was higher. The interest rate in the J-Fund is now higher than the money market interest rate. **MOTION:** Jean Hansen made a motion to transfer the Reserve Account funds from the money market account to the J-Fund and close the money market account. Alan Somershoe seconded the motion. Motion passed.

6. **Directors Evaluation Report:** Joe Corriveau reported that Julie Herrin's evaluation was done on Jan. 12, 2016. Joe compiled a list of comments from the Board in his report. Julie is doing a superior job, with an average of 5 out of 5 in all categories. A copy of the report will be placed in Julie's personnel file.
7. **Contracts:** Julie reported that contracts for herself and Anne Mannisto will expire on March 31. In the past contracts have been for two years with raises consistent with the 2% increase given to the rest of the staff. **MOTION:** Joe Corriveau made a motion to approve the contracts for the Library Director and Assistant Director effective April 1, 2016. Jean Hansen seconded the motion. Motion passed.
8. **Planning Update:** Julie contacted Bolan and Associates in regard to doing a space study of the Library. They will send a proposal next week. Jean suggested that the Board conduct a Planning Study Session once a month. Dates for the sessions were set for April 14, May 12 and June 9, 2016 at 7:00 p.m. in the Carlo Meeting Room. Bob Sochacki suggested that one of the sessions be held at Northville Township City Hall. Julie will contact the Township to see if space is available.
9. **Announcements and Comments:**
 - 9.1 Board meetings to discuss planning were scheduled for April 14, May 12 and June 9, 2016.
 - 9.2 A Policy Committee Meeting was scheduled for Tuesday, April 19, 2016 at 7:00 p.m. in the Storytime Room.
 - 9.3 The next Finance Committee Meeting will be at 1:30 p.m. on Tuesday, April 26, 2016 in the Carlo Meeting Room.
 - 9.4 The next Board Meeting will be on Thursday, April 28, 2016 at 7:30 p.m. in the Carlo Meeting Room.
10. **Adjourn Regular Meeting:** **MOTION:** Joe Corriveau made a motion to adjourn the March Regular Board Meeting. Paul Snyder seconded the motion. Motion passed. The meeting was adjourned at 9:00 p.m.

Respectfully Submitted,
Alan Somershoe, Secretary, 03/29/16