

NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES

Special Meeting for Planning Minutes

Thursday, April 14, 2016-7:00 p.m.

Northville District Library Carlo Meeting Room

1. Chairperson Robert Sochacki called the Special Meeting to order at 7:06 p.m.
  - 1.1 Roll Call - Present: Trustees Robert Sochacki, Jean Hansen, Mike DeFrancesco, and Alan Somershoe. Also present: Julie Herrin, Director; Anne Mannisto, Assistant Library Director, Carla Eggert, Administrative Assistant.
  - 1.2 Approval of the Agenda: **MOTION:** Jean Hansen made a motion to approve the agenda as presented. Alan Somershoe seconded the motion. Motion passed.
2. **Review and Update Strategic Focus Chart:** Julie Herrin distributed a chart she and Anne compiled of the goals developed at the Strategic Planning meeting. The chart listed the strategic focus, goals, investments and desired outcomes. Our strategic focus going forward will be 1) quality spaces and places and 2) expanding community awareness of the Library. A floor plan of the Library prepared by Library Design was also distributed. At the most recent Librarians meeting Julie asked the staff for their input and ideas on space utilization in the Library. There was discussion about the most pressing needs for space. There is a strong demand for meeting spaces.
3. **Review Facility Planning Services Document submitted by Kimberly Bolan and Associates:** The Board reviewed the proposed Facility Planning Services proposal from Kimberly Bolan and Associates (KBA). Jean asked who would be represented on the Library Project Team that will work with KBA on the space study. Julie stated that we can decide who we would like on the project team but her thoughts would be that herself and Anne, staff representatives such as the Department Heads and members of the Board and the Friends. The various service details in the proposal were discussed. Alan Somershoe asked Julie to find out the format of the report, received after completion of service 3 in the proposal, and how it will be presented. The Board would like to see the final report presented at a Regular Board meeting with the Project Team in attendance. There was discussion about what would be evaluated during the space needs analysis portion of the study. The collection and its usage, as well as the space allocated for different areas of the collection, will be evaluated. There was discussion about how weeding of the collection is undertaken as well as narrowing the parameters for weeding the collection. Anne Mannisto remarked that weeding takes time away from the Librarians other responsibilities. Bob Sochacki suggested hiring outside contractors or authorizing overtime for weeding if necessary. Julie stated that having the option to use extra resources if necessary is helpful. Bob Sochacki asked about the status of the Local History Room, and who is permitted to use the space. Julie replied that there are three computers for local history research, and local history resources in the room. The Northville Genealogy Society members use the room. **MOTION:** Jean Hansen made a motion to contract with Kimberly Bolan and Associates for services 1 and 3 as described in their proposal. Alan Somershoe seconded the motion. Motion passed. Julie will contact KBA. Jean stated that she feels that the Library needs to focus on meeting the first goal, as stated in the strategic focus chart, to provide quality spaces to meet a variety of user needs. Meeting this goal will require a lot of staff time and effort. We don't have enough staff to focus on both goals. The second goal, of increasing community awareness, should be an ongoing activity. Jean stated she felt that having programming for the public at Township Hall was beneficial but holding Board Meetings there was not very practical. Julie stated that the Library will hold a music program for the public at the Township Hall in December. Jean mentioned that having public programming at the Village Workshop would be a great idea.

The Meeting was adjourned at 8:00 p.m.

Respectfully Submitted,  
Alan Somershoe, Secretary

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