

NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES

Regular Meeting Minutes

Thursday, May 26, 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 7:34 p.m.
 - 1.1 **Roll Call** - Present: Trustees Robert Sochacki, Mike DeFrancesco, Jean Hansen, Jim Morché, Alan Somershoe and Joe Corriveau. Also present: Julie Herrin, Library Director; Anne Mannisto, Assistant Library Director; Carla Eggert, Administrative Assistant; Nancy Clarizio, Library staff member; Judy DeFrancesco, Friends of the Northville Library. Absent: Trustee Paul Snyder.
 - 1.2 **Approval of the Agenda:** **MOTION:** Jim Morché made a motion to approve the agenda as submitted. Mike DeFrancesco seconded the motion. Motion passed.
 - 1.3 **Approval of Meeting Minutes, April 28, 2016:** **MOTION:** Mike DeFrancesco made a motion to approve the April minutes as submitted. Alan Somershoe seconded the motion. Motion passed.
 - 1.4 **Citizen Comments:** None.
2. **Correspondence:** None
3. **Director's Report:**

Statistics: Julie reported that circulation was up 1.15%. The door count was also up by 2.5%. Use of the Library paid databases was up, while MEL database usage was down. Computer and Wi-Fi use was steady. Meeting and study room usage is static.

Programming: Youth Services had 15 programs with 377 attendees. They are getting ready for the Summer Reading program which begins June 17. Adult had 13 programs with 354 attendees. The WWII program with Larry Martin entitled In Their Own Words, at the Community Center on May 24, was an outstanding success with 144 attendees. Teen had 2 programs with 31 attendees.

Facilities: Julie reported that the parking lot was painted and a new moveable sign was installed on the plaza indicating "Motorized Vehicles Prohibited". Julie sent a thank you note to the Parks and Recreation Director. We received a report from Consumers Energy letting us know that we saved \$10,545 on our natural gas charges last year mainly due to not using the boilers for 3 months as well as the greater efficiency of the HVAC system. Julie surveyed 24 local libraries to see if they provide a flag inside the building: only four libraries did not. Twenty libraries had a flag on a pole, many in their meeting room. There was discussion about the flag purchase request. It was decided that the Library will purchase a flag on a pole. It will most likely be located in the fireplace area.

Staff: Patricia Garavoglia, Head of Technical Services, will retire in late June. She has been in the position for the past five years but has been with the Library in various positions for 19 years. We are currently accepting applications to fill this position. We have hired a new Circulation Clerk, Jordan Taylor, who replaces Deborah Haman who was not with us very long. We also have two computer page positions to fill and are currently accepting applications.

Public Relations: Julie reported that the Library newsletter went out to all the homes in the community this week. The Village Workshop partnership promotion begins June 1. The Village Workshop also gave us a \$15 gift certificate to use for a summer reading prize.

Board of Trustee election: Three members of the Board are up for reelection at the end of the year. The deadline for filing the necessary paperwork to run is July 21. There was discussion about how to promote the trustee positions. An article will be sent to the paper discussing the openings as well as the requirements and responsibilities of the position.
4. **Friends of the Northville District Library Report:** Judy DeFrancesco reported that the Friends are making over \$2,000 a month in used book sales since they decided not to have

a semi-annual sale. The Friends are making some changes to their membership form. Their new Vice-President Scott Frush is working on a yearly Friends calendar. Membership is currently at 149 members with a goal of 300. After June, the Friends Board will not meet again till September.

5. Budget and Finance Review:

- 5.1 **Bills over \$1,000 for approval:** Jean Hansen presented the List of Bills over \$1,000 for May 2016. **MOTION:** Jean Hansen made a motion to approve these bills in the amount of \$66,099.96 for payment. Jim Morché seconded the motion. Motion passed.
- 5.2 **Financial Report:** Jean reported that we are 42% through our fiscal year and have received 98% of our tax revenue from the City and the Township. Most of our expenses are in line. The Finance Committee has begun work on the 2017 budget which will be presented to the Board at the June meeting for discussion prior to the August Budget Hearing. **MOTION:** Jean Hansen made a motion to amend the Workers Compensation line item in the budget from \$2,500 to \$2,670. Alan Somershoe seconded the motion. Motion passed. **MOTION:** Jean Hansen made a motion to amend the Audit Services line item in the budget from \$12,600 to \$13,970. Alan Somershoe seconded the motion. Motion passed. There was discussion about Personal Property Tax and how proposed State changes will affect the Library.

6. Planning Update: Julie reported that she, Anne, Dorie Freebury, and Wendy Mutch met with Sandra Brock, Director of Instructional Programs and Services for the Northville Public Schools. They discussed Library databases, English as a Second Language materials, meeting with teachers and the possibility of a Library liaison at each school. They also discussed a joint author visit and the possibility of the Library being on the agenda at the Teachers Professional Day which is something we have wanted for a long time. The group will meet again on July 6. It was decided not to hold the Special Planning meeting that had been tentatively scheduled for June 9. The first meeting of the Planning Committee will be held on July 12.

7. Board of Trustee Committee Report-Policy Committee: Julie presented the Meeting Room Policy, with a change to the timeline for meeting room payment until the start of the meeting, for the second reading. **MOTION:** Jean Hansen made a motion that the Board of Trustees accept the revised Meeting Room Policy. Mike DeFrancesco seconded the motion. Motion passed. Julie presented the Study Room Policy for the second reading. **MOTION:** Alan Somershoe made a motion that the Board of Trustees accept the Study Room Policy. Jean Hansen seconded the motion. Motion passed.

8. Announcements and Comments:

- 8.1 The next Finance Committee Meeting will be at 1:30 p.m. on Tuesday, June 21, 2016 in the Carlo Meeting Room.
- 8.2 The next Board Meeting will be on Thursday, June 23, 2016 at 7:30 p.m. in the Carlo Meeting Room.

9. Adjourn Regular Meeting: **MOTION:** Jim Morché made a motion to adjourn the May Regular Board Meeting. Alan Somershoe seconded the motion. Motion passed. The meeting was adjourned at 8:30 p.m.

Respectfully Submitted,
Alan Somershoe, Secretary, 06/01/2016