

NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES

Regular Meeting Minutes

Thursday, June 23, 2016 – 7:30 p.m.

Northville District Library Carlo Meeting Room

1. **Call to Order:** Vice Chairperson Paul Snyder called the Regular Meeting to order at 7:30 p.m.
 - 1.1 **Roll Call** - Present: Trustees Paul Snyder, 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; Martha Nork, Friends of the Northville Library President. Absent: Trustee Robert Sochacki.
 - 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 Special Meeting Minutes, May 12, 2016:** **MOTION:** Jean Hansen made a motion to approve the May 12 Special Meeting minutes as submitted. Alan Somershoe seconded the motion. Motion passed.
 - 1.4 **Approval of Meeting Minutes, May 26, 2016:** **MOTION:** Alan Somershoe made a motion to approve the May 26 meeting minutes as corrected. Mike DeFrancesco seconded the motion. Motion passed.
 - 1.5 **Citizen Comments:** None.
2. **Correspondence:** None
3. **Director's Report:**

Statistics: Julie reported that circulation was up 9.45%. We have begun adding books used in the Library to the Circulation count. Jim suggested an asterisk be placed next to this statistic to indicate the addition of books used in the Library going forward. Downloads were up 36.29%. Zinio was used by 87 users to download 876 magazines. There is an article about Zinio in the Northville Today magazine. Freegal was used by 93 patrons to download 914 songs. Brainfuse usage was down, as were computer and database usage. Wi-Fi use is steady.

Programming: Summer reading began Friday, June 17 and 600 youth signed up for Summer Reading during the first week. The Friends helped with registration the first three days of the program, which was very valuable. Youth had 132 attendees for a magic show on Tuesday and 92 youth attended a craft program earlier today. There were 22 attendees at a program for 9-12 year-olds called Star Lab. It featured a blow-up planetarium that the kids could enter that almost filled the entire meeting room. Teen has 24 teen volunteers for the Teen Corps for the summer. As of today, there are 133 teens signed up for Summer Reading, and Adult has 131 patrons signed up for Summer Reading. Adult held seven programs during the month with a total attendance of 152.

Technology: Julie reported that the new Envisionware software to manage the public computers and printing has been ordered at a cost just under \$14,000 and should arrive by June 30. Michael McEvoy also installed a new firewall, as the old one was five years old.

Staff: We have hired a new Circulation Clerk, Jordan Taylor, and a new Computer Page, Jordan Coin. We have hired a replacement for Patricia Garavoglia as Head of Technical Services. Her name is Maureen Simari. She currently has two part-time positions, as the Technical Services Librarian at Schoolcraft College and also as the Business Librarian at Novi Library. Julie reported that Lynne Hirschelman in Technical Services will retire in August after 27 years with the Library.

Public Relations: Julie reported that the Library newsletter went out to all the homes in the district. We have begun planning the Library's 20th anniversary celebration in October. The entertainment has been booked and we are working on the food and prizes. We are showing a movie at Northville Township Hall on October 27 that ties into our Community Reads book selection for the year. We have purchased an American flag for the Library

that has been installed near the fireplace. Three Board members are up for reelection in November. The position description, a flyer about the Board of Trustees and nominating petitions are now located at the Information Desk.

4. **Friends of the Northville District Library Report:** Friends President Martha Nork reported that the Friends will donate a \$500 Visa gift card for a prize at the Library 20th anniversary party in October. Total used book sales for May were \$2,318.84 which is 30% over last year.
5. **Budget and Finance Review:**
 - 5.1 **Bills over \$1,000 for approval:** Jean Hansen presented the List of Bills over \$1,000 for June 2016. **MOTION:** Jean Hansen made a motion to approve these bills in the amount of \$64,725.75 for payment. Alan Somershoe seconded the motion. Motion passed.
 - 5.2 **Financial Report:** Jean reported that we are halfway through our fiscal year and have received 98% of our tax revenue from the City and the Township. Our tax refunds have been very low for the year so far. Jean reported that the incorrect millage rate was being used for our current budget which changes the amount of tax revenue received from the City and Township. Jim Morché asked if this was a Headlee rollback. Jean reported it was both that and a reduction for Brownfield. We have not received from the City the amount of revenue deducted for the Downtown Development Authority. Julie will try to get this information from the City. **MOTION:** Jean Hansen made a motion to amend the 2016 Property Tax Revenue received from Northville Township from \$2,199,900 to \$2,199,519. Jim Morché seconded the motion. Motion passed. **MOTION:** Jean Hansen made a motion to amend the 2016 Property Tax Revenue received from the City of Northville from \$380,368 to \$380,302. Jim Morché seconded the motion. Motion passed. Jean distributed the 2017 Proposed Budget. Expenses are \$20,000 higher than revenue, though that includes \$60,000 for Building Preservation. Jean asked the Board members to review the proposed budget for 2017 and bring any questions they have to the July Board meeting. The Public Hearing on the 2017 Proposed Budget will be held in August.
6. **Announcements and Comments:**
 - 6.1 The next Finance Committee Meeting will be at 1:30 p.m. on Tuesday, July 26, 2016 in the Carlo Meeting Room.
 - 6.2 The next Board Meeting will be on Thursday, July 28, 2016 at 7:30 p.m. in the Carlo Meeting Room.
 - 6.3 Paul Snyder reported that there will be a Grant Committee meeting on Tuesday, June 28, 2016 at 1:30 p.m. in the Storytime Room.
 - 6.4 The Planning kickoff meeting will be held on Tuesday, July 12, 2016 at 9:00 a.m. in the Carlo Meeting Room.
7. **Adjourn Regular Meeting:** **MOTION:** Mike DeFrancesco made a motion to adjourn the June Regular Board Meeting. Alan Somershoe seconded the motion. Motion passed. The meeting was adjourned at 8:07 p.m.

Respectfully Submitted,
Alan Somershoe, Secretary, 06/27/16