

NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES

Regular Meeting Minutes

Thursday, July 28, 2016 – 7:30 p.m.

Northville District Library Carlo Meeting Room

1. **Call to Order:** Secretary Alan Somershoe called the Regular Meeting to order at 7:30 p.m.
 - 1.1 **Roll Call** - Present: Trustees 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: Trustees Robert Sochacki, Paul Snyder, and Mike DeFrancesco.
 - 1.2 **Approval of the Agenda:** **MOTION:** Jim Morché made a motion to approve the agenda as submitted. Jean Hansen seconded the motion. Motion passed.
 - 1.3 **Approval of Meeting Minutes, June 23, 2016:** **MOTION:** Jim Morché made a motion to approve the June 23, 2016 meeting minutes as corrected. Joe Corriveau seconded the motion. Motion passed.
 - 1.4 **Citizen Comments:** None.
2. **Correspondence:** None
3. **Director's Report:**

Statistics: Julie reported that circulation was down 2% while downloads were up by 30%. Use of Zinio has doubled in last year with over 1,000 magazines downloaded. Use of the databases paid for by the Library was up while use of the MEL-provided databases was down. Computer use was down but Wi-Fi use was up. Room usage was up.

Programming: Summer reading is going very well. Enrollment for all age groups is higher than last year. Youth has 955 children signed up. Youth had 23 programs with 1,625 in attendance. Adult has 275 patrons signed up for Summer Reading. Adult held 10 programs during the month with a total attendance of 331. Teen has 262 signed up for Summer Reading. Teen had six programs with an attendance of 140.

Technology: Julie reported that the new Envisionware software to manage the public computers and printing should arrive August 29. Michael McEvoy has been working to prepare all 19 public computer workstations so they will work with the new software. This involved updating Windows and installing Office 2013 on all the public workstations.

Staff: Julie attended the MLA (Michigan Library Association) Executive Summit on Budgeting and Future Trends. She has signed up for the newsletter on Future Trends issued by ALA as well. Maureen Simari attended Director's Station and linking training at TLN. Julie reported that Lynne Hirschelman, who is a full-time associate in Technical Services, is retiring at the end of August. With fewer physical materials to process and add to the catalog, Julie plans to change this position to part-time. New initiatives throughout the community will take additional Librarian time. As programming for adults has expanded, Julie will change the part-time Adult Librarian position to a full-time position.

Public Relations: Julie reported that another meeting was held with Dr. Sandra Brock, Director of Instructional Programs and Services for the Northville Public Schools, to discuss ways to work together to get our message to the schools. It was decided that the Library will create a flyer with our five most important points about library resources. The flyer will be turned into a poster that will be placed in each classroom. We are planning a joint author event with the Schools for February. The Library has been added to the Community Programs and Partnerships page of the Northville Public Schools website. We also asked for time to speak to the teachers during their Teacher Development Day but, because it is a busy day for the teachers, Julie is not sure if they will be able to accommodate us. Linda Schwelnus of the Friends and the Grant Committee applied for a grant with Community Financial Credit Union. The grant of \$1,000 was awarded and the Friends will give the money to the Library to purchase another low-vision magnifier.

The Library 20th Anniversary party will be held on Sunday, Oct. 16, 2016 from 2:00 to 4:30 p.m. and will feature entertainment with singers from Northville High School as well as a magician, balloon animals, face painting and a craft. The Library will provide refreshments. The Friends will donate \$500 for the Library to use for prizes. We will raffle off an iPad mini as well as gift cards. Bob Sochacki has agreed to ask local businesses to donate gift cards. We will have a table for the Friends who will hold a scavenger hunt in the Library during the event.

4. **Friends of the Northville District Library Report:** Friends President Martha Nork reported that Friends used book sales for June were \$1,699 which is up 11% over last year. So far for July, sales are at \$2,567 which is already up 13% over sales last July. Gift shop sales in June were up 9.5% 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 July 2016. **MOTION:** Jean Hansen made a motion to approve these bills in the amount of \$96,203.32 for payment. Alan Somershoe seconded the motion. Motion passed.
 - 5.2 **Financial Report:** Jean reported that we are 58% through our fiscal year and are within budget. Our tax refunds have been very low for the year so we continue to be under budget for that account. We have received the delinquent tax payment from Wayne County of approximately \$58,000 which will show up on next month's report. We continue to receive higher interest in the Reserve Account from the change to a J-fund.
Julie reported that we have received a new actuarial valuation from MERS for 2017 that includes some changes in the assumptions used to determine the Library employer contribution percentage, including a longer life span and a lower rate of return on investment. Our new contribution percentage will go into effect December 2017. As part of the valuation, we received the amount of monthly payment required for the Library to be fully funded in ten years. The amount is \$17,634 per month. The Finance Committee discussed this at their last meeting and recommend paying the amount to be fully funded in ten years. Jean stated that, as we have been paying an additional \$3,000 per month towards full funding, the amount we will pay beginning in December 2017 will not be considerably more. We can also return to normal payments at any time.
MOTION: Jean Hansen made a motion to begin paying MERS, on Dec. 1, 2017, the amount to be fully funded within ten years. Jim Morché seconded the motion. Motion passed.
 - 5.3 **Budget Hearing:** Jean reported that the 2017 Proposed Operating Budget presented to the Board at the last meeting is what will be presented at the budget hearing. There was discussion regarding the effect of the Headlee rollback, Downtown Development Authority and the Brownfield capture on the Library tax revenue. Library expenses for personnel are 68.5% of the budget. Building and utility expenses account for 11% of expenses. The budget calls for \$39,431 to be added to the Reserve Account at the end of the year. Secretary Alan Somershoe presented Resolution 2016-02, which calls for a Public Hearing regarding the 2016-2017 Proposed Library Operating Budget and the publication of the legal notice of the Public Hearing. **MOTION:** Alan Somershoe made a motion to adopt Resolution 2016-02; the Resolution was adopted by a unanimous roll call vote of the Trustees present.

6 Announcements and Comments:

- 6.1 The next Finance Committee Meeting will be at 1:30 p.m. on Tuesday, August 23, 2016 in the Carlo Meeting Room.
- 6.2 The next Board Meeting will be on Thursday, August 25, 2016 at 7:30 p.m. in the Carlo Meeting Room.
- 6.3 The Public Hearing on the Budget will precede the Regular Board meeting on Thursday, August 25, 2016 at 7:00 p.m. in the Carlo Meeting Room.

7 **Adjourn Regular Meeting: MOTION:** Jean Hansen made a motion to adjourn the July Regular Board Meeting. Jim Morché seconded the motion. Motion passed. The meeting was adjourned at 8:17 p.m.

Respectfully Submitted,
Alan Somershoe, Secretary, 08/01/2016