

NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES

Regular Meeting Minutes

Thursday, August 25, 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. following the Public Hearing on the proposed 2016-2017 Library Operating Budget.
  - 1.1 **Roll Call** - Present: Trustees Mike DeFrancesco, Jean Hansen, Jim Morché, Robert Sochacki, Paul Snyder, and Joe Corriveau. Also present: Julie Herrin, Library Director; and Carla Eggert, Administrative Assistant. Absent: Trustee Alan Somershoe
  - 1.2 **Appoint a Temporary Secretary: MOTION:** Mike DeFrancesco made a motion to appoint Joe Corriveau temporary Secretary in Alan Somershoe's absence. Jean Hansen seconded the motion. Motion passed.
  - 1.3 **Approval of the Agenda: MOTION:** Mike DeFrancesco made a motion to approve the agenda as amended. Paul Snyder seconded the motion. Motion passed.
  - 1.4 **Approval of Meeting Minutes, July 28, 2016: MOTION:** Jean Hansen made a motion to approve the July minutes as corrected. Jim Morché seconded the motion. Motion passed.
  - 1.5 **Citizen Comments:** None.

2. **Correspondence:** None.

3. **Director's Report:**

**Statistics:** Julie reported that circulation was down for the month of July but only by 0.1%. Downloads were up 4% for the month. Searches were up on the databases that we pay for but both searches and sessions were down for the MEL-provided databases. Computer usage was steady for the month. We are no longer offering virtual reference to patrons as the service is being discontinued by TLN. We will continue to offer reference service by email.

**Programming:** The Summer Reading Program has come to an end. Youth had 962 children register for the program which is up from 955 last year. Youth held 3 programs with 452 attendees, including 124 for their Summer Reading final party which was held inside the Library this year due to the heat. Teen had 269 registrants for Summer Reading which is up from 252 last year. They held four programs with 94 attending. Adult had 10 programs with 194 attendees. Adult had 269 Summer Reading participants. On Saturday, Sept. 10 the Library will hold a special program with Jeff Van Buskirk, the artist who painted the flag mural on the Marquis Theater building, in honor of the 15th anniversary of Sept. 11.

**Planning:** We created a flyer listing five important points about using the Library and sent it to the schools. It will be made into a poster to be hung in each classroom. We will have another meeting with Dr. Brock from the schools in September. The majority of the school open houses are being held on Wednesday, August 31 this year. There was discussion about which Board members will attend open houses.

**Staff:** Julie reported that we have had a lot of staffing changes. Patricia Garavoglia retired as Head of Technical Services and Lynne Hirschelman, Associate in Technical Services, retires tomorrow. Two of our part-time staff members have received full-time job offers elsewhere. Lisa Bachman, our Serials Clerk, is leaving to become Head of Circulation at Redford Library. Suzanne Schimanski-Gross, Teen Services Librarian, is leaving for a full-time Librarian position at Lawrence Technological University. Some Board members expressed surprise at Suzanne's leaving and concern about the future of the Battle of the Books Program. Julie stated that Suzanne received a lot of help with Battle of the Books

from staff members Michael McEvoy, Laura Curtsinger and Julie Ramsden, so we should be able to continue the program without a problem.

**Public Relations:** Julie reported that the Library newsletter should be in homes by Sept. 1st. Planning continues for the Library 20<sup>th</sup> anniversary celebration. Robert Sochacki is working on contacting local businesses to donate raffle gifts. He has received donation confirmations from Starring the Gallery, Celebrity Pets, Next Chapter and Joe's Produce. The Friends have also donated money to allow us to raffle off an iPad Mini and a \$100 gift certificate. We have developed the postcard that will be mailed out to homes on Sept. 23. Julie also reported that the Friends of Northville District Library, through the Library Grant Committee, received a grant from Community Financial Credit Union for a digital magnifier.

**4. Friends of the Northville District Library Report:** None.

**5. Budget and Finance Review:**

- 5.1 **Bills over \$1,000 for approval:** Jean presented the List of Bills over \$1,000 for August 2016. **MOTION:** Jean Hansen made a motion to approve these bills in the amount of \$77,207.13 for payment. Mike DeFrancesco seconded the motion. Motion passed.
- 5.2 **Financial Report:** Jean reported that we are 67% through our fiscal year. We have received the Penal Fines check and it is lower than last year. We received the second State Aid payment. We will be above budget on State Aid. Interest on the Reserve Account was \$510 for the month. **MOTION:** Jean Hansen made a motion to transfer \$60,000 from the General Fund to the Reserve Fund-Building Preservation Account. Mike DeFrancesco seconded the motion. Motion passed.
- 5.3 **Approve Budget:** **MOTION:** Jean Hansen made a motion to approve the Library's 2016-2017 Operating Budget as presented. Paul Snyder seconded the motion. Motion passed.

**6. Resolution on Millage Rate:** Temporary Board Secretary Joe Corriveau read **Resolution 2016-03** certifying the tax levy for the Operating millage. Resolution 2016-03 passed by a unanimous roll call vote of the Trustees present.

**7. Announcements and Comments:**

- 7.1 The next Finance Committee Meeting is scheduled for Tuesday, September 20, 2016 at 1:30 p.m. in the Carlo Meeting Room.
- 7.2 The next Board Meeting will be on Thursday, September 22, 2016 at 7:30 p.m. in the Carlo Meeting Room.

**8. Adjourn Regular Meeting:** **MOTION:** Jim Morché made a motion to adjourn the August Regular Board Meeting. Mike DeFrancesco seconded the motion. Motion passed. The meeting was adjourned at 8:10 p.m.

Respectfully Submitted,  
Joe Corriveau, Acting Secretary  
08/30/16