

NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES

Regular Meeting Minutes

Thursday, September 22, 2016 – 7:30 p.m.

Northville District Library Carlo Meeting Room

- 1.1 **Call to Order:** Chairperson Robert Sochacki called the Regular Meeting to order at 7:30 p.m.
  - 1.2 **Roll Call** - Present: Trustees Joe Corriveau, Mike DeFrancesco, Jean Hansen, Jim Morché, Robert Sochacki, and Alan Somershoe. Also present: Julie Herrin, Library Director; Anne Mannisto, Assistant Library Director; Carla Eggert, Administrative Assistant; Martha Nork, Friends of the Northville District Library President; Laura Curtsinger, Library staff member. Absent: Trustee Paul Snyder.
  - 1.3 **Approval of the Agenda:** **MOTION:** Jim Morché made a motion to approve the agenda as presented. Mike DeFrancesco seconded the motion. Motion passed.
  - 1.4 **Approval of Meeting Minutes, August 25, 2016:** **MOTION:** Jim Morché made a motion to approve the August 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 by 3.36% for the month. The door count was also up. Database searches were up while sessions were down. Searches of the Michigan Electronic Library (MEL) provided databases were very high due to heavy use of the genealogy database Heritage Quest. Computer and Wi-Fi usage was steady for the month. There were 963 downloads of magazines using Zinio. Brainfuse had 666 total usage by 42 patrons.
- Programming:** The Youth Department has less programming in August as they take a break between the end of Summer Reading and the beginning of Fall Storytime. They held 12 programs with 282 attendees. Adult had 9 programs with 173 attendees. There were 31 recorded uses of the Local History Room, which is higher than normal. Teen held a henna tattoo program with 19 participants.
- Public Relations:** The Library newsletter went out to homes in the community the first week of September.
- Planning:** Julie reported that another meeting was held with Dr. Brock from the Northville Public Schools. Library attendance at the school open houses was discussed. It has been a mixed success. In the newer district buildings there is usually room for the Library to set up but in the older buildings there is often no space available for us. We may decide to attend the parent-teacher conferences rather than continue with the open houses. The middle school parent-teacher conferences will be held on Oct. 18 and Oct. 20. We will attend and see how it goes. The schools have hung the poster we developed with five important points about the Library in classrooms and media centers. Each year we send a letter to the school principals but we were not sure the information was getting across. This year Dr. Brock discussed the letter with all of the principals at a meeting. Dr. Brock will also try to make sure that we receive any reading lists for the middle schools ahead of time. She also agreed that we could put Library handouts in the school media centers and include a flyer about Brainfuse with the elementary schools list of tutors. We will meet with the Language Arts and Social Studies teachers in the spring.
- We continue to work on planning the Library 20<sup>th</sup> anniversary celebration being held Sunday, Oct 16. Postcards were mailed to every household in the district. Invitations have also been sent out to donors and local government officials. The entertainment, prizes and decorations are set. We have developed a PowerPoint presentation of the building

construction that will play in the meeting room during the party. The food has been chosen and ordered. Julie said that she hoped all of the Board members would be able to attend.

**Staff:** Julie reported that we have promoted two staff members to Technical Services Clerks. Nicole Jenkins was a former Circulation Clerk and Jodi Strzalkowski was formerly a Processing Page. We have hired a new computer page, Urvashi Gupta. We still need to hire one or two more Computer Pages. We hired four new Shelving Pages to replace staff who have left for college. We have interviewed candidates for the Teen Services Librarian position and will make a decision on Monday. Mauren Simari, Head of Technical Services and Jodi attended training on linking at the Library Network (TLN). Maureen and Nicole attended training on Serials at TLN. Wendy Mutch attended an Evanced webinar and Sarah Milroy attended a marketing workshop on building your own brand.

**Facilities:** Julie reported that we had air conditioning problems in the administrative office area of the building. The problem part was under warranty but they kept trying to repair or replace component parts rather than the entire problem area. It took almost a month to be fully repaired but has been working correctly since Monday afternoon.

**Technology:** We have installed the new Envisionware software to manage the public computers and printing. One of the new features is that it allows mobile printing from a patron's device, including from a remote location.

4. **Friends of the Northville District Library Report:** Friends President Martha Nork reported that the Friends income for the year so far is \$23,821.10 which is 70% of what was budgeted. The income from Used Book Sale operations for the past six-months is \$13,000 which is a 17% increase over the same six month period last year. Book Cellar sales are up 30% for the same six-month period. The Salvation Army has notified the Friends that they will no longer be able to pick up used books for recycling. They have been coming every two weeks to pick up. Up to 70% of the books donated as well as approximately four boxes of books a month from Library discards were being given to the Salvation Army. The Director of Used Book Operations is looking into other options for pick-up. This could become a major problem if a replacement can't be found. The Friends currently have 223 members, which is down for the year. Not having Used Book Sales, with the Friends member preview night, may be affecting memberships. The Friends are preparing a scavenger hunt for the Library 20<sup>th</sup> anniversary party. The scavenger hunt will highlight 12 of the contributions made by the Friends to the Library. The Friends had 80 attendees for the Blue Grass concert last night, a capacity crowd.

#### 5. **Budget and Finance Review:**

- 5.1 **Bills over \$1,000 for approval:** Jean presented the List of Bills over \$1,000 for September 2016. **MOTION:** Jean Hansen made a motion to approve these bills in the amount of \$71,361.15 for payment. Jim Morché seconded the motion. Motion passed.
- 5.2 **Financial Report:** Jean reported that we are 75% through our fiscal year. We have received all of our tax revenue for the year from the City and the Township. Tax refunds have been very low compared to years past. We have received 102% of what was budgeted for revenue. **MOTION:** Jean Hansen made a motion to transfer \$16,000 from the Reserve Fund-Strategic Planning to the General Fund-Strategic Planning line item. Alan Somershoe seconded the motion. Motion passed.

#### 6. **Announcements and Comments:**

- 6.1 The next Finance Committee Meeting is scheduled for Tuesday, October 25, 2016 at 1:30 p.m. in the Carlo Meeting Room.
- 6.2 The next Board Meeting will be on Thursday, October 27, 2016 at 7:30 p.m. in the Carlo Meeting Room.

7. **Adjourn Regular Meeting: MOTION:** Jim Morché made a motion to adjourn the September Regular Board Meeting. Mike DeFrancesco seconded the motion. Motion passed. The meeting was adjourned at 8:15 p.m.

Respectfully Submitted,  
Alan Somershoe, Secretary  
09/23/16