

NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES

Regular Meeting Minutes

Thursday, October 27, 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 Paul Snyder. Also present: Julie Herrin, Library Director; Anne Mannisto, Assistant Library Director; Carla Eggert, Administrative Assistant; Martha Nork, Friends of the Northville District Library President; Vicki Dixon, Library staff member; Joe and Carol Oldenburg, Friends of the Northville District Library; and a guest. Absent: Trustee Alan Somershoe.
 - 1.3 **Approval of the Agenda: MOTION:** Mike DeFrancesco made a motion to approve the agenda as presented. Paul Snyder seconded the motion. Motion passed.
 - 1.4 **Approval of Meeting Minutes, September 22, 2016: MOTION:** Mike DeFrancesco made a motion to approve the September minutes as corrected. Paul Snyder seconded the motion. Motion passed.
 - 1.5 **Citizen Comments:** None.
2. **Correspondence:** None.
3. **Director's Report:**
- Statistics:** Julie reported that circulation was down by 2.5% for the month. Downloads were up by 24.5%. Database sessions were up for the databases that we purchase while searches were up for all databases. There were 838 songs downloaded by 88 patrons using Freegal. Brainfuse had 959 uses by 63 patrons.
- Programming:** The Youth Department held 30 programs with 1,126 attendees. Youth partnered with the Friends of Maybury again this year to present the program Michigan Mammals at the Community Center with 95 attending. We presented a Science Olympiad Resource Showcase to highlight the resources the Library has to help students with their Science Olympiad topic and had 60 attendees. Adult had 11 programs with 451 attendees. The Library is holding its first program at Northville Township Hall this evening, a movie entitled Goshen, about the tribe of runners featured in this year's Community Reads book. The program on using Skype had 7 attendees and we had 12 patrons use TechXpert.
- 20th Anniversary Party:** Julie reported that the party was a success. The door counter for the day was 897 compared to 500 to 600 on a normal Sunday and we gave out about 560 raffle tickets. The raffle was very popular. We had 1,124 circulations for the day when Sunday is normally about 600-700 circulations. The postcard mailing we did and the articles in the Northville Record and Northville City News helped draw interest. We definitely met our goal of raising awareness of the Library in the community.
- Facilities:** We have been informed by DTE that we will not have any power to the building on Friday, November 4 from 9:00 a.m. to 3:00 p.m. due to electrical work being done. We will close the Library that day as we will have no heat or lights. Some Board members reported receiving a similar notification. Julie would like to pay staff who are scheduled to work that day, similar to a snow day.
- Staff:** Julie reported that we have hired Natalie Molnar as Teen Services Librarian. She was previously a regular substitute at Southfield Library and worked with one of our previous Teen Services Librarians, Shari Fesko. We have also hired another Computer Page. Julie and Sarah attended a webinar on the new Overdrive interface that is set to go into effect on November 14. Five staff members attended the Michigan Library Association (MLA) annual conference. Maureen, Michael and Judy went to the Integrated Library

System Focus Group for the RFP for a new system. Michael and Sarah went to the TLN Technology Forum.

Public Relations: Julie, Karen and Natalie attended Parent-Teacher Conferences at Hillside and Meads Mill Middle Schools where they had a much better response than at the Open Houses. Parents do not seem as rushed and are interested in school work help. There was discussion about attending these in the future instead of the Open Houses.

4. **Friends of the Northville District Library Report:** Friends President Martha Nork reported that the Friends Board voted in favor of giving the Library \$7,280 to complete the Library wish list for 2016. The money will be used to purchase a new microfilm reader and computer to replace the reader that died. Funds in the amount of \$5,245 had been approved and planned as a donation to reupholster the chairs near the fireplace area, which is not being done now. Used Book Sale operations had a great month, generating \$2,623.50 from book sales, which is a 30% increase over the same period last year. Vendor sales were very high. The Friends Gift Shop will have Member Shopping Days Nov. 18-Nov. 20, where Friends members receive a 25% discount. We have made arrangements to have recycled books taken to a recycling center in Ann Arbor. Julie's grandson has been taking the books there once a week. The Friends will also begin sending used books to the Wayne County Jail and Wayne County Juvenile Detention Facility via the Taylor Library. The next Friends program is How Detroit Won the War: The Willow Run Story, to be held at the Library on November 10.
5. **Budget and Finance Review:**
 - 5.1 **Bills over \$1,000 for approval:** Jean presented the List of Bills over \$1,000 for October 2016. **MOTION:** Jean Hansen made a motion to approve these bills in the amount of \$97,568.62 for payment. Jim Morché seconded the motion. Motion passed.
 - 5.2 **Financial Report:** Jean reported that we are 85% through our fiscal year. We have received all of our tax revenue for the year from the City and the Township. Revenue received is very close to our budgeted amount. We are under budget on most of our expenses.
6. **Planning:** Julie reported that we have received the first draft of the facilities planning recommendations from Kimberly Bolan and Associates (KBA). We have reviewed it with the Library Department Heads and select staff. A copy of the recommendations, a building plan with the proposed changes noted on it, a summary of the proposed changes, notes from the staff discussions at the Department Head meeting, and a document discussing the proposed meeting room expansion were distributed to the Board. Julie asked the Board members to read over the documents before the next meeting. Julie and Anne went over the proposed changes noted on the building plan with the Board. The plan includes many trendy approaches to Library space. We may choose what parts of the plan we wish to implement and the time frame for doing so. The plan would require the Library to reduce its collections by about 30%, from about 130,000 items to about 90,000 items for the plan to work. There was discussion about the proposed change to meeting room space made by converting the Used Book Cellar and the Library storage space behind it into meeting room space, and selling used books in what is now the Friends Gift Shop. The Friends are opposed to this. Carol Oldenburg commented that the Friends are disappointed and would like to have had the opportunity to comment on the plan as the Library staff were. Mike DeFrancesco proposed a plan to expand the building, by adding an addition under the fireplace area, adding a meeting room there and allowing the Friends to keep the Book Cellar space. Jean Hansen stated that this would be a very costly project as opposed to renovating the existing space, which was always intended to be the Library's expansion space,

when it became necessary to expand the building and that the Friends had been informed of this over the years. There was discussion about how much money is generated by the Book Cellar and Gift Shop, the work put into the Book Cellar by Friends volunteers, the need for meeting room space for the community, as well as other changes proposed in the document. The Board members walked around the Library to visualize some of the changes being proposed.

7. **Announcements and Comments:** Paul Snyder would like to schedule a Policy Committee meeting and will email the Committee members with proposed dates.
 - 7.1 The next Finance Committee Meeting is scheduled for Tuesday, November 15, 2016 at 1:30 p.m. in the Carlo Meeting Room.
 - 7.2 The next Board Meeting will be on Thursday, November 17, 2016 at 7:30 p.m. in the Carlo Meeting Room.

8. **Adjourn Regular Meeting: MOTION:** Mike DeFrancesco made a motion to adjourn the October Regular Board Meeting. Jim Morché seconded the motion. Motion passed. The meeting was adjourned at 9:10 p.m.