

NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES

Regular Meeting Minutes

Thursday, January 26, 2017 – 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, Paul Snyder, Robert Sochacki, and Alan Somershoe. Also present: Julie Herrin, Library Director; Anne Mannisto, Assistant Library Director; Carla Eggert, Administrative Assistant; Laura Curtsinger, Judy McIntosh, and Samantha Downes, Library staff members; Martha Nork, Friends of the Northville District Library President; Deborah Stanifer, Friends of the Northville District Library Treasurer; and a guest. Absent: Trustee Jim Morché.
- 1.3 **Approval of the Agenda:** **MOTION:** Mike DeFrancesco made a motion to approve the agenda as submitted. Paul Snyder seconded the motion. Motion passed.
- 1.4 **Approval of Meeting Minutes, Dec. 15, 2016:** **MOTION:** Jean Hansen made a motion to approve the December minutes as submitted. Mike DeFrancesco seconded the motion. Motion passed.
- 1.5 **Approval of Board Study Session Minutes, Jan. 7, 2017:** **MOTION:** Jean Hansen made a motion to approve the January Study Session minutes as submitted. Paul Snyder seconded the motion. Motion passed.
- 1.6 **Election of 2017 Officers:** **MOTION:** Jean Hansen nominated Robert Sochacki for Chair. Joe Corriveau seconded the motion. Robert Sochacki was elected as Chair. **MOTION:** Paul Snyder nominated Mike DeFrancesco for Vice-Chair. Robert Sochacki seconded the motion. Mike DeFrancesco was elected to the position of Vice-Chair. **MOTION:** Paul Snyder nominated Jean Hansen for Treasurer. Mike DeFrancesco seconded the motion. Jean Hansen was elected as Treasurer. **MOTION:** Alan Somershoe nominated Paul Snyder for Secretary. Robert Sochacki seconded the motion. Paul Snyder was elected as Secretary.
- 1.7 **Resolution 2017-01-Schedule of 2017 Board of Trustee Meeting Dates:** Paul Snyder read Resolution 2017-01 which sets the dates of the regular meetings of the Northville District Library Board of Trustees for the calendar year 2017. The Resolution was passed by a unanimous roll call vote, with one Trustee absent. All regular meetings of the Board of Trustees are on the 4<sup>th</sup> Thursday of the month with the exception of November and December, which are scheduled for the 3<sup>rd</sup> Wednesday, due to prior commitments of Robert Sochacki, Board Chairperson and the Thanksgiving and Christmas holidays.
- 1.8 **Appointment of 2017 Board of Trustees Committee Members for Finance, Facilities, Personnel and Policy:** The following committees were established for 2017:
  - Finance Committee: Jean Hansen (Chair), Mike DeFrancesco, Alan Somershoe and Jim Morché.
  - Policy Committee: Paul Snyder (Chair), Joe Corriveau, Robert Sochacki and Jean Hansen.
  - Personnel Committee: Joe Corriveau (Chair), Paul Snyder, Jim Morché and Robert Sochacki.
  - Facilities Committee: Mike DeFrancesco (Chair), Robert Sochacki, Jim Morché and Alan Somershoe.
- 1.9 **Citizen Comments:** None.

2. **Correspondence:** Julie Herrin stated that a copy of the Friends of Michigan Libraries (FOML) and the United for Libraries newsletters were received. The FOML is holding a trustee workshop on March 24. Julie asked if any Board members were interested in attending. All of the Board members present would like to attend. Julie will register everyone.
3. **Director's Report:**

**Statistics:** Julie reported that December was a slow month. All statistics were down for the month except for databases paid for by the Library. Zinio users downloaded 820 magazines. Brainfuse had 555 uses by 58 patrons. Freegal was used by 70 patrons to download 740 songs, which is down about 200 downloads from last year. Jean asked if Julie could add the Overdrive download numbers to the statistics report.

**Programming:** The Youth Department held 13 programs with 337 attending. Adult had 18 programs with 335 attendees. Teen had 2 programs with 44 attendees, including a new program for those studying for final exams called Stress Buster that was well attended.

**Collections:** Julie reported that we are out of room for DVDs and they can't all be shelved. We are going to move the music CDs to the lower level to allow for more room to shelve DVDs. There is space for the CDs on the lower level as the Reference collection has been reduced. Over 17,800 total items have been weeded this year, while only 10,700 items have been added freeing up some room in the collections. However, more weeding is needed.

**Endowment:** Julie reported that \$6,050 in donations have been raised in the Annual Giving Campaign for the Endowment Fund. This is down slightly from the \$6,540 raised last year. The balance in the Endowment Fund as of Nov. 30, 2016 was \$521,786.

**Public Relations:** Julie gave a presentation to the Rotary Club. It was the first time she has spoken to them since 2009. She focused on the improvements in the Library and things that have changed since then. Michael McEvoy came along to demonstrate some of the new technology available, such as the new mobile Wi-Fi hotspots. Hillside Middle School has invited the Library to attend their Parent Teacher Student Association meeting on Feb. 2 and the Public Schools have invited us to their Parent Camp on Feb. 11 at Northville High School. We will give a joint presentation with the School Librarian Shannon Torres.
4. **Friends of the Northville District Library Report:** Friends President Martha Nork reported that the Friends Board did not meet in January. Martha distributed a financial report for the Friends for 2016, which was a shorter year due to the Fiscal Year change. For the period of March to December, the Friends have generated \$38,358 in income and donated \$34,918 to the Library. The Friends have a 5-year lease on their credit card machine, so if the store closes, a decision will need to be made to either keep the machine for memberships or find someone else to take over the lease. The Friends Annual Meeting will be held on Thursday, March 16.
5. **Budget and Finance Review:**
  - 5.1 **Bills over \$1,000 for approval:** Jean presented the List of Bills over \$1,000 for January 2017. **MOTION:** Jean Hansen made a motion to approve these bills in the amount of \$120,366.92 for payment. Paul Snyder seconded the motion. Motion passed.
  - 5.2 **Financial Report:** Jean distributed two financial statements: one for November 2016 with final data following the completion of the audit, and one for December 2016. The net income from 2016, less an amount of \$1,290 that is being kept in the operating fund for a special memorial, is \$344,773.06. **MOTION:** Jean Hansen made a motion to transfer \$344,773.06 from the Operating Fund to the

Reserve Fund. Mike DeFrancesco seconded the motion. Motion passed. Jean discussed the adjusted balances in the Reserve Fund. There is \$88,591.19 in the Strategic Planning Fund which reflects a reduction of \$16,000 from last year's balance and is the result of the transfer of that amount to the Operating Fund in 2016 for the Kimberly Bolan Associates (KBA) work. The Facilities Preservation Fund has a balance of \$973,970.67. Increases in this fund are due to the addition of the \$51,210 remaining in the Debt Fund after the bonds were paid off, the \$60,000 transferred from the Operating Fund during the year and the \$40,033 by which expenses were under the budgeted amount in the Building/Equipment Maintenance line item of the 2016 budget. The remainder of the excess revenues for the year, \$304,739, plus interest earned during the year of \$4,471, were assigned to the Fund for Future Unfunded Expenses bringing its total to \$1,046,789.22. We are currently 8% through the new fiscal year. We received the rebate check for \$16,576, for our liability and property insurance. Robert Sochacki asked about the transfer that is normally done to move money temporarily to the Operating Fund to cover expenses until tax revenue is received. Jean reported that we had enough in the Operating Fund so it was not necessary to make the transfer in 2016.

6. **Directors Evaluation Report:** Joe Corriveau reported that the Personnel Committee and Trustees met on January 12 for the Library Director's evaluation. The current situation with the space study led to a lively discussion. Julie was marked down slightly from last year. The Board feels lucky to have Julie, Anne and the rest of the Library staff.

7. **Policy Committee:**

- 7.1 **Reaffirm Policies on Appeals to the Board and Citizen Comments:** Paul Snyder presented the Policy on Appeals to the Board of Trustees without changes. **MOTION:** Paul Snyder made a motion that the Board of Trustees accept the Policy on Appeals to the Board of Trustees without changes. Jean Hansen seconded the motion. Motion passed. Paul presented the Policy on Citizen Comments without changes. **MOTION:** Paul Snyder made a motion that the Board of Trustees accept the Policy on Citizen Comments without changes. Jean Hansen seconded the motion. Motion passed

8. **Planning:** Julie distributed a list of initiatives for the upcoming year relating to the KBA space plan. The initiatives are as follows:

1. Reduce the collection size.
2. Take down the wall that currently holds two catalog computers near the elevator upstairs and move the used book carts.
3. Purchase tables and chairs for the Story Time Room for use with Library meetings and study overflow.
4. Organize the storage room and put two new study rooms in part of that space.
5. Downsize the table and chairs in the fireplace area to make more seating available.
6. Repurpose the Local History room to include new digital equipment.
7. Continue to study the possibility of adding an addition to the Library under the fireplace area.
8. Upgrade the electrical system.

There was discussion about the list of initiatives and what portions of the list could be pursued at this time. A guest in the audience asked questions about the bids that have been received so far for the expansion work and if they were design-build estimates.

Robert Sochacki stated that the estimates received so far for the expansion were not official bids but for the informational purposes of the Board. The Board agreed to bring in Library Design to give an estimate on the furniture and design work near the elevator area to allow display of new materials as presented in the list. There was further discussion about the addition of a meeting room by building out under the fireplace area. Mike DeFrancesco stated that he has the Board support for building the meeting room addition and that he felt it was less disruptive to build the expansion than to ask the Friends to give up space. Julie asked what further information was required for the Board to vote on the expansion. It was agreed to contact the architect that works with Library Design to write a bid specification for the expansion under the fireplace.

**9. Announcements and Comments:**

- 9.1 The next Finance Committee meeting will be on Tuesday, Feb. 21, 2017 at 1:30 p.m. in the Carlo Meeting Room.
- 9.2 The next Regular Board Meeting will be held on Thursday, Feb. 23, 2017 at 7:30 p.m.

10 **Adjourn Regular Meeting: MOTION:** Robert Sochacki made a motion to adjourn the January Regular Board Meeting. Paul Snyder seconded the motion. Motion passed. The meeting was adjourned at 9:45 p.m.