

SPECIAL BOARD MEETING
Sat. Feb. 4, 2017 at 10:30 a.m.
MINUTES

Present: Trustees Robert Sochacki, Jean Hansen, Paul Snyder, Mike DeFrancesco, Alan Somershoe, and Joe Corriveau. Also present: Julie Herrin, Director; and Anne Mannisto, Assistant Director.

Absent: Trustee Jim Morche

Call to order: Chair Robert Sochacki called the meeting to order at 10:38 a.m.

Approval of the agenda: MOTION: Paul Snyder made a motion to approve the agenda; Alan Somershoe second the motion. Motion passed.

The Board discussed that the objective of the meeting was to review the various proposals related to space changes for the Library, and Julie Herrin noted that the primary focus should be on the needs of our patrons. The Board decided, for the sake of discussion, to use the document entitled "Initiatives Related to NDL Future Planning 2017" that Alan Somershoe had compiled and emailed earlier this week, which summarized the various proposals and ideas made at previous meetings.

Enclose area under Fireplace Room:

Alan Somershoe noted that the City Building Inspector was Brent Strong, and he would need to be contacted to determine the actual property line and necessary easements before any plans could be drawn up. Mike DeFrancesco noted that he had called a member of the Planning Commission to help with the process. There needs to be a final architect's plan before the process starts. Questions regarding the addition include whether we lose a study room and how the Exit door is affected. The Planning Commission has to approve the architectural drawings. The architect's plan will be used to go out for bids. It was noted that if the development of this plan costs more than \$10,000 the Board would have to go out for bids. The Architect will be meeting with Administration on Tues. Feb. 7.

Create two Study Rooms in the Current Storage area:

This will most likely be considered when the architect draws up the addition plan.

Look for additional /better storage

Julie noted that the Library currently lacks one central storage area. Administration recently reviewed what is stored throughout the building, and there are many files that need to be kept to comply with Records Retention requirements. Discussion ensued regarding whether some of this could be digitized and the work that might be involved in this. In addition, the Library has 4 file cabinets for two groups in the community, the Garden Club of Northville and the Northville Woman's Club, as well as files related to the Genealogical Society and the Library's Local History archives. The Board agreed on the advantage of having the storage be centralized, and the staff are currently working to achieve better organization of the existing storage areas.

Remove wall on upper floor...to add space for New Books, games, etc.

Alan suggested that we should do this soon, prior to the full addition project, even if it costs slightly more, and Jean agreed. Joe suggested that this be part of the overall bid, making it a two stage plan in terms of implementation, and that perhaps the price would not have to be higher, and that this could be negotiated.

This project would require the removal of the Friends Book Carts. The discussion focused on how to work with the Friends on the location of the Book Carts, which would have to go either in the space

currently used for the Gift Store or else downstairs in the Used Book Cellar. The Board wants to do what is best for the community, that is the criteria for use of Library space. Anne noted that currently the Friends have 5 spaces in the library overall: the carts, the Gift Store, the Used Book Cellar, the Friends sorting room and the space outside the sorting room. The Friends are very valuable, and the Board does not want to dictate how they should run their operation. However, the space occupied by the carts is needed for collections now.

MOTION: Jean Hansen moved that the Friends Book Carts be moved from any space for the public and located in either the Friends space now used for the Gift Store or in the Used Book Cellar downstairs. Paul seconded the motion. Motion passed.

The Friends would keep the space now containing The Book Cellar, but be informed that this arrangement should not be considered permanent. The Board wants to assure that the Friends understand that, at some point, this space will most likely be needed for further Library expansion.

The Board agreed that it is their overall consensus that the Gift Store space would work well as place to sell books currently on the carts, and perhaps more than that. Any remodeling required to change it over for this purpose would be paid for by the Library.

It was further suggested that the Friends be informed that the Library will be working with an architect and that a remodeling/repurposing of the Gift Store space could be part of the plan the Architect would develop.

Julie will attend the Friends Board meeting on Thurs. Feb. 16 to inform them of the Board's decision on the location of the carts, and related recommendations about Friends use of space in the Library. Trustee Mike DeFrancesco will also attend to represent the Library Board.

The discussion then continued regarding the plan for an addition. Mike De Francesco noted we need to move forward on getting bids. To this end we need a uniform plan from one architect. The following steps were delineated:

1. Get an architect to draw up a plan for the build-out under the upper level overhang.
2. Go out for bids.

Mike also noted that we have 2 proposals that use the Study room to get to the meeting room, and one that adds space beyond the overhang perimeter, and extends the building perimeter in line with the Exit door. This would have an added roof, and it would match the green metal of the existing one.

Other Business:

Paul Snyder announced that, effective at the end of March, he would be resigning from his position as Trustee, as he and his wife will be moving to Wolverine Lake and no longer be Northville residents. The Board discussed the need to review the process for appointing a replacement to fill out his term. Part of this process includes informing the public that an opening exists, with an article in the Northville Record, and soliciting applications for anyone interested to be interviewed.

Adjournment

MOTION: Paul Snyder moved to adjourn the meeting, seconded by Joe Corriveau. The Special Board Meeting was adjourned at 12:30 p.m.

