

NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES

Regular Meeting Minutes

Thursday, February 23, 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; Natalie Molnar, Library staff member; Martha Nork, Friends of the Northville District Library President. 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, Jan. 26, 2017:** **MOTION:** Mike DeFrancesco made a motion to approve the January minutes as amended. Alan Somershoe seconded the motion. Motion passed.
  - 1.5 **Approval of Special Meeting Minutes, Feb. 4, 2017:** **MOTION:** Mike DeFrancesco made a motion to approve the Special Meeting minutes as amended. Paul Snyder seconded the motion. Motion passed.
  - 1.6 **Citizen Comments:** None.
2. **Correspondence:** None.
3. **Presentation of the 2016 Audit-** Martin Olejnik from Plante Moran presented the audit of the Library for the 2016 fiscal year to the Board. He reported that everything went very well with the audit process and then presented an overview of the audit. The Library was able to increase the Reserve Fund balance for the 2016 fiscal year. Jean Hansen asked what his recommendation would be for the amount to be kept in the Reserve Fund. Martin stated that 20 to 30% of the yearly Operating Budget is ideal, but the goal would be not to fall below 20%. There are many positives to having a large reserve balance. Martin reported that in 2018 the Governmental Accounting Standards Board (GASB) will require the Library liability for post-retirement benefits be recorded on the financial statements. The Library should have an actuary review and analyze the Library post-retirement benefits prior to the changes in 2018. Next year GASB will require the Library to add a footnote to the financial statements regarding tax capture agreements affecting the Library, such as that with the Downtown Development Authority (DDA).
4. **Director's Report:**  
**Statistics:** Julie reported that January circulation was down. Downloads were up by 3.8%. Database searches were up for the Michigan eLibrary (MEL) databases because of an increase in the use of Heritage Quest for the month. Brainfuse had 42 visitors who used 382 resources. Freegal was used by 90 patrons to download 891 songs. Zinio users downloaded 1,237 magazines. Overdrive had 2,759 digital checkouts. Room usage was up. Internet use was steady and Wi-Fi usage was at an all-time high.  
**Programming:** The Youth Department held 30 programs with 664 attending. March is Reading Month, and the Youth Department will hold a contest entitled Hooked on Books, in which youth can read a book and write a report on it for a prize. The Adult Services Department had 10 programs with 189 attendees. It is promoting Reading Month with a Reading Challenge that does not involve prizes; a bookmark details categories of books to read. Adult Services will begin hosting a new book discussion group for millennials and

GenXers with books that appeal to that age group. The discussions will be held at the Wagon Wheel Restaurant every other month on Tuesday evenings. We took 75 books to Allen Terrace and five books to the homebound. The Battle of the Books will be held on Wednesday, March 15 at 6:30 p.m. at the Northville High School cafeteria. Natalie Molnar, our Teen Services Librarian, represented the Library at two events in February. She spoke at the Parent Teacher Student Association meeting at Hillside on Feb. 2 and she co-presented with the Northville Public Schools librarian Shannon Torres at the Parent Camp on Feb. 11.

**Staff:** Julie reported that staff have been attending presentations on a new integrated library system (ILS). Anne, Michael McEvoy, Maureen Simari, Judy McIntosh and Nicole Jenkins have all attended presentations by 3 possible ILS vendors. TLN hopes to make the change to a new ILS sometime next year.

**Public Relations:** Say Detroit Play, a charity started by Mitch Albom, has built a community center for youth. Our Library provided ten boxes of new or nearly new books. Five libraries in our area participated in providing 52 boxes of books. The Library newsletter will go out the first week of March. The Taste of Northville, now called the Business Showcase, will be held on March 18. Jean, Robert and Alan volunteered to help with the Library booth. The Friends will also have a booth and give away used books.

**Facilities:** The building alarm system has been sending error messages. We had new software uploaded to the system but that has not fixed the problem. The alarm system is over 20 years old and is no longer supported by the alarm company. We are meeting next week with the salesperson to discuss replacing the unit. Michael also attended a presentation by another alarm system vendor.

**Board vacancy:** Paul Snyder has purchased a home in another community and will be resigning from the Board after the March 2017 meeting. He will submit a letter of resignation. There was discussion about filling the position. Julie will send the Board copies of the position description and interview questions from the last time there was a Board vacancy. The Personnel Committee will meet on Wednesday, March 1 at 7:15 p.m. to discuss the process and timeline for filling the vacancy.

**Development Committee:** The Development Committee Chairperson contacted Julie to ask if the committee should meet. They have not met in over a year as they do not have an active fundraising project. Jean suggested that they meet so that they can be brought up to date on where the planning process is now.

**Annual Report:** Julie distributed a copy of the annual report for the Library for last year that she prepared. Sarah Milroy helped with the graphics.

**5. Friends of the Northville District Library Report:** Friends President Martha Nork reported that the Friends made \$1,901 on used book sales in January. The book sale carts will be going away and the items currently for sale on the carts will be consolidated with the items for sale in the Book Cellar. The Friends are currently advertising for more volunteers for the Book Cellar. The Friends will attend the next Northville Chamber of Commerce Rise and Shine event to try to increase the Friends business memberships. The gift shop had \$1,255 in sales in January. Martha would like to thank the Board of Trustees for all of their support of the Friends.

**6. Budget and Finance Review:**

6.1 **Bills over \$1,000 for approval:** Jean presented the List of Bills over \$1,000 for February 2017. **MOTION:** Jean Hansen made a motion to approve these bills in the amount of \$58,274.61 for payment. Alan Somershoe seconded the motion. Motion passed.

6.2 **Financial Report:** Jean reported that we are 17% through our fiscal year. We have received 62% of our tax revenue from the Township and 48% from the City.

We received a rebate for last year's Liability and Property Insurance in the amount of \$16,576. It was received this year but applies to last year's payment.

**MOTION:** Jean Hansen made a motion to transfer the 2016 insurance rebate amount of \$16,576 from the Operating Fund to the Reserve Fund. Joe Corriveau seconded the motion. Motion passed.

7. **Planning:** Julie emailed the Board a copy of the letter that she received from the architect, Ron Cieslak, regarding his proposal to draw up three floor plans and building elevations and to meet with the Board to present these plans. Julie, Anne, Chris DeBear and Ron Cieslak met and discussed the area under the fireplace and the area around the stairs on the upper level. **MOTION:** Jean Hansen made a motion to hire Ron Cieslak to come up with floor plans and elevations for the library in an amount not to exceed \$4,200; to take the amount of \$4,200 from the Reserve Fund-Strategic Planning and transfer it to the Operating Fund line item Reserve Transfer In; and to amend the budget to reflect this. Paul Snyder seconded the motion. Motion passed. Alan asked Julie to get a timeline from the architect for him to prepare the plans. Alan gave Julie a copy of the Downtown Development Authority's action plan for the next six years. They are looking to expand their footprint in downtown. Jean mentioned that new legislation allows the Library to opt out of the DDA under expansion. Julie has contacted our attorney regarding this and is awaiting his response.

8. **Announcements and Comments:**

8.1 The next Finance Committee meeting will be on Tuesday, March 21, 2017 at 1:30 p.m. in the Carlo Meeting Room.

8.2 The next Regular Board Meeting will be held on Thursday, March 23, 2017 at 7:30 p.m.

9. **Adjourn Regular Meeting:** **MOTION:** Joe Corriveau made a motion to adjourn the February Regular Board Meeting. Paul Snyder seconded the motion. Motion passed. The meeting was adjourned at 8:50 p.m.