

NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES

Regular Meeting Minutes

Thursday, April 27, 2017 – 7:30 p.m.

Northville District Library Carlo Meeting Room

- 1.1 **Call to Order:** Vice-Chairperson Mike DeFrancesco called the Regular Meeting to order at 7:30 p.m.
 - 1.2 **Roll Call** - Present: Trustees Mike DeFrancesco, Jean Hansen, Jim Morché, and Alan Somershoe. Also present: Julie Herrin, Library Director; Anne Mannisto, Assistant Library Director; Carla Eggert, Administrative Assistant; Vicki Dixon, Library staff member; Martha Nork, Friends of the Northville District Library President. Absent: Trustees Joe Corriveau and Robert Sochacki.
 - 1.3 **Swearing In of New Board Member:** Trustee Deborah Stanifer was sworn in for the remainder of the term ending 12/31/18, to fill the vacancy created by the resignation of Paul Snyder.
 - 1.4 **Approval of the Agenda:** **MOTION:** Jim Morché made a motion to approve the agenda as submitted. Alan Somershoe seconded the motion. Motion passed.
 - 1.5 **Approval of Meeting Minutes, March 23, 2017:** **MOTION:** Alan Somershoe made a motion to approve the March minutes as corrected. Jean Hansen seconded the motion. Motion passed.
 - 1.6 **Approval of Special Meeting Minutes, April 4, 2017:** **MOTION:** Alan Somershoe made a motion to approve the April 4 Special Meeting minutes as submitted. Jean Hansen seconded the motion. Motion passed.
 - 1.7 **Approval of Special Meeting Minutes, April 12, 2017:** **MOTION:** Jean Hansen made a motion to approve the April 12 Special Meeting minutes as submitted. Alan Somershoe seconded the motion. Motion passed.
 - 1.8 **Citizen Comments:** None.
2. **Correspondence:** Julie reported that we received the United for Libraries newsletter if any of the Board would like to review it.
3. **Director's Report:**
- Statistics:** Julie reported that circulation was down 3.5% in March. Downloads were up by 4%. The door count was up by 2% and database sessions were up. Zinio users downloaded 1,160 magazine issues. Overdrive had 1,678 digital checkouts. Freegal was used by 96 patrons to download 931 songs. Brainfuse had 41 visitors with total usage at 593. Computer usage was steady. Wi-Fi usage was at an all-time high.
- Programming:** The Youth Department held 31 programs with 813 attending. The Youth Department partnered with Community Federal Credit Union for a Money Smart Week program where children could decorate a piggy bank and were given a copy of the book *A Dollar for Penny*. A school media aide came in to ask for help with an elementary school assignment on notable women. Staff have created a bibliography for the students of the Library's holdings which links directly to our catalog and shows if the book is available or not. We have been asking for a long time for the schools to work with us on assignments. The Adult Services Department had 20 programs with 694 attendees. They held two showings of the movie *A Man Called Ove* with 70 attending the afternoon showing and 93 attending the evening showing. Books and Brews, being held at the Wagon Wheel every other month on Tuesday evenings, had 21 attendees of varying ages. Samantha took a laptop with her to the Wagon Wheel and was able to use that to check out next month's book to attendees. Teen Services had 2 programs with 64 participants. We are accepting applications for Teen Corps volunteers from April 15 to May 15 and will select about 20 teens to volunteer.

Staff: Julie reported that Anne attended a webinar from the Michigan Library Assoc. (MLA) on human resources and a webinar on fake news presented by the American Library Assoc. (ALA) and a webinar on Friends of the Library. Sarah Milroy attended a webinar on apps from Michigan Electronic Library (MEL) databases. Vicki Dixon attended a webinar from Library Journal on summer reads. Michael McEvoy attended the Computers in Libraries Conference in Washington D.C. Julie attended a webinar on audiobooks. We have hired a new Circulation Clerk, Shaun DeNooyer, to replace Terry Sneyd who is retiring at the end of May.

Public Relations: The Youth Librarians, along with Anne and Karen Fehl, attended the Parent-Teacher Conferences at the five elementary schools. Staff reported that they spoke with many parents, but that the Fall Conferences might be better attended. There is an article about Library technology in the Northville City News which is a City publication distributed via email subscription. The date for the Library Volunteer Party is Wednesday, August 16 at 7:00 p.m.

Collections: The foreign language storybooks within the J-Nonfiction 400 area have been labeled by language for easy browsing. We have added several languages to the collection. Mike DeFrancesco suggested that staff check the Book Cellar for foreign language storybooks as they have several.

Technology: Our new mobile hot spots are ready for circulation and one was checked out on the first day that they were available. The Library Network is looking at a new integrated library system (ILS) including circulation, catalog and back-end functions. We have seen several demonstrations of possible systems. The Library Directors will vote to choose a system next Tuesday, May 2. They hope to have the new ILS installed by March 2018.

QSAC: Julie reported we have received the Essential level of the Quality Services Audit Checklist from the Library of Michigan. We must renew every three years. The next level is Enhanced and requires several further steps to qualify.

4. **Friends of the Northville District Library Report:** Friends President Martha Nork reported that March sales in the Used Book Operations, including vendor sales, was \$2,260.83. Two new computers, scanners and keyboards have been installed for use in scanning used books, which has made a huge difference. The Friends appreciate Michael's help with obtaining and installing the equipment. The Friends will pay for this equipment as part of operating expenses. The Book Cellar is now open on Thursdays. Sales in the Gift Store for March were \$928.96. Member Shopping Days are May 5-7 where Friends members and Library staff receive a 25% discount. The Friends membership renewal month was changed to May and membership renewals have already been coming in well. The next Friends program is the Splendiferous Solar System on May 2 at the Community Center.

5. **Budget and Finance Review:**

- 5.1 **Bills over \$1,000 for approval:** Jean presented the List of Bills over \$1,000 for April 2017. **MOTION:** Jean Hansen made a motion to approve these bills in the amount of \$86,144.02 for payment. Alan Somershoe seconded the motion. Motion passed.
- 5.2 **Financial Report:** Jean reported that the bank fees of \$1,176 that we were charged by Comerica last month were for one year. We would need to keep \$2 million in the checking account to have the fee waived. Jean suggested that Julie may want to keep an eye on the checking account balance and move funds to the J-Fund when possible, to get a larger amount of interest. New budget line items for Personal Property Tax Reimbursement and Merchant Donations Program for the Kroger Rewards funds have been added to the Income Statement. \$1000 of the previously budgeted amount for Auditing Services has

been transferred to Bank Fees. The \$16,576 showing under Liability and Property Insurance has been transferred to the Reserve Fund. Jean asked Julie why the Accountant added the \$16,576 to Funds-Future Unfunded Expenses in the Reserve Fund but the \$7,950 transferred to the Operating Fund, showing as a Reserve Transfer In, for Strategic Planning expenses was not deducted from Fund-Strategic Planning in the Reserve Fund. Julie will have the Accountant correct this next month. The \$4,276.33 credit balance showing in the Reserve Fund for the year is due to the payments to Library Design and the architectural firm, Merritt Cieslak.

- 6. Planning:** Julie reported that Chris DeBear from Library Design was here on April 14 to have an initial discussion on a design for the new materials area on the Main Level, taking down the wall with 2 OPACs and adding shelving units. At this meeting, furniture possibilities to create more space in the Fireplace area and elsewhere in the library were also discussed. Chris looked at the architect's Concept C plan to build out, noting the addition of a small area to the Staff workroom, since staff space is an issue. This plan was agreed on by the Board at the last Special meeting. Both Chris and his designer noted that the amount of extra staff space gained would not be very easy to work with due to its shape and size, and that a reorganization of the staff workroom would be a more effective plan to gain space for that area. Julie distributed a new plan from the architect, which no longer contained a bump out for staff, but used all the space for the public. We will need to reconfigure the workroom space. Mike suggested adding sound deadening material between the workroom and study rooms. This plan will lead to more space in the new meeting room for extra chairs. There was discussion whether or not an operable wall between the study room and meeting room would still be necessary given this extra space in the meeting room. It was decided it was not necessary. Julie distributed a proposal from Merritt Cieslak for the remaining steps of the process, broken down by price, including presenting to the Historic and Planning Commission meetings, construction documents, bidding services and construction administration services. There was discussion about the proposal. Mike DeFrancesco does not want to use the architect for the construction drawings. He feels the best approach is to use the builder's architect to generate the construction drawings due to oversight and possible omissions. He is not sure he has faith in Merritt Cieslak or that they can meet all our needs. He had questions about Ron Cieslak's assessment of our electrical and HVAC systems as being sufficient for the new meeting space. Some of the contractors that Mike has met with are concerned about the need to add a new electrical panel for the space. Those contractors would also like to use their own architect. Mike also did not agree with Ron Cieslak's assessment of the requirement for a 20 foot space between two columns to make a hallway at the entrance to the meeting room. Jean stated that she felt it was important to use an architect for the bidding process to ensure that all the bids received are comparable. Mike feels that we do not need any additional plans besides the one that we have received from Merritt Cieslak to go the Planning and Historic Commissions. Mike has already received three bids from contractors for the project. Jean stated that the bids he has received are not consistent bids. They are for different things. Anne stated that Merritt Cieslak has good references and has worked with other local libraries. Alan stated that with a design/build model the builder you select will be responsible for the construction drawings. If we use an independent architect, the plans may not reflect what will happen in construction. The contractors that Mike has already spoken with will do their own construction drawings and could go to the Planning and Historic Commissions to present. Jean stated that, if an independent architect draws up the plans, then the bidders will all be bidding on the same things. She also pointed out that this architect has worked with other libraries so he may have better contractors than those Mike has selected. Julie asked if the Board would like to

meet with Ron Cieslak again and they agreed to have another meeting with him before the next Board meeting. **MOTION:** Jean Hansen made a motion to hire Merritt Cieslak to do the Historic Commission and Planning Commission review, the first step in the process. Alan Somershoe seconded the motion. Motion passed. Julie will contact Ron Cieslak to set up a meeting with the Board and check dates for the Historic and Planning Commission meetings.

7. **Announcements and Comments:** **MOTION:** Jean Hansen made a motion to nominate Alan Somershoe for Board Secretary to fill the vacancy from Paul Snyder's resignation. Mike DeFrancesco seconded the motion. Motion passed.

7.1 The next Finance Committee meeting will be on Tuesday, May 23, 2017 at 1:30 p.m. in the Carlo Meeting Room.

7.2 The next Regular Board Meeting will be held on Thursday, May 25, 2017 at 7:30 p.m.

8. **Adjourn Regular Meeting:** **MOTION:** Jim Morché made a motion to adjourn the April Regular Board Meeting. Alan Somershoe seconded the motion. Motion passed. The meeting was adjourned at 9:18 p.m.