

NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES

Regular Meeting Minutes

Thursday, October 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, Jim Morché, Deborah Stanifer, Robert Sochacki and Alan Somershoe. Also present: Julie Herrin, Library Director; Anne Mannisto, Assistant Library Director; Carla Eggert, Administrative Assistant; Martha Nork, Friends of NDL President; Will and Linda Bastien, Friends of NDL Used Book Sale Program Chairs.
 - 1.3 **Approval of the Agenda: MOTION:** Mike DeFrancesco made a motion to approve the agenda as submitted. Jim Morché seconded the motion. Motion passed.
 - 1.4 **Approval of Meeting Minutes, September 28, 2017: MOTION:** Alan Somershoe made a motion to approve the September minutes as corrected. Mike DeFrancesco seconded the motion. Motion passed.
 - 1.5 **Approval of Executive Session Minutes, September 28, 2017: MOTION:** Jean Hansen made a motion to approve the Executive Session minutes as submitted. Alan Somershoe seconded the motion. Motion passed.
 - 1.6 **Citizen Comments:** None.
- 2. Correspondence:** We received a letter from Klint Kesto, State Representative for District 39, thanking the Library for their programming for young people including the “Minute to Win It” competition.
- 3. Director’s Report:**
- Statistics:** Julie Herrin reported that circulation was down for the month by 4.7%. Downloads were down 2.56% for the month, mostly due to the drop in Tumblebooks usage. Overdrive had 2,295 checkouts. RB Digital had 906 magazine checkouts. Freegal was used to check out 838 songs. Hoopla had 451 items checked out. Brainfuse use was higher, with 550 sessions by 39 users. The door count was up 7.75%. Database usage was mixed, with NDL database searches and sessions down, while they were up for the databases provided by the Michigan eLibrary (MEL). Room use was up. Computer and Wi-Fi use was steady. Youth computer use was down.
- Programming:** Youth Services had 40 programs with 962 attendees. The Harvest Magic Show program had 103 attendees. Two programs held at the Community Center did very well. The Tiny Pumpkins Program, in conjunction with Northville Parks and Recreation, had 80 attend. The Birds of Prey program with Howell Nature Center had 140 in attendance. Adult Services had 544 patrons attend 17 programs. The program on the Underground Railroad was full with 86 attending. The first two History of Northville programs were well attended with 88 and 78 at patrons respectively. The programs were video-taped and are being edited. They will be available on our website once complete. Teen Services held the first Teen Advisory Board meeting with 17 teens attending. A faux stained glass craft had 24 attendees. A Science Olympiad resource showcase was presented for middle school students and their families on Saturday, October 14. This is the fourth year that we have partnered with the middle schools on this event.
- Staff:** We have hired two part-time Circulation Clerks, Amy Osburn and Arlette Comben, and promoted our Public Relations Intern Stacy Lorence to part-time Technical Services Clerk. We have hired a Substitute Librarian, Bette Shifman, who will begin training next week. Two staff members attended the Michigan Library Association Conference. Teen Services Librarian, Natalie Molnar, attended the Program Performers Showcase to learn

about future program possibilities. Samantha Downes attended the International Language Collection Roundtable.

Facility: Power Plus Engineering attempted to replace the capacitor in the back-up power system to see if that would correct the problem. It didn't work, so a new unit has been ordered at a cost of \$17,562 plus shipping. Our snow removal vendor has notified us that he will not be able to continue this winter. We are getting bids from landscaping companies. Jim Morché asked to talk about the elevator and an issue that occurred in which the elevator stopped a few inches below the floor. Kone Elevator has been out to look at the elevator and advised that this problem rarely occurs but when it does it is because the elevator has not been used for a long time. Jim Morché asked for staff to use the elevator before the building opens so that this issue does not affect patrons.

Technology: Julie reported that the youth computers need to be replaced. They are seven years old, no longer under warranty, and maintenance is not available. We have ordered four desktop touch-screen computers and one tablet. The universal power back-up for the server room failed after six years. Attempts were made to change the batteries in the unit and replace an inverter, but it did not fix the unit. A new unit has been ordered at a cost of \$1,994.

Public Relations: Northville Public Schools invited the Library to attend the Northville High School Open House. Anne Mannisto will attend. Natalie Molnar attended the Northville Middle School parent-teacher conferences. Digital Services Librarian, Sarah Milroy, will give a presentation to a local homeowners association on downloading and apps.

4. **Friends of the Northville District Library Report:** Friends President Martha Nork reported that the Friend's Cider on Sunday event held on October 15 was very successful. There was a good turn-out with a lot of families who worked on crafts and three new members signed up. The Friends would like to thank the Library staff for acknowledging National Friends of the Library week with a letter to the editor of the Northville Record, a notice on the Library web page, signage in the Library and treats at the Friends October Board meeting. Member Shopping Days in the Gift Store are November 10 -12. There was a full house at the Friends-sponsored concert, Picks and Sticks and Pals. The next Friends program is Rosie the Riveter on November 14 at 7:00 pm. Before resigning the Friends Treasurer wrote checks for the majority of the Friends regular commitments to the Library, including Battle of the Books, donor support, Book Page subscription, and Community Reads programming money.

Will Bastien, Used Books Program Chair, spoke to the Board of Trustees about the work that he and Linda have been doing since taking over used book sale operations. They have been working with Library staff and making changes to the Used Book Cellar, including sprucing up the room and weeding the shelves. They are hoping to expand the Book Cellar hours and the amount of volunteers, as well as make the space more inviting. The Board of Trustees thanked the Bastiens for their work.

5. **Budget and Finance Review:**

- 5.1 **Bills over \$1,000 for approval:** Jean presented the List of Bills over \$1,000 for October 2017. **MOTION:** Jean Hansen made a motion to approve these bills in the amount of \$93,360.03 for payment. Mike DeFrancesco seconded the motion. Motion passed.
- 5.2 **Financial Report:** Jean reported that we are 83% through our fiscal year. The Penal Fines check from Wayne County in the amount of \$26,829.47, which is about \$6,000 more than last year, has been recorded this month. **MOTION:** Jean Hansen made a motion to transfer \$9,141 from the Strategic Planning line item in the Reserve Fund to the Reserve Transfer-In line item in the Operating Fund. Alan Somershoe seconded the motion. Motion passed. **MOTION:** Jean Hansen made a motion to amend the budget of the Strategic Planning line item

in the Operating Fund to \$17,091. Mike DeFrancesco seconded the motion. Motion passed.

6. **Union Contract:** Julie reported that union members ratified the contract unanimously last Friday. The term of the contract is three years. The contract calls for a 3% raise in the first year, 2% the second and 1% the third year. It also gives employees a Delta Dental Plan with a \$1,500 maximum. They would also receive a one-time signing bonus of \$525 for full-time staff members and \$262.50 for part-time staff members. These provisions are in accordance with the guidelines set by the Board. **MOTION:** Joe Corriveau made a motion to accept the new contract. Jim Morché seconded the motion. Motion passed.
7. **MERS 457B:** Julie reported that the Library currently participates in two tax-deferred retirement savings accounts (457B) that staff may elect to participate in, ICMA and Nationwide. The Municipal Employees Retirement System (MERS), which handles the staff pension program, now offers a 457B and staff would like to switch from Nationwide to MERS. The resolution from MERS was distributed to the Board for review. **MOTION:** Alan Somershoe made a motion to accept the MERS resolution and establish a MERS 457B. The motion passed by unanimous roll call vote of the Board of Trustees.
8. **Planning:** The renovations to the upper level of the Library began today with the removal of some book shelves and periodical shelving in the fireplace area. The Library will be closed tomorrow for the wall removal and shelving installation. The new furniture should tentatively be delivered on November 3.

9. Committee Reports

- 9.1 **Policy Committee:** Policy Committee Chair Deborah Stanifer reported that the Policy Committee met on Oct. 24 and reviewed four policies. Deborah distributed the policies on Endowment, Purchase Cards, Purchases over \$10,000 or more, and Library Support of the Americans with Disabilities Act to the Board. **MOTION:** Deborah Stanifer made a motion to reaffirm the Policy on Purchases of \$10,000 or more. Jean Hansen seconded the motion. Motion passed. **MOTION:** Deborah Stanifer made a motion to reaffirm the Policy on Endowment. Alan Somershoe seconded the motion. Motion passed. **MOTION:** Deborah Stanifer presented the Policy on Purchase cards with grammatical changes for the first reading. Alan Somershoe seconded the motion. Motion passed. **MOTION:** Deborah Stanifer presented the Policy on Library Support of the Americans with Disabilities Act with slight wording changes for the first reading. Jean Hansen seconded the motion. Motion passed.
- 9.2 **Personnel Committee:** Joe Corriveau reported that the Personnel Committee met on October 23 regarding Julie Herrin's retirement. After thoughtful consideration, the Personnel Committee is recommending Anne Mannisto be appointed Interim Library Director effective Jan. 2018 to serve for one year until her retirement in January 2019; that she hire a new Assistant Library Director; and that the Board hire a search firm to assist with the selection of a new Library Director upon Anne's retirement. Jim Morché stated that the Board should consider interviewing at least two search firms. The Board asked Julie to prepare a list of Library Directors compensation from other libraries. **MOTION:** Joe Corriveau made a motion to appoint Anne Mannisto Interim Library Director through January 2019. Mike DeFrancesco seconded the motion. Motion passed. The Personnel Committee will meet Wednesday, Nov. 15 at 7:00 p.m. in the Storytime Room. Julie's retirement party will be held on Friday, January 12. The Library's legal counsel has announced his decision to retire and has given his recommendation for a replacement. Julie is also aware of one or two other

attorneys who specialize in Library law. There was discussion about the search for new counsel. The Board asked Julie to contact the attorneys to see if they are available to meet with the Board or to send information to assist the Board in making a decision on new legal counsel.

- 9.3 **Facility Committee:** The Facility Committee met on October 16 to review the construction drawings. The Committee asked that the door to the new conference room swing out and have a window. Julie contacted Ron Cieslak who agreed to make those changes and to put the project out for bids. Mike DeFrancesco distributed a new floor plan he prepared showing the changes. There was discussion about some other questions the Committee had, including whether the HVAC system is adequate for the new space. Mike stated that the architect says that it is.

10. Announcements and Comments:

- 10.1 The next Finance Committee Meeting is scheduled for Tuesday, November 14, 2017 at 1:30 p.m. in the Carlo Meeting Room.
- 10.2 The Personnel Committee will meet Wednesday, Nov. 15 at 7:00 p.m. in the Storytime Room.
- 10.3 The next Board Meeting will be on Thursday, November 16, 2017 at 7:30 p.m. in the Carlo Meeting Room.

11. Adjourn Regular Meeting: MOTION: Jim Morché made a motion to adjourn the October Regular Board Meeting. Alan Somershoe seconded the motion. Motion passed. The meeting was adjourned at 8:55 p.m.

Respectfully Submitted,
Alan Somershoe, Secretary
10/31/17