

NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES

Regular Meeting Minutes

Thursday, June 28, 2018 – 7:30 p.m.

Northville District Library Carlo Meeting Room

**1.1 Call to Order:** Chairperson Alan Somershoe 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, Robert Sochacki, Deborah Stanifer, and Alan Somershoe. Also present: Anne Mannisto, Library Director; Karen Fehl, Assistant Library Director; Carla Eggert, Administrative Assistant; Denise Stacer, Friends Board member; Nick Vlisides, guest.

**1.3 Approval of the Agenda:** **MOTION:** Robert Sochacki made a motion to approve the agenda as presented. Jim Morché seconded the motion. Motion passed.

**1.4 Approval of Meeting Minutes, 05-24-18:** **MOTION:** Jim Morché made a motion to approve the May minutes as corrected. Mike DeFrancesco seconded the motion. Motion passed.

**1.5 Citizen Comments:** Nick Vlisides, who is a Library patron, introduced himself to the Board. He has submitted a petition to run for one of the Trustee positions that will be on the November ballot, stating that he would like to help the Library. He is currently teaching at University of Michigan-Dearborn and has a finance and economics background.

**2. Correspondence:** Anne Mannisto reported that we received a letter from the State of Michigan indicating that a State House bill will likely pass which will remove libraries from Personal Property Tax payments.

**3. Director's Report:**

**Statistics:** Anne Mannisto reported that circulation for May was down by 24.7%, partly due to the migration to the new library system CARL. We were closed one extra day in the month of May, as compared to last year, due to the migration. MELCAT, for interlibrary loans, will not be available until September. Downloads were down 4.1% overall and database usage was also down for the month.

**Programs:**

Anne reported that Summer Reading registration began on June 15. Youth had 398 kids sign up the first week. Adult has 201 registrants and Teen has 148 signed up. Youth had six programs with 499 attending. Teen had four programs with total attendance of 101. There were twelve teens at the June Teen Advisory Board meeting.

**Facility:** Anne reported that we received a check from insurance for \$15,720 for the repairs due to the drinking fountain leaking incident. We will be replacing the old drinking fountains, which have been turned off since the incident. The Library gutters and downspouts were cleaned out in May, but one downspout near the construction area continued to leak. The roofing company has been out to look at it and will repair the crack found in the downspout. We received an estimate from Advanced Building Group for replacement of the exterior wood soffits in the amount of \$21,256. **MOTION:** Mike DeFrancesco made a motion to proceed with the contract with Advanced Building Group for \$21,256 for soffit repair and refinishing. Jean Hansen seconded the motion. Motion passed. Anne reported that we continue to work on the reorganization of the lower level staff workroom with Library Design. Staff members will visit the furniture showroom to view the furniture choices. We will order the furniture in July.

**SiteWise visit:** Anne reported that Mary Ellen Daniels, who works with the Henry Ford Hospital system in their SiteWise program, visited the Library to give us ideas to better serve our patrons with low vision needs. Jim Morché reported that the Friends will have a program on July 24 entitled Challenges of the Aging Process on Your Eyes.

**ADA Complaint:** On Friday, June 15 the Library had a mediation meeting with the patron, Karen Greenwald, who submitted an ADA complaint. Also present were Alan Somershoe, our attorney Lizzie Mills, and Mr. Scharff, a representative from the U.S. Department of Education Office of Civil Rights, under which the complaint was made. A resolution was reached whereby the Library agreed to set aside two chairs, in the front and in the back of the meeting room, along with space for a service animal. We have also posted a flyer at the entrance and inside the building stating that we welcome service animals. Anne read the letter written by Mr. Scharff outlining the agreement that was made, and stating that the case was closed as of the day of the mediation meeting. However, Ms. Greenwald has since made a negative posting about the Library on the Facebook page of Indivisible Northville. Alan Somershoe asked Anne to notify the City of Northville Senior Center of the ADA issue as well as the agreement the Library made.

**Rep. Jeff Noble:** Anne reported that State Rep. Jeff Noble, who represents District 20, which includes Plymouth and Northville, advised the Library that we will receive \$81,000 of special funding from the State of Michigan that we will use to offset the cost of the new conference room and furnishings. The Plymouth Library is also getting special funding of \$96,000. There will be a meeting and presentation next week on Thursday at the Plymouth Library.

**Miscellaneous:** The State of Michigan purchased a United for Libraries statewide membership. This will allow the Board to log onto their website and access all of the information they have available for Trustees. Anne gave the Board the log-in information. Anne reported that the Youth Department worked with a local Girl Scout troop to develop a suggestion box for the Youth area, as well as shelf tabs for Youth series books. The troop wrote a thank you note to the Library. They received a Bronze Award for their work.

**4. Friends of the Northville District Library Report:** Friends Board member Denise Stacer reported that the Friends Board meeting was held on June 21. Used Book operations reported that their sales were down due to the days the Book Cellar was closed because of the flood. The Friends received a donation in memory of Marv Fink. They are looking into display options for books. The Friends are ordering additional bags for the Library. The Friends were happy that the Library accepted the donation for the new conference room.

**5. Budget and Finance Review:**

5.1 **Bills over \$1,000 for approval:** Jean presented the List of Bills over \$1,000 for June 2018. **MOTION:** Jean Hansen made a motion to approve these bills in the amount of \$211,077.38 for payment. Robert Sochacki seconded the motion. Motion passed.

5.2 **Financial Report:** Jean reported that we are 50% through our fiscal year and have received 98.7% of our tax revenue. **MOTION:** Jean Hansen made a motion to transfer \$100,000 from the Facility Preservation line item in the Reserve Fund to the Operating Fund, Reserve Transfer-in. Robert Sochacki seconded the motion. Motion passed. Jean distributed the 2019 Proposed Budget to the Board. Jean reported that our millage rate for the 2019 year is 1.1224 as compared to 1.1337 last year, which is a difference of \$27,800. We lose \$36,437 for the Downtown Development Authority and \$26,302 for the Brownfield in Northville Township. Jean asked the Board members to review the proposed budget for next month's meeting.

**6. Building Project Update:** Anne reported that the building project is coming to an end. The ceiling tiles will be installed tomorrow and the carpet next week. The project is ahead of schedule. The next construction meeting will be held on Wednesday, July 11. The conference room should be open for the public in mid-September. The Board will need to discuss naming rights for the room at the next Board of Trustees meeting.

- 7. Library Bid for School Property:** Anne reported that she spoke with Mark Gasche, the Director of Parks and Recreation. He reported that the City of Northville, the Parks and Recreation Department and the Township of Northville would like to sit down with the Library to discuss the current parking lot. Recreation and Northville Township have had a lot of calls about the state of the parking lot nearest to the Library. The Library is willing to assist with the repair of the parking lot. Bob Sochacki asked about the Library bid to purchase lot 5 of the Northville Public Schools property up for sale. Anne reported that the Library's proposal is being considered as an adjunct to any other bid. The next meeting of the School Board is on July 10. At this meeting the School Board is asking for public comment about the possible redevelopment projects. Joe Corriveau reported that he spoke to Bob Nix, Northville Township Supervisor, who stated that the Township is being blamed for the parking issues. He is willing to work with the Library on the parking issue and would like to set up a meeting. Anne will contact Mark Gasche again to set up a meeting.
- 8. Policy Committee:** Anne reported that she emailed the Board a procedure for the Policy Committee. New policies can be initiated by Board members. At the July meeting Board members will receive a new Policy Manual, as well as updated appendix documents. Robert Sochacki asked if the new Policy Committee procedure could be added to the Policy Manual. There was discussion about writing out other procedures for Board committees.
- 9. Directors Search:** Anne stated that she, Deborah Stanifer, Jean Hansen and Robert Sochacki met on Wednesday, June 27 to discuss the Library Director search. **MOTION:** Deborah Stanifer made a motion to hire the search firm John Keister and Associates to assist with the Library Director search in an amount not to exceed \$20,000 as spelled out in the proposal submitted, including a background check on the final candidates. Jean Hansen seconded the motion. Motion passed. Mr. Keister's first visit will be to meet with the Board and the Library staff, and to develop a profile of the candidate that will best fit the job. That meeting will likely occur the week of July 30.
- 10. Announcements and Comments:**
- 10.1 The next Finance Committee Meeting is scheduled for Tuesday, July 24, 2018 at 1:30 p.m. in the Storytime Room.
  - 10.2 The next Board Meeting will be on Thursday, July 26, 2018 at 7:30 p.m. in the Carlo Meeting Room.
- 11. Adjourn Regular Meeting:** **MOTION:** Jim Morché made a motion to adjourn the June Regular Board Meeting. Robert Sochacki seconded the motion. Motion passed. The meeting was adjourned at 9:15 p.m.

07/02/18

Joe Corriveau, Secretary