

NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES

Regular Meeting Minutes

Thursday, July 26, 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 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 of NDL Board Member; Absent: Trustees Joe Corriveau and Mike DeFrancesco. Board member Jim Morché was appointed Acting Secretary due to the absence of Joe Corriveau.
 - 1.3 **Approval of the Agenda:** **MOTION:** Jean Hansen made a motion to approve the agenda as amended. Deborah Stanifer seconded the motion. Motion passed.
 - 1.4 **Approval of Meeting Minutes, June 28, 2018:** **MOTION:** Jean Hansen made a motion to approve the June minutes as corrected. Jim Morche seconded the motion. Motion passed.
 - 1.5 **Citizen Comments:** None.
2. **Correspondence:** None.
3. **Director's Report:**
- Statistics:** Anne Mannisto distributed a corrected statistics report for June 2018. Circulation was down for the month by 12.4%. We are reviewing what is being counted by the new system as it is different now. There are several issues affecting circulation including the unavailability of the Michigan Electronic Library inter-library loan (MeLCat) which averages 350 requests per month, as well as inter-library loan via the shared system. We also have not had study rooms available during the construction, and have had limited parking. Downloads are up slightly at 1.4% for the year. The total of both circulation and downloads shows an 11.1% decrease for the month.
- Programming:** Youth Services had a very busy month with 14 programs with an attendance of 1,056. They held four weekly prize drawings, with 308 youth entering. Their busiest day was July 24 when Animal Magic was here presenting 3 shows with a total attendance of 337. Adult Services held 8 programs with 341 patrons attending. The English as a Second Language (ESL) group has 10 regular attendees for their weekly meetings. Sarah Milroy, the Digital Services Librarian, had five one-on-one TechXpert sessions with patrons and four patrons attended the last App Cafe. Teen had three programs with 58 attending.
- Community Reads:** Karen Fehl reported that The Poisoned City by Anna Clarke has been chosen as the 2018 Community Reads selection. The book is about the Flint water crisis. The author will speak at the Wixom Community Center in November.
- Facility:** Anne reported that new drinking fountains have been ordered for the upper and lower levels. The repair of the soffits on the building exterior will begin soon. The Used Book Cellar carpeting will be installed on August 3. The entrance to the parking lot should be paved soon without cutting off access to the adjacent lot. We are currently working on the plans for the lower level workroom renovation, finalizing the layout of the room and the types of surfaces used in the cubicles. We should have an estimate soon. The base price for cubicles, bins and desks was \$50,000. There will be an additional charge for electrical work, labor and installation, as well as removing old items, some repairs to floors and walls, and new chairs. We hope to finalize the order on Monday, July 30.
4. **Friends of the Northville District Library Report:** Friends Board member Denise Stacer gave the Friends report. She advised that the Friends purchased 375 tote bags for the

Summer Reading program. The Friends program on Aging and the Eyes was very popular, with 72 patrons attending. Jim Morché advised that the speaker for the Aging Eyes program will donate the fee the Friends paid her back to the Friends. Denise reported that the Friends currently have 160 members, including 8 businesses.

5. Budget and Finance Review:

5.1 **Bills over \$1,000 for approval:** Jean presented the List of Bills over \$1,000 for July 2018. **MOTION:** Jean Hansen made a motion to approve these bills in the amount of \$91,292.17 for payment. Robert Sochacki seconded the motion. Motion passed.

5.2 **Financial Report:** Jean reported that we are 58% through our fiscal year. We received a reimbursement check from our insurance company in the amount of \$15,720 for the drinking fountain flooding incident. This check was deposited into the Building/Equipment Maintenance account, reducing this month's expenses in that account. Due to the receipt of the Personal Property Tax reimbursement, the amount budgeted for acquisitions needs to be adjusted to maintain an amount that is 10% of total revenues. **MOTION:** Jean Hansen made a motion to amend the 2018 budget for Acquisitions from \$275,278 to \$278,993 due to the increased revenue from the Personal Property Tax. Deborah Stanifer seconded the motion. Motion passed. Jean reported that we expect our costs for TLN and Baker and Taylor fees to be much lower. **MOTION:** Jean Hansen made a motion to amend the 2018 budget for TLN/Baker and Taylor fees in the Operating Account from \$14,600 to \$8,000. Deborah Stanifer seconded the motion. Motion passed. **MOTION:** Jean Hansen made a motion to transfer \$20,000 from the Unfunded Expenses in the Reserve Account to the Operating Account and create a new expenditure line item, Directors Search. Deborah Stanifer seconded the motion. Motion passed.

5.3 **Resolution on Public Hearing for Proposed 2019 budget:** Jean distributed the fiscal year 2018-2019 Proposed Operating Budget which will be presented at the Public Hearing prior to the Board meeting next month. Jean reported that a few changes were made to the proposed 2019 Budget since the last meeting. The amount budgeted for interest, wages and fringe benefits and automated circulation system were increased. The amount budgeted for TLN/Baker and Taylor fees was decreased. Acting Secretary Jim Morche presented Resolution 2018-02, which calls for a Public Hearing regarding the proposed 2018-2019 Library Operating Budget and the publication of the legal notice of the Public Hearing. **MOTION:** Jim Morche made a motion to adopt Resolution 2018-02; the Resolution was adopted by a unanimous roll call vote of the Trustees present.

6. **Building Project Update:** Anne reported that the final phase of the construction will be paid for by the \$81,000 Special Legislative Grant the Library was awarded. We are working with the Michigan Economic Development Corporation to receive the grant. Payment will be made in two parts. The final punch list meeting for the construction project was held on Monday, July 23. A few areas were identified to be corrected, such as woodwork that needs a second coat of finish. We also added painting of some of the radiators. The HVAC system has been balanced and integrated with our system. The television will be installed July 27. The baseboard installation in the storage closet will be done on Friday, August 3 when the Book Cellar carpet is installed. Tables and chairs for the conference room have been ordered. We hope to reopen the study rooms by the middle of August. There was discussion about a name for the new room. Two options were considered. **MOTION:** Robert Sochacki made a motion to name the new additional meeting space the Friends Community Room. Deborah Stanifer seconded the motion. Motion passed. Jim Morche asked about naming rights for the study rooms. Anne reported that the

Development Committee will work on establishing a naming rights policy when they meet again. Deborah Stanifer stated that Friends President Martha Nork mentioned to her that there is no Library signage at all on the Wing Street side of the building, making it difficult for new patrons to find the Library.

7. **Director Search:** Anne reported that John Keister will be here on Tuesday, July 31 to meet with the Board and Library staff to create a profile of a candidate who fits the community and culture of the Library. He would like to meet with the Board first at 10:30 a.m. in the Friends Community Room.
8. **Closed session to consider the purchase or lease of property:** Jean Hansen made a motion to adjourn the Regular Board Meeting to a closed session to discuss the purchase or lease of property at 8:38 p.m. Jim Morché seconded the motion. Motion passed by a unanimous roll call vote. The Regular Board Meeting was reconvened following the closed session at 9:15 p.m.
9. **Announcements and Comments:**
 - 9.1 The next Finance Committee Meeting is scheduled for Tuesday, August 21, 2018 at 1:30 p.m. in the Carlo Meeting Room.
 - 9.2 A Public Hearing on the 2018-2019 Operating Budget will be held on Thursday, August 23, 2018 at 7:00 p.m. in the Carlo Meeting Room.
 - 9.3 The next Board Meeting will be on Thursday, August 23, 2018 at 7:30 p.m. in the Carlo Meeting Room.
10. **Adjourn Regular Meeting: MOTION:** Robert Sochacki made a motion to adjourn the July Regular Board Meeting. Jim Morché seconded the motion. Motion passed. The meeting was adjourned at 9:25 p.m.

Respectfully Submitted,
Jim Morché, Acting Secretary
07/31/2018