

NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES
Regular Meeting Minutes
Thursday, September 27, 2018 – 7:30 p.m.
Northville District Library Carlo Meeting Room

1. **Call to Order:** Chairperson Alan Somershoe called the Regular Meeting to order at 7:30 p.m.
 - 1.1 **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; Tom Thompson, Library Board candidate; Martha Nork, Friends of NDL President.
 - 1.2 **Approval of the Agenda:** **MOTION:** Robert Sochacki made a motion to approve the agenda as submitted. Mike DeFrancesco seconded the motion. Motion passed.
 - 1.3 **Approval of Meeting Minutes, August 23, 2018:** **MOTION:** Mike DeFrancesco made a motion to approve the August minutes as corrected. Deborah Stanifer seconded the motion. Motion passed.
 - 1.4 **Citizen Comments:** Library Board candidate Tom Thompson introduced himself. He previously served on the Library Board from 1998 to 2002.
2. **Correspondence:** None.
3. **Director's Report:**

Statistics: Anne Mannisto reported that circulation is down 10.6% compared to last year. Download usage is up by 7.8%. RB Digital and Brainfuse usage is up from last year. Database usage is again showing trends that are not totally clear, with sessions up by a very large amount (287%) while searches were down by almost 30%. Michigan Electronic Library (MEL) database usage is way down for August. As of October 1, MEL is switching over from Gale to Ebsco as the supplier of databases that MEL provides to all libraries. Interlibrary loan through MELCAT was suspended during the migration to CARL but resumed again in early September. This offers our patrons the ability to go beyond our shared system for material that we don't own. Our latest online addition is a video-streaming product called Kanopy. It has content that includes classic and foreign films, documentaries, and educational offerings such as The Great Courses. Patrons are allowed five downloads per month. Meeting and study room usage were both down for August, but the study rooms were closed for half the month.

Programming: Adult Services had 12 programs with 288 attending. The most popular program for the month was the Friends-sponsored program on How Michigan Became a State with Joe Oldenburg that had 62 attending. A new event that we are holding is a trivia contest held at the Sports Den as part of our "Next Gen" offerings. The most recent event had 32 attendees. Teen Services held 2 programs with 20 attending. Youth Services had 15 programs with 300 attending. We helped 5 patrons with one-on-one TechXpert assistance and over the last month there have been 8 attendees at our weekly demonstration of our digital conversion equipment. We are currently holding our first "Book Walk". We have taken pages from a children's picture book, *Bear's New Friend*, and turned them into signs that are posted in the park and can be followed along to read the story. This began on Sunday, Sept. 23 and will run for two weeks. All participants sign a guest book in the

library and are entered to win a copy of the book and a puppet. Karen Fehl discussed the annual Community Reads event which is underway with the book, *The Poisoned City* by Anna Clark. There will be programming at all six of the participating libraries. We will hold our October 8 book discussion on this title, and on Oct. 29 we will have a representative from the Flint River Watershed Coalition here to speak at the Library. The author event will be held on November 9 at Wixom Community Center. The six libraries that participate in Community Reads (Novi, Northville, Salem-South Lyon, Lyon Township, Walled Lake and Wixom) are also planning to have local author Charlie LeDuff speak about his new book *Sh*t Show* at the Novi Library during National Library Week in April next year. Karen also discussed the Choose Civility initiative that was started by the Howard County (MD) Library System as a way to build community ties, and it has been adopted by libraries nationwide. We will have Choose Civility booklists for kids, teens and adults, a kindness calendar, bumper stickers and t-shirts beginning Oct. 21. The Library is purchasing Choose Civility t-shirts for the staff to wear and would like to include a shirt for any Board members who would like one. Karen passed around a sheet for Board members to sign up for a shirt.

Staff: Anne reported that librarians attended five webinars during the month, on topics such as programming and the new MEL databases. Karen and Anne will be attending the Municipal Employees Retirement System (MERS) conference in Grand Rapids next week.

Facilities: The construction project is complete with the last bill being paid this month. We have received the binder with warranty and vendor contact information from Advanced Building. The Community Room is being used by Library staff now and will be open to the public beginning next week. We are still waiting for the arrival of the tables for that room, which should be here sometime next week. The study rooms are all fully furnished and open to the public. The staff workroom renovation is complete except for a few small fixes. The staff are very happy with the new space which is efficient and attractive. The total cost for the renovation is just under \$70,000. We were able to repurpose a cabinet from the workroom and move it to the staff lounge, where it provides extra counter space and storage.

Development Committee: The committee met in September and will meet again Oct. 15 to work on the Annual Giving Campaign that will take place with a mailing in early November. Scott Frush will be resigning his position as Chair of the committee at the end of the year.

- 4. Friends of the Northville District Library Report:** Friends President Martha Nork reported that the Friends newsletter went out today. The Friends will hold Cider on Sunday on Sunday, Oct. 21 from 1:30 to 4:30 p.m. during National Friends of the Library Week. The Friends will purchase the food for the Northville Chamber of Commerce Rise and Shine networking event at the Library on Oct. 10. Martha reported that used book sales are doing very well. The Friends are going to begin holding used book sales in the Friends Community Room once a month. The first sale will be held the Saturday after Thanksgiving. The Friends Board voted to approve the use of the \$2,660 left over from Friends donations last year that is currently in the Library Reserve account. The Friends would like \$2,000 of those funds to go to the Battle of the Books and \$660 to go towards the purchase of landscaping plants for the new flower bed outside of the Friends Community Room. The Friends had scheduled Picks and Sticks for their annual concert on Oct. 9. The

group will not be able to make that date due to illness and have arranged to have the group Vintage Strings replace them.

5. Budget and Finance Review:

- 5.1 **Bills over \$1,000 for approval:** Jean presented the List of Bills over \$1,000 for September 2018. **MOTION:** Jean Hansen made a motion to approve these bills in the amount of \$221,502.80 for payment. Robert Sochacki seconded the motion. Motion passed.
- 5.2 **Financial Report:** Jean reported that we are 75% through our fiscal year. The amount that is showing under Fund Balance Prior Year on the Operating Account balance sheet is from the reissue of checks from last year that were lost and not cashed. We received a penal fines check from Oakland County in the amount of \$6,756.46 in August. We also received the penal fines from Wayne County in the amount of \$17,793 in September. We received the second State Aid payment in the amount of \$12,730.04 in August. Expenses are in line for the year. **MOTION:** Jean Hansen made a motion to transfer \$2,660 in the Reserve Account-Friends Expenses to the Operating Account-Reserve Transfer In. Robert Sochacki seconded the motion. Motion passed.

6. **Director Search:** Anne reported that the deadline to submit an application for the Director position was Sept. 17. Anne spoke to John Keister who said that they have received a lot of applications for the position. Mr. Keister has spoken with 23 applicants. He will send the Board a list of candidates before the October 11 meeting. The next step in the application process is that Mr. Keister will send out an essay for the applicants to fill out. Documentation on the candidates will be sent to the Board members prior to Oct. 11.
7. **Parking:** Anne emailed the parking agreement to the Board before the meeting. She reported that the Library attorney Lizzie Mills looked over the parking agreement and spoke with the lawyer for Northville Township. There are some things that the Board would like to see clarified in the agreement, including who decides when repairs are needed and the definition of "equal" in the document as it relates to parking spots. Also, in the photograph attached to the agreement, both the lot next to the Fire Department and the lot between the Library and the Community Center are marked in red while the wording of the agreement states that it is only for the lot between the Library and the Community Center. This needs to be clarified. **MOTION:** Robert Sochacki made a motion to accept the Shared Parking Agreement contingent on the clarification of the diagram, the definition of "equal" in the agreement, and clarification on parties discussing when repairs are needed. Mike DeFrancesco seconded the motion. Motion passed. Mike DeFrancesco stated that he would like to see a sidewalk added as well as the parking spots laid out at a 60-degree angle. There was discussion about the arrangement of the lot.
8. **Building Projects:** Anne reported that the staining of the soffits, new drinking fountain installation and repair of the brick pavers have been completed. We are still waiting to schedule the switchover of the lights in the overhang to LED, the repair of the concrete steps, and removal of two locust trees on the south side of the building as well as the large arborvitae in front of the door. We had to apply for a permit with the City of Northville to cut down the trees and must wait till they come out to inspect them before we can schedule the removal. We are also looking into the addition of a

sign on the Wing Street side of the building that will be lettering affixed to the building. Alan Somershoe remarked that it might be necessary to add lights on that side of the building so that the sign can be seen.

9. Committee Reports:

- 9.1 **Policy Committee:** Deborah Stanifer presented the Meeting Room Policy for a second reading. **MOTION:** Deborah Stanifer made a motion to approve the revised Meeting Room policy. Jean Hansen seconded the motion. Motion passed.

10. Announcements and Comments:

- 10.1 The next Finance Committee Meeting is scheduled for Tuesday, Oct. 23, 2018 at 1:30 p.m.
- 10.2 The next Board Meeting will be on Thursday, October 25, 2018 at 7:30 p.m.

- 11. Adjourn Regular Meeting: MOTION:** Mike DeFrancesco made a motion to adjourn the September Regular Board Meeting. Jim Morché seconded the motion. Motion passed. The meeting was adjourned at 9:07 p.m.

Respectfully Submitted,
Joe Corriveau, Secretary
10/1/18