

NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES

Regular Meeting Minutes

Thursday, February 28, 2019 – 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, Suzanne Schimanski-Gross, Robert Sochacki, Alan Somershoe and Tom Thompson. Also present: Laura Mancini, Library Director; Karen Fehl, Assistant Library Director; Carla Eggert, Administrative Assistant; Martha Nork, Friends of NDJ President. Absent: Jim Morché and Deborah Stanifer.
- 1.3 **Approval of the Agenda:** **MOTION:** Robert Sochacki made a motion to approve the agenda. Tom Thompson seconded the motion. Motion passed.
- 1.4 **Approval of Meeting Minutes, 01/24/19:** **MOTION:** Suzanne Schimanski-Gross made a motion to approve the January minutes as submitted. Tom Thompson seconded the motion. Motion passed.
- 1.5 **Board Bylaws: Reaffirmation:** **MOTION:** Robert Sochacki made a motion to reaffirm the Board of Trustee Bylaws. Joe Corriveau seconded the motion. Motion passed.
- 1.6 **Citizen Comments:** None.

2. **Correspondence:** None

3. **Presentation of the 2018 Audit-Plante Moran:** Martin Olejnik and Erin O'Connor from Plante Moran attended the meeting. They gave an overview of the audit of the Library for the 2018 fiscal year to the Board. They reported that everything went very well with the audit process. The Library expenses were under budget for the year while donations and grant revenue were up. Martin discussed the Library's postemployment benefits other than pensions (OPEB). Due to changes in the Governmental Accounting Standards Board (GASB) rules, the Library had an actuary review and audit the Library post-retirement benefits prior to the audit. The Library Retiree Health Funding Vehicle (RHFV) account with the Municipal Employees Retirement System (MERS) is over funded at 461% and the pension plan with MERS is 81% funded. Martin reported that the Library pays certain subscriptions under the cash accounting method rather than the accrual method in that the Library pays invoices as they are due rather than pro rate them for the fiscal year. Plante Moran recommends that the Library review those items annually to make sure that they do not increase to an amount that becomes material to the financial statements. The Board thanked Martin and Erin for their report.

4. **Director's Report:**

ADA Concerns: Laura Mancini reported that a patron contacted her to discuss her concern about lack of ADA seating at a program that she attended at the Library. The program was not a Library sponsored event but was open to the public and the ADA agreement that the Library has requires two handicapped seats at all public events and although this has been happening at Library-sponsored events we had not been providing this at outside events. We will now leave 2 handicap accessible marked seats in each of the three Library meeting spaces for all events. We will need to revise our Meeting Room Policy to incorporate the requirement for outside public events.

Board Member Orientation: Laura reported that she held a New Board Member Orientation for Tom Thompson and Suzanne Schimanski-Gross on January 29. Laura provided them with the State of Michigan Library Trustee Handbook, reviewed the budget and gave an overview of Library operations.

Building Issues: Laura reported that the winter weather has created a number of building incidents. The HVAC system had to be adjusted to prevent too much cold air entering the

building and freezing pipes. The unit heater in the staff stairwell also died and needs to be replaced. This is the area where sprinkler pipes are located so it is a repair we need to have done. The bladder for one of the boilers and the humidifiers for the building were also repaired. We experienced a brownout this past Monday which caused the cooling system in the Library server room to fail. This system has been in place since 2004. It will need to be replaced and we are awaiting the quote for this replacement from the contractor. New copy machines were installed in the public area that had to be swapped out for models from another manufacturer as the original models did not allow scanning to email which is a popular feature with patrons.

Director Orientation: Laura reported that she continues to learn the operation. She has meet with each of the department heads and reviewed their goals for 2019 to find out what they need from management to accomplish these goals. Laura has also been working on the Library Information or Reference desk one hour a day in order to meet patrons and observe how they use the library as well as helping her to understand the work of the library staff. Laura also met with Martha Nork, had an orientation of the Friends operations and attended her first Friends meeting.

Northville Marketplace Event: The Chamber of Commerce will be holding their Northville Marketplace Event (former Taste of Northville) on Saturday, March 9 from 11:00 a.m. to 2:00 p.m. at Northville High School. Both the Library and the Friends will have booths set up at this event. If there are any Board members who are willing to volunteer to work this event again this year please let Karen know. There will be a librarian at the event as well to promote the Library and our resources.

Personnel: Urvashi Gupta resigned as a Computer Page. Evan Jaslow has been hired to replace her and will start next week. Katie Ashby left her position as a shelving page. We will be interviewing for a replacement for her in March. Suzanne Braverman was hired as a Substitute Librarian and she will start next week.

Programs: Adult held 24 programs with 304 attending. Highlights included The Office Trivia event at the Sports Den, Cut Your Cord on Your Cable TV and a program on Detroit's Grande Ballroom. Teen held three programs with 49 attending. Staff are preparing for Battle of the Books which will be held on March 13 at Northville High School. Youth held 29 programs with attendance to date of 654 patrons. Highlights included Drop-In Crafterschool Valentine Puppy crafts, Little Creatures Creature Feature Show and Drop-In Storytimes.

Statistics: Laura reported that print circulation is up for the second consecutive month. Last year the Library had no months where print circulation went up. Michael McEvoy is still tinkering with the new door counter and hopes to have that resolved soon. Website usage is up as well as database usage for the databases paid for by the Library. Meeting room usage is up with study room usage is down slightly. Public computer use continues to decrease. Michael is monitoring this and may reduce the number of public computers. Downloads are up quite a bit except for Freegal and Tumblebooks.

Love Your Library Campaign: To celebrate Valentine's Day patrons were given the opportunity to fill out a heart about what they love about the Library. Hearts are taped to the Circulation Desk so be sure to check them out. The comments are very heartening. Laura distributed a sample some of the hearts to the Board.

- 5. Friends of the Northville District Library Report:** The Friends Blowout Used Book Sale in February was cancelled due to lack of storage space. A sale is planned for the last Saturday of March. They plan to hold aside some books that have not been in the Book Cellar for these sales. Total used book sales including Book Cellar, online vendor and blowout sales was \$18,154 for the year. The Friends have had one application for the Friends Scholarship so far though several students have fulfilled the volunteer hour commitment helping used book operations move books into the Book Cellar. The

application deadline for the scholarship is March 10. The Friends are in need of a Treasurer as Scott Frush is stepping down in March. The Friends are putting out two newsletters per year. The next newsletter will be published in April with the deadline for articles of April 10. The Friends will be handing out used books for free at the Northville Marketplace Event on March 9.

6. Budget and Finance Review:

- 6.1 **Bills over \$1,000 for approval:** Laura Mancini presented the List of Bills over \$1,000 for February 2019. **MOTION:** Robert Sochacki made a motion to approve these bills in the amount of \$90,621.94 for payment. Tom Thompson seconded the motion. Motion passed.
- 6.2 **Financial Report:** Laura Mancini reported that we are through the second month of our fiscal year. We have received 60% of our tax revenue so far. There was discussion about the Auditing Services account, which is over budget due to the need to have a separate audit of the Library postemployment benefits other than pensions.

7. Announcements and Comments:

- 7.1 Trustee training will take place on March 13th and April 5th at the Novi Public Library. Trustees should let Laura know if they wish to attend either session.
- 7.2 Robert Sochacki will represent the Library Board at the Battle of the Books.
- 7.3 The next Facilities Committee meeting has been scheduled for Wednesday, March 20, 2019 at 9:00 a.m.
- 7.4 The next Policy Committee meeting has been scheduled for Wednesday, March 20, 2019 at 10:00 a.m.
- 7.5 The next Finance Committee Meeting is scheduled for Tuesday, March 26, 2019 at 1:30 p.m. in the Friends Community Room.
- 7.6 The next Board Meeting will be on Thursday, March 28, 2019 at 7:30 p.m. in the Carlo Meeting Room.
- 7.7 Robert Sochacki advised that he is not able to serve on the Library Board Finance Committee due to a conflict with the meeting time. He will serve on the Facilities Committee instead and Jim Morche will serve on the Finance Committee.

8. **Adjourn Regular Meeting:** **MOTION:** Robert Sochacki made a motion to adjourn the February Regular Board Meeting. Tom Thompson seconded the motion. Motion passed. The meeting was adjourned at 8:35 p.m.

Respectfully Submitted,
Robert Sochacki, Secretary
03/04/19