

NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES

Regular Meeting Minutes

Thursday, March 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, Deborah Stanifer and Tom Thompson. Also present: Laura Mancini, Library Director; Carla Eggert, Administrative Assistant; Martha Nork, Friends of NDL President; Scott Frush, Northville Township Trustee. Absent: Trustee Jim Morché.
  - 1.3. Approval of the Agenda:** **MOTION:** Robert Sochacki made a motion to approve the agenda as corrected. Deborah Stanifer seconded the motion. Motion passed.
  - 1.4. Approval of Meeting Minutes, 02/28/19:** **MOTION:** Suzanne Schimanski-Gross made a motion to approve the February minutes as corrected. Tom Thompson seconded the motion. Motion passed.
  - 1.5. Citizen Comments:** Scott Frush, Northville Township Trustee and Friends Board Treasurer introduced himself to those Board members who do not know him. He will be the Library liaison with Northville Township and asked Board members to contact him if they need assistance with an issue.
- 2. Correspondence:** The Library received a thank you note from the Winchester Daisy Troop 4029 who did a service project at the Library.
  - 3. Community Foundation 2018 Report:** Laura distributed the 2018 report from the Community Foundation for Southeast Michigan. The market value of the endowment at 2018 year end was \$597,667. The amount available for distribution is \$25,819. There was discussion whether to reinvest the funds in the endowment or take out the distribution. **MOTION:** Deborah Stanifer made a motion to waive the grant award of \$25,819 for 2019. Tom Thompson seconded the motion. Motion passed. Tom made a suggestion that in January next year the Board Finance Committee review the proposed distribution from the Foundation to see if it could be used for a project. There was discussion about the Endowment Policy. Bob Sochacki would like the Policy Committee to review this policy.
  - 4. Chair's Report-Trustee Training Session:** Alan Somershoe discussed the trustee training session that several Board members and Laura attended at the Novi Public Library on March 13. Claire Membiela, the Library Law Consultant from the Library of Michigan, was the trainer. Topics included types of Library organizations, tips for managing meetings, board responsibilities, Freedom of Information Act (FOIA), minimum wage law, and discussion about libraries going to a fine free model. Trustees should not use their personal email for board business. Michael McEvoy has established library email addresses for all of the Trustees and this information was distributed to the Board. Laura asked the Board to let her know if they have any trouble setting up their new email.
  - 5. Director's Report:**
    - Board Events:** Laura reported that she and Bob Sochacki will attend a Friends of Michigan Libraries training workshop at the Novi Library on April 5. Laura, Alan and Karen are also planning to attend the State of the City luncheon on April 17. If any other Board members would like to attend they should let Laura know by April 3. .
    - Building:** Laura reported that on March 7<sup>th</sup> the City of Northville replaced our water meter and the water to the building was supposed to be turned off for 15 minutes for this work. However, there was a problem and the attachment to the back flow preventer was cracked and the water to the building was off for five hours. The Library was kept open because it was not anticipated to take that long to make the repair. There is still a leak to the

connection. The City will return on Monday, April 1 to repair the leak at the attachment and will need to turn the water off again. The Fire Marshall returned to the Library earlier in the month to follow-up on how the Library had addressed violations noted in his fall visit. Overall, he was very pleased but he did recommend changes to the room where the Library stores its historical collections and the Friends do their book sorting. We are in the process of implementing those changes. Laura met with Nagle Paving and Mark Gasche, Director of Northville Parks and Recreation, regarding the upcoming parking lot repaving project. It has been tentatively scheduled for April 22 and will require the parking lot to be closed for approximately three weeks. The Facility Committee had requested reducing the island at the top of the center parking lot aisle to ease congestion in front of the building. Nagle advised that this will be able to be done and will open up ten additional feet in this area. The cooling system in the Library server room has died and needs to be replaced.

**Department Head Conversations:** Laura reported that since the last Board meeting, she has completed all of her conversations with the Department Heads regarding their project goals for 2019 and what their biggest challenge is to implementing these plans. Laura consistently heard about the need for more space, the need for more staff and the difficulties that CARL (the new integrated library system, ILS) is causing. None of these issues have a simple solution but Laura will begin to look at each of them and try to address these concerns.

**Disability Insurance:** An employee who is being treated for a serious medical condition plans to go onto short-term disability. Short-term disability covers 67% of an employee's pay while they are out on leave. A review of the Library's disability insurance policy revealed that it does not allow an employee to cover the remaining third of their salary with time from their leave banks. The union contract does allow for this practice, so there is a contradiction between what is in the contract and what is in the insurance policy. Laura has consulted with the Library attorney and will meet with the Library's insurance agent to see what can be done to address this issue.

**Financial System Software:** The Library has recently upgraded its financial system software which was 10 years old and was no longer supported by the company. Carla is working with Michael and Plante Moran to install Sage 50 which is the newest iteration of the software we previously had. The new software will allow for cloud storage which is expected to bring down Accounting Services costs. It also has some new features that will allow for better tracking and reporting capabilities for donated funds. This will make Plante Moran happy as they have wanted the Library to make this change for some time.

**Outreach:** The Library participated in the Chamber of Commerce Northville Marketplace on March 9<sup>th</sup>. The Library and the Friends both had a booth. The Library won for best business display. Thanks to all of the staff who participated. Laura met with Amy Prevo from Northville Youth Assistance to discuss ways that the Library could collaborate with them. We will be looking at the possibility of doing some joint programming with them in the fall.

**Programs:** Battle of the Books was March 13. It was a wonderful event, with 30 teams totaling 151 students participating. Bob Sochacki represented the Board. The winning team was Readers Raiders from Hillside Middle School. In a Library first, there was a three-way tie for second place. This past month the Youth Department hosted 24 program with 575 patrons attending. Dorie Freebury did an on-line storytime for Great Lakes Virtual Academy, an on-line charter school that enrolls children from all over the state. Adult Services held 20 programs with nearly 200 patrons in attendance.

**Statistics:** Print circulation is down slightly. Website and database usage continue to increase. Computer usage inside the Library is down, but Wi-Fi usage is up, reflective of people using their own devices in the library. Downloads continue to increase with the exception of Freegal, the music service. Meeting room usage continues to be

popular. The Library social media presence continues to increase. Laura will be presenting a new format for the statistics report at next month's Board meeting.

**Video Game Theft:** A group of individuals have been visiting area libraries and checking out video games without returning them. The Northville District Library had 67 games that were borrowed and never returned. Their approximate value is \$2,000. Laura consulted the Library attorney and filed a police report. In response to this incident we have reduced the number of video games that may be checked out at one time.

**Staff Purchase of Service Credit:** Laura reported that the Library's pension plan with MERS (Municipal Employees Retirement System) offers employees the option of purchasing additional service credit. This allows employees to retire earlier with a reduced pension benefit. MERS requires that such purchases be approved by the organization's governing body with a resolution. In 2016 the Board decided to handle such requests on a case-by-case basis. Two staff members, Wendy Mutch and Carla Eggert, have requested to purchase additional service credit. The estimate is good for sixty days. MERS provides the employee with an estimate of the cost of their service credit purchase based on actuarial assumptions. The employee pays for service credit purchase out of their own funds. However, MERS states that any difference between actuarial estimates and actuarial experience will be covered by the employer. The Board asked Laura to find out more information about how service credit purchase affects the Library from MERS and to prepare a resolution for the next Board meeting. This item was tabled until the April 25, 2019 Board meeting.

6. **Friends of the Northville District Library Report:** Friends President Martha Nork reported that the Friends annual meeting was last Thursday, March 21. The officers and directors for the year were established. Scott Frush has agreed to continue as Treasurer until a replacement can be found. Used book sales for February were \$992. Used book donations have picked up again. A cart collapsed with the weight of donated materials. The Friends are looking into options for heavy duty carts and will begin emptying the donated materials more often. The Friends received \$41.55 from the Amazon Smile program. The Library has begun selecting the Friends as their charity when they make purchases so the Friends should see an increase in these funds.
7. **Budget and Finance Review:**
  - 6.1 **Bills over \$1,000 for approval:** Deborah Stanifer presented the List of Bills over \$1,000 for March 2019. **MOTION:** Deborah Stanifer made a motion to approve these bills in the amount of \$93,761.77 for payment. Bob Sochacki seconded the motion. Motion passed.
  - 6.2 **Financial Report:** Deborah reported that we are 25% though our fiscal year and have received about 75% of our tax revenue. **MOTION:** Deborah Stanifer made a motion to amend the budget for Legal Services by \$2,000 to increase it to a budget of \$5,000 due to increased consultations and to amend the budget for Auditing Services by \$5,600 to a budget of \$20,660, to cover costs of the 2018 audit by Plante Moran and CBIZ who performed the retiree audit. Tom Thompson seconded the motion. Motion passed.
8. **Committee Reports:**
  - 8.1 **Policy Committee:** **MOTION:** Bob Sochacki presented the Meeting Room Policy with changes that state that all meetings must have two ADA accessible chairs present and available, for the first reading. Deborah Stanifer seconded the motion. Motion passed.
  - 8.2 **Facility Committee:** Alan Somershoe reported that the Facilities Committee meet on March 20. There was discussion about the possibility of establishing a remote drive-up drop box. It was decided that it is not feasible at this time. Alan advised the

Library to go ahead with the tree trimming project. The Facility Committee will work on consolidating the three lists of items in need of repair to come up with one up to date list.

**9. Announcements and Comments:**

- 9.1 The next Facilities Committee meeting has been scheduled for Monday, April 29, 2019 at 9:00 a.m.
- 9.2 The next Finance Committee Meeting is scheduled for Tuesday, April 23, 2019 at 1:30 p.m. in the Friends Community Room.
- 9.3 The next Board Meeting will be on Thursday, April 25, 2019 at 7:30 p.m. in the Carlo Meeting Room.
- 9.4 A new picture of the Board of Trustees will be taken at the April Board meeting for the Library web page.

**10. Adjourn Regular Meeting: MOTION:** Robert Sochacki made a motion to adjourn the March Regular Board Meeting. Joe Corriveau seconded the motion. Motion passed. The meeting was adjourned at 9:15 p.m.

Respectfully Submitted,  
Robert Sochacki, Secretary  
04/02/19