

NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES
Regular Meeting Minutes
Thursday, January 22, 2015 – 7:30 p.m.
Northville District Library Carlo Meeting Room

1. **Call to Order:** Chair Alan Somershoe called the Regular Meeting to order at 7:30 p.m.
 - 1.1 **Roll Call** - Present: Trustees Alan Somershoe, Jean Hansen, Mike DeFrancesco, Paul Snyder, and Joe Corriveau. Also present: Julie Herrin, Library Director; Anne Mannisto, Assistant Library Director; Carla Eggert, Administrative Assistant; Carol Oldenburg, Friends of the Northville District Library President; Wendy Mutch, Library staff member. Absent: Trustees Bob Sochacki and Jim Morché.
 - 1.2 **Approval of the Agenda:** **MOTION:** Mike DeFrancesco made a motion to approve the agenda. Jean Hansen seconded the motion. Motion passed.
 - 1.3 **Approval of Meeting Minutes, 12-18-14:** **MOTION:** Jean Hansen made a motion to approve the minutes as corrected. Paul Snyder seconded the motion. Motion passed.
 - 1.4 **Election of 2015 Officers:** **MOTION:** Jean Hansen nominated Alan Somershoe for Chair. Paul Snyder seconded the motion. Alan Somershoe was elected as Chair. **MOTION:** Paul Snyder nominated Mike DeFrancesco for Vice-Chair. Jean Hansen seconded the motion. Mike DeFrancesco was elected to the position of Vice-Chair. **MOTION:** Mike DeFrancesco nominated Robert Sochacki for Secretary. Paul Snyder seconded the motion. Robert Sochacki was elected as Secretary. **MOTION:** Alan Somershoe nominated Jean Hansen for Treasurer. Mike DeFrancesco seconded the motion. Jean Hansen was elected as Treasurer.
 - 1.5 **Resolution 2015-01-Schedule of 2015 Board of Trustee Meeting Dates:** **MOTION:** Jean Hansen made a motion to appoint Joe Corriveau as acting Secretary for Robert Sochacki who is absent. Paul Snyder seconded the motion. Motion passed. Joe Corriveau read Resolution 2015-01 which sets the dates of the regular meetings of the Northville District Library Board of Trustees for the calendar year 2015. The Resolution passed by a unanimous roll call vote, with two Trustees absent. All regular meetings of the Board of Trustees are on the 4th Thursday of the month with the exception of November and December, which are scheduled for the 3rd Thursday, due to the Thanksgiving and Christmas holidays.
 - 1.6 **Appointment of 2015 Board of Trustee Committee Members:** The following committees were established for 2015:
 - Finance Committee: Jean Hansen (Chair), Joe Corriveau, Mike DeFrancesco, Alan Somershoe and Jim Morché.
 - Policy Committee: Paul Snyder (Chair), Joe Corriveau, Robert Sochacki and Jean Hansen.
 - Facilities Committee: Mike DeFrancesco (Chair), Robert Sochacki, Jim Morché and Alan Somershoe.
 - Personnel Committee: Joe Corriveau (Chair), Paul Snyder, Jim Morché and Robert Sochacki.The Finance Committee will meet at 2:00pm beginning with the February 24 meeting.
 - 1.7 **Citizen Comments:** None.

2. **Correspondence:** A copy of the letter from the Friends of the Northville District Library to Mrs. Genitti was circulated. It listed the memorial books purchased in memory of John Genitti from the Board of Trustees donation.

3. **Director's Report:**

Statistics: Julie reported that circulation was up 9% compared to last December. This was probably due to bad weather last year. Annual circulation was down by 5%. Downloads were up by 53.61% for the month and up 40% for the year. Freegal was used by 77 patrons to download 733 songs. In 2014 Freegal was used by 1080 patrons to download 42,228 songs, which is up 39% from 2013. Brainfuse had 14 unique visits and 159 total usage for the month. The door count was up 3.5% in December. Website usage was also up slightly for the month. Database use is down for both December and for the year.

Programming: Youth had two programs with 203 attendees. The Creatures of the Night program was very popular with 123 attending. Adult had four programs with 91 attending.

Staff: Laura, Nancy and Dorie took a webinar on reluctant readers. Dorie also took a webinar on "staying afloat in a sea of change". The contract for the library online system is up in a year. Six staff members will be attending presentations on possible new systems that are being demonstrated. Lisa, our Tech. Services Clerk, took several Excel courses using our online database Learning Express. We are planning an in-service day for staff on March 20 in which we will discuss emergencies, give training on new services, and have a presentation on active shooter situations. Julie would like to close the Library for the day for this. The Board agreed.

Facilities: Julie sent the proposed HVAC contract from Limbach to our lawyer for review, and he made some changes. We are waiting for the final copy of the contract back from Limbach though they have verbally approved the changes. Limbach has been out to take pictures of the humidifiers and Book Cellar area and will order equipment.

Collections: The Internal Revenue Service (IRS) budget for printing was drastically cut so they will only be printing three forms this year, the 1040, 1040A and 1040EZ. We will also be given a set of reproducible forms that can be copied on the copy machine. All forms will also be available to print from the IRS website. Public libraries are the only place left to get tax form copies and we expect there will be many patrons who need assistance to print tax forms from the computer. We have also produced a bookmark advising patrons about the change in available forms and who to contact to complain.

Technology: Michael McEvoy has purchased new printers for the Public Service desks, which can handle an increased volume of printing. This is a good time as we will likely be printing many IRS forms for the public in the coming weeks.

Public Relations: Julie, Anne and Wendy met with Suzie Johnson at the Northville Community Center to discuss utilizing their space for more of our programs, due to space limitations with our meeting room. The Recreation Department, which oversees the Center, currently allows us to use their space for two programs a year for free. The Friends are also allowed to use the space twice a year for programming without a fee. They will not allow us to use any more dates without paying a fee. The cost to rent the space is \$100 per hour, with a half-hour set up and a half-hour clean up included at no charge. We plan to use the space for more programming.

Downtown Development Authority (DDA): Julie reported that the Northville DDA is looking to expand the boundaries of the area covered by the Tax Increment Financing (TIF) plan to include Ford Field, the former Ford Plant, the car wash and the four houses near the car wash. Julie checked with our lawyer to see if this change allows us to opt out of the DDA. Changing the boundaries of the TIFA does not qualify. The boundaries of the DDA must be changed before we would be able to opt out. Jean asked if this year would be the base year for the new businesses added to the DDA. Julie will find out. Last year \$28,463.40 of our tax revenue was captured for the DDA. The City Council of Northville will

hold a Public Hearing on these proposed changes at 7:30 p.m. on Monday, February 2. Alan discussed the directional sign project from the DDA, which is going forward. The intersection signs will be installed first. There was discussion about the Library's plan to hang banners for National Library Week in April. **MOTION:** Jean Hansen made a motion to purchase 21 banners at a cost not to exceed \$4,200. Paul Snyder seconded the motion. Motion passed.

4. Friends of the Northville District Library Report: Carol Oldenburg, Friends President, reported that the Friends Board has approved the 2015-2016 Friends budget. Final approval will be at their Annual Meeting on March 19. Support for the Library Wish List was also approved with a total budget allocation of \$21,410. The Friends will participate in the Taste of Northville on March 14 and will raise awareness of the Friends by handing out free books. The next Used Book Sale is April 30-May 3. The Friends preview is April 30 and the sale is open to the public May 1 through May 3. The Library has granted the Friends request to have access to the meeting room a day earlier for book sale set up. The Friends will be able to begin set up on Wednesday afternoon allowing for high school students to help with the moving of boxes from the warehouse to the Library. The Friends appreciated the sacrifice made by some Library departments to accommodate the Friends using the room earlier.

5. Budget and Finance Review:

- 5.1 **Bills over \$1,000 for approval:** Jean presented the List of Bills over \$1,000 for January 2015. Of the amount showing due to Allied Building Service, \$10,720.92 is for the sewer clean out. **MOTION:** Jean Hansen made a motion to approve these bills in the amount of \$92,789.18 for payment. Paul Snyder seconded the motion. Motion passed.
- 5.2 **Financial Report:** Jean reported that we are 8% through our fiscal year. Our prior year Fund Balance in the Operating Fund is \$144,065.13, which is more than in previous years. We received the Universal Service Fund payment. The gas bill amount was not showing for November and two months are showing paid in December. Jean reported that Liability and Property Insurance for the year was \$21,000 but we received a member distribution of excess assets from last year of a little over \$15,000, making our total Insurance cost for the year just \$5,694. **MOTION:** Jean Hansen made a motion to amend the budgeted amount for Liability and Property Insurance from \$25,000 to \$5,694. Mike DeFrancesco seconded the motion. Motion passed.

6. Committee Reports

- 6.1 **Report on the Director's Evaluation:** Paul Snyder sent out a copy of the Director's evaluation to the Board of Trustees via email. Paul congratulated Julie on a job well done.
- 6.2 **Development Committee:** Julie reported that 528 letters were sent out for the Annual Giving Campaign. We received 69 donations totaling \$10,925. We had two new \$1,000 donors and seven other donors who reached the \$1,000 level with their contribution, so nine new leaves will be added to the Giving Tree. The total donated to the Endowment Fund for the year is \$12,955. The Endowment Fund balance is now over \$500,000. The Donor Recognition Party will be held Sunday, Jan. 25 at 6:30 p.m. in the Library to honor and thank those who have given to the Library, the Endowment Fund or the Friends in the past two years. We sent out over 200 invitations and we have received positive responses from 40. A former Library employee, Barbara Smigielski, who was a Circulation Clerk at the old Library, passed away. She had requested that donations be made to

the Library Endowment Fund. The date for the fundraiser at Cantoro's Italian Market will be April 19. The time has not been decided yet. We will have wood-fired pizza and wine tasting.

7. Announcements and Comments:

- 7.1 The next Finance Committee Meeting is scheduled for Tuesday, February 24, 2015 at 2:00 p.m. in the Carlo Meeting Room.
- 7.2 The next Board Meeting will be on Thursday, February 26, 2015 at 7:30 p.m. in the Carlo Meeting Room.

8. Adjourn Regular Meeting: MOTION: Paul Snyder made a motion to adjourn the January Regular Board Meeting. Jean seconded the motion. Motion passed. The meeting was adjourned at 8:50 p.m.

Respectfully Submitted,

Joe Corriveau, Acting Secretary

01/27/15