

NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES

Regular Meeting Minutes

Thursday, January 24, 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 Suzanne Schimanski-Gross, Deborah Stanifer, Alan Somershoe and Tom Thompson. Also present: Laura Mancini, Library Director; Karen Fehl, Assistant Library Director; Carla Eggert, Administrative Assistant; Martha Nork, Friends of NDL President. Absent: Joe Corriveau, Jim Morché and Robert Sochacki.
 - 1.3 **Approval of the Agenda:** **MOTION:** Tom Thompson made a motion to approve the agenda. Deborah Stanifer seconded the motion. Motion passed.
 - 1.4 **Approval of Meeting Minutes, 12/20/18:** **MOTION:** Tom Thompson made a motion to approve the December minutes as submitted. Deborah Stanifer seconded the motion. Motion passed.
 - 1.5 **Election of 2019 Officers:** **MOTION:** Suzanne Schimanski-Gross nominated Alan Somershoe for Chair, Joe Corriveau for Vice-Chair, Deborah Stanifer for Treasurer and Robert Sochacki as Secretary. Deborah Stanifer seconded the motion. Motion passed.
 - 1.6 **Appointment of 2019 Board of Trustees Committee Members for Finance, Facilities, Personnel and Policy:** **MOTION:** Deborah Stanifer made a motion to establish the following committees for 2019:
 - Finance Committee: Deborah Stanifer (Chair), Robert Sochacki, Tom Thompson and Alan Somershoe.
 - Policy Committee: Robert Sochacki (Chair), Joe Corriveau, and Suzanne Schimanski-Gross.
 - Personnel Committee: Joe Corriveau (Chair), Deborah Stanifer, Jim Morché and Tom Thompson.
 - Facilities Committee: Alan Somershoe (Chair), Suzanne Schimanski-Gross, Jim Morché and Joe Corriveau.Tom Thompson seconded the motion. Motion passed.
 - 1.7 **Board Bylaws: Reaffirmation:** This item was tabled till the February meeting.
 - 1.8 **Resolution 2019-01: Schedule of 2019 Board of Trustee Meeting Dates-** Laura Mancini read Resolution 2019-01 which sets the dates of the regular meetings of the Northville District Library Board of Trustees for the calendar year 2019. The Resolution was passed by a unanimous roll call vote, with three 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.
 - 1.9 **Citizen Comments:** None.
2. **Correspondence:** Alan Somershoe read a thank you note from Anne Mannisto to the Board of Trustees.
 3. **Director's Report:** Laura Mancini reported that she began as Library Director on January 14. Everyone has been very nice and helpful and it has been a warm welcome. Laura acknowledged Karen, Carla and Michael who have been patient in answering her many questions. The Northville District Library has a great team and it is a privilege to be part of it.

Statistics: Laura reported that December saw a small increase in print circulation, the only month in the calendar year to show an increase. Downloads continue to increase overall with most posting double digit increases with the exception of Freegal. Meeting room usage continues to increase as well, with the new spaces being popular with patrons. Over the next few months Laura will be reviewing the statistics report and may look at making a few changes. One item she would like to add is social media statistics. Karen Fehl and Stacy Lorence are doing some great work in this area. Social media posts go up daily and sometimes multiple times a day. The Library currently has 1,420 followers on Facebook.

Programming: Laura reported that Adult Services has 12 programs scheduled for the month. Attendance to date has been 278 patrons. Highlights include a program on Frank Lloyd Wright in Michigan and a program entitled The Miracle of Plant Based Diets. The English as a Second Language (ESL) group continues to see increases in attendance. Teen Services had three programs including a Student Stressbuster for finals week and Harry Potter Yule Ball. Youth Services has 12 programs scheduled for the month with 194 attendees to date. Highlights included Drop-In Little Me Storytime and Have STEM fun with Mad Science's Fire and Ice. Youth Librarian Julie Ramsden read to preschool children at the Old Village School.

Facility: Installation of the new security gates is happening today. A temporary entrance was set up at the side of the building to allow patrons access to the building while the work is being done. New public copiers have been installed but they lack a key feature, scanning to email, and may have to be returned for different models.

Staff: The Library will be hiring a new computer page and substitute librarian. Both positions are currently posted.

Director Orientation Activities: Laura reported that she had her first meeting with her direct reports and established bi-weekly meetings going forward. She asked the staff to prepare a list of projects that they would like to accomplish in 2019. She has also asked for a list of issues impacting Northville in relation to the transition to the new CARL ILS.

Audit: Laura reported that she met with Carla, Anne, Jean and Deborah on the wrap-up of the audit. Plante Moran will present the audit to the Board at the February Board meeting.

Public Relations: The public relations team did press releases on Library events, the new Library Director and the Battle of the Books. Laura asked if the Board would like to receive copies of these types of articles in their Board packet in the future and they indicated that they would.

Miscellaneous: Federal tax forms have arrived and available for patrons. We are anticipating lots of question from patrons due to the changes in the tax code. The Library received a Freedom of Information Act (FOIA) request from the Michigan Educational Association seeking copies of union contracts and employee agreements. We have experienced some days of bad weather that brought out the need to work with the City Parks and Recreation Department on parking lot cleanup issues.

4. **Friends of the Northville District Library Report:** The Friends did not have a meeting in January. The Friends are providing \$3,800 to the Library to assist with the cleaning of the microfilm of the Northville Record damaged in the flooding incident last April. The Friends plan to purchase an additional 5,000 rain bags for Circulation at an approximate cost of \$2,000. The Used Book Sale blow-out will be held this Saturday, Jan. 26 in the Friends Community Rooms. Bags of books will be available for \$7. Martha Nork attended a meeting of the Northville Chamber of Commerce last week where she was able to promote the new Library meeting room space.

5. **Budget and Finance Review:**

- 5.1 **Bills over \$1,000 for approval:** Deborah Stanifer presented an additional List of Bills over \$1,000 for January 2019. **MOTION:** Deborah Stanifer made a motion

to approve these bills in the amount of \$121,043.36 for payment. Tom Thompson seconded the motion. Motion passed.

- 5.2 **Financial Report:** Laura Mancini reported that we are through the first month of our fiscal year. We have received \$5,208 in tax revenue so far. The audit has been completed and we need to transfer the net income from the Operating Fund for last fiscal year to the Reserve Fund, as has been the past practice of the Board. Tom Thompson asked if financial report changes that Jean Hansen mentioned at the December Board meeting that were to be adjusted by the auditors had been done, and why the audit had not been reviewed by the Board. Carla Eggert responded that the auditors have made their adjustments, and Anne Mannisto and Jean Hansen have reviewed the final audit documents. Plante Moran will present the audit report to the Board at the February Board meeting. **MOTION:** Deborah Stanifer made a motion to transfer \$388,568.52 from the Operating Fund to the Reserve Fund. Tom Thompson seconded the motion. Motion passed.

6. **Trustee Training:** Laura will hold an orientation session for the two new Board of Trustee members on Tuesday, Jan. 29. There was also a discussion about a Trustee Training Workshop on Wednesday, March 13th at the Novi Library. The presenter is Claire Membiela, who is the Library Law specialist with the Library of Michigan. The event is from 5-7:30 p.m. and dinner will be provided. Karen Fehl mentioned that this is the same night as the Library Battle of the Books at Northville High School.

7. **Announcements and Comments:**

- 7.1 The next Finance Committee Meeting is scheduled for Wednesday, Feb. 26, 2019 at 1:30 p.m. in the Friends Community Room.
- 7.2 The next Board Meeting will be on Thursday, February 28, 2019 at 7:30 p.m. in the Carlo Meeting Room.

8. **Adjourn Regular Meeting:** **MOTION:** Deborah Stanifer made a motion to adjourn the January Regular Board Meeting. Tom Thompson seconded the motion. Motion passed. The meeting was adjourned at 8:30 p.m.

Respectfully Submitted,
Tom Thompson, Acting Secretary
01/29/2019