

NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES

Regular Meeting Minutes

Thursday, January 25, 2018 – 7:30 p.m.

Northville District Library Carlo Meeting Room

- 1.1 **Call to Order:** Vice Chairperson Mike DeFrancesco called the Regular Meeting to order at 7:30 p.m.
  - 1.2 **Roll Call** - Present: Trustees Joe Corriveau, Mike DeFrancesco, Jean Hansen, Deborah Stanifer, and Alan Somershoe. Also present: Anne Mannisto, Library Director; Karen Fehl, Assistant Library Director; Carla Eggert, Administrative Assistant; Maureen Simari, Library staff member. Absent: Jim Morché and Robert Sochacki.
  - 1.3 **Approval of the Agenda:** **MOTION:** Jean Hansen made a motion to approve the agenda. Alan Somershoe seconded the motion. Motion passed.
  - 1.4 **Approval of Meeting Minutes, 12/21/17:** **MOTION:** Jean Hansen made a motion to approve the December minutes as corrected. Alan Somershoe seconded the motion. Motion passed.
  - 1.5 **Election of 2018 Officers:** **MOTION:** Jean Hansen nominated Alan Somershoe for Chair. Deborah Stanifer seconded the motion. Alan Somershoe was elected as Chair. **MOTION:** Jean Hansen nominated Deborah Stanifer for Vice-Chair. Alan Somershoe seconded the motion. Deborah Stanifer was elected as Vice-Chair. **MOTION:** Alan Somershoe nominated Jean Hansen for Treasurer. Mike DeFrancesco seconded the motion. Jean Hansen was elected as Treasurer. **MOTION:** Jean Hansen nominated Joe Corriveau for Secretary. Alan Somershoe seconded the motion. Joe Corriveau was elected as Secretary.
  - 1.6 **Resolution 2018-01: Schedule of 2018 Board of Trustee Meeting Dates-** Joe Corriveau read Resolution 2018-01 which sets the dates of the regular meetings of the Northville District Library Board of Trustees for the calendar year 2018. The Resolution was passed by a unanimous roll call vote, with two Trustees absent. All regular meetings of the Board of Trustees are on the 4<sup>th</sup> Thursday of the month with the exception of November and December, which are scheduled for the 3<sup>rd</sup> Thursday due to the Thanksgiving and Christmas holidays.
  - 1.7 **Appointment of 2018 Board of Trustees Committee Members for Finance, Facilities, Personnel and Policy:** The following committees were established for 2018:
    - Finance Committee: Jean Hansen (Chair), Mike DeFrancesco, Alan Somershoe Deborah Stanifer and Jim Morché.
    - Policy Committee: Deborah Stanifer (Chair), Joe Corriveau, Robert Sochacki and Jean Hansen.
    - Personnel Committee: Joe Corriveau (Chair), Deborah Stanifer, Jim Morché and Robert Sochacki.
    - Facilities Committee: Mike DeFrancesco (Chair), Robert Sochacki, Jim Morché and Alan Somershoe.
  - 1.8 **Citizen Comments:** None.
2. **Correspondence:** None.
3. **Director's Report:**  
**Statistics:** Anne Mannisto reported that circulation was down 6.46%; however with downloads added in the decrease was only 4.39%. Downloads from Overdrive and Hoopla are up 12% compared to last year. We did not have Hoopla at this time last year. Freegal was used to download 806 songs by 81 users which is up from last year. Brainfuse had 111

sessions by 14 users which is down from last year. RB Digital had 755 magazine checkouts compared to 820 last year. Study room usage was up 37% compared to last year. Database usage was also up. Anne will be making some changes to the statistics report going forward and may include more information about online usage.

**Programming:** Anne and Julie Herrin gave a presentation on Library services to the Rotary Club on January 9. Adult Services had 4 programs with 62 patrons attending, including the book group and coloring for adults programs. The weekly meeting of the English as a Second Language group had 32 attend for the month. TechXpert, our one-on-one assistance with electronic devices, was used by 11 patrons for the month. Since we began offering demonstrations of our digital conversion equipment, 28 patrons have attended a demo. Teen Services Stressbuster program for teens during final exams had 41 attendees. We also made the meeting rooms available for open study during final exams and had many students take advantage of the space. Teen Services has begun planning for Battle of the Books which will be held Wednesday, March 14. Youth Services had 18 programs with 280 attendees.

**Facility:** Anne reported that Limbach sent a repair estimate for a safety valve replacement that Mike DeFrancesco identified as a problem since installation of the system. Anne discussed this with Limbach and they will only charge us for the part, not the labor to replace it.

**Staff:** Anne reported that Julie Herrin's retirement party on Jan. 15 was a success. Karen is settling into her new role as Assistant Library Director.

**Technology:** Our new ILS (Integrated Library System) will be installed over Memorial Day weekend. We will be closed Saturday, May 26 in addition to Sunday and Monday for Memorial Day to allow for the change over to the new system.

**Endowment:** We received \$7,885 in Endowment donations from 56 donors in 2017. Of the 56 donations, all but five were in response to the Annual Giving letter.

4. **Friends of the Northville District Library Report:** The Friends did not meet in January so there was no report for the month. The next Friends meeting is Thursday, February 15. The Friends Annual Meeting will be held on Thursday, March 15.
5. **Budget and Finance Review:**
  - 5.1 **Bills over \$1,000 for approval:** Jean presented an additional List of Bills over \$1,000 for January 2018. **MOTION:** Jean Hansen made a motion to approve these bills in the amount of \$159,970.45 for payment. Mike DeFrancesco seconded the motion. Motion passed.
  - 5.2 **Financial Report:** Jean reported that we are 8.3% through our fiscal year. The audit is finished and the auditors will present their report at the February Board meeting.
6. **Planning:** Anne sent a draft of the contract from Advanced Building Group to the Board. There was discussion about the contract. The Board would like to see an increase of 5% in the amount of the project retainers and some other minor changes, including the date the construction will begin. Anne will discuss the changes with Ron Cieslak.
7. **Contract for the Assistant Director:** There was discussion about the Assistant Director contract. Anne reported that the same contract language that has been used in the past for the Director and Assistant Director was used for Karen's contract. The contract is for the term Jan. 16, 2018 to Jan. 15, 2020. The compensation is \$70,000 a year and there is a provision for an additional two days of vacation time. **MOTION:** Mike DeFrancesco made a motion to approve the contract for the Assistant Library Director. Jean Hansen seconded the motion. Motion passed.

**8. Announcements and Comments:**

- 8.1 The next Finance Committee Meeting is scheduled for Wednesday, Feb. 21, 2018 at 10:00 a.m. in the Carlo Meeting Room.
- 8.2 The next Board Meeting will be on Thursday, February 22, 2018 at 7:30 p.m. in the Carlo Meeting Room.

- 9. Adjourn Regular Meeting: MOTION:** Mike DeFrancesco made a motion to adjourn the January Regular Board Meeting. Joe Corriveau seconded the motion. Motion passed. The meeting was adjourned at 8:20 p.m.

Respectfully Submitted,  
Joe Corriveau, Secretary  
01/30/18