

NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES

Regular Meeting Minutes

Thursday, January 28, 2016 – 7:30 p.m.

Northville District Library Carlo Meeting Room

1. **Call to Order:** Chairperson Alan Somershoe called the Regular Meeting to order at 7:35 p.m.
  - 1.1 **Roll Call** - Present: Trustees Alan Somershoe, Mike DeFrancesco, Jean Hansen, Joe Corriveau, Robert Sochacki and Paul Snyder. Also present: Julie Herrin, Library Director; Anne Mannisto, Assistant Library Director; Carla Eggert, Administrative Assistant; Wendy Mutch, Library staff member. Absent: Trustee Jim Morché
  - 1.2 **Approval of the Agenda:** **MOTION:** Mike DeFrancesco made a motion to approve the agenda as submitted. Robert Sochacki seconded the motion. Motion passed.
  - 1.3 **Approval of Meeting Minutes, December 17, 2015:** **MOTION:** Paul Snyder made a motion to approve the December minutes as submitted. Robert Sochacki seconded the motion. Motion passed.
  - 1.4 **Election of 2016 Officers:** **MOTION:** Mike DeFrancesco nominated Robert Sochacki for Chair. Joe Corriveau seconded the motion. Robert Sochacki was elected as Chair. **MOTION:** Robert Sochacki nominated Paul Snyder for Vice-Chair. Mike DeFrancesco seconded the motion. Paul Snyder was elected to the position of Vice-Chair. **MOTION:** Robert Sochacki nominated Alan Somershoe for Secretary. Mike DeFrancesco seconded the motion. Alan Somershoe was elected as Secretary. **MOTION:** Alan Somershoe nominated Jean Hansen for Treasurer. Paul Snyder seconded the motion. Jean Hansen was elected as Treasurer.
  - 1.5 **Resolution 2016-01-Schedule of 2016 Board of Trustee Meeting Dates:** Alan Somershoe read Resolution 2016-01 which sets the dates of the regular meetings of the Northville District Library Board of Trustees for the calendar year 2016. The Resolution was passed by a unanimous roll call vote, with one Trustee 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.
  - 1.6 **Appointment of 2016 Board of Trustees Committee Members for Finance, Facilities, Personnel and Policy:** The following committees were established for 2016:
    - 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.
  - 1.7 **Citizen Comments:** None.
2. **Correspondence:** We received a letter from a patron, Maryam Moid, expressing thanks for the Library and how much her family will miss it and the staff now that they are moving away.
3. **Director's Report:**

**Statistics:** Julie reported that circulation was down 7% for December and down 1.44% for the year. Downloads were up 21.6% for December, and up 23% for the year. The number of library cards is down 2% from last year. Meeting room usage was steady at 33 for the

month. We turned away four groups and one that wanted to use the meeting room every month for a meeting. Our current policy allows four uses per year. The past week we have had the meeting room open for students studying for final exams when the tables and study rooms in the library are full. The study rooms were used 529 times and 69 were turned away because the rooms were in use.

**Programming:** Youth had 16 programs with 332 attendees. Adult had 6 programs with 171 attendees, including 82 that attended a program on hoarding. Adult Services has had 64 patrons sign up for a new reading game for winter. Vicki Dixon will begin an ESL (English as a Second Language) conversation group that will be held at the Next Chapter Bookstore on Tuesdays each week for an hour. She has two volunteers who will help with this group, including a retired English teacher. Teen Services had a Smash Brothers video game tournament that 60 attended. Teen Services is beginning the Battle of the Books planning and held a managers meeting with 19 attending.

**Staff:** Two staff members in the Youth Department changed hours. Nancy, who had been full-time, will now work 20 hours per week and Mary, who had been part-time, will now work 40 hours per week. We are currently interviewing for a Circulation Clerk, Computer Page and Shelving Page.

**Year End Giving:** The Annual Giving Campaign raised \$9,365 and private donations raised \$2,815 for the year. We ordered a globe and artwork for the Library using donations received in memory of Samuel Hall. We have given the Friends our Wish List items for the year, including funds to reupholster the wing chairs and sofas near the fireplace and to purchase new meeting room chairs.

**Collections:** The annual magazine giveaway will be held the week of February 22. We have new databases, The Wall St. Journal, and Gannet Newsstand which includes USA Today and the Detroit Free Press online.

**Facilities:** As part of Lyon Township's planning for a new library, they compiled a list of neighboring libraries space per capita. We have the second lowest of the libraries listed.

**Public Relations:** Julie reported that the format of the Library Newsletter is changing to a full color 8 x 10 1/2 design which will give us more space for information and is cheaper than the former size. We are also going to begin doing the graphic design for the newsletter in-house for a cost savings. We have purchased two new display units to showcase books in the Library. The Village Workshop has contacted us in regards to partnering with them. They will provide half-price classes to those with a Northville Library card in exchange for the Library promoting the program. Julie and Anne will tour the Village Workshop tomorrow morning and further discuss the partnership. The "Meet Your Legislators Breakfast", sponsored by the Chamber of Commerce, will be held on February 12. The Taste of Northville will be held on March 19.

- 4. Friends of the Northville District Library Report:** Carol Oldenburg, Friends President, reported that the Friends revenue for the 2015/2016 budget year is above projections. The budget for the 2016/2017 budget year is being finalized and will be presented and voted on at the Friends February meeting. The Friends are changing their fiscal year to match the fiscal year of the Library which will make it easier to track expenditures. This change requires a change in the Friends' by-laws and will be voted on at the Friends' February meeting. The 2015/2016 membership year is ending with 297 members. The new membership year begins in March. The Gift Store revenue for the year was \$4,300 and they will be making a contribution to the Friends of \$4,000. The Friends Book Cellar has been weeded and better organized, and subject signage has been added to provide better directions for patrons. Mike DeFrancesco built sign holders for the shelves, and he and Joe Oldenburg reinforced the shelving in the room to improve stability. Beginning Wednesday, Feb. 3 the Book Cellar will be open an additional day each week, with Wednesday hours as follows: 11:00 a.m. to 4:45 p.m. and 6:30 p.m. to 8:30 p.m. New volunteers have been recruited to fill the Wednesday hours. There will not be a Spring Used Book Sale. The plan is to try to increase Book Cellar patronage by increasing the

collection and the hours the Cellar is open. The Friends have added an additional member-at-large to the Board, Doug Witt. The slate of officers for the 2016/2017 year has been finalized and will be voted on at the March Annual Meeting. Nominees are Martha Nork for President, Scott Frush for Vice President, Deborah Stanifer for Treasurer, and Linda Bolam for Secretary.

**5. Budget and Finance Review:**

- 5.1 **Bills over \$1,000 for approval:** Jean Hansen presented the List of Bills over \$1,000 for January 2016. **MOTION:** Jean Hansen made a motion to approve these bills in the amount of \$94,400.49 for payment. Paul Snyder seconded the motion. Motion passed.
- 5.2 **Financial Report:** Jean reported that we transferred \$100,000 from the Reserve Fund to Operating Fund to cover December expenses until tax revenue was received. **MOTION:** Jean Hansen made a motion to transfer \$100,000 from the Operating Fund to the Reserve Fund-Future Unfunded Expenses. Paul Snyder seconded the motion. Motion passed. Jean reported that we received \$2,672 in Private Donations to the Library. Of that amount \$754.90 was spent and there is a remaining balance of \$1,917.10. **MOTION:** Jean Hansen made a motion to transfer \$1,917.10 from the Operating Fund-Private Donations to the Endowment Fund with the Community Foundation. Mike DeFrancesco seconded the motion. Motion passed.

**6. Planning:** Julie reported that about 350 patrons have taken our survey. The results have been given to Rob Cullin to prepare for the Public Forum. The Public Forum will be held on Tuesday, Feb. 2, 2016 at 7:00 p.m. and the Planning Session will be held on Saturday, Feb. 27 from 10:00 a.m. to 4:00 p.m. The service that the surveys showed to be most important to patrons is the lending of books and audio-visual items.

**7. American Flag for the Meeting Room:** There was discussion about the Republican Club of Northville's request that the Library have a flag in the meeting room. The request was sent to the Supervisor of Northville Township and others but not to the Library. The Board asked that Julie let them know if any direct communication is received by the Library in regard to this request.

**8. Announcements and Comments:**

- 8.1 The next Finance Committee Meeting is scheduled for Tuesday, February 23, 2016 at 1:30 p.m. in the Carlo Meeting Room.
- 8.2 The next Board Meeting will be on Thursday, February 25, 2016 at 7:30 p.m. in the Carlo Meeting Room.
- 8.3 The Planning Session will be held on Saturday, February 27, 2016 from 10:00 a.m. to 4:00 p.m. in the Carlo Meeting Room.

**9. Adjourn Regular Meeting: MOTION:** Alan Somershoe made a motion to adjourn the January Regular Board Meeting. Mike DeFrancesco seconded the motion. Motion passed. The meeting was adjourned at 8:40 p.m.

Respectfully Submitted,  
Robert Sochacki, Secretary, 02/03/16