

NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES

Regular Meeting Minutes

Thursday, January 24, 2013 – 7:30 p.m.

Northville District Library Carlo Meeting Room

1. **Call to Order:** Chair Robert Sochacki called the Regular Meeting to order at 7:30 p.m.
 - 1.1 **Roll Call** - Present: Trustees Robert Sochacki, Jean Hansen, Paul Snyder, Joe Corriveau and Mike DeFrancesco. Also present: Julie Herrin, Library Director; Anne Mannisto, Assistant Library Director; Carla Eggert, Administrative Assistant. Absent: Trustees Alan Somershoe and Jim Morché.
 - 1.2 **Approval of the Agenda:** **MOTION:** Paul Snyder made a motion to accept the agenda as presented. Mike DeFrancesco seconded the motion. Motion passed.
 - 1.3 **Election of 2013 Officers:** Jean Hansen nominated Robert Sochacki for Chair for 2013. Nomination was seconded by Paul Snyder. Robert Sochacki was elected. Robert Sochacki nominated Joe Corriveau for Vice Chair, seconded by Paul Snyder. Joe Corriveau was elected to the position of Vice Chair. Robert Sochacki nominated Jean Hansen for Treasurer; the motion was seconded by Mike DeFrancesco. Jean Hansen was elected to the position of Treasurer. Robert Sochacki nominated Paul Snyder for Secretary. Joe Corriveau seconded the nomination. Paul Snyder was elected Secretary.
 - 1.4 **Resolution 2013-01:** Paul Snyder read Resolution 2013-01 which sets the dates of the regular meetings of the Northville District Library Board of Trustees for the calendar year 2013. 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.
 - 1.5 **Committee Appointments:** The following committees were established for 2013:
 - Finance Committee: Jean Hansen (Chair), Robert Sochacki, Mike DeFrancesco & Alan Somershoe.
 - Policy Committee: Paul Snyder (Chair), Joe Corriveau, Robert Sochacki, & Jean Hansen.
 - Facilities Committee: Mike DeFrancesco (Chair), Joe Corriveau, Jim Morché and Alan Somershoe.
 - Personnel Committee: Joe Corriveau (Chair), Paul Snyder & Jim Morché.
 - 1.6 **Approval of Meeting Minutes 12/20/2012:** Changes to the minutes of December 20, 2012 were requested. Jean Hansen made a motion to approve the minutes as amended. Paul Snyder seconded the motion. Motion passed.
 - 1.7 **Citizen Comments:** None.

2. Correspondence: None.

3. Director's Report

Statistics: Julie Herrin reported that December circulation has increased 1% over last year and the door count was up 1.4%. Downloads have gone up 112%. Freegal had 119 uses and 748 songs were downloaded. BrainFuse had 533 uses. For the Library's subscription databases, searches were down by 3% and sessions were down by 12%.

Programming: There were ten programs for youth in December with 250 children attending. There were four programs for adults, with attendance of 35 people. December is a slow month for programming. The Foreign Film was moved to Monday, January 28 due to the Martin Luther King holiday closure.

Teen Services: Suzanne Schimanski-Gross and Julie Ramsden gave Battle of the Books presentations to classes at Hillside and Meads Mill Schools, speaking to about 870 youth. There

are seven Battle of the Books teams signed up so far. The deadline to register is January 30, 2013.

Staff: Julie reported that we are currently interviewing for the position of part-time librarian, to fill the vacancy.

PR: Julie stated that volunteers are needed to help staff the Library table at the Taste of Northville being held Saturday, March 9 from 12-3 p.m. at Northville High School. Bob Sochacki, Jean Hansen and Joe Corriveau volunteered to assist.

Facilities: Julie reported that the Library will close one day for the carpeting replacement in the circulation work area. The main staircase will be re-carpeted after Library hours. The remaining work areas will be carpeted while the Library is open. The Library closure date will either be Friday, March 1 or Friday, March 8, depending on when the new carpeting is delivered.

Development: The Development Committee has two new members, Craig Orr and Scott Frush. The Donor Recognition Party will be held this Sunday, Jan. 27 at 6:30 p.m. at the Library. Mr. Frush is assisting with the catering from Cantoro's Italian Market.

4. **Friends Report:** Julie Herrin attended the January Friends Board Meeting. She reported that the Book and Author Luncheon will be held on May 9. The speaker is D.E. Johnson, the author of *Detroit Electric Scheme*, *Motor City Shakedown* and *Detroit Breakdown*. The Friends are changing their membership dues structure. Basic membership will be \$20, Family membership \$50, Patron membership \$100 and Lifetime membership \$1000. Julie gave the Friends the Library's wish list for the Friends 2013-2014 fiscal year but has not had a response yet.

5. Budget and Finance Review:

- 5.1 **Bills over \$1,000 for approval:** Treasurer Jean Hansen presented the List of Bills over \$1,000 for January 2013. **MOTION:** Jean made a motion to approve these bills for payment. Mike DeFrancesco seconded the motion. Motion passed.
- 5.2 **Financial Report:** Jean reported that there were some discrepancies between the audit and the financial statements for November 2012. Jean will wait to distribute the revised financial statements for November until next month. The Building Maintenance line item was under budget by \$15,056 last year. That amount will go toward paying for the lighting and carpeting projects. Funds that were paid as a down payment for the lighting project were reclassified as prepaid expenses. The Reserve Fund shows \$284,075.15 due from other funds. This amount includes \$200,000 loaned to the Operating Fund which will be paid back to the Reserve Fund next month. Julie noted that the actual costs for fringe benefits in the last fiscal year were less than had been projected. For this reason, the budgeted amount for the current fiscal year for this line item can be reduced. **MOTION:** Jean Hansen made a motion to amend the budgeted amount for fringe benefits and payroll tax from \$512,000 to \$495,000. Mike DeFrancesco seconded the motion. Motion passed.

6. Committee Reports

- 6.1 **Report on the Library Directors Evaluation:** Paul Snyder stated that the evaluation went well and Julie did a good job. Paul reported that all of the marks were 4.66 or better for all areas on a scale of 1 to 5. The official copy of the Director's Performance Evaluation will be placed in her personnel file. Julie thanked the Board and said that she has a wonderful staff and Board of Trustees to work with.

7. Announcements and Comments

- 7.1 The next Finance Committee Meeting is scheduled for Tuesday, February 26, 2013 at 10:00 a.m. in the Carlo Meeting Room.
- 7.2 The next Board Meeting will be on Thursday, February 28, 2013 at 7:30 p.m. in the Carlo Meeting Room.

MOTION: Joe Corriveau made a motion to adjourn the January Regular Board Meeting. Paul Snyder seconded the motion. Motion passed. The Meeting was adjourned at 8:45 p.m.

Respectfully Submitted,

Paul Snyder, Secretary

CE 01/30/13