

NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES

Regular Meeting Minutes

Thursday, February 22, 2018 – 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 Mike DeFrancesco, Jean Hansen, Robert Sochacki, Deborah Stanifer, and Alan Somershoe. Also present: Anne Mannisto, Library Director; Karen Fehl, Assistant Library Director; Carla Eggert, Administrative Assistant; Laura Curtsinger, Library staff member; Linda Schwelnus, Friends Gift Store Treasurer; Martin Olejnik and Erin O'Connor from Plante Moran. Absent: Trustees Joe Corriveau and Jim Morché
 - 1.3 Approval of the Agenda: MOTION:** Robert Sochacki made a motion to approve the agenda. Mike DeFrancesco seconded the motion. Motion passed.
 - 1.4 Approval of Meeting Minutes, 01-25-18: MOTION:** Jean Hansen made a motion to approve the January minutes as corrected. Deborah Stanifer seconded the motion. Motion passed.
 - 1.5 Citizen Comments:** None.
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- 2. Correspondence:** Anne Mannisto reported that we received a letter from the City of Northville stating that they will conduct a survey of the Historic District. There is a kick-off meeting for the project on March 1 at City Hall Council Chambers.
 - 3. Presentation of the 2017 Audit-Plante Moran:** Martin Olejnik and Erin O'Connor from Plante Moran attended the meeting to discuss the audit of the Library for the 2017 fiscal year with the Board. Martin presented an overview of the audit. The Library expenses were under budget for the year while donations were up. Martin discussed the Library's postemployment benefits other than pensions (OPEB) which, due to changes in the Governmental Accounting Standards Board (GASB) rules for 2018, will be recorded on the financial statements as a Library liability next year. The Library should have an actuary review and analyze the Library post-retirement benefits prior to the audit next year. The Michigan Department of Treasury recently sent out reporting requirements concerning the local government retirement system annual report. This new law requires all local units of government that have a defined benefit retirement plan or retiree health care (OPEB) benefit to file a Retirement System Annual Report with the State within six months of the end of the fiscal year, which for NDL is May. Jean Hansen asked if the Library should fund the Retiree Health Funding Vehicle (RHFV) account with the Municipal Employees Retirement System (MERS) this year. Martin stated that the Library should wait for the actuarial analysis before funding the account further. Beginning with the 2018 fiscal year, the Library will work with Plante Moran's Governmental (GAP) division under Brian Camiller. The Board thanked Martin and Erin for their report.
 - 4. Director's Report:**
Statistics: Anne Mannisto reported that some changes have been made to the statistics report for the month of January. Download statistics (usually part of the Director's report) were added. The previous 12 months of Internet use was removed, while a comparison of the previous year's Internet use for the current month was added. Library volunteer hours were added to the report as well. In January circulation was down 7.1%, continuing a five-year trend of decreases. Downloads were up 2.3%. Database usage was up for both the NDL databases and those received from the Michigan Electronic Library (MEL) though some of the numbers from MEL do not appear to be accurate. Hoopla was used for 730

downloads. Overdrive usage was up 8% over last year. Brainfuse had 11 visits for 55 uses. Internet usage and the door count are both down from the previous year.

Programming: So far in the month of February, Youth Services has had 33 programs with an attendance of 568 including 26 Storytimes. Adult Services had 9 programs with an attendance of 254 patrons. In addition, we average about nine patrons at our weekly English as a Second Language (ESL) group and provided one-on-one technical help to four patrons at our TechXpert times. Teen Services had 3 programs with a total attendance of 47, including the initial meeting of the Battle of the Books team managers. Battle of the Books will be held on Wednesday, March 14. The Library newsletter will go out early next week with a wide array of programs offered March through May.

Staff: Anne reported that we have filled Karen's old position of Public Relations Librarian with a newly created full-time position of Public Relations and Services Associate that does not require a Masters of Library Science degree. The position has been filled by Stacy Lorence, who previously was a part-time Technical Services Clerk, as well as public relations intern for the past four years. Stacy will report to Karen who will continue to have oversight of public relations in general.

Continuing Education: Seven staff members attended a webinar entitled "Civility goes Viral" in connection with an initiative started a few years ago by a library in Howard County, Maryland to increase civility. This program has now spread to libraries nationwide. We will have a task force of staff members who will meet to plan how to implement the initiative here. The Library Network (TLN) may also have a program on this topic. The Friends of Michigan Libraries Trustee Alliance workshop will be held on Friday, March 9 at the Southfield Library. Board members are invited to attend.

Technology: As part of the migration to our new integrated library system (ILS) CARL, inter-library loan outside of our shared library system, MeLCat, will be suspended from April to June. We average around 120-130 MeLCat requests a month.

Facility: Anne distributed a map of the parking lot construction occurring as part of the renovation of the Old Village School. There was discussion about the lack of parking. Bob Sochacki would like to have a count done of how many people parking in the lot are going to the library. Karen has been working on reorganizing the shelving pieces in the storage room and we are to the point where we can begin offering it to other libraries to free up space in the storage area.

5. **Friends of the Northville District Library Report:** Linda Schwelnus, the Friends Gift Store Treasurer, reported that the Friends had more revenue from memberships, as well as cart and Book Cellar sales, than were projected in the 2017 budget. All of the Library Wish List items were approved. The Friends Annual Meeting is March 15. Jennifer Gustafson will become the new Vice President while the other officer positions will not change. The Friends currently have 228 members. The Friends will attend the Northville Marketplace event with the Library on March 17.

6. Budget and Finance Review:

- 5.1 **Bills over \$1,000 for approval:** Jean presented an additional List of Bills over \$1,000 for February 2018. **MOTION:** Jean Hansen made a motion to approve these bills in the amount of \$74,675.98 for payment. Mike DeFrancesco seconded the motion. Motion passed.
- 5.2 **Financial Report:** Jean distributed an updated copy of the December financial statement to the Board. We received a tax refund check from Wayne County that was booked into the Tax Refunds account. We only want to pay tax refunds from that account, so the amount will be moved to property tax revenue next month. The credit of \$11,137 showing in the Property and Liability Insurance account is the rebate check that we received on last year's insurance policy. Revenue over expenses for the 2017 fiscal year was \$396,031.46. **MOTION:** Jean Hansen

made a motion to transfer \$396,031.46 from the Operating Account to the Reserve Account. Mike DeFrancesco seconded the motion. Motion passed. At the end of the 2016 fiscal year, \$1,290 from Private Donations, designated for a specific purpose, had not yet been dispersed. These funds were carried over into the 2017 budget as dedicated reserve and spent in 2017 for their designated purpose. Since the \$1,290 had not been transferred to the Reserve Fund at the beginning of the 2017 fiscal year, it is necessary to make that transfer now so our totals in that fund will match that of the audit. **MOTION:** Jean Hansen made a motion to transfer \$1,290 from the Operating Account to the Reserve Account. Robert Sochacki seconded the motion. Motion passed. In the 2017 fiscal year, there was an amount totaling \$2,660 from Friends Donations that was not spent; this amount is included in the year end amount transferred to the Reserve Fund. **MOTION:** Jean Hansen made a motion to establish a new line item in the Reserve Fund, Fund-Future Friends Expenses and to add \$2,660 to this, reducing the Fund-Future Unfunded Expenses to \$1,469,873. Deborah Stanifer seconded the motion. Motion passed.

7. Planning: Anne reported that the draft of the contract from Advanced Building Group was discussed with the Board at the last meeting, and some changes were suggested. Joe Corriveau reviewed the contract on Monday and Anne reviewed the proposed changes with the architect Ron Cieslak. The suggested increase in retainer from 10 to 15% proposed by the Board was discussed. Ron stated that the 10% is an industry standard and there is no real reason to increase it, so that was left unchanged. The contract was changed to state that when the project is at 90% completion the retainer could be reduced to 5%. The project start date will be established when we issue a notice to proceed. While the project should only take 90 days August was selected as the completion date to allow for weather delays. A construction schedule will be provided. There will be no study rooms available during the construction project. There was discussion about the contract. Alan Somershoe will sign the contract once Anne receives the copy with these changes. Anne and Karen Fehl met with Library Design to discuss the lower level workroom renovation project. Library Design would like to put together some design ideas for the space over the months of March and April. They feel it will take about 35 hours at a cost of \$5250. We would like to proceed with this, so when construction is completed on the conference room the workroom project can begin. **MOTION:** Jean Hansen made a motion to accept the Library Design proposal for design work in the lower level workroom. Bob Sochacki seconded the motion. Motion passed.

8. Announcements and Comments:

- 8.1 The Policy Committee will meet on Tuesday, March 20, 2018 at 7:00 p.m. in the Carlo Meeting Room.
- 8.2 The next Finance Committee Meeting is scheduled for Wednesday, March 21, 2018 at 10:00 a.m. in the Carlo Meeting Room.
- 8.3 The next Board Meeting will be on Thursday, March 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 February Regular Board Meeting. Robert Sochacki seconded the motion. Motion passed. The meeting was adjourned at 8:45 p.m.