

NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES
Regular Meeting Minutes
Thursday, February 26, 2015 – 7:30 p.m.
Northville District Library Carlo Meeting Room

1. **Call to Order:** Chair Alan Somershoe called the Regular Meeting to order at 7:30 p.m.
 - 1.1 **Roll Call** - Present: Trustees Alan Somershoe, Jean Hansen, Mike DeFrancesco, Paul Snyder, and Joe Corriveau. Also present: Julie Herrin, Library Director; Anne Mannisto, Assistant Library Director; Carla Eggert, Administrative Assistant; Judy DeFrancesco, Friends of the Northville District Library Board Member; Patricia Garavoglia, Library staff member. Absent: Trustees Robert Sochacki and Jim Morché.
 - 1.2 **Approval of the Agenda:** **MOTION:** Mike DeFrancesco made a motion to approve the agenda. Paul Snyder seconded the motion. Motion passed.
 - 1.3 **Approval of Meeting Minutes, Jan. 22, 2015:** **MOTION:** Jean Hansen made a motion to approve the minutes as corrected. Paul Snyder seconded the motion. Motion passed.
 - 1.4 **Appointment of Acting Secretary:** **MOTION:** Jean Hansen made a motion to appoint Joe Corriveau as acting Secretary for Robert Sochacki who is absent. Paul Snyder seconded the motion. Motion passed.
 - 1.5 **Citizen Comments:** None.
2. **Correspondence:** A thank you letter was received from the Inkster Family Literacy Movement for our donation of almost 500 picture books that were weeded from the Children's collection.
3. **Presentation of the 2014 Audit-** Martin Olejnik and Jessica Van Hyfte from Plante Moran spoke to the Board and presented the audit of the Library for the 2013-2014 fiscal year. Revenue was up 3% and expenses were up by about 5%. Donations were up by 11% mainly due to the annual Fundraiser. There were some year over year variances for Building and Equipment due to the carpet replacement and lighting projects, and Books and Subscriptions due to vendor pricing. There is also a \$1,743 difference that is noted in a footnote as due to other miscellaneous items. Jean stated that this amount could be matched to specific items to be corrected. Martin pointed out the note regarding expenses that end up over budget. He stated that in the future the Board could amend the budget for line item variances prior to year end or prepare a total expenditure budget rather than a line item budget. The auditor's recommendations for next year are that the credit card statement be reviewed by the Board Treasurer, the bank reconciliation be signed, and that terminated employees be removed from the compensated absences report prepared by our payroll vendor.
4. **Director's Report:**

Julie discussed the American Library Association's (ALA) trustee group, United For Libraries, that advocates for libraries nationally. Membership for the Board as an entity would cost \$80 for the year. This includes a newsletter and a website with training modules that would be available to the Board. **MOTION:** Jean Hansen motioned to join United for Libraries. Paul Snyder seconded the motion. Motion passed.

Statistics: Julie reported that circulation was up 6.79% over January 2014. Some of this increase was likely due to better weather and less snow as compared to last year. Downloads for January 2015 were up by 44.31% over January last year. Computer usage and website usage were both up compared to January last year. Database sessions were

up but searches were down. Zinio had 613 magazine downloads. Brainfuse had 14 unique visits and 142 sessions for the month.

Programming: Youth had 31 programs with 593 attendees. Adult had 8 programs with 290 attending. The program on Scottish Bagpipes and Dancing was very popular.

Collections: We have reduced our Reference Collection by about half, as more and more information is available online. We moved the Parent-Teacher Collection downstairs to make room for more Youth audio-visual items and Easy Readers. Download Destination has changed the maximum loan period for eBooks to 21 days from 14 days. The default will still be 14 days but you may change the time period to 21 days.

Staff: One of our Circulation Clerks, Donia Sloan, is leaving; she had been on lay-off from a full-time job and has been called back. We will be interviewing for the position next week. Dorie signed up for Spring Institute, a special conference for Youth Librarians. Anne and Julie attended a webinar entitled How to Respond to a Security Incident in Your Library. Julie and Anne also attended a presentation at the Grosse Pointe Library on Demonstrating the Relevance of Libraries in the Community. Paul was there as well. Michael and Wendy gave a presentation on the Northville Historic Records digitization project to The Library Network Technology Committee.

Facilities: Julie stated that the contract with Limbach for the HVAC upgrade has been signed at a price of \$686,218. Limbach was also out to repair the boilers for the first time. The technician checked in with Julie on arrival, explained what he did, wrote it down on a paper receipt and gave us a copy of to file. This is a welcome change from our previous vendor.

Technology: Michael McEvoy has established a procedure with the Circulation Department to allow patrons to pay for printing with a credit card.

Public Relations: The organizers of the Michigan International Women's Show approached the five libraries that work together for the Community Reads program about having a booth at the show, which will be held at the Suburban Collection Showplace in Novi April 29 through May 1. Four staff members volunteered to help staff the booth and one staff member, Adult Librarian Vicki Dixon, will give a book talk. Karen Fehl continues to work on the banners for National Library Week. Jim Gallogy, Director of Public Works for the City, recommended that we hang 20 banners, which he will install on Main and Center Streets. We will use a printer in Traverse City that the Downtown Development Authority also used. Their pricing is quite a bit cheaper than the other quote we got at \$108 per banner. The cost for 21 banners (using three different designs) will be \$900 (\$40 per banner). We have sent in the artwork to the printer and have until March 20 to confirm the quantity. Joe Corriveau asked if there was a warranty on the banners. Julie will find out.

5. **Friends of the Northville District Library Report:** Judy DeFrancesco, Friends Board Member, reported that the Friends Board will vote on their roster of officers at the Friends Annual Meeting on March 19. The slate of proposed officers is the same as last year with the exception of Vice-President. Judy is nominated for this position. The Friends have also added four new "members at-large" to the Board for the coming year. The Friends currently have 293 members and have set a goal of 300 members by the March 19 meeting. The new lights have been installed in the Gift Shop and they make a huge difference. The next Used Book Sale is April 30-May 3. The Friends preview is April 30 and the sale is open to the public May 1 through May 3. The Taste of Northville is March 14 from 11 a.m. to 2 p.m. The Book and Author luncheon will be held on May 12.

6. Budget and Finance Review:

- 6.1 **Bills over \$1,000 for approval:** Jean presented the List of Bills over \$1,000 for February 2015. **MOTION:** Jean Hansen made a motion to approve these bills in

the amount of \$90,936.65 for payment. Mike DeFrancesco seconded the motion. Motion passed.

- 6.2 **Financial Report:** Jean reported that we are 16.7% through our fiscal year and we have received 60% of our tax revenue for the year. Changes to the audit have caused a difference of \$1,989 in the amount that we will transfer to the Building Preservation Fund. The correct amount for the Fund Balance-Prior Year is \$143,873.00 rather than \$144,065.13. **MOTION:** Jean Hansen made a motion to transfer \$143,873 from the Operating Fund to the Reserve Fund for Building Preservation. Mike DeFrancesco seconded the motion. Motion passed. **MOTION:** Jean Hansen made a motion to add a revenue line item to the budget entitled Beverage Machine with a budget of \$1500 per year and to add a corresponding expense line item under Services Support for the Beverage Machine with a budget of \$2,000. Mike DeFrancesco seconded the motion. Motion passed. **MOTION:** Jean Hansen made a motion to add a budget line item under Building/Utilities entitled HVAC Renovations with a budget of \$700,000. Mike DeFrancesco seconded the motion. Motion passed.

7. Committee Reports

- 7.1 **Policy Committee:** Paul Snyder presented the Policy on the Disposal of Furniture, Equipment and Supplies with changes for the first reading. **MOTION:** Paul Snyder made a motion that the Board of Trustees accept the revised Policy on the Disposal of Furniture, Equipment and Supplies for the first reading. Joe Corriveau seconded the motion. Motion passed. Julie discussed the issue of video recorded at the Library being protected by the Library Privacy Act, requiring police to need a search warrant to review it, with the Michigan Library Association (MLA) Executive Director. Julie was advised the MLA is aware of this issue and is working on a recommendation for libraries.

8. Announcements and Comments:

- 8.1 The next Finance Committee Meeting is scheduled for Tuesday, March 24, 2015 at 2:00 p.m. in the Carlo Meeting Room.
- 8.2 The next Board Meeting will be on Thursday, March 26, 2015 at 7:30 p.m. in the Carlo Meeting Room.
- 8.3 Julie distributed a copy of the 2014 Library Annual Report to the Board. Paul reported that the Friends of Michigan Libraries Annual Meeting will be held April 24 in Rochester. The Taste of Northville will be held on March 14. The Board discussed who would be available to assist at the Library booth.

9. **Adjourn Regular Meeting:** **MOTION:** Mike DeFrancesco made a motion to adjourn the February Regular Board Meeting. Joe Corriveau seconded the motion. Motion passed. The meeting was adjourned at 8:45 p.m.

Respectfully Submitted,

Joe Corriveau, Acting Secretary
03/05/15