

NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES
Regular Meeting Minutes
Thursday, February 27, 2014 – 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, Robert Sochacki, Mike DeFrancesco, Paul Snyder, Jean Hansen 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: Trustee Jim Morché.
 - 1.2 **Approval of the Agenda:** **MOTION:** Mike DeFrancesco made a motion to accept the agenda. Robert Sochacki seconded the motion. Motion passed.
 - 1.3 **Approval of Meeting Minutes, 01-23-14:** **MOTION:** Paul Snyder made a motion to approve the minutes as submitted. Robert Sochacki seconded the motion. Motion passed.
 - 1.4 **Appointment of 2014 Board of Trustees Committee Members:** The following committees were established for 2014:
 - Finance Committee: Jean Hansen (Chair), Robert Sochacki, Mike DeFrancesco, Alan Somershoe and Jim Morché.
 - Policy Committee: Paul Snyder (Chair), Joe Corriveau, Robert Sochacki and Jean Hansen.
 - Facilities Committee: Mike DeFrancesco (Chair), Joe Corriveau, Jim Morché and Alan Somershoe.
 - Personnel Committee: Joe Corriveau (Chair), Paul Snyder, Jim Morché and Robert Sochacki.
 - 1.5 **Citizen Comments:** None.
2. **Correspondence:** None
3. **Presentation of 2013 Audit by Plante & Moran:** Chris Jones from Plante Moran presented the audit of the Library for the 2012-2013 fiscal year. He gave an overview of the audit. The Library's net position is \$5,150,295, though over \$3 million of that consists of capital items such as the Library building and collections. The Library has continued its consistent performance of keeping costs under control and being fiscally responsible. The Library debt will be paid off this year. Due to new calculations to the valuation of retiree health care, it appears not to need further funding this year. Jean Hansen asked if the 8% return on investment that MERS is using in its projections is inflated. Chris stated that this percentage was not abnormal. There was discussion about how Personal Property Tax changes by the state could affect the Library. Chris recommends that the Library budget as though we will not be reimbursed. Chris discussed the upcoming changes to accounting standards that will require governmental entities providing defined benefit pensions to show pension assets and liabilities on their balance sheets and how this will affect the Library.
4. **Director's Report:**

Statistics: Julie reported that circulation and the door count were down for the month which is likely related to the terrible weather we have been having. Downloads have risen 6.24% over last year, which includes Download Destination's increased usage of 34%. Database usage was down but use of the website is up. Brainfuse was used 526 times by

37 users. The meeting rooms were used 43 times in January. Usage of the public computers was down but Wi-Fi usage remained high.

Youth Programming: There were 31 programs for youth with 425 attendees.

Adult and Teen Programming: There were four programs for adults and two programs for teens.

Staff: Julie reported that Librarian Wendy Mutch, with the help of Michael McEvoy and numerous volunteers, has won the Gale Cengage Learning Award for Excellence in Reference and Adult Library Services, for the Local History portion of our website. This includes the digitization of the Northville Record, the oral histories available to listen to on our website and the scanning of local high school yearbooks going back to 1921. Wendy will be going to the American Library Association Conference in Las Vegas to accept her award. Michael McEvoy will also be speaking at the Merit Conference on wireless statistics. Merit is our Internet provider. Julie and Anne are going to the Public Library Association Conference in Indianapolis in March. Julie and Anne will also attend a workshop entitled Securing Your Library in Troubling Times, which deals with response to an active shooter.

Facilities: Julie reported that the drains on the first floor of the Library overflowed this past Friday right before closing time. The staff's attempt to get help from the Department of Public Works (DPW) after hours on Friday evening was somewhat confusing, as there was no obvious response from them. A plumber was called out on Saturday who snaked our drain line but was unsuccessful in clearing the blockage. On Monday DPW blew out the City sewer line which cleared the blockage located right at the point in our line where it connects to the City line.

Miscellaneous: Salem-South Lyon Library's proposed millage of .4950 for 20 years passed with 73% of the vote. Julie asked the Trustees if they wanted new copies of the Policy Manual printed. The manual is available on our website, and the Trustees agreed to print what they need from there. The Taste of Northville will be held at Northville High School on March 8 from 12:00 p.m. to 3:00 p.m. Julie asked the Trustees if they would be available to assist with set up and manning the Library's booth. Alan, Jean, Robert and Joe agreed to help. Paul discussed a presentation at the Flint Library that he and Robert attended regarding winning a millage election. Paul will prepare a report for the Board.

5. **Friends of the Northville District Library Report:** Judy DeFrancesco, Friends Board Member, reported that to date, the Friends Treasury is approximately \$1,500 over the projected budget. There have been some declines in sales from the Gift Shop and Used Book Sales likely due to the weather. Support for the Library Wish List for 2014 was approved with a total budget allocation of \$23,272. The Gift Store has transferred \$2,500 to the Friends General Fund, with \$1,500 remaining in the store accounts. Eight books were added to the Library collection this past month from the Gift Book Program. The Friends Newsletter will be published in March, and will include summaries of their annual reports, to ensure members are aware of various activities throughout the year and contributions to the Library. The Read to Me program gave out 25 gift bags to new parents in January and February. The number of our unsold books at Mission Based Books (MBB) is approximately 3,500, not 5,000 as reported last month. A new vendor, Look at a Book, has been selected to sell the remaining books of value currently at MBB and will pick them up before MBB's final day of business. The Friends Annual Meeting will be held on Thursday, March 20 at 7:00 p.m.

6. Budget and Finance Review:

- 5.1 **Bills over \$1,000 for approval:** Jean presented the List of Bills over \$1,000 for February 2014. **MOTION:** Jean Hansen made a motion to approve these bills in

the amount of \$85,751.79 for payment. Mike DeFrancesco seconded the motion. Motion passed.

- 5.2 **Financial Report:** Jean reported that 60% of our tax revenue for the year has been received. There is currently a credit in the Building/Equipment Maintenance account due to an insurance reimbursement that was received because of an electrical event that occurred. The credit that we have had with Consumers Energy has been used up and we have started to make payments again. **MOTION:** Jean Hansen made a motion to approve the audit as presented by Plante and Moran. Robert Sochacki seconded the motion. Motion passed. Jean reported that there is \$151,406.56 of net income (revenue less expenses) left over from last year which needs to be transferred to the Reserve Account. **MOTION:** Jean Hansen made a motion to transfer \$151,406.56 from the Operating Fund to the Reserve Fund, earmarked for Future Unfunded Expenses. Paul Snyder seconded the motion. Motion passed. As discussed in the presentation of the audit, the Retiree Health Care account appears not to need further funding. There had been an amount of \$13,000 budgeted for this purpose. **MOTION:** Jean Hansen made a motion to eliminate the \$13,000 budgeted for the MERS Retiree Health Care for this year. Mike DeFrancesco seconded the motion. Motion passed. The Library is now accepting credit cards for payment of fines. A new account entitled Bank Fees was set up for payment of the fees charged by the credit card processor. **MOTION:** Jean Hansen made a motion to change the name of the account from Bank Fees to Bank Card Fees and budget \$1,600 for this expense. Mike DeFrancesco seconded the motion. Motion passed. In December the Operating Fund borrowed \$100,000 from the Reserve Fund until tax revenue was received. **MOTION:** Jean Hansen moved to transfer \$100,000 from the Operating Fund back to the Reserve Fund to repay the loan made in December. Paul Snyder seconded the motion. Motion passed.

7. Committee Reports:

- 7.1 **Report on the Director's Evaluation:** Joe Corriveau reported that the Personnel Committee met in January for the Director's Evaluation. Joe compiled the evaluation report from the other Trustees' reports with comments that are representative of everyone's input. The rating given to Julie is 4.92 on a scale of 1 to 5. The official copy of the Director's Performance Evaluation will be placed in her personnel file.
- 7.2 **Development Committee:** Julie reported that the Development Committee met on February 5. The Library fundraiser, Books and Beyond, will be held at Cantoro's Italian Market on Friday, April 4 from 7:00 to 9:00 p.m. and will include 8-10 wines from Northern and Southern Italy as well as appetizers. Tickets are \$45 per person and are available for purchase at the Library and on the Library website. Sponsorship letters were sent out to over 300 businesses in the community and follow up phone calls have been made to those businesses that did not respond to the original letter. We currently have received \$4,000 in sponsorships, including two \$1,000 ones from Jack Doheny and Global Gardens Inc. We have also sent out 550 invitations to the event with Committee members' hand addressing the invitation envelopes. We have sold 38 tickets to the event so far. The total contributed in the Library's Annual Giving Campaign for 2013 was \$15,572 compared to around \$5,000 donated in 2012. The total in the Endowment Fund as of December 31, 2013 was \$465,979. Julie has not received information yet from the Community Foundation on how much the Library could withdraw in 2014 if they wished to do so. This information usually comes in February.

8. Announcements and Comments:

- 8.1 The next Finance Committee Meeting is scheduled for Tuesday, March 25, 2014 at 1:30 p.m. in the Carlo Meeting Room.
- 8.2 The next Board Meeting will be on Thursday, March 27, 2014 at 7:30 p.m. in the Carlo Meeting Room.

9. Adjourn Regular Meeting: MOTION: Alan Somershoe made a motion to adjourn the February Regular Board Meeting. Robert Sochacki seconded the motion. Motion passed. The meeting was adjourned at 8:58 p.m.

Respectfully Submitted,

Robert Sochacki, Secretary
03/03/14