

NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES

Regular Meeting Minutes

Thursday, March 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 Joe Corriveau, Mike DeFrancesco, Jean Hansen, Robert Sochacki, Deborah Stanifer, and Alan Somershoe. Also present: Anne Mannisto, Library Director; Carla Eggert, Administrative Assistant; Martha Nork, Friends President; Absent: Trustee Jim Morché and Karen Fehl, Assistant Library Director.
- 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, 02-22-18:** **MOTION:** Jean Hansen made a motion to approve the February minutes as corrected. Mike DeFrancesco seconded the motion. Motion passed.
- 1.5 **Citizen Comments:** None.

2. **Correspondence:** None.

3. **Director's Report:**

**Statistics:** Anne Mannisto reported that circulation for February was down almost 9% and, for the first month in a long time, the number of items downloaded is also lower than a year ago. Although our main eContent providers, Overdrive and Hoopla, continue to be very popular, the usage of both Tumblebooks for kids eBooks and RB digital, for eMagazines, continue to be down. The use of NDL paid databases shows a decrease. Part of this can be explained by a large drop in searches done in Ancestry. The Library was closed on Friday, Feb. 10 due to a snow day, so we were open one less day in February than last year.

**Programming:**

Anne reported that Battle of the Books was held on Wednesday, March 14. This was the 12<sup>th</sup> year and was very successful again this year. There were 29 teams, with 156 middle school students, who participated. Bob Sochacki introduced the event to the crowd of over 400 people assembled in the high school cafeteria. The team that won, Reading Raiders, also won last year. Staff put in a lot of time to make the event successful. We greatly appreciate the Friends financial support and the many volunteers who come back to help year after year. The Teen Advisory Board (TAB), a group of 16 teens, continues to meet on the first Tuesday of the month. They are currently working on a promotional video that will be used on Facebook and for the Teen Summer Reading program. Natalie Molnar, our Teen Services Librarian, will be demonstrating our online resources for students at Parent Camp, an annual school event on Saturday, March 24.

March is Reading Month, so kids are playing a Get Hooked on Books, Play Book Bingo game through the end of the month. Staff members Dorie Freebury and Stacy Lorence will be going to Family Reading Night tomorrow evening at Winchester Elementary. They will have a table with fun handouts, promotional information, a raffle for gift cards to Barnes and Noble, and kids will be able to sign up for a library card. During March, Youth Services held 20 programs with an attendance of 402. This includes Storytimes, school visits, craft events and larger programs like the event held today, Magic Reading Show with 58 kids attending.

Adult Services hosted 5 special programs with a total attendance of 180 and held weekly English as a Second Language (ESL) meetings that average 9 attendees. The upcoming program on the Northville Psychiatric Hospital, being presented by Joe Oldenburg, was

moved to the Community Center to accommodate the number of patrons signed up to attend.

Two staff members attended the Northville Marketplace at Northville High School on Saturday, March 17 where we promoted the Library at a table next to the Friends. Michael McEvoy trained 25 patrons over the last four Thursdays to use the Digital Conversion equipment. Most usage is to convert VHS tapes to DVD or to a digital file, and a lot of slide and photo scanning. We helped 8 patrons during TechXpert, our one-on-one technology assistance for patrons. We also assist a lot of patrons with technology issues such as using their devices and downloading, on a walk-in basis.

**Facility:** Anne reported that the storage room is now a lot more useable due to the hard work Karen Fehl has done along with our Facility Assistant Steve, to organize the room and find a new home for the excess shelving. The Fowlerville Library, which is renovating an old grocery store to a Library, picked up the majority of the shelving. The miscellaneous items that were left were taken to scrap metal recycling this week. We met with Library Design on a new layout for the lower level staff workroom for the Adult Services, Tech Services and Technology departments. On March 2 water began leaking from the wall on the lower level. This was caused by a downspout being jammed with ice and leaves. We have retained a company to clean the gutters in the spring and fall each year. There is also a problem with the clerestory. There is either a possible leak or small crack in the center area. The same roofing company that will be doing the gutter cleanout will take a look at this and repair it when they are here in April. Mike DeFrancesco stated that he asked Advanced Building, who will be doing the work on the building addition, to give us a quote on painting the outside trim of the building. Anne met with Steve Banchemo from the Northville Public Schools about the project next door and the effect on parking. Library staff can now park at the far end of the lot, even though there will be construction equipment in that area. In July they will be resurfacing the lot, which will mean no parking in that area for two weeks.

**Staff:** Karen Fehl and Adult Services Librarian Samantha Downes are at the Public Library Association (PLA) conference in Philadelphia now. We have hired a new Circulation Clerk, Elaine Kaiser, to replace a staff member who left for a full-time job.

**Technology:** The Library has purchased five new laptops, replacing some that were nine years old. They will be used for large events, like Battle of the Books, as well as programs that require them, video game competitions, and training. We have also updated our low vision equipment, with the purchase of a Merlin Elite Pro that magnifies text and also converts text to speech. This was paid for by the Friends. It will be placed in a more prominent area near the public computers by the end of this month.

**Endowment:** Anne discussed the annual distribution available from the Library Endowment Fund with the Community Foundation for Southeastern Michigan in the amount of \$23,951. The Library has the option to take a full or partial withdrawal of this amount, or leave it in the Endowment Fund to continue to grow. The market value of the fund at the end of December 2017 was \$621,290. There was discussion about the distribution and it was decided to leave the annual distribution amount in the fund.

- 4. Friends of the Northville District Library Report:** Friends President Martha Nork reported that the Friends Annual Meeting was March 15. She distributed a copy of the Friends 2017 Annual Report. Jennifer Gustafson is the new Vice President and Will Bastien will handle the Newsletter while the other officer positions have not changed. Three members of the Friends Board attended the Friends of Michigan Libraries (FOML) conference in Southfield on March 8. The conference was well attended and lots of ideas and information were shared. One idea that the Friends will be implementing is that Friends Board members gain a better understanding of all of the programs that the Friends support and the process involved. Each month at the Friends Board meeting, the Board will hear a more detailed report about one function of the Friends. The April presentation will be on the

Battle of the Books. Another idea from the Troy Library was to hold a “meet and greet” for Friends Board members, staff and Trustees to help the Friends better promote the Library. Used Book Sales are doing well with \$868 in sales for February. This compares to \$1,417 in sales for Book Cellar and book cart sales in February 2017. The Book Cellar volunteers had a get together at a local restaurant. The vendor that the Friends use to sell used books online, Look at a Book, is going out of business. The owner is trying to assist the Friends in finding another vendor. The income from Look at a Book for January and February was \$935. The Friends Gift Store is also doing well. They had a shortage of volunteers this winter and were closed for several days but have still exceeded last year’s sales at this point in the year. The Friends are donating a clock to the Library in honor of former Library Director Julie Herrin. They also donated an antique trolley part from the Northville Foundry to the Library in honor of Joe and Carol Oldenburg; this will be displayed in the Local History room.

## 5. Budget and Finance Review:

- 5.1 **Bills over \$1,000 for approval:** Jean presented the List of Bills over \$1,000 for March 2018. **MOTION:** Jean Hansen made a motion to approve these bills in the amount of \$83,982.00 for payment. Bob Sochacki seconded the motion. Motion passed.
- 5.2 **Financial Report:** Jean reported that we are 25% through our fiscal year. We received a check for Personal Property Tax reimbursement in the amount of \$34,641.86. The tax refund check from Wayne County that was booked into the Tax Refunds account has been moved to property tax revenue. We have received more interest than was budgeted for and spent more for the audit than budgeted for. **MOTION:** Jean Hansen made a motion to amend the Interest from Investments line item in the Operating Budget from \$1,500 to \$4,000. Mike DeFrancesco seconded the motion. Motion passed. **MOTION:** Jean Hansen made a motion to amend the Auditing Services line item in the Operating Budget from \$14,000 to \$15,125. Mike DeFrancesco seconded the motion. Motion passed. A new line item was established in the Reserve Fund, Fund-Future Friends Expenses as discussed last month. Mike DeFrancesco asked about increases in the J Fund account balances. They are due to tax revenue receipts.

6. **Planning:** Anne reported that a preconstruction meeting was held at the Library on Wednesday, March 21. Architect Ron Cieslak, the owner of Advanced Building Group Scott Richardson, project manager Carl Olipant, and most of the Board of Trustees were in attendance along with Library staff members Anne Mannisto, Karen Fehl, Carla Eggert and Michael McEvoy. A lot was discussed including communication channels on the project, having project meetings every two weeks on Tuesdays at 9am, payments, insurance and the construction schedule. The construction will begin on Monday, April 16. Advanced noted that by not totally demolishing the outside east wall there would be less disruption and a cost savings. The windows will be removed and the wall filled in, but there would be no need to redo the wiring for phones, electrical and data. The windows may also be able to be reused. The main drawback would be that the conference room interior would be less wide from east to west by a small amount. Advanced will do an estimate of the cost savings if these changes were made and let the Library know in time for a decision at the April Board meeting. The Library would also like to salvage wood from the existing overhang area and save it in case replacement of wood is needed in areas near the gutters. However, a storage area will be needed as there is not room to store the wood in the Library. Mike DeFrancesco suggested a small metal shed be added to the area by the drive to the loading dock in the fenced in area where the chillers are. There is a concrete base already there. Advanced Building Group can remove the wood and set up the storage shed though this will add to the cost of the project. Owner furnished equipment will include

tables, chairs, window blinds if needed, and multi-media equipment. Advanced Building Group will handle the carpet. They took samples of existing carpet in the building to match. Security was discussed, and the Library was assured that the construction crew will not be using the Library for lunch, etc. and that the workers will be identified in some way. They will enter and exit the building using the emergency exit once they get to the interior renovation portion of the project. The staff workroom should not be affected until May. Anne has set up the Builders Risk insurance policy.

7. **Policy Committee:** Deborah Stanifer reported that the Policy Committee met on Tuesday, March 20 and reviewed nine policies in total. Five policies are ready to present to the Board tonight; four policies will be presented at the next Board meeting. **MOTION:** Deborah Stanifer presented the policy on the Freedom of Information Act and made a motion to reaffirm the policy. Mike DeFrancesco seconded the motion. Motion passed. **MOTION:** Deborah Stanifer presented the policy on Materials Selection and made a motion to reaffirm the policy. Bob Sochacki seconded the motion. Motion passed. **MOTION:** Deborah Stanifer presented the policy on Weeding of Materials and made a motion to reaffirm the policy. Bob Sochacki seconded the motion. Motion passed. **MOTION:** Deborah Stanifer presented the policy on Controversial Materials and Programming and made a motion to reaffirm the policy. Mike DeFrancesco seconded the motion. Motion passed. **MOTION:** Deborah Stanifer presented the policy on Gifts and made a motion to reaffirm the policy. Bob Sochacki seconded the motion. Motion passed.
  
8. **Announcements and Comments:** Mike DeFrancesco advised that there was an article in the Northville Record today about the Northville Schools Administration Building property being for sale. There was discussion about the three proposals for purchase that were listed in the article. Alan Somershoe will contact Mary Kay Gallagher, Northville Schools Superintendent, to discuss this in relation to the Library. There was discussion about getting a search firm to begin the search for a new Library Director to fill Anne's position when she leaves in January 2019. The Board asked for this to be added to the agenda for the April Board meeting. Anne Mannisto reported that she met with Friends President Martha Nork and Friends Treasurer Scott Frush. They discussed the possibility of the Friends making a substantial gift to the Library to help with the cost of adding the conference room, since they have saved a large amount over the last few years. There would also be consideration given to them for naming rights. Deborah Stanifer stated that we would need to determine a price for naming rights. We need someone who is familiar with development and naming rights pricing structures to give us an idea of the amount of donations we would require for naming rights of the new meeting room and study rooms. Anne stated that she felt that this would be a nice gesture to honor the Friends and acknowledge a visible result of the work that they do. There was discussion about naming rights.
  - 8.1 The next Finance Committee Meeting is scheduled for Tuesday, April 24, 2018 at 1:30 p.m. in the Storytime Room.
  - 8.2 The next Board Meeting will be on Thursday, April 26, 2018 at 7:30 p.m. in the Carlo Meeting Room.
  
9. **Adjourn Regular Meeting:** **MOTION:** Mike DeFrancesco made a motion to adjourn the March Regular Board Meeting. Robert Sochacki seconded the motion. Motion passed. The meeting was adjourned at 9:07 p.m.

03/28/18

Joe Corriveau, Secretary