

NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES

Regular Meeting Minutes

Thursday, March 23, 2017 – 7:30 p.m.

Northville District Library Carlo Meeting Room

- 1.1 **Call to Order:** Chairperson Robert Sochacki called the Regular Meeting to order at 7:30 p.m.
- 1.2 **Roll Call** - Present: Trustees Joe Corriveau, Mike DeFrancesco, Jean Hansen, Paul Snyder, Robert Sochacki, and Alan Somershoe. Also present: Julie Herrin, Library Director; Anne Mannisto, Assistant Library Director; Carla Eggert, Administrative Assistant; Maureen Simari, Library staff member; Martha Nork, Friends of the Northville District Library President. Absent: Trustee Jim Morché.
- 1.3 **Approval of the Agenda:** **MOTION:** Alan Somershoe made a motion to approve the agenda as submitted. Paul Snyder seconded the motion. Motion passed.
- 1.4 **Approval of Meeting Minutes, Feb. 23, 2017:** **MOTION:** Paul Snyder made a motion to approve the February minutes as amended. Jean Hansen seconded the motion. Motion passed.
- 1.5 **Citizen Comments:** None.

**2. Correspondence:** None.

**3. Director's Report:**

**Statistics:** Julie reported that circulation was down 6.5% in February. Downloads were up by 1.29%. Database sessions were up. Zinio users downloaded 1,501 magazine issues. Overdrive had 2,497 digital checkouts. Brainfuse had 55 visitors with total usage at 779. Freegal was used by 109 patrons to download 1,036 songs. Computer and Wi-Fi usage was steady.

**Programming:** The Youth Department held 22 programs with 497 attending, including 94 at the drop-in craft held this week and 61 at Little Me Storytime. The Adult Services Department had 12 programs with 187 attendees. They have some great programs coming up, including two showings of the movie A Man Called Ove this coming Monday. Battle of the Books went well. We had 151 students participate which was up from 130 last year. We had 34 staff members and volunteers work to make the program a success.

**Freedom of Information Act (FOIA) request:** We received a Freedom of Information Act (FOIA) request from a group called American Transparency requesting an electronic copy of any and all employees for the year 2016, showing the employee name, zip code, hire date, base salary amount, bonus amount, overtime amount, gross annual wages and position title broken down by employer, employee and year. This request was sent to many local libraries. We have sent the document to our attorney who is writing a response. We do not have a document that has the information requested and we are not required to create one.

**Community Foundation for Southeastern Michigan (CFSM):** Julie reported that we have received the annual letter from CFSM stating that the total amount in the Endowment Fund as of 12/31/16 was \$533,588. The annual amount that the Library may withdraw from the fund is \$22,454. There was discussion about whether or not to take the disbursement from the fund. **MOTION:** Mike DeFrancesco made a motion to leave the grant amount in the Endowment Fund again this year. Jean Hansen seconded the motion. Motion passed.

**Facilities:** We have begun reorganizing the Local History Room to accommodate the new media conversion equipment we plan to add to the room. Wendy Mutch has weeded the genealogical collection and put some items in storage. We put a cabinet in storage and moved another cabinet in order to make room for a counter for the equipment to go on. We are planning to add another table to the room. Jean asked about the usage of the room for

meetings. Anne explained that we are not restricting use of the room by groups to meet now except on Monday's from 1-3pm, when the Genealogical Society has volunteers on hand to answer genealogy questions. However you cannot reserve the space. Jean asked that the sign on the table stating that it should not be used by groups or tutors be removed. **Staff:** Dorie attended a workshop entitled Every Child Ready to Read. Wendy attended the Michigan Local History Conference, where she has gotten many good ideas for programs and speakers. Terry Sneyd, a part-time Circulation Clerk, is retiring on May 10 after 22 years with the Library.

**Public Relations:** Julie reported that staff are attending Parent/Teacher Conferences at the elementary schools to talk about online resources for students. Staff recently did this at the Middle Schools and it went very well. Parent-Teacher Conferences may replace Library attendance at the School Open Houses, as the response from parents has been better at the conferences. There is an article in Northville Today about Money Smart Week programming at the Library. Both Adult and Youth Services are having programs for Money Smart Week. Julie invited the Board Members to a farewell party for Trustee Paul Snyder from 6:30 to 7:30pm on April 27, before the next Board meeting.

**4. Friends of the Northville District Library Report:** Friends President Martha Nork reported that the Friends Annual Meeting was March 16 at which the election of Friends Officers and Board took place. The financial report for the Friends Gift Shop has been separated from the reports for the Friends. It had been consolidated in the past. Martha distributed a copy of the Friends 2016 Annual Report. The Friends had a table at the Northville Business Showcase and gave away four boxes of free books. Martha thanked Trustee Alan Somershoe for his help in transporting books to the event. The Friends had been soliciting for additional volunteers for the Book Cellar and have recruited six new volunteers. This will allow the Book Cellar to be open on Thursdays beginning April 6. A Friends Board member attended the Chamber of Commerce networking event to represent the Friends and will also attend next month to try to increase the Friends business memberships. Martha and Deborah Stanifer attended the Friends of Michigan Libraries workshop held at Bloomfield Township Library today.

**5. Budget and Finance Review:**

5.1 **Bills over \$1,000 for approval:** Jean presented the List of Bills over \$1,000 for March 2017. **MOTION:** Jean Hansen made a motion to approve these bills in the amount of \$55,198.79 for payment. Mike DeFrancesco seconded the motion. Motion passed.

5.2 **Financial Report:** Jean reported that we are 25% through our fiscal year and we have received 69% of our tax revenue from Northville Township and 68% from the City of Northville. We received a refund for Personal Property Taxes in the amount of \$42,412.37. **MOTION:** Jean Hansen made a motion to amend the 2017 Budget to add a line item after Total Property Taxes and Tax Refunds entitled Personal Property Tax Reimbursements with a budget of \$42,412.37. Alan Somershoe seconded the motion. Motion passed. **MOTION:** Jean Hansen made a motion to amend the 2017 Budget for Expenses-Auditing Services from \$14,000 to \$13,000. Alan Somershoe seconded the motion. Motion passed. There was discussion about fees that Comerica Bank is charging for failure to keep our checking account balance at around \$1 million. Bank fees of \$1,176 were charged. Jean asked Julie to find out what time period was covered by the fee that was charged. Alan asked Julie to discuss with Comerica what we can do to avoid the fee. **MOTION:** Jean Hansen made a motion to change the name of the budget line item Bank Card Fees to Bank Fees and transfer the \$1000 previously budgeted for Auditing Services to Bank Fees. Mike DeFrancesco

seconded the motion. Motion passed. Jean reported that the Library received a check from the Kroger Community Rewards program of \$132.36 for the first quarter of 2017.

- 6. Trustee Vacancy:** Julie distributed copies of the resumes received for the upcoming Trustee vacancy. The candidates are Carol Murphy, Deborah Stanifer, Christie Lypka and Lisa Tepatti. The Board will interview the potential candidates on Tuesday, April 4 beginning at 7pm in the Carlo room. Julie will email interview questions to the Trustees and contact the candidates to schedule the interviews.
- 7. Planning:** Robert Sochacki stated that the planning process has been tough at times. There has been no timeline set for the Book Cellar. The Board has stated that there will be a time when the Book Cellar space will have to be taken over by the Library due to space constraints but no decision has been made on the timing of that. Right now the area is to be used by the Friends. How they would like to set up their portion of the room is up to them using their budget. The staff of the Library do not need to continue to remind the Friends of the fact that the Library will take the space back. The Board are the ones who will make the decision when the time comes.

Julie reported that the architect Ron Cieslak would like to present his plans to the Board. The Board will meet with Mr. Cieslak on Wednesday, April 12 at 7pm in the Storytime Room. Julie sent the Board copies of Library Design's cost estimate for developing an interior improvement plan. There was discussion about Library Design's proposal.

**MOTION:** Jean Hansen motioned to hire Library Design in an amount not to exceed \$3,750. Alan Somershoe seconded the motion. Motion passed. **MOTION:** Jean Hansen made a motion to transfer \$3,750 from the Reserve Fund-Strategic Planning to the Reserve Fund-Transfer In line item in the Operating Fund. Alan Somershoe seconded the motion. Motion passed.
- 8. Announcements and Comments:**

  - 8.1 The next Finance Committee meeting will be on Tuesday, April 25, 2017 at 1:30 p.m. in the Carlo Meeting Room.
  - 8.2 The next Regular Board Meeting will be held on Thursday, April 27, 2017 at 7:30 p.m.
- 9. Adjourn Regular Meeting:** **MOTION:** Mike DeFrancesco made a motion to adjourn the March Regular Board Meeting. Paul Snyder seconded the motion. Motion passed. The meeting was adjourned at 8:40 p.m.