

NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES
Regular Meeting Minutes
Thursday, March 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 7:33 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; Dorie Freebury, Library staff member. Absent: Trustee Jim Morché.
 - 1.2 **Approval of the Agenda:** **MOTION:** Robert Sochacki made a motion to accept the agenda. Mike DeFrancesco seconded the motion. Motion passed.
 - 1.3 **Approval of Meeting Minutes, Feb. 27, 2014:** **MOTION:** Paul Snyder made a motion to approve the minutes as submitted. Robert Sochacki seconded the motion. Motion passed.
 - 1.4 **Citizen Comments:** None.
2. **Correspondence:** Julie Herrin reported that Deborah Stanifer dropped off the ticket reservation forms for the Plymouth, Canton, Novi and Northville Friends of the Library Book and Author Luncheon that is being held Thursday, May 8 at Fox Hills Golf & Banquet Center in Plymouth. The featured speaker is Mardi Jo Link, author of *Bootstrapper: From Broke to Badass on a Northern Michigan Farm*.
3. **Northville District Library Director's Report:**

Statistics: Julie reported that circulation was down again this month. This may still be related to the terrible winter we have had. Downloads are up 23% over last year, which includes Download Destination's increased usage of 34%. Brainfuse was used 782 times by 57 users and Freegal was used by 83 patrons to download 501 songs. We publicized Freegal recently with an article on the front page of the Library Spring Newsletter.

Youth Programming: There were 23 programs for youth with 593 attendees. March is Reading Month and we have had a contest for the month in which those children who read ten books will receive a free paperback book with 101 children participating. We also pulled books for the many parents and grandparents reading at schools for Reading Month. Ridgewood and Main Street Preschools visited the Library.

Adult Programming: There were nine programs for adults with 359 attending. We had full programs for both the Before Motown and Irish Dancing programs.

Teen Programming: A Homework Help/Database class had 19 attendees. Battle of the Books was held last night, March 26, at Northville High School. There were 143 students who participated in 28 teams as well as 200 parents and visitors attending. The winning team beat the second place team by one point.

Collections: Julie reported that the Library has subscribed to an online full-text magazine service called Zinio that has 260 magazines available to read on your computer or portable device. The cost is about \$3,500 per year. Alan asked if there was a limit on downloads. Julie stated there is no limit on the number of magazines you may download and they do not expire once downloaded.

Staff: Julie and Anne attended the Public Library Association (PLA) Conference March 11-15 in Indianapolis. While there they attended sessions on community engagement, web sites, millage elections, using social media for reader's advisory, and the Pew Research Center report on the American public's engagement with public libraries. Julie gave the

Board a copy of a brief prepared by the Bill and Melinda Gates Foundation on the Pew report. Julie, Anne, Karen Fehl, Kristine Towne, and Michael McEvoy attended a webinar on building new websites. Wendy Mutch attended a webinar entitled Securing and Leveraging Your Library's Local History and Special Collections. We have hired a new public relations intern, Stacy Lorence, who has been employed as a computer page. She will begin the new position on April 8 and will focus on updating social media for the Library. We hired a new computer page, Nick Abraham, to fill the position vacated by Stacy. Barbara Stripling, the President of the American Library Association (ALA), will speak at the Ann Arbor Library on April 14 on the topic of why libraries are still relevant. With the implementation of the Affordable Care Act, Blue Cross is no longer offering our current health plan for renewal. The Library contract with the Northville District Library Employee Association states that the Library "reserves the right to change carriers with substantially equivalent coverage or to modify its coverage to coordinate with any mandatory changes for national health insurance". Julie has worked with our insurance agent to find a new Blue Cross plan, Community Blue PPO that will have very similar benefits. Community Blue has a \$250 deductible and an annual out of pocket maximum of \$1,000. Individual premiums for staff will be based on age rather than group rates as in the past, so older employees will pay more for insurance. The total cost of the new insurance will be \$360 less per month for the Library. Robert stated that the Library might consider looking into Medicare with a supplemental insurance plan for those staff who are eligible for Medicare. Julie stated that she will look into this.

Facility: Julie reported that work was done to refurbish the moveable partition that separates the two meeting room spaces. This is now much easier to move. We are working with Library Design to pick a fabric for the new computer chairs. We will also be meeting to look at new carpet colors for the replacement of the carpeting in the public areas of the Library.

4. **Friends of the Northville District Library Report:** Judy DeFrancesco, Friends Board Member, reported that the Friends held their Annual Meeting in March. The officers remained the same as last year except for the election of a new Treasurer, Deborah Stanifer.

5. **Budget and Finance Review:**

- 5.1 **Bills over \$1,000 for approval:** Jean presented the List of Bills over \$1,000 for March 2014. **MOTION:** Jean Hansen made a motion to approve these bills in the amount of \$76,245.80 for payment. Paul Snyder seconded the motion. Motion passed.
- 5.2 **Financial Report:** Jean reported that we have received 65% of our tax revenue for the year. There is currently an amount of \$497.50 from tax refunds in the Debt Fund that is due to the Operating Fund. **MOTION:** Jean Hansen made a motion to transfer \$497.50 of tax refunds from the Debt Fund to the Operating Account. Mike DeFrancesco seconded the motion. Jean reported that the debt payment on the bonds is due. **MOTION:** Jean Hansen made a motion to transfer \$437,200 from the Debt Fund to US Bank for the April debt payment. Robert Sochacki seconded the motion. Motion passed.

6. **Community Foundation for Southeastern Michigan (CFSEM):** Julie reported that every year CFSEM tells us the allowable distribution, i.e. the amount that may be withdrawn from the Endowment Fund or left in to reinvest. This year the amount is \$18,893. There was discussion about whether or not to take the distribution from the Fund. Jean stated that one of the goals of the Development Committee is to grow the amount of the Endowment Fund to \$500,000. It is currently around \$460,000. In addition, a Library Strategic Goal is to raise an amount each year in non-tax dollars equal to 20% of the Materials and Program budget. Anne Mannisto noted that an endowment of \$500,000 would generate an annual

distribution of about \$25,000. Paul noted that the principal could never be touched from this Fund. **MOTION:** Jean Hansen made a motion to leave the distribution for 2014 in the Endowment Fund. Mike DeFrancesco seconded the motion. Motion passed.

7. Committee Reports:

- 7.1 **Development Committee:** Julie reported that 172 tickets have been sold for the Library Fundraiser, Books and Beyond, being held at Cantoro's Italian Market on Friday, April 4 from 7:00 to 9:00 p.m. We have also received \$5,500 in sponsorships and numerous donations of gift cards from local businesses. We will have four gift baskets and several books with gift cards to raffle off at the event. Julie reminded the Board members to get their tickets soon if they have not already as tickets sales will be stopped soon. Julie also asked for the Board members' assistance in greeting guests at the fundraiser.

8. Announcements and Comments:

- 8.1 The next Finance Committee Meeting is scheduled for Tuesday, April 22, 2014 at 1:30 p.m. in the Carlo Meeting Room.
- 8.2 The next Board Meeting will be on Thursday, April 24, 2014 at 7:30 p.m. in the Carlo Meeting Room.
- 8.3 Mike DeFrancesco discussed the facility repairs recommended in the building assessment from SHW. The study from SHW proposed over \$892,000 in repairs the first year. We met with our heating and cooling vendor who felt some of the items on the SHW list were overpriced or unnecessary. Mike gave the Board a list of prioritized items for repair that we need to have done first, totaling \$183,500. Jean stated that these types of repairs are what we established the Building Preservation Fund for, but it is also why we need to renew our millage.
- 8.4 Paul Snyder reported that the Friends of Michigan Libraries Trustee Alliance is having a workshop at the Canton Public Library on April 4. Some of the topics to be discussed are the Trustee's role, evaluating the library director, library funding and policies.

9. Adjourn Regular Meeting: MOTION: Paul Snyder made a motion to adjourn the March Regular Board Meeting. Joe Corriveau seconded the motion. Motion passed. The meeting was adjourned at 8:50 p.m.

Respectfully Submitted,

Robert Sochacki, Secretary
04/02/14