

NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES

Regular Meeting Minutes

Thursday, March 28, 2013 – 7:30 p.m.

Northville District Library Carlo Meeting Room

1. **Call to Order:** Vice Chair Joe Corriveau called the Regular Meeting to order at 7:31 p.m.
 - 1.1 **Roll Call** - Present: Trustees Joe Corriveau, Jean Hansen, Paul Snyder, Alan Somershoe and Mike DeFrancesco. Also present: Julie Herrin, Library Director; Anne Mannisto, Assistant Library Director; Carla Eggert, Administrative Assistant. Staff member Dorie Freebury was in the audience. Absent: Trustees Robert Sochacki and Jim Morché.
 - 1.2 **Approval of the Agenda:** **MOTION:** Jean Hansen made a motion to accept the agenda as amended. Alan Somershoe seconded the motion. Motion passed.
 - 1.3 **Approval of Meeting Minutes, 02/28/13:** Changes to the minutes of February 28, 2013 were requested. Mike DeFrancesco made a motion to approve the minutes as amended. Paul Snyder seconded the motion. Motion passed.
 - 1.4 **Citizen Comments:** None.
2. **Correspondence:** Julie Herrin read a letter to the Board of Trustees from Carolyn Toyer regarding her donation of a Shakespeare bust to the Library that was inadvertently sold by the Friends of the Library in the Book Cellar. Julie will write a response to Ms. Toyer advising her again of our gift policy and letting her know that we are putting a sign in the Book Cellar asking anyone who purchased the item to return it to the Library for a full refund. Julie also reported that we received a letter from the Turf Club of Northville thanking the Library for allowing the Club to borrow a coat rack at the last minute for their fundraiser at the Northville Sports Den.
3. **Director's Report**

Statistics: Julie Herrin reported that circulation was down 4% and the door count was down 2%. Downloading of eBooks and audiobooks is up 44% over last year. Computer and Wi-Fi use continues to be high with over 800 Wi-Fi users again this month. Brainfuse was accessed 235 times and there were 23 users of the homework help. Freegal was used by 101 people who downloaded 642 songs. Julie distributed the 2012 Annual Report that she prepared for the Friends; it gives information on the Library collection, circulation, programming, public relations and finances for last year.

Youth Programming: There were 24 programs for youth with 523 children attending. We had a promotion in March for Reading Month in which children who read 10 books were given a prize of a free paperback book. We had 132 youth who read enough books for the prize. Dorie has been in contact with the paraprofessionals who are running the school media centers. They have asked to have monthly updates of youth activities.

Adult Programming: There were five programs for adults with attendance of 180 people, including 92 attendees for the gardening program by Janet Macunovich at the Senior Center.

Teen Programming: Battle of the Books was held on March 20. There were 159 students who participated with over 200 people in the audience to watch the competition. The winner was a team called Hat Trick. Photographs from the event are featured on our web page. Mike DeFrancesco commented that there was a very nice article about Battle of the Books in the Northville Record. Julie reported that we have a knitting program for teens one Saturday a month in March, April and May. We have had 15 teens participate in the knitting program so far.

Collections: Julie reported that the Friends Gift Book Program received over \$835 in memorial donations for William McAskin, who passed away last November and had been very active with the Northville Genealogy Society. We will use these donations to purchase the Historic Detroit Free Press 1831-1922 online. His wife was very generous to make up the difference in the cost

of the database and what was received in donations. Joe Corriveau offered to call Mrs. McAskin and thank her for her donation.

The Friends received a Lifetime Membership contribution of \$1,000 which entitles the member to a leaf on the donor tree.

Technology: The five new AWE workstations for the Youth Department that were purchased with funds from the Friends were installed on March 18. They will allow for much simplified maintenance for staff and have touch screens which are more intuitive for children.

Staff: Julie reported that she and Anne attended a webinar on guns in libraries which was very informative. There are currently two bills in the Michigan Legislature to add libraries to places where weapons are not permitted. Wendy attended a Local History Conference which she said was very good. Allison attended a webinar entitled Collections and Transitions in the Digital Library.

PR: The Taste of Northville was held on March 9. There were 61 vendors and 306 tickets were sold. Jean Hansen, Joe Corriveau, Bob Sochacki and several of the Friends helped out. We were able to meet and talk with several other community groups who had tables at the event as well. Julie spoke to the Kiwanis Club on March 20. The group was very attentive and had a lot of good questions.

National Library Week: As part of National Library Week, which is April 14-21, we are expanding our Geek posters that are on display in the Library to include community leaders. We also have a new display for the main showcase with photographs showing a day in the life of the Library. We will have a contest that week to tie into our Geek campaign asking people to tell us what they are passionate about or their favorite library memory. We will also have a puppet show and a program entitled "Making the Most of Your Tablet" during National Library Week.

Endowment Report: The Community Foundation for Southeastern Michigan (CFSEM) reported that the annual distribution available for withdrawal from the Library's Endowment Fund is \$16,300. The Development Committee would like to reach the goal of \$500,000 in the Endowment in the next two years. Jean Hansen noted that the returns offered by CFSEM have beaten the S & P 500 for every year that we have participated except for three, which is a good rate of return. Jean Hansen made a motion that no distribution be taken from the Endowment Fund, in order for the principal to increase. Mike DeFrancesco seconded the motion. Motion passed.

4. **Friends Report:** The Friends held their Annual Meeting on March 21 at which they elected new officers. Carol Oldenburg will continue as President. She is still in Florida but will return next month. The Friends made some changes to their by-laws as well as changes to the Agreement between the Library and the Friends. The changes to the Agreement will be presented at the next Board of Trustees meeting on April 25 for approval.

5. Budget and Finance Review:

- 5.1 **Bills over \$1,000 for approval:** Treasurer Jean Hansen presented the List of Bills over \$1,000 for March 2013. **MOTION:** Jean made a motion to approve these bills in the amount of \$106,896.41 for payment. Paul Snyder seconded the motion. Motion passed.
- 5.2 **Financial Report:** Jean reported that the debt payment for the bonds for the building of the Library is due. The Bonds will be paid off in 2015. **MOTION:** Jean Hansen made a motion to transfer \$430,300 from the Debt Service Fund to US Bank for the April debt payment. Alan Somershoe seconded the motion. Motion passed.
Jean Hansen reported that the large tax refund of \$34,991.37 that was paid in February was not split correctly between the Debt and Operating Funds. We will ask the accountant to correct this next month.

6. Committee Reports : None

7. Announcements and Comments

- 7.1 The next Finance Committee Meeting is scheduled for Tuesday, April 23, 2013 at 1:30 p.m. in Group Study Room B.
- 7.2 The next meeting of the Personnel Committee will be held on April 25, 2013 at 7:00 p.m. in the Carlo Meeting Room.
- 7.3 The next Board Meeting will be on Thursday, April 25, 2013 at 7:30 p.m. in the Carlo Meeting Room.

MOTION: Paul Snyder made a motion to adjourn the March Regular Board Meeting. Alan Somershoe seconded the motion. Motion passed. The Meeting was adjourned at 8:20 p.m.

Respectfully Submitted,

Paul Snyder, Secretary

CE 04/03/13