

# NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES

## Regular Meeting Minutes

Thursday, April 23, 2015 – 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, Jean Hansen, Mike DeFrancesco, Jim Morché, Robert Sochacki, Paul Snyder, and Joe Corriveau. Also present: Julie Herrin, Library Director; Anne Mannisto, Assistant Library Director; Carla Eggert, Administrative Assistant; Carol Oldenburg, Friends of the Northville Library President; Suzanne Schimanski-Gross, Library staff member.
  - 1.2 **Approval of the Agenda:** **MOTION:** Paul Snyder made a motion to approve the agenda. Jean Hansen seconded the motion. Motion passed.
  - 1.3 **Approval of Meeting Minutes, March 26, 2015:** **MOTION:** Jean Hansen made a motion to approve the March minutes as corrected. Robert Sochacki seconded the motion. Motion passed.
  - 1.4 **Citizen Comments:** None.
  
2. **Correspondence:** Julie Herrin reported that, in addition to the electronic newsletter from United for Libraries that she forwarded to the Board, we also received two paper copies of back issues of their newsletter if any of the Board members are interested in reading them. Robert Sochacki took the copies to read.
  
3. **Director's Report:**

**Statistics:** Julie reported that there is an error on the statistics sheet. The data is correct but the month of February is listed under website visits and database usage instead of March. Julie will have this corrected on the original. Downloads were up by about 45% but circulation was down about 6%. Database usage, except for the MEL databases, was down for the month. Freegal had 76 users who checked out 730 songs for the month. Brainfuse was used 217 times by 37 patrons. This is a little better than last month but is still down from last year. Jim Morché asked about Meeting and Study Room usage, and requested to see a comparison to prior the year. This information was added to the statistics report a year ago, so a comparison will be on the next report.

**Programming:** Youth had 33 programs with 564 attendees. Adult had 5 programs with 191 attending. We added two new patrons to our homebound service.

**Collections:** We are splitting the Youth DVD collection into fiction and non-fiction. Adding call numbers to the educational ones will make them much easier to find.

**Staff:** Julie attended a webinar entitled "Present and Future of eBooks" which discussed integration and standardization. Anne attended a webinar on Valueline. Vicki Dixon attended a meeting of the International Collection Librarians Roundtable, a gathering of Foreign Language and English as a Second Language Librarians. Wendy Mutch judged entries for the Michigan Historical Society's Michigan History Day contest. Dorie Freebury, Nancy Clarizio and Laura Curtsinger attending a webinar on Early Literacy.

**Public Relations:** Julie reported that we held our fundraiser at Cantoro's Italian Market this past Sunday, April 19. We sold 102 tickets and raised \$1,400 from the raffle and sale of books. We had \$3,500 in sponsorships from businesses in the community. In total we raised about \$7,000 for the Library, compared to over \$12,000 last year. There was an article in today's Northville Record about the fundraiser. The next Development Committee meeting is May 4. The Northville Recreation Department holds a Senior Fest at the Community Center each year. We have been invited to have a table at this year's event being held on June 3.

**HVAC:** Julie reported that our current air conditioning system is not in good shape, with one unit losing coolant and one unit cycling on and off so that the system is currently

operating at 40% of capacity. All of the air conditioning units will be replaced with the new chiller in approximately 4 to 6 weeks. The chiller has come in but Limbach is still awaiting the arrival of the chiller pump. Limbach had offered a possible solution of using temporary air cooling equipment to cool the building during this time. However the cost of \$11,436 makes this too expensive an option. We will continue to use our current equipment operating at 40% capacity and hope that the weather cooperates with us to keep the building cool. Limbach is willing to make temporary repairs to keep the equipment functioning as necessary until they are able to connect the new chiller. Another issue that has come up is the condition of the heat pumps on air handler unit three. Julie circulated photographs of the problem area to the Board. The heat pump on this air handler has been soldered many times with silicone and Limbach does not recommend using the pump with the new system. The cost to replace it is \$5,680. Finally, Limbach had planned to install a variable air valve (VAV) box in each heating coil and had counted 15 in the blueprints we provided them. However, once they got into the ceiling they found six more sites that were not listed on the original building plans. We need to add VAV boxes to these six areas or they will not respond to the digital controls. The cost for these additional boxes is \$22,292. There was discussion about these change orders, the building study done by SHW, and why these items were not discovered during the study. **MOTION:** Mike DeFrancesco made a motion to expend additional funds, not to exceed \$30,000, for the repair of the heating coils in air handler unit three and to add six additional VAV boxes. Paul Snyder seconded the motion. Motion passed.

**4. Friends of the Northville District Library Report:** Carol Oldenburg, Friends President, reported that the Friends 2015/2016 budget was approved, and included financial support for the Library's Wish List totaling \$22,155. Julie Herrin had shared with the Friends Board the Friends page on the new library website that is scheduled to go live in the middle of May. The Friends Board members were enthusiastic about the new look, which is much more visual and appealing, and are appreciative of the hard work done to improve it. The Friends 2015/2016 membership drive began in March and the current membership is 163. The Friends donated 16 new gift books to the Library in March. The Used Book Sale will be held April 30-May 3, 2015. The Friends preview is April 30 and the sale is open to the public May 1 through May 3. The Gift Shop will hold their Member Sales Days during the Used Book Sale as well. For fiscal year 2014/2015 Used Book sales generated \$22,282 in revenue for the Friends. The Friends will be raising prices for the upcoming book sale. Hardcover books will be \$1, paperbacks 50 cents and bag sales will be \$7. Joe Oldenburg has announced that he is stepping down from managing the overall used book operations though he will still handle the remaining Spring and Fall Used Book Sales for this year. Carol will be taking over the book sale operations. The Friends are supplying used books for the Little Free Libraries in the community.

**5. Budget and Finance Review:**

5.1 **Bills over \$1,000 for approval:** Jean presented the List of Bills over \$1,000 for April 2015. **MOTION:** Jean Hansen made a motion to approve these bills in the amount of \$81,004.26 for payment. Robert Sochacki seconded the motion. Motion passed.

5.2 **Financial Report:** Jean reported that we are 33% through our fiscal year and have received about 96% of our tax revenue. The amount of \$55.04 showing on the Operating Fund balance sheet as due from other funds is the Debt Funds portion of tax refunds paid to Wayne County. **MOTION:** Jean Hansen made a motion to transfer \$55.04 from the Debt Fund to the Operating Fund. Jim Morché seconded the motion. Motion passed. Jean reported that the last payment for the Library Bonds was paid. The remaining balance in the Debt Fund will be transferred to the Operating Fund after the final tax revenue is

received and any tax refunds are paid. Jean stated that we will pay for the banners hanging in town for National Library Week out of the Strategic Planning Fund.

- 6. Health Care:** Julie reported that we have received our renewal rates from Blue Cross. Our policy will renew in July this year rather than in June as in the past. The rates have gone down 3.2% from last year. There have been some changes to the policy. The maximum out-of-pocket costs have changed. The deductible is \$250 per person. The coinsurance maximum out-of-pocket is \$500 per person. Coinsurance includes hospital charges and lab charges. For copays, the maximum out-of-pocket will be \$6,600. This is an increase from \$1,000 with our current policy. Copays include prescription drugs and office visits. In the past the Library has paid the \$1,000 out-of-pocket. It previously was deposited into a Health Savings Account (HSA) which we are no longer able to offer employees as we do not have high deductible health insurance any longer. Julie proposes that the Library pay the per person \$250 deductible and the \$500 coinsurance maximum which the employee can choose to deposit into a Flexible Spending Account (FSA). **MOTION:** Jean Hansen motioned that the Library continue its practice of covering the per person out-of-pocket deductible and coinsurance payments for employees and pre-Medicare retirees which will amount to \$750 under the revised health insurance policy effective in July 2015. Mike DeFrancesco seconded the motion. Motion passed.

Currently we charge employee's 20% for health insurance and reimburse them 10% in the form of a stipend, in order to be in compliance with a State of Michigan law requiring public employees to pay 20% of their health care costs. There is no enforcement of this law or penalty for not complying. We propose to only charge the employees 10% of the health insurance premium and opt out of the State law, which our legal counsel says we may do.

**MOTION:** Jean Hansen made a motion that the Library opt out of the recent State law that required public employees to cover 20%, as opposed to 10%, of the total premium cost for their health insurance. Since employees as well as pre-Medicare retirees will realize a reduction in their premium payments from 20% to 10%, the Library will discontinue its practice of providing them with a stipend that was equivalent to the additional 10%. This will go into effect with the July insurance premium payment. Jim Morché seconded the motion. Motion passed.

**7. Announcements and Comments:**

- 7.1 The next Finance Committee Meeting is scheduled for Tuesday, May 26, 2015 at 2:00 p.m. in the Carlo Meeting Room.
- 7.2 The next Board Meeting will be on Thursday, May 28, 2015 at 7:30 p.m. in the Carlo Meeting Room.
- 7.3 Paul Snyder discussed a posting he saw on the Michigan Library Association list-serv about paging library patrons in the library and whether doing so violates Library privacy laws. Our current procedure is to do this only in an emergency. Joe Corriveau suggested we get the callers contact information and relay that to the Library patron.

- 8. Adjourn Regular Meeting:** **MOTION:** Jim Morché made a motion to adjourn the April Regular Board Meeting. Mike DeFrancesco seconded the motion. Motion passed. The meeting was adjourned at 8:45 p.m.

Respectfully Submitted,  
Robert Sochacki, Secretary  
04/24/15