

NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES
Regular Meeting Minutes
Thursday, April 24, 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 7:30 p.m.
 - 1.1 **Roll Call** - Present: Trustees Alan Somershoe, Robert Sochacki, Mike DeFrancesco, Paul Snyder, Jean Hansen, Joe Corriveau and Jim Morché. Also present: Julie Herrin, Library Director; Anne Mannisto, Assistant Library Director; Carla Eggert, Administrative Assistant; Carol Oldenburg, Friends of the Northville District Library President; Lynne Hirschelman and Kristine Towne, Library staff members.
 - 1.2 **Approval of the Agenda:** **MOTION:** Robert Sochacki made a motion to accept the agenda. Jim Morché seconded the motion. Motion passed.
 - 1.3 **Approval of Meeting Minutes, March 27, 2014:** **MOTION:** Mike DeFrancesco 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 the Library received a certificate of congratulations for Books and Beyond, our Library fundraising event, from Wayne County Commissioner Laura Cox.
3. **Northville District Library Director's Report:**

Statistics: Julie reported that circulation appears to have returned to normal after the bad winter weather and is currently just about the same as last year. Downloads are up 28%. Database use is up by almost double which may be due to the Homework Help class we held for students. Jean Hansen asked what the circulation plus download statistic referred to. Julie reported that this is books checked out and any item downloaded, eBooks and music. Brainfuse was used 870 times by 64 users and Freegal was used by 129 patrons to download 745 songs. The door count was up by 1.7%. Use of the website has tripled and wireless use is at an all-time high. Forty-seven groups used the meeting rooms last month.

Youth Programming: There were 30 programs for youth with 594 attendees. A storytime for four and five year olds has had to be cancelled due to low attendance, likely due to full-day kindergarten and increased preschool attendance.

Adult Programming: There were five programs for adults with 170 attending. A program on Shakespeare had 38 people attend, a class on the Kindle had 17 attendees and a program on the Cloud had 58 in attendance.

Technology: Julie reported that we are adding audiovisual equipment to the Storytime Room. This will include a larger pull-down screen, a projector for use with a computer and a DVD player. This will make the room more versatile for programs and allow the Youth Services librarians to use various computer apps as props in their storytimes. The Library began using the new online catalog Enterprise. The new catalog is no longer hosted by the Library Network but by the software developer Sirsi and stored in the Cloud. This will allow for easier updates to the catalog and for new features like the ability to download an eBook right from the catalog record, which will be added in the future.

Staff: Anne and Karen Fehl, our Public Relations Librarian, attended a webinar on social media policy. The Youth Department attended an American Library Association webcast entitled Best Practices for Apps in Storytime, to go along with the ability to use apps in the updated Storytime Room. Patricia Garavoglia attended a workshop on cataloging. Julie and Anne attended a workshop entitled Securing Your Library in Troubling Times that dealt

with responding to an active shooter in the Library. Julie spoke to the Northville Police Chief regarding assistance from the Police Department in establishing a plan of action for such an event. Our health insurance agent, Eric Hammill, came out to the library to give a presentation to all of the staff who are Blue Cross subscribers on the new health insurance plan that will go into effect on June 1st. John Chrastka, with the group EveryLibrary that assists libraries with millage campaigns, will speak to the staff on May 7 regarding what staff legally can and can't say to patrons regarding the millage renewal campaign. He will also speak to the Ballot Question Committee on May 6 at Joe Corriveau's office.

Facility: Julie reported that our former custodian, who worked for Allied Building Service, felt that he needed to dispose of a computer hard drive and a flash drive. He poured epoxy on the items and lit them while he was in the storage area behind the Book Cellar. The items did not catch fire but he was burned on his hair and face. The Fire Department was called and the building evacuated for almost two hours. The custodian is no longer working for us or employed with Allied. We plan to replace the carpeting in the public areas of the building. We have received one bid on the project, at between \$101,000 and \$106,000, which includes complete moving services for all shelving, furniture and collections on both floors of the building, new carpeting and installation, and removal of the old carpeting. Julie will get more bids as well.

Public Relations: Julie and Anne attended the State of the Community luncheon, hosted by the Chamber of Commerce. We brought the display board on Northville in 1964, which featured articles from the digitized Northville Record, to celebrate the Chamber's 50th anniversary. The display was popular. The Chamber is currently displaying the board in their offices. The summer newsletter will be out the first week of June and will feature a new look, changing to a full page now with a new masthead. Our Public Relations Intern has started and is focusing on increasing our social media presence. We will be posting a daily item to Facebook. Julie encouraged the Trustees to "like" the Library on Facebook.

4. **Friends of the Northville District Library Report:** Carol Oldenburg, President of the Friends, reported that last month was a good month for the Friends with over \$5,000 in revenue. The Friends new membership year began on March 1 and they have 167 new and renewed memberships so far. Gift Store sales were slow for March, possibly due to the poor weather. The Friends Gift Store will hold Member Shopping Days May 2 through May 4, during which Friends members receive a 10% discount on their purchases. The March newsletter focused on the 2013 accomplishments of the Friends, so that members are kept more informed of the past year's activities. The total revenue for used book sales for the 2013/2014 year was \$25,644.08, which included \$8,834.32 in sales from Mission Based Books (MBB) which has since gone out of business. MBB owes the Friends an additional \$1,966.41 for sales from October 2013 through January 2014 that they have notified us they are unable to pay at this time. They will try to pay in installments but there is no guarantee they will be able to do so. A new vendor, Look at a Book, located in Ohio, took 650 of our books that remained with MBB. So far Look at a Book has sold about \$300 worth of our materials. The Friends will continue to sell books without the use of a vendor for now and monitor revenues to see how things are going. MBB also recycled materials that could not be sold for us. The Salvation Army has begun a twice monthly pick up of our recycled materials.

5. Budget and Finance Review:

- 5.1 **Bills over \$1,000 for approval:** Jean Hansen presented the List of Bills over \$1,000 for April 2014. **MOTION:** Jean Hansen made a motion to approve these bills in the amount of \$73,489.12 for payment. Paul Snyder seconded the motion. Motion passed.

5.2 **Financial Report:** Jean reported that the \$100,000 the Operating Fund borrowed from the Reserve Fund until tax revenue was received has been paid back. We are about a third of the way through our fiscal year and we have received 90% of our tax revenue. We received the first State Aid payment of \$10,065.06. The second payment is usually about the same as the first, which will put us over budget for State Aid this year when we receive the second payment. Jean reported that we budgeted \$25,000 for our liability insurance for this year but the cost was only \$12,368 due to a member distribution of excess funds. **MOTION:** Jean Hansen made a motion to amend the amount budgeted for Liability and Property Insurance from \$25,000 to \$12,368. Mike DeFrancesco seconded the motion. Motion passed. Jean reported that she and Julie met with Laura Branchick, our representative from Comerica Bank, who explained that due to the Dodd Frank Act, the Library Debt Fund can no longer invest in the Library J Fund. We will invest in a money market account instead which are currently paying .2% interest, quite a bit more than the .04% the J Fund paid in 2013. We also opened a money market account for the Reserve Fund and transferred the money from the Reserve J Fund to the new account for improved interest earnings.

6. **Administrative Contracts:** Julie reported that contracts for herself and Anne expired on February 28, 2014. There are no changes to be made except for the dates of the contract. **MOTION:** Mike DeFrancesco made a motion to renew the employment contracts for Julie Herrin and Anne Mannisto for two years. Jean Hansen seconded the motion. Motion passed.

7. **Millage Election:** On May 6 the Ballot Question Committee will meet. John Chrastka who works for EveryLibrary, a company that helps libraries that are facing millage elections, will speak and will share his expertise with the committee. Two decisions that should be made prior to this meeting are: 1) how long we will be asking voters to renew the millage for; and 2) what the library will do if the millage does not pass. The budget would be short about \$450,000 without the millage renewal. Julie presented a list of impacts to the Library if the millage did not pass. The list was discussed by the Board. Impacts would likely be felt in staffing and library hours. There was discussion regarding the length of the millage renewal. **MOTION:** Paul Snyder made a motion to ask for a millage renewal for seven years. Mike DeFrancesco seconded the motion. Motion passed with two dissenting votes. Paul discussed information from the Friends of Michigan Library stating that the Friends should have already donated any funds they were contributing to the Ballot Question Committee, rather than just earmarking them, for tax reasons. Carol stated that she thought the money had been donated already around the same time that the forms were sent into the State establishing the Ballot Question Committee. Carol will check with Friends Treasurer Deborah Stanifer regarding this. Julie distributed a copy of the proposed ballot language to the Board.

8. Committee Reports:

8.1 **Development Committee:** Julie reported that the Books and Beyond Fundraiser, a wine tasting at Cantoro's Italian Market, was very successful, with 196 people attending and \$12,563 raised for the Library. The Development Committee met the Monday after the event to discuss changes for next year. The date for next year's fundraiser will be Sunday, April 19, 2015.

8.2 **Facilities Committee:** Julie distributed a list of building maintenance projects and costs for 2014-2018 that was compiled by Mike DeFrancesco. Repairs for the current year (2014) total \$154,500. The Facilities Committee will meet on

Tuesday, April 29 at 7:30 p.m. to further discuss the list of projects. The Friends Book Cellar is located in the front part of the Library storage area. This area is not properly heated as it was intended to be for storage only in the original building plans. The room is very cold. **MOTION:** Mike DeFrancesco made a motion to install a reheat coil in the Book Cellar to reduce dampness and chill, at a cost of \$3,000. Jim Morché seconded the motion. Motion passed.

9. Announcements and Comments:

- 9.1 The next Finance Committee Meeting is scheduled for Tuesday, May 20, 2014 at 1:30 p.m. in the Carlo Meeting Room.
- 9.2 The next Board Meeting will be on Thursday, May 22, 2014 at 7:30 p.m. in the Carlo Meeting Room.

10. Adjourn Regular Meeting: MOTION: Jim Morché made a motion to adjourn the April Regular Board Meeting. Paul Snyder seconded the motion. Motion passed. The meeting was adjourned at 9:00 p.m.

Respectfully Submitted,

Robert Sochacki, Secretary
04/29/14