

NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES

Regular Meeting Minutes

Thursday, April 25, 2019 – 7:30 p.m.

Northville District Library Carlo Meeting Room

- 1.1. Call to Order:** Chairperson Alan Somershoe called the Regular Meeting to order at 7:30 p.m.
 - 1.2. Roll Call - Present:** Trustees Jim Morché, Suzanne Schimanski-Gross, Robert Sochacki, Alan Somershoe, Deborah Stanifer and Tom Thompson. Also present: Laura Mancini, Library Director; Karen Fehl, Assistant Library Director; Carla Eggert, Administrative Assistant; Martha Nork, Friends of NDL President; Scott Frush, Northville Township Trustee. Absent: Trustee Joe Corriveau.
 - 1.3. Approval of the Agenda: MOTION:** Robert Sochacki made a motion to approve the agenda as submitted. Tom Thompson seconded the motion. Motion passed.
 - 1.4. Approval of Meeting Minutes, 03/28/19: MOTION:** Suzanne Schimanski-Gross made a motion to approve the March minutes as corrected. Tom Thompson seconded the motion. Motion passed.
 - 1.5. Citizen Comments:** Scott Frush, Northville Township Trustee and Friends Board Treasurer was present at the meeting. Trustee Sochacki asked Mr. Frush to find out what he can about how the current residential development in Northville Township will affect the Library and its service population.
- 2. Correspondence:** None.
- 3. Chair's Report-State of the City/Township/Northville Schools Luncheon:** Alan Somershoe reported that he, Tom Thompson, Laura Mancini and Karen Fehl attended the State of the Community luncheon. There was a large crowd in attendance and it was very informative. Rep. Haley Stevens, Bob Nix, Township Supervisor, Ken Roth, Mayor of Northville and Mary Kay Gallagher, Superintendent of the Northville Schools spoke.
- 4. Friends of Michigan Libraries Trustee Alliance Training Report:** Bob Sochacki reported that he and Laura Mancini attended the Friends of Michigan Libraries Trustee Alliance training at Novi Library. Some of the topics covered were the types of library organizations, statutes to establish a new library, the responsibilities of library boards, parliamentary procedures, and discussion about protecting intellectual freedom. United for Libraries has information on their web page about parliamentary procedures, including videos. Bob will send out a copy of the outline from the training session to the other Trustees.
- 5. Director's Report:**
- 2018 Annual Report:** Laura presented the 2018 Library Annual Report to the Board. As Laura was not here in 2018 she closely followed the template Julie Herrin used for previous reports. The report will be posted to the Library web page.
 - Board member email accounts:** Laura reported that all of the Board members have received the information necessary to set-up their library email accounts. Michael McEvoy is available to assist any Board member who may need it.
 - Community Activities:** Laura reported that she attended the State of the Community luncheon with Alan, Tom, and Karen. She met the elected leadership of both the City and Township and received invitations to speak at upcoming Council and Trustee meetings, which she will arrange. Laura also attended a member recruitment night with the Northville/Novi chapter of the American Association of University Women. The Neighborhood Library Association which includes six local libraries, sponsored an evening with veteran Detroit journalist Charlie LeDuff. He spoke to a full house at the Novi Library on April 11. Laura was part of the group of Library Directors from the Neighborhood Library Association who took Mr. LeDuff out to dinner before the event. Laura had an interview with

The Eagle. The Library was mentioned in this month's *The Ville* in an article about the Northville Laboratories.

Continuing Education: Laura attended a Michigan Library Association Human Resources workshop earlier in the month. Topics covered included budget forecasting, minimum wage increases, library salary schedules, hiring and disciplinary practices.

Disability Insurance: Laura met with the Library insurance agent regarding the Library disability insurance policy. The policy has now been revised to include an option for employees to supplement their disability leave with time from their leave banks. The change now puts the library in compliance with the provisions of the union contract and was able to be implemented for a nominal fee.

Facilities Update: The mini-split ductless cooling system in the server room was replaced last Friday. Since the last Board meeting the Library contacted additional contractors and received additional quotes for the work. We had the work done by PTS at a cost of about half the price of the original quote we received. The parking lot re-pavement project is now in full swing. The Library worked hard to notify patrons ahead of the closure and worked with the Community Center, the City of Northville, and Northville Schools to publicize the closure. Patrons have responded well and there hasn't been a noticeable reduction in foot traffic. The island at the top of the center aisle in the lot has been reduced to allow for ten additional feet of traffic clearance which should help ease congestion at the entrance to the building. The Library continues to experience difficulties with the water system. The City replaced the old water meter with a digital meter. Since that time the Library has had fluctuating water pressure in the building. Several attempts at fixing the problem have been made but none have been completely successful. The Library will have its annual back flow prevention test next week which will determine the next steps. The archival copy of the *Northville Record* microfilm has been cleaned and restored, though full restoration was not possible due to the extent of the water damage. We have ordered new cabinets to replace the cabinets that the microfilm was previously stored in which became mold infested after the flood in April 2018.

Library Card Application: The Northville District Library card application is now available on the Library website for downloading and printing. This step will allow new patrons to complete their application before they come into the Library, shortening the processing time to issue a new card.

Programs: This past month Youth Services hosted 37 programs with 796 patrons attending. The Youth Department has also partnered with the Motown is Gro-Town initiative. The aim of this program is to connect children to food, their libraries and the world around them. We are hosting a seed station which provides seed packets for children to check out. The program has been a great success and the station has been replenished twice in the first month. The seed station will be available through June 10. Adult Services hosted 22 programs with 362 patrons attending. The Library's social media presence continues to grow. The Library has 1,488 followers on Facebook and also saw increases on Twitter, Instagram and Pinterest.

Statistics: Laura presented the new proposed statistics report to the Board for their input. The Board likes the new format. They would like to continue to see the Study Room turn-away statistic on the report. Laura will begin using it next month. The same usage patterns that the Library has been seeing for the past few months continued in March. Print circulation and public computer usage was down this month from last year, while website, database, meeting rooms, wireless network and download usage all increased.

- 6. Friends of the Northville District Library Report:** Friends President Martha Nork reported that Used Book sales for the month of March were \$975 in the Book Cellar, and \$182 from the vendor. The Library is now asking Library Pages to empty the donation carts daily to reduce the amount of donated books accumulating in the hallway. Store income for the month of

March was \$1,400 which is very good. Member Shopping Days in the store will be May 3-5. The Friends will take part in the Arts & Acts Festival with the Library on June 22. The Friends will hold a craft for kids on the front porch of the Library. The Friends received two applications for their scholarship program. One recipient is a Northville High School senior and the Friends will present the \$500 scholarship to that student at the Honor Assembly at the school on May 20. The other student is home-schooled. The Friends will present that student with the \$500 scholarship at the Friends June meeting. The new rain bags purchased by the Friends for the Library are in. The Friends purchased 6,000 bags at a cost of \$1,800. The Friends Board approved a \$900 donation to the Library to host the Tipping Point Theater production of *Every Brilliant Thing*, a one-man show about depression on Sept. 23. Two Friends Board members attended the Friends of Michigan Libraries spring conference at the Novi Library on April 4. The Friends spring newsletter and membership forms were mailed out on April 15. May is the Friends membership month. The deadline for donors to donate to have names or logos on the Summer Reading tote bags is May 17.

7. Budget and Finance Review:

7.1 **Bills over \$1,000 for approval:** Deborah Stanifer presented the List of Bills over \$1,000 for April 2019. **MOTION:** Deborah Stanifer made a motion to approve these bills in the amount of \$127,005.39 for payment. Jim Morche seconded the motion. Motion passed.

7.2 **Financial Report:** Deborah reported that funds need to be transferred from the Reserve Account to the Operating Account to pay for the parking lot resurfacing project. **MOTION:** Deborah Stanifer made a motion to transfer \$100,000 from the Reserve Account-Facilities Preservation Fund to the Operating Account. Tom Thompson seconded the motion. Motion passed. **MOTION:** Deborah Stanifer made a motion to transfer \$10,800 received from the Library's insurance company last fiscal year for the microfilm damage from the Reserve Account-Unfunded Expenses Fund to the Operating Account. Tom Thompson seconded the motion. Motion passed.

8. **Staff Purchase of Service Credit:** The Library's pension plan with MERS (Municipal Employees Retirement System) offers employees the option of purchasing additional service credit with their own funds. In 2016 the Board decided to handle such requests on a case-by-case basis. Two staff members, Wendy Mutch and Carla Eggert, have requested to purchase additional service credit. Laura provided the Board information from MERS on service credit purchase. Due to the nature of actuarial valuation MERS can't provide an exact figure for the possible additional cost to the Library when the employees retire. Board Secretary Bob Sochacki read **Resolution 2019-02** permitting staff members Wendy Mutch and Carla Eggert to purchase service credit from MERS. Tom Thompson supported the resolution. Resolution 2019-02 passed by a unanimous vote of the Trustees present.

9. Committee Reports:

9.1 **Policy Committee:** **MOTION:** Bob Sochacki presented the Meeting Room Policy with changes that state that all meetings must have two ADA accessible chairs present and available, for the second reading. Tom Thompson seconded the motion. Motion passed.

10. **Announcements and Comments:** Laura reported that it was necessary to have Begonia Brothers do an emergency repair on the sprinkler line that runs through the island as part of the parking lot project. We have not received the invoice for the work yet. Laura requested the approval of payment the bill from Begonia Brothers prior to the Board next meeting. **MOTION:** Bob Sochacki made a motion to approve payment to Begonia Brothers in an amount not to

exceed \$1,200 prior to the May Board of Trustee meeting. Jim Morche seconded the motion. Motion passed.

- 10.1 The next Facilities Committee meeting has been scheduled for Monday, April 29, 2019 at 9:00 a.m. in the Friends Community Room.
- 10.2 The next Policy Committee meeting is scheduled for Monday, May 6, 2019 at 7:00 p.m. in the Friends Community Room.
- 10.3 The next Finance Committee Meeting is scheduled for Tuesday, May 21, 2019 at 1:30 p.m. in the Friends Community Room.
- 10.4 The next Board Meeting will be on Thursday, May 23, 2019 at 7:30 p.m. in the Carlo Meeting Room.

11. Adjourn Regular Meeting: MOTION: Robert Sochacki made a motion to adjourn the April Regular Board Meeting. Suzanne Schimanski-Gross seconded the motion. Motion passed. The meeting was adjourned at 8:45 p.m.

Respectfully Submitted,
Robert Sochacki, Secretary
04/30/19