

NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES

Regular Meeting Minutes

Thursday, April 26, 2018 – 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 Joe Corriveau, Mike DeFrancesco, Jean Hansen, Jim Morché, Robert Sochacki, Deborah Stanifer, and Alan Somershoe. Also present: Anne Mannisto, Library Director; Karen Fehl, Assistant Library Director; Carla Eggert, Administrative Assistant; Denise Stacer, Friends Board Member;
- 1.3 **Approval of the Agenda:** **MOTION:** Jean Hansen made a motion to approve the agenda. Robert Sochacki seconded the motion. Motion passed.
- 1.4 **Approval of Meeting Minutes, 03-22-18:** **MOTION:** Robert Sochacki made a motion to approve the March minutes as corrected. Mike DeFrancesco seconded the motion. Motion passed.
- 1.5 **Approval of Special Board Meeting Minutes, 04-05-18:** **MOTION:** Jean Hansen made a motion to approve the minutes of the April 5, 2018 Special Board meeting. Robert Sochacki seconded the motion. Motion passed.
- 1.6 **Citizen Comments:** None.

2. **Correspondence:** None.

3. **Director's Report:**

**Facility:** Anne Mannisto reported that the Library was closed today and will be closed for several more days, due to the need to recover from water soaking the floor in major areas of the building. This was caused by a burst pipe fitting in the main level drinking fountain. It must have poured water all night based on the amount of water in the main level entry area, Gift Store, and meeting room. The water also gushed through a drain pipe in the storage area and spread from there to the lower level non-fiction area. The problem was discovered by our Allied custodian before 7:00 am and she contacted her supervisor. Allied brought in wet vacuums and sent a plumber. Servpro, a disaster recovery company, was then called to take over the drying process. We may be sending some books out for drying. The biggest concern is to make sure the walls are completely dry, to mitigate against mold forming. Baseboards have been removed and will need to be reinstalled. The ceiling tiles on the lower level will need to be replaced. Some shelving areas downstairs have also been affected. All of the carpeting in the Book Cellar has been removed, and both that area and the Gift Store will be closed for some time. We will be filing a claim with our insurance company, Michigan Municipal Risk Management Authority. Anne and Karen met with Library Design Associates on Wednesday to review plans for renovating the layout of the staff workroom on the lower level. We should receive an estimate within a week or so, and we plan to get more staff input on the plan next week. The gutter maintenance company will be out soon to inspect and clean the gutters. They are behind in scheduling due to the poor weather in April.

**Statistics:** Anne reported that in March the Library circulated 42,621 items, which is down 7.2% from a year ago. The public downloaded 5,823 items, which is up 10.7% from last year. Database sessions are down slightly for NDL paid databases and are way up for Michigan Electronic Library (MEL) supplied databases, resulting in an almost 39% increase for sessions. Monthly online searches were down for both NDL and MEL resources. Study room usage for March was 375. As of April 12 we will have no study rooms until August when the construction is complete.

## **Programming:**

Anne reported that at the end of March Adult Services hosted one of the best attended programs we have ever had. It was on the Northville Psychiatric Hospital, presented by Joe Oldenburg. We had 130 patrons attend the first program that was moved to the Community Center to accommodate the number of patrons signed up to attend. We held the program a second night at the Library to accommodate those who could not attend the program at the Community Center and had 60 patrons. Adult has held seven programs so far in April with total attendance of 380.

Teen Services took a break in programming after the Battle of the Books, but are now accepting applications for the annual summer Teen Corps. The Teen Advisory Board meets through early June, then is off for the summer.

Youth has held 31 events so far in April with an attendance of 845. This includes Storytimes, school visits, craft events and a special program that was held for Money Smart Week that had 97 attendees. Storytime was cancelled this morning due to the water issues. Youth and Teen staff members will be attending Parent-Teacher Conferences at the elementary schools today and tomorrow.

**Staff:** Wendy Mutch, Supervisor of Adult Services, had successful surgery to remove a brain tumor on April 5. It was not malignant and she has an excellent prognosis. She should return sometime in late May. Anne and Karen attended the State of the Community Luncheon on Wednesday, April 18. It was sponsored by the Chamber of Commerce and held at Schoolcraft's VistaTech facility. Staff have begun attending special training sessions on the new CARL system, which is our upcoming new integrated library system.

**Library Election Nov. 2018:** Four Trustee's terms expire at the end of 2018. Two trustees have expressed that they will not be running for reelection in November. We have also had someone inquire about the process to run for the Board. We will be updating the handout information. Jim Morché asked which Trustees will not be seeking reelection. Anne stated that Mike DeFrancesco and Jean Hansen will not run again.

**Legal Counsel:** Anne was finally contacted by Helen "Lizzie" Mills, the lawyer from Steve Schultz's law firm, Fahey, Schultz, Burzych and Rhodes, whom he recommended when he retired. Ms. Mills says that she is interested in continuing the relationship with the Northville District Library. She is willing to come to meet the Board at the May meeting. The Board was concerned by the length of time it took Ms. Mills to return repeated telephone calls from the Library. The Board would like to meet Ms. Mills. Alan Somershoe asked that the attorney Lizzie Mills be asked to respond in writing with her wish to represent the Library.

**ADA complaint from a patron:** Anne reported that the Library was contacted on April 20, regarding the filing of a complaint with the Office of Civil Rights in relation to a Library program held on Oct. 30, to which that the patron arrived late. The patron faxed a complaint to the Library on Oct. 31 and Julie Herrin responded to her by letter on November 1, after speaking to our attorney Steve Schultz. Joe Corriveau has assisted the Library with this issue and has spoken to a representative of the Office of Civil Rights under the Department of Education, who has offered a 15 day extension to the original May 3 deadline and proposed the possibility of mediation with the patron making the complaint.

4. **Friends of the Northville District Library Report:** Friends Board member Denise Stacer reported that the Friends Meeting was held last Thursday, April 19. Used book sales for the month of March totaled \$1,300. May is the Friends membership month. The Friends continue to look for ways to increase membership. Alan Somershoe has been assisting the Friends in taking books to recycling. The Friends newsletter has gone out. Will Bastien will handle the Newsletter duties going forward. The next Friends meeting is May 17.

## **5. Budget and Finance Review:**

- 5.1 **Bills over \$1,000 for approval:** Jean presented the List of Bills over \$1,000 for April 2018. **MOTION:** Jean Hansen made a motion to approve these bills in the

amount of \$172,319.25 for payment. Mike DeFrancesco seconded the motion. Motion passed.

- 5.2 **Financial Report:** Jean reported that we are 33% through our fiscal year and we have received 98% of our tax revenue from the City and Township. The motions made last month to change the budgeted amounts for the interest from Investments line item in the Operating Budget and to amend the Auditing Services line item in the Operating Budget have been done. The Fringe Benefits account in the Operating Budget is high due to the retirement pay out to Julie Herrin. **MOTION:** Jean Hansen made a motion to transfer \$100,000 from the Facility Preservation line item in the Reserve Fund to the Operating Fund, Reserve Transfer-in. Mike DeFrancesco seconded the motion. Motion passed. **MOTION:** Jean Hansen made a motion to amend the budget for the Building Project line item in the Operating Fund to \$100,000. Robert Sochacki seconded the motion. Motion passed.
6. **Building Project Update:** Anne reported that construction began on Tuesday, April 17. We have had two meetings with the architect, construction company, library staff and some Board members. It was decided that the east wall would not be demolished but used as the interior wall of the new conference room. We had to make the parking payment of \$22,500 that was agreed upon with the City of Northville in order to get the building permit for the project. In discussing the media needs for the new conference room it was decided to go with a flat screen monitor rather than a ceiling-mounted projector. Painting of the interior wall on the workroom side will begin tomorrow. The Library has received a letter from the Friends offering a \$40,000 contribution for furnishings and equipment in the new conference room. The Friends would like to be recognized for this contribution but do not require the room to be named after the Friends. They would like an answer by July 1. Robert Sochacki stated that the Library will need to work on the wording of the acknowledgement sent to the Friends to be clear on how the Friends donation will be acknowledged. Karen Fehl spoke to East Lansing Library which has established donation tiers for naming areas of the Library that they are renovating. They used the cost of the renovation as a guideline for donation levels. Karen mentioned that East Lansing had a room named by their Rotary Club. Alan suggested we have some sort of naming standard in place. He would like to bring information to his Rotary Club meeting May 9. There was discussion about the Development Committee and their role in setting the levels for naming rights. Information will be put in the next newsletter regarding open Trustee and Development Committee positions.
7. **Response to RFP:** Anne reported that both Joe Corriveau and Alan Somershoe worked hard on the bid in order to submit it in time for the April 19 deadline. The Library submitted a bid of \$300,000 for lot number five only. We have not had any response to the bid from the schools, though we may not hear anything until after the School Board Committee of the Whole meeting on May 15, where they will discuss the bids received. If our bid is accepted, there will be immediate work to be done including a site plan. Jim Morché asked where the money for this purchase would come from. Jean Hansen replied it would come from the Reserve Fund. Alan Somershoe suggested that the Library ask Advanced Building Group to recommend someone for the parking lot work.
8. **Policy Committee:** **MOTION:** Deborah Stanifer presented the Investment Policy and made a motion to reaffirm the policy. Robert Sochacki seconded the motion. Motion passed. **MOTION:** Deborah Stanifer presented the policy on the Safety and Well-being of Children and made a motion to reaffirm the policy. Robert Sochacki seconded the motion. Motion passed. **MOTION:** Deborah Stanifer presented the policy on Social Security

Number Privacy and made a motion to reaffirm the policy. Jean Hansen seconded the motion. Motion passed. **MOTION:** Deborah Stanifer presented the policy on Authorization for Expenditures with changes for the first reading. Jean Hansen seconded the motion. Motion passed.

- 9. Announcements and Comments:** Jim Morché discussed the Site Wise program that Henry Ford Hospital sponsors for libraries. Jim would like to schedule a walk-through where they will inspect our low-vision equipment and give recommendations to better serve patrons with low vision.

Alan Somershoe discussed beginning work on selecting a search firm to assist with the Library's search for a new Director. He asked for volunteers to work with Anne to draft a proposal for a search firm. Robert Sochacki, Jean Hansen and Deborah Stanifer volunteered to work on this. Anne listed the three firms which specialize in Library Director searches. There was discussion about the process of finding a new Library Director.

- 9.1 The next Finance Committee Meeting is scheduled for Tuesday, May 22, 2018 at 1:30 p.m. in the Carlo Meeting Room.
- 9.2 The next Board Meeting will be on Thursday, May 24, 2018 at 7:30 p.m. in the Carlo Meeting Room.

- 10. Adjourn Regular Meeting:** **MOTION:** Mike DeFrancesco made a motion to adjourn the April Regular Board Meeting. Robert Sochacki seconded the motion. Motion passed. The meeting was adjourned at 9:37 p.m.

05/02/18

Joe Corriveau, Secretary