

NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES
Regular Meeting Minutes
Thursday, April 28, 2016 – 7:30 p.m.
Northville District Library Carlo Meeting Room

1. **Call to Order:** Chairperson Robert Sochacki called the Regular Meeting to order at 7:32 p.m.
 - 1.1 **Roll Call** - Present: Trustees Robert Sochacki, Mike DeFrancesco, Jean Hansen, Jim Morché, Alan Somershoe and Paul Snyder. Also present: Julie Herrin, Library Director; Anne Mannisto, Assistant Library Director; Carla Eggert, Administrative Assistant; Laura Curtsinger, Library staff member; Martha Nork, Friends of the Northville Library President. Absent: Trustee Joe Corriveau.
 - 1.2 **Approval of the Agenda: MOTION:** Paul Snyder made a motion to approve the agenda as corrected. Mike DeFrancesco seconded the motion. Motion passed.
 - 1.3 **Approval of Meeting Minutes, March 24, 2016: MOTION:** Paul Snyder made a motion to approve the March minutes as submitted. Jim Morché seconded the motion. Motion passed.
 - 1.4 **Approval of Special Meeting Minutes, April 14, 2016: MOTION:** Mike DeFrancesco made a motion to approve the Special Meeting minutes from the April 14, 2016 meeting. Alan Somershoe seconded the motion. Motion passed.
 - 1.5 **Citizen Comments:** None.

2. **Correspondence:** Julie reported that she received a customer comment form from Bob Cushman, President of the Northville Republicans Club. This group has been using the Carlo Meeting Room for some of their meetings. He is requesting that the Library purchase a pole-mounted American flag for the Carlo Room. This is problematic as the room is regularly used for children's programs in which the entire space is occupied and there is very limited storage area for the flag. Julie stated we could put it somewhere around the fireplace area. There was discussion about the American flag request. Jim Morché asked Julie to find out what the flag policies were at other area libraries. Julie will find out and report back to the Board.

3. **Director's Report:**

Statistics: Julie reported that circulation was up 6.66%, largely due to an increase in youth material circulation. Downloads were down 7% from last year due to lower Freegal and Tumblebooks usage. Overdrive usage was up. Database usage was lower for the month. The door count was up 2.5%. Computer use was the highest that it has ever been, led by increases in Youth and Local History computer use. Wi-Fi usage was steady. Zinio was used by 93 people to read 851 magazines. Jim commented that the cost savings patrons are getting from not purchasing magazines could be used to market Zinio. Freegal was used by 96 patrons to download 931 songs. BrainFuse had 13 visits in which 155 resources were used.

Programming: Youth Services had 32 programs with 726 attendees, including 65 attendees for a Money Smart Week program entitled Dollars and Sense. Adult had 14 programs with 331 attendees. Adult Services will hold a program on WWII with Larry Martin entitled In Their Own Words, at the Community Center on May 24. Teen had a Smash Brothers video game tournament with 23 attendees. The drop-in computer tutoring staffed by teen volunteers that we have been offering will be suspended for the summer as we have seen decreasing demand. We have developed a new form for those who inquire about hosting a program at the Library or who have an idea for a program. It is also on our website.

Technology: Julie reported that we have a public computer control and printing system for our public computers on the lower level. It is called Smart Access Manager (SAM) and is seven years old. It has had software updates but still is not performing well. It is unstable, has a lot of glitches and does not print well from Apple devices. We would like to switch to another program called Envisionware. At one time all the local libraries around us were using SAM, which allowed us to share the patron database. This meant patrons could easily move their accounts from one library to another. Now all of the libraries around us have moved to Envisionware. The Library Network hosts the servers for print management services and only offers the two choices of SAM and Envisionware. The cost for Envisionware is approximately \$15,000 which Michael McEvoy has available in the technology budget, so no additional funds are needed. Library policy for purchases over \$10,000 normally require three bids; however, purchases made with a library cooperative program or other government entity are exempt from competitive bidding. We will likely not install Envisionware till after Summer Reading.

Facilities: Julie reported that a Knox Box has been installed on the front of the building that contains keys to the building and is only accessible by Northville Police or Fire Department in case of an emergency or alarm. Jim asked Julie to look into what happened to the No Thru Traffic sign that used to sit on the sidewalk between the two parking lots. Julie thinks it has not been replaced after City snow plowing but will look into it.

Staff: Mary Brissette and Nancy Clarizio attended Spring Institute, which is the youth services equivalent of the Michigan Library Association yearly conference. Anne Mannisto and Karen Fehl attended a MEL databases webinar, and Karen also attended one on Marketing Mango Languages. Wendy Mutch will be a judge for the 2016 Michigan History Day State Finals. Vicki Dixon attended English as a Second Language training from the Oakland Literacy Council. Wendy attended the Public Library Association conference in Denver. Jean asked if Wendy could report to the Board or the Planning Committee on anything she saw at PLA that relates to changes in Libraries or space issues libraries are facing.

Public Relations: Julie stated that the Senior Health Expo was held at the Northville Community Center. The Library had a table at the event and exhibited Library health resources. The Library's 20th anniversary is approaching. We will hold an anniversary celebration on Sunday, Oct. 16 at the Library. Julie asked if any of the Board members would be available to help with the event planning. Jim Morché volunteered to help.

- 4. Friends of the Northville District Library Report:** Friends President Martha Nork reported that the Friends Board Meeting was held on April 21. A special report was given on the Battle of the Books by the Teen Services Librarian Suzanne Schimanski-Gross that was very informative. The Friends contribute \$2,500 annually to the Battle of the Books. The Board learned that copies of the books that are used for Battle are donated to the area middle schools and stamped as a gift from the Friends of NDL. The Friends new membership year began in March and 170 new or renewed memberships have been received to date. The Friends Gift Store Member Shopping Days started April 28 and run through Sunday May 1. Friends members receive a 25% discount. Friends Used Book Operations reported a 51% increase in sales in the Book Cellar and the book carts over the same period last year. The increase is attributed to the reorganization of the Book Cellar and the additional day they are open each week. Book sales with the book vendor are also up 15% over last year. The Friends Board voted not to hold a Used Book Sale in the fall of this year. The Friends-sponsored program about the Hubble Space Telescope is Tuesday, May 10 at 7:00 p.m.

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 2016. **MOTION:** Jean Hansen made a motion to approve these bills in the amount of \$82,361.82 for payment. Mike DeFrancesco seconded the motion. Motion passed.
- 5.2 **Financial Report:** Jean reported that we have received most of our tax revenue from the City and the Township. We received our first State Aid payment of \$11,194. We are slightly over budget in the Auditing Services account. The increase in cost can be attributed to the new GASB rules. Robert Sochacki asked if Plante Moran could give us an estimate of the cost of the audit ahead of time. Julie will ask them. Jean said that they will assess retiree health care costs next audit. She asked Julie to inquire if this will increase the cost of the audit. Jean reported that the Debt Service Fund Account has been closed and the fund balance has been transferred to the Reserve Fund Account. A motion was made at the February Board meeting to close the account. Interest accrued in the account before it was closed, leaving a balance of \$4.06. **MOTION:** Jean Hansen made a motion to transfer \$4.06 from the Debt Service Fund to the Reserve Fund, for a total of \$51,209.62. Jim Morché seconded the motion. Motion passed. The Reserve Account funds have been moved from the money market account to the J-Fund and the money market account has been closed. The interest from the J-Fund account is almost double that of the money market account.

6. **Planning Update:** Julie sent the Bolan and Associates contract for the space study of the Library to the Library attorney for review. He recommended some changes and Bolan and Associates agreed to make all of the changes that he recommended. There was no end date for the project specified in the contract. The Board discussed what the specified end date should be and the end of January was agreed upon. Robert asked to see the full list of changes recommended by the attorney. Julie will send the list out to the Board. There were a total of seven recommended changes including how the monthly billing will occur, how subcontractors are handled, liability insurance, length of time allowed to cancel the contract, and how and where arbitration would occur. Part of the space study is the formation of a Planning Committee. There was discussion about who the Committee members should be. Staff representatives are Julie, Anne, Michael McEvoy, Wendy Mutch and Mary Brissette. Alan Somershoe and Mike DeFrancesco agreed to be the Board of Trustee representatives on the Committee. Martha Nork will serve as the Friends representative. Jim asked if Deborah Stanifer, Friends Treasurer, might be included as well. It was agreed to have two representatives from the Friends. Julie asked if it was necessary to hold the Special Planning Meeting on May 12 now that the contract has been finalized and the Planning Committee members set. Paul stated he would like to meet to have additional discussion about education and the second goal from the Study Session of increasing community awareness.

7. **Board of Trustee Committee Report-Policy Committee:** Paul Snyder reported that the Policy Committee met on April 19 to discuss the meeting and study room policies. Paul Snyder presented the Meeting Room Policy, with a change to the timeline for meeting room payment until the start of the meeting, for the first reading. **MOTION:** Paul Snyder made a motion that the Board of Trustees accept the revised Meeting Room Policy for the first reading. Jean Hansen seconded the motion. Motion passed. Paul presented the Study Room Policy for the first reading. **MOTION:** Paul Snyder made a motion that the Board of

Trustees accept the Study Room Policy for the first reading. Alan Somershoe seconded the motion. Motion passed.

8. Announcements and Comments:

- 8.1 Paul Snyder reported that he and his wife had taken a CPR course from the Northville Fire Department that was very informative. He proposes that the Library hold a sponsored CPR class at the Northville Township Fire Station as part of the effort to increase community awareness of Library programs. There was discussion about holding a summer and a fall class.
- 8.2 A Policy Committee Meeting was scheduled for Monday, May 9, 2016 at 7:00 p.m. in the Storytime Room.
- 8.3 The next Finance Committee Meeting will be at 1:30 p.m. on Tuesday, May 24, 2016 in the Carlo Meeting Room.
- 8.4 The next Board Meeting will be on Thursday, May 26, 2016 at 7:30 p.m. in the Carlo Meeting Room.

- 9. 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 8:40 p.m.

Respectfully Submitted,
Alan Somershoe, Secretary, 05/03/16