

NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES

Regular Meeting Minutes

Thursday, April 25, 2013 – 7:30 p.m.

Northville District Library Carlo Meeting Room

1. **Call to Order:** Chair Robert Sochacki called the Regular Meeting to order at 7:30 p.m.
 - 1.1 **Roll Call** - Present: Trustees Robert Sochacki, Joe Corriveau, Jean Hansen, Paul Snyder, Alan Somershoe and Jim Morché. Also present: Julie Herrin, Library Director; Anne Mannisto, Assistant Library Director; Carla Eggert, Administrative Assistant. Staff member Suzanne Schimanski-Gross was in the audience. Absent: Trustee Mike DeFrancesco.
 - 1.2 **Approval of the Agenda:** **MOTION:** Jean Hansen made a motion to accept the agenda as amended. Jim Morché seconded the motion. Motion passed.
 - 1.3 **Approval of Meeting Minutes, 03/28/13:** **MOTION:** Paul Snyder made a motion to accept the minutes as submitted. Alan Somershoe seconded the motion. Motion passed.
 - 1.4 **Citizen Comments:** None.
2. **Correspondence:** Letters received from the City of Northville to the Board members were distributed. The letters are inviting the Board members to attend a City planning session on Monday, April 29.
3. **Director's Report:**

Statistics: Julie Herrin reported that circulation was down slightly, by 3.4%. We were closed an extra day this month due to the carpeting installation. We have seen an increase of 58% in downloading. Freegal was used by 178 people who downloaded 732 songs. Brainfuse was accessed 254 times by 44 users. Wi-Fi use continues to be high with over 800 Wi-Fi users again this month. The AWE computers for children are popular and easy to use. There have been 904 sessions on the AWE computers since March 18.

Youth Programming: There were 32 programs for youth with 779 children attending. There were 94 attendees at the Teddy Bear Picnic Puppet Show which was a special program held for National Library Week.

Adult Programming: There were six programs for adults with attendance of 198 people. We held a new program for National Library Week on tablet usage, with emphasis on using Library applications on a tablet. This program was attended by 30 people.

Teen Programming: Julie reported that six teens participated in a “yarn bomb” of the Teen area that was also held for National Library Week. Colorful knitted decorations have been placed on several of the furniture pieces in that area.

Staff: Julie reported that Nancy Clarizio and Mary Brissette attended Spring Institute which is the Michigan Library Association's annual conference for youth librarians. Laura also attended the Reader's Advisory Workshop on suspense, romance and manga. Wendy Mutch attended a webinar on Preservation of Digitization. Julie attended a webinar on Working Effectively with Library Trustees.

Facility: The projects to replace the lighting around the main staircase and replace the carpeting in the staff work areas as well as the main staircase have been completed. The Library needs a new phone system. The current system is original to the building and is outdated. If something were to break with our current system, it would be impossible to repair. We are currently getting bids for replacing the system. We have received one bid and have meetings with two more vendors next week.

PR: Julie reported that the Library received a lot of publicity during National Library Week. Julie thanked the Friends of the Northville District Library and Chris Litka for her letter to editor of the Northville Record that appeared in the paper for National Library Week. Julie also wrote a guest column for the Northville Record for National Library Week and Northville Township Trustee Fred

Shadko wrote a column in support of the Library. We put up a new display of photographs depicting a day in the life of the Library in the main display case. We also had several members of the community pose for Geek posters which are on display near the staircase on the lower level of the Library. And finally, a Geek Contest is under way in the Library in which we are asking entrants to write down what they geek or what their favorite Library memory is.

Other: Julie and Karen attended the State of the Community Luncheon. One of the community leaders who was photographed for a Geek poster was Mary Kay Gallagher, the Superintendent of the Northville Public Schools. She used her Geek poster during her State of the Community speech and thanked the Library. The Museum Adventure Pass, a program that we have had in the past that offered admission to cultural institutions, is returning. However, it will now be called the Michigan Activity Pass and will offer free or reduced admission to area museums.

4. **Agreement between the Friends of the Northville District Library and the Northville District Library:** The Board reviewed the changes to the Agreement between the Library and the Friends. **MOTION:** Jim Morché made a motion to accept the changes to the Agreement between the Friends of the Northville District Library and the Northville District Library. Paul Snyder seconded the motion. Motion passed.
5. **Friends of the Northville District Library Report:** Carol Oldenburg, the President of the Friends, reported that they held their Annual Meeting on March 21 at which they elected new officers. Annual reports for 2012 were presented by each Friends Director and Committee Head. The Friends annual report is available online on the Friends portion of the NDL website. The Friends 2013/2014 membership drive began in March. The Friends major goal this year is to increase membership. They plan to do this by raising awareness of the Friends, what they do and how they support the Library. The 2013/14 Friends budget was approved, including the Library wish list. The Friends have signed a one year contract with Mission Based Books (MBB) following the Friends receipt of overdue payments in the amount of \$6,147. The next Used Book Sale will be May 30-June 2, 2013. Thursday, May 30 is the Friends Preview Night. The Friends Book and Author Luncheon will be held on May 9, 2013.
6. **Budget and Finance Review:**
 - 6.1 **Bills over \$1,000 for approval:** Treasurer Jean Hansen presented the List of Bills over \$1,000 for April 2013. **MOTION:** Jean made a motion to approve these bills in the amount of \$92,669.20 for payment. Paul Snyder seconded the motion. Motion passed.
 - 6.2 **Financial Report:** Jean Hansen presented the Financial Report, noting that we have received 95% of our total revenue for the year. Jean reported that the large tax refund of \$34,991.37 that was paid in February was not split correctly between the Debt and Operating Funds. The accountant has corrected this problem. We have received another large tax refund due in April that is on the List of Bills over \$1,000. **MOTION:** Jean Hansen made a motion to transfer \$7,153.07 from the Debt Service Fund to the Operating Fund for tax refunds. Alan Somershoe seconded the motion. Motion passed. **MOTION:** Jean Hansen made a motion to increase the budgeted amount for Building and Maintenance by \$27,656, which is the total of the fund balances for Prepaid Expenses and Facilities Preservation, so that the total in the Building and Maintenance budgeted amount will be \$107,656. Jim Morché seconded the motion. Motion passed. **MOTION:** Jean Hansen made a motion to increase the budgeted amount for Books and Subscriptions by \$6,400, which is the fund balance amount for Books and Subscriptions, so that the total in the Books and Subscriptions will be \$202,023. Paul Snyder seconded the motion. Motion passed. **MOTION:** Jean Hansen made a motion to increase the budgeted amount for Endowment Expense by \$3,808, which is the fund balance amount for Endowment. Paul Snyder seconded the motion. Motion passed.

7. Committee Reports :

- 7.1 **Personnel Committee:** Joe Corriveau reported that the Personnel Committee met at 7:00 p.m., before the regular Board meeting. The recommendation of the Committee is to give Julie and Anne a 1% salary increase and a stipend of \$1,000. Also, the Committee recommends that Anne's vacation be increased by one day to 25 days per year. **MOTION:** Joe Corriveau made a motion to adopt the recommendations of the Personnel Committee regarding a 1% salary increase and stipend of \$1,000 for Julie Herrin and Anne Mannisto. Jim Morché seconded the motion. Motion passed. **MOTION:** Joe Corriveau made a motion to adopt the recommendations of the Personnel Committee in regard to increasing Anne Mannisto's vacation to total 25 vacation days per year. Jean Hansen seconded the motion. Motion passed.

8. Announcements and Comments :

- 8.1 The next Finance Committee Meeting is scheduled for Tuesday, May 21, 2013 at 1:30 p.m. in Carlo Meeting Room.
- 8.2 The next Board Meeting will be on Thursday, May 23, 2013 at 7:30 p.m. in the Carlo Meeting Room.

MOTION: Paul Snyder made a motion to enter into an Executive Session to discuss contract negotiations. Alan Somershoe seconded the motion. Motion passed.

The Board returned from Executive Session at 8:20 p.m.

MOTION: Jean Hansen made a motion to amend the Union Contract with a Letter of Agreement. It will include a 1% salary increase and a \$1,000 stipend for full time employees and a \$500 stipend for part time Union employees. It will also increase monthly stipends for employees participating in the Library's Blue Cross insurance plan to the amounts stipulated in the Letter of Agreement. Paul Snyder seconded the motion. Motion passed.

MOTION: Joe Corriveau made a motion to adjourn the April Regular Board Meeting. Alan Somershoe seconded the motion. Motion passed. The Meeting was adjourned at 8:45 p.m.

Respectfully Submitted,

Paul Snyder, Secretary

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