

# NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES

## Regular Meeting Minutes

Thursday, April 26, 2012 – 7:30 p.m.

Northville District Library Carlo Meeting Room

1. **Call to Order:** Chairperson Robert Sochacki called the Regular Meeting to order at 7:36 p.m.
  - 1.1 Roll Call - Present: Trustees Robert Sochacki, Jean Hansen, Paul Snyder, Mike DeFrancesco, Joe Corriveau and Jim Morché. Also present: Julie Herrin, Director; Anne Mannisto, Assistant Director; Judith Williams, Administrative Assistant; and Friends President Carol Oldenburg. Staff member Dorie Freebury was in the audience.  
Absent: Trustee Suzanne Miller.
  - 1.2 Approval of the Agenda: **MOTION:** Jim Morché made a motion to accept the agenda as presented. Paul Snyder seconded the motion. Motion passed.
  - 1.3 Approval of Regular Board Meeting Minutes of 3/22/2012: Jim Morché made a motion to approve the minutes as presented. Mike DeFrancesco seconded the motion. Motion passed.
  - 1.4 Citizens' Comments: None.
2. Correspondence: None
3. **Director's Report**

**Statistics:** Julie Herrin reported that the circulation statistics have increased slightly this month over last year, and are up 1.68%. The door count is down very slightly. Downloadable audiobook and e-book use is up 67% over last year and NDL database searches are up 58%. Use of the public computers remains steady.

**Youth Programming:** There were over 1,000 children attending 35 youth programs this past month.

**Adult Services Programming:** The Adult Book Discussion again had 17 participants. The Foreign Film hosted 61. The Program on the Titanic, which was held in the Community Center, had 100 attendees. There were 46 individuals at the 1940 Census Program and 30 attendees at the How to Invest presentation. The program on the Job Career Accelerator hosted 6 people. A collection of 164 books was delivered to Allan Terrace by Paul Snyder and Joe Thomas.

**Collections:** A portrait of William Maybury will be on long term loan from the DIA. The portrait was painted as part of the Public Works of Art Project (1933-34). It will be displayed in the Local History Room.

**Staff:** Michael McEvoy suffered a serious fracture of his left ankle, requiring surgical reconstruction. He will be out for at least a month recuperating. Allison Brueckner and the Computer Pages are filling in where they can and Michael will be working from home electronically as needed. Youth Librarians Dorie Freebury, Laura Curtsinger and Nancy Clarizio attended a webinar on great books for boys. Wendy Mutch attended a Local History Conference. Eight librarians attended a Webinar on ValueLine, the Library's investment database. With the April 30 deadline for submission approaching, the Library has so far received several qualified applications for the Administrative Assistant position, open due to Judith's retirement.

**Facility:** The sign for the newly renovated Teen Area has been installed and an article about the renovation was featured in the Northville Record. The replacement of the light fixtures on the pillars surrounding the stairs has not progressed as quickly as hoped, but is still in process.

**PR:** Julie reminded the trustees to sign up for the NDL e-news.
4. **Friends Report:** The Friends Annual Meeting was held on Wednesday, March 28 at 7:30 p.m. Carol Oldenburg was elected as the new President of the Friends. Regina Mingela is the new Corresponding Secretary. All other officers remain the same. The Friends gave almost \$70,000 to the Library over the past year. Current membership of the Friends is 280. The Book and Author Luncheon featuring

Kevin Boyle, author of "Arc of Justice," will be held on Tuesday, May 29. Tickets will be on sale from April 15 to May 15 here at the Library. The Friends will be displaying examples of their activities to support the Library and encourage membership in the main entrance show case

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

- 5.1 Treasurer Jean Hansen presented the List of Bills over \$1,000 for April 2012 and made a motion for the approval of payment. Mike DeFrancesco seconded the motion. Motion passed.
- 5.2 Jean made a motion to transfer \$32,803.08 from the operating account to the Endowment. This is the amount of the donation made payable to the Library from the Christine Hinkle Estate. Jim Morché seconded the motion. Motion passed.
- 5.3 Jean reported that the year is about 1/3 complete and everything seems on track at this time. Most of the revenue has been received for this Fiscal Year. One distribution of State Aid has been received. She noted that funds from the Operating J Bond Fund are being transferred to the Operating checking account since the interest paid on the Bond Fund is less than fees charged to the checking account if the balance falls below a specified level. Julie reported that, once projections are received from the City and Township, work can begin on the 2013 Budget, which will be presented to the public at a hearing in August.

## **6. NDLEA Union Contract Discussion**

- 6.1 Julie reported that the NDLEA had ratified the Union Contract at a membership meeting held last week. Step increases that were due but not allowed when there was no contract in place may now take effect, with the acceptance of the new contract by the Board of Trustees. The Board of Trustees has agreed to the payment of a one-time stipend of \$1,000 for full-time employees and \$500 for part-time employees who are union members, upon contract acceptance. This will be processed the first pay period in May 2012.
- 6.2 Staff members participating in the Library's Health Insurance plan will pay 20% of the total costs for medical insurance beginning in June 2012. All full-time employees receiving single person health insurance shall receive a stipend of \$99.26 per month, all full-time employees receiving two-person health insurance shall receive a stipend of \$224.88 per month and all full-time employees receiving family health insurance shall receive a stipend of \$264.44 per month. The stipend shall be reviewed by the parties and adjusted in May 2013. The premium for a retiree, and for a spouse of the retiree as of the date of retirement, if the retiree and/or the spouse are not Medicare eligible, will be paid by the Library per the applicable vesting schedule.
- 6.3 Jean Hansen made a motion to accept the new contract as ratified by the Northville District Library Employee Association. Paul Snyder seconded the motion. Motion passed. Julie thanked the Employee Association for their high degree of professionalism during the negotiations.

## **7. Committee Reports:**

- 7.1 Geek the Library Committee (formerly Relevance Committee) has begun working on posters of staff members. Julie requested that Board Members also volunteer to be photographed. The Geek the Library Campaign in-house kick-off will take place with the Summer Reading Program, and the 4<sup>th</sup> of July Parade will be the roll-out in the community. The next meeting of the Geek the Library Committee is Monday, April 30.
- 7.2 Development Committee - A report was presented on the annual Endowment Fund. There will be a fundraiser in October at Genitti's and there are plans to have a program on Planned Giving in May 2013. The next sub-committee meeting for the fundraiser will be held on May 23 in the "A" side of the Carlo Meeting Room.

**8. Announcements and Comments**

- 8.1 The next Board of Trustees Finance Committee meeting will be held at 10:00 a.m. on Tuesday, May 22 in the Carlo Meeting Room.
- 8.2 The next Regular Board of Trustees Meeting will be on Thursday, May 24, at 7:30 p.m. in the Carlo Meeting Room.

**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 8:36 p.m.

Respectfully Submitted,

Joe Corriveau, Secretary  
JW 5/14/2012