

NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES
Regular Meeting Minutes
Thursday, May 23, 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 Joe Corriveau, 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; Absent: Trustee Jim Morché.
- 1.3. **Approval of the Agenda:** **MOTION:** Tom Thompson made a motion to approve the agenda as submitted. Suzanne Schimanski-Gross seconded the motion. Motion passed.
- 1.4. **Approval of Meeting Minutes, 04/25/19:** **MOTION:** Robert Sochacki made a motion to approve the April minutes as corrected. Deborah Stanifer seconded the motion. Motion passed.
- 1.5. **Citizen Comments:** None.

2. **Correspondence:** None.

3. **Director's Report:**

Facilities: Laura Mancini reported that the Library parking lot resurfacing project is complete and looks great. We have been having issues with people parking up near the porch near the parking bollards in the evening. We are ordering signage to address this. We are still having issues with water pressure and leakage since the City installed a digital water meter. We continue to work with the Department of Public Works to find an appropriate solution. The downspout on the south side of the building has been blocked and due to the heavy rain we have had some flooding in the lower level of the Library. The roofing company has come out and unblocked the downspout from the top end. We are arranging for a plumber to come out and look at the drainage to the sewer line.

Technology Upgrades: Laura reported that the Library has purchased new meeting room software that will allow members of the public to place a meeting room reservation request online and will also allow us to more efficiently schedule Library programs. We are currently transitioning from the old system to the new one. We are also looking to update the Library website. As part of this initiative we are asking patrons to complete a short survey to give us their feedback about the website. The survey will be on our web page next week. We will also have copies available in the Library for patrons to complete. Laura asked the Trustees to complete the website survey.

Community Outreach: The library was approached about establishing a seed station for kids at the Library. Children are able to check out two seed packets for free to grow their own vegetables and plants. The woman who organized the program, Danielle Carolmusto, worked with 17 area libraries and said that Northville was the most successful grow station. The program was featured in a segment on WDIV that was filmed here at the Library. Laura has submitted an application to become a member of the Northville Rotary Club that is now pending approval. The Library of Michigan is conducting a strategic planning initiative.

New Service Planning: Laura reported that she is interested in adding two new services to the Library in 2019. The first is a foreign language collection to serve the very diverse Northville communities. According to census data 17% of Northville Township residents were born in another country. The second service would be some sort of MakerSpace lab. MakerSpaces are becoming increasingly popular in libraries and with the Village Workshop closing there is a void for this type of service in Northville. Laura has implemented two committees to explore these potential new services and how we can implement them.

Events: Youth Services is hosting a Bookwalk at Ford Field from now until June 1st. Parents and kids can walk through the park and read along with the book, *Giraffes Can't Dance*. We are looking to repeat this program again in the fall at a location in Northville Township.

Statistics: Laura presented the new statistics report to the Board. The Board was pleased with the new report. New Library card registrations and door count were up for the month.

4. Friends of the Northville District Library Report: Friends President Martha Nork reported that the first Friends scholarship was awarded on Monday night at the Northville High School Honors Convocation. The second scholarship, which is going to a home-schooled student, will be awarded at the Friends June meeting. The Friends have asked both students to attend the June Friends meeting so that the Friends can meet them, and they can give the Friends a brief description of their school plans. Donations were made to the Library in April for Battle of the Books, and the microfilm restoration as well as a \$953 check for gift books. Rick Nork was voted in as the next Friends Treasurer and will serve out the remainder of Scott Frush's term. The Friends are still looking for a volunteer to take over the position next March. Used book income for the month of April was \$1,039 in the Book Cellar. A check was received from the online book vendor for \$1,304. The Friends sponsored program on Thomas Edison with Joe Oldenburg is June 18 at 7:00 p.m.

5. Budget and Finance Review:

7.1 **Bills over \$1,000 for approval:** Deborah Stanifer presented the List of Bills over \$1,000 for May 2019. **MOTION:** Deborah Stanifer made a motion to approve these bills in the amount of \$201,752.58 for payment. Bob Sochacki seconded the motion. Motion passed.

7.2 **Financial Report:** Deborah reported we are currently 43% through the fiscal year. The Operating Supplies and Accounting Services line items in the Operating Account are a little over budget and may need to be amended. There was discussion about the new format of the financial reports. Donation information has been separated out from revenues and expenses as requested by Trustee Morché.

6. Committee Reports:

6.1 **Policy Committee:** **MOTION:** Bob Sochacki presented the Policy on Staff Development for reaffirmation. Deborah Stanifer seconded the motion. Motion passed.
Bob Sochacki presented the Policy on Budget, the Policy on Confidentiality of Library Records, the Policy on Displays, Handouts and Postings, and the Policy on Non-Harassment, all with changes for the first reading.

- 6.2 **Facilities Committee:** Alan Somershoe reported that the Facilities Committee met and prepared a potential list of building projects for 2019 and 2020. Alan presented the tentative list for Board review.

7. Announcements and Comments:

- 7.1 The next Facilities Committee meeting has been scheduled for Monday, June 3, 2019 at 8:30 a.m. in the Friends Community Room.
- 7.2 The next Finance Committee Meeting is scheduled for Tuesday, June 25, 2019 at 1:30 p.m. in the Friends Community Room.
- 7.3 The next Policy Committee meeting is scheduled for Thursday, June 27, 2019 at 6:30 p.m. in the Carlo Meeting Room.
- 7.4 The next Board Meeting will be on Thursday, June 27, 2019 at 7:30 p.m. in the Carlo Meeting Room.

- 8. Adjourn Regular Meeting: MOTION:** Robert Sochacki made a motion to adjourn the May Regular Board Meeting. Joe Corriveau seconded the motion. Motion passed. The meeting was adjourned at 9:05 p.m.

Respectfully Submitted,
Robert Sochacki, Secretary
06/03/2019