

NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES

Regular Meeting Minutes

Thursday, May 24, 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 7:27 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; Martha Nork, Friends President; Lizzie Mills, Library Legal Counsel.

1.3 Approval of the Agenda: **MOTION:** Mike DeFrancesco made a motion to approve the agenda as amended. Robert Sochacki seconded the motion. Motion passed.

1.4 Approval of Meeting Minutes, 04-26-18: **MOTION:** Mike DeFrancesco made a motion to approve the April minutes as corrected. Robert Sochacki seconded the motion. Motion passed.

1.5 Citizen Comments: None.

2. Correspondence: None.

3. Meet the Lawyer, Helen “Lizzie” Mills: Helen “Lizzie” Mills introduced herself to the Board. She is a partner with Fahey Schultz Burzych Rhodes, the firm of our former attorney, Steve Schultz, who has retired. Lizzie has worked with Steve in the past on Library contract negotiations and is pleased to continue the firm’s relationship with the Northville District Library. She has been working on the Americans with Disabilities Act (ADA) complaint the Library received. The person making the complaint would like mediation and Lizzie recommends that the Library pursue this avenue to a resolution. There was discussion on what mediation entails for the Library. Lizzie also recommended that the Library post “reserved” signs on 2 chairs for every Library program. **MOTION:** Jim Morché made a motion to agree to mediation. Robert Sochacki seconded the motion. Motion passed. The Board thanked Lizzie for coming to the Board meeting to speak with them.

4. Director’s Report:

Statistics: Anne Mannisto reported that circulation for April was down by 16.3%, with a monthly total of items checked out of 35,466. We were closed four and a half days in April due to the water incident. Downloads increased 19.5% this month. Database usage continues to show an increase in sessions but a decrease in searches. The large decrease in Library cards is due to purging of inactive cards in preparation for the switch to our new ILS.

CARL Migration: Anne reported that the Library will be closed Saturday, May 26 through Memorial Day, May 28. We are closed Saturday, May 26 due to the switchover to the new library system. When we open on Tuesday, May 29, the Library will be using a new system for all library functions including the online catalog and circulation. Staff have been busy learning how to use the new system. We are hoping for a smooth transition. Michael McEvoy will be in on Memorial Day to make sure everything is working correctly.

Programs:

Anne reported that Adult Services hosted 10 programs in May, with a total of 198 attending. Teen Services had two programs with a total attendance of 30. Youth Services had 14 programs in May with 412 attending and will host a Lego Program next week. Staff attended Parent-Teacher Conferences at the elementary schools even though the Library

was closed during that time due to the flooding incident. All departments are gearing up for Summer Reading programs that will begin on June 15.

Board Election: The four openings (with two incumbents) for Board of Trustee positions on the November ballot were announced in the Library newsletter. We will also publicize this in the local paper and on our website. The Library has placed materials about the process of filing to run for one of the open Board seats at the Library Information Desk. The filing deadline is Thursday, July 19, at 4p.m.

Facility: Anne reported that the Library opened on Monday, April 30 at noon after the four-day closure due to the drinking fountain leaking incident. We have made a claim with our insurance company and are waiting for the remaining invoices to come in to finalize it. Replacement carpet tiles for the Used Book Cellar have been ordered by Advanced Building Group and will be installed when they install carpet in the new conference room addition. The Library gutters and downspouts were cleaned out Tuesday, May 17. There was an additional slight leak in the meeting room after the clean out was done and the roofing company returned to address it. We received an estimate from Advanced Building Group for replacement of the exterior wood soffits in the amount of \$21,256. The sprinkler system was turned on for the season and it was discovered that there was damage to the line extending west on Cady Street which occurred when the School parking lot was being worked on. The damaged line has been capped.

Staff Workroom Renovation: Anne reported that we have been working with Library Design Associates to lay out a much needed new plan for the lower-level staff workroom. This involves the purchase and installation of new furniture, at a cost of just under \$50,000. We are making revisions to the plan and should receive the final plan by next month. Alan asked how long the renovation would take. Anne estimated the staff would have to vacate the room for about a week in August.

5. **Friends of the Northville District Library Report:** Friends President Martha Nork reported that May is Friends membership month. The Friends currently have 125 members and 7 business members to date. The layout for the Summer Reading tote bags has been sent to the printer. The Gift Store was closed for 8 days after the flood. A total of 21 puzzles were lost. Insurance will cover the loss of merchandise and income. Member Shopping Days went well considering the store had been closed in the days prior to the event. Total sales for the weekend were \$463. The Used Book Cellar was closed for 4 days after the flood, and lost the carpeting and two boxes of books. The Book Cellar had \$892 in sales for April, which was down. The new system of transporting unusable used books to the recycling center in Ann Arbor is going well thanks to Alan Somershoe. The Friends-sponsored program, "Michigan War Dog Memorial" is next Tuesday, May 29 at 7:00 p.m. The next Friends meeting is June 21. The Friends do not meet in July or August.

6. **Budget and Finance Review:**

- 5.1 **Bills over \$1,000 for approval:** Jean presented the List of Bills over \$1,000 for May 2018. **MOTION:** Jean Hansen made a motion to approve these bills in the amount of \$170,645.71 for payment. Deborah Stanifer seconded the motion. Motion passed.
- 5.2 **Financial Report:** Jean reported that we are 42% through our fiscal year. We received the first State Aid check in the amount of \$12,545. **MOTION:** Jean Hansen made a motion to amend the budget for the Personal Property Tax line item in the Operating Fund from zero to \$34,641.86. Robert Sochacki seconded the motion. Motion passed. **MOTION:** Jean Hansen made a motion to transfer \$110,000 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 \$210,000. Robert Sochacki seconded the motion. Motion passed.

- 7. Building Project Update:** Anne reported that we are having bi-weekly meetings with the architect, construction company, library staff and some Board members. A total of seven change orders were approved and signed at the last meeting that raise the cost of the project by \$11,829. This includes the additional carpet tiles to replace the damaged ones in the Used Book Cellar which should be reimbursed through insurance. The new total cost of the project is \$315,289. Next week window installation, hanging of the dry wall, and installation of electrical for the media equipment in the room are scheduled. Alan mentioned that he continues to be impressed by Advanced Building Group. A \$40,000 gift from the Friends towards equipment and furnishings for the new conference room was accepted at the last meeting. A written acceptance letter stating the Board accepts the donation with the stipulations that the Board reserves the right to officially name the room but agrees that it will be clearly noted that the room has been sponsored by the Friends was signed by Martha Nork, Anne Mannisto and Alan Somershoe.
- 8. Response to RFP:** Anne reported that she, Karen, Joe Corriveau, Alan Somershoe, and Mike DeFrancesco met at 11am today with two School officials and the consulting firm that they are using to assist in the selection of a winning bidder for the school property. They discussed the Library proposal. They seemed to be more open to a combined parking lot than was expected. Joe Corriveau noted that there will be an additional need for parking in this area given the recent sale of the racetrack to a developer, with the plan to add various types of housing. A decision will not likely be made until the July Board of Education meeting. There was discussion about the other bidders and bid options. The Board also discussed concerns over the condition of the parking lot adjacent to the Library, which is leased to the Recreation Department. This lot clearly needs repair and resurfacing, with some very deep potholes, which could create liability issues.
- 9. Policy Committee: MOTION:** Deborah Stanifer presented the policy on Authorization for Expenditures with changes for the second reading. Jean Hansen seconded the motion. Motion passed. Deborah reported that at a future meeting the procedure by which policies are reviewed will be presented.
- 10. Directors Search:** Anne received an email from John Keister of John Keister and Associates from Illinois. Mr. Keister has a lot of experience with director searches and has served as a Library Trustee. Bradbury Miller Associates is a search firm from St. Louis, MO. They assisted the Westland Library with their director search that Julie Herrin was involved with. Hartzell Mika Consulting is out of Lansing. Alan asked if each search firm would meet or teleconference with the Board. Anne will discuss this with each firm. Jean asked that Anne request an informational packet from each search firm. Jean, Robert and Deborah, who volunteered to assist with the new director search, can then review each one.
- 11. Announcements and Comments:** Jim Morché reported that Sitewise, the program that Henry Ford Hospital sponsors for libraries, will send a representative out on Friday, June 1 at 10:30 a.m. to inspect our Library and our low-vision equipment and give recommendations to better serve patrons with low vision.

 - 11.1 The next Finance Committee Meeting is scheduled for Tuesday, June 26, 2018 at 1:30 p.m. in the Carlo Meeting Room.
 - 11.2 The next Board Meeting will be on Thursday, June 28, 2018 at 7:30 p.m. in the Carlo Meeting Room.

12. Adjourn Regular Meeting: MOTION: Mike DeFrancesco made a motion to adjourn the May Regular Board Meeting. Robert Sochacki seconded the motion. Motion passed. The meeting was adjourned at 9:05 p.m.

05/30/18

Joe Corriveau, Secretary