NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES
Regular Meeting Minutes
Thursday, May 25, 2017 – 7:30 p.m.
Northville District Library Carlo Meeting Room

1.1 **Call to Order:** Chairperson Robert Sochacki called the Regular Meeting to order at 7:30 p.m.

1.2 **Roll Call** - Present: Trustees Joe Corriveau, Mike DeFrancesco, Jean Hansen, Jim Morché, Robert Sochacki, Alan Somershoe and Deborah Stanifer. Also present: Julie Herrin, Library Director; Anne Mannisto, Assistant Library Director; Carla Eggert, Administrative Assistant; Nancy Clarizio, Library staff member; Martha Nork, Friends of the Northville District Library President.

1.3 **Approval of the Agenda**: **MOTION:** Alan Somershoe made a motion to approve the agenda as submitted. Jim Morché seconded the motion. Motion passed.

1.4 **Approval of Meeting Minutes, April 27, 2017**: **MOTION:** Jim Morché made a motion to approve the April minutes as amended. Alan Somershoe seconded the motion. Motion passed.

1.5 **Approval of Special Meeting Minutes, May 5, 2017**: **MOTION:** Jim Morché made a motion to approve the May 5 Special Meeting minutes as amended. Mike DeFrancesco seconded the motion. Motion passed.

1.6 **Citizen Comments**: None.

2. **Correspondence:** None.

3. **Director's Report:**
Statistics: Julie reported that circulation was up .28% for April. Database sessions were up but door count and downloads were down for the month. There was a considerable decrease in Tumblebook usage. They have a new mobile app and we are promoting Tumblebooks on our web page which should help increase usage. Zinio users downloaded 934 magazine issues. Overdrive had 2,529 digital checkouts. Freegal was used by 90 patrons to download 791 songs. Brainfuse had 61 visitors with total usage at 967.
Programming: The Youth Department held 16 programs with 343 attending. Summer Reading Program sign up begins on June 16. We rely on the help of Friends volunteers to register many participants the first few days and we really appreciate their help. The Adult Services Department had 14 programs with 284 attendees. Teen Services has selected 21 teen volunteers for the summer Teen Corps that will begin the second week of June.
Collections: The music CDs have been moved downstairs to the area where Reference materials used to be located. We have downsized the Reference collection considerably which allowed for room to move the CDs. The DVDs upstairs have been spread out and continued around the corner to where the CDs used to be located. Hoopla service begins on June 1. We are planning a soft launch to allow the librarians to become familiar with the product before assisting patrons. Hoopla offers movies, music, audiobooks and eBooks with different publishers than Overdrive.
Services: Julie reported that The Library Network has selected a new integrated library system (ILS) to be installed next spring. It is called CARL and was developed by the Library Corporation.
Facilities: We have hired a college student for the summer to be our Facilities Assistant. His name is Collin Fowler. We had a new hours sign installed on the building as the old one was peeling. It was more cost effective to replace the sign rather than repair it.
Staff: We have hired a new computer page, Cecil Maye. We are looking for a new Technical Services Clerk as Joan Hennessy retired after 19 years with the Library. Julie and Anne attended a webinar on Human Resources. Sarah and Julie attended a webinar

on Hoopla. Sarah also attended a Zinio webinar. Samantha attended a webinar on programming for millennials. Michael attended an "unconference" at the Ann Arbor Library where the topic of the conference is decided at the meeting. Vicki attended the TLN Spring Workshop, a Hybrid Librarian workshop and a workshop on readers advisory. We have two staff members attending the Book Expo America and two attending the American Library Association (ALA) conference.

Public Relations: The Library newsletter went out to homes in the community beginning today. Anne reported that Reference USA, a database of business and residential data, is offering a free demonstration that is open to the public on Monday, June 5 from 2:00 to 3:00 p.m.

4. **Friends of the Northville District Library Report:** Friends President Martha Nork reported that the April Used Book total was $2,661.85, which includes carts, Book Cellar and vendor sales. Vendor sales alone were $1,078.53 which is up 46% from last year. Member Shopping Days in the Gift Store were May 5-7. Income from the three day sale was $672.69, $200 more than last year and the best ever for the May sale. The Library has made a nice change to the Give a Gift Book section of the Library website. The page now lists the honoree and the donor beside a picture of the book. It allows you to click on the title to check the library catalog for availability and to place a hold. It is nice that the honoree's name is listed. The Friends have had a representative attend two Chamber of Commerce meetings this month. The Friends also had a table at the Kroger Store on Center St. this past Saturday afternoon, with membership forms and Library calendars. They talked to many people. May is Friends membership month. The annual budget for membership dues is $9,000. The April financial report shows that they are at about 74% of that with income from membership dues at $6,669. As of today the Friends have 166 members.   The Friends have a Facebook page which is now often being shared with the Friends of Michigan Libraries (FOML) as their new president is very active on Facebook and we are linked to their page. FOML posted pictures from our Read to Me program. The next Friends program, on June 6, is on prohibition in Detroit.

5. **Budget and Finance Review:**
   5.1 **Bills over $1,000 for approval**: Jean presented the List of Bills over $1,000 for May 2017. **MOTION:** Jean Hansen made a motion to approve these bills in the amount of $77,169.64 for payment. Mike DeFrancesco seconded the motion. Motion passed.
   5.2 **Financial Report**: Jean reported that we are 41.6% through our fiscal year. We did not receive any additional tax revenue in April. The State Aid and Penal Fines checks are due in August. Expenses are below 40% for the most part. The $7,650 transferred to the Operating Fund has been taken out of the Strategic Planning Fund in the Reserve Account. We received some information from our lawyer about opting out of the Downtown Development Authority (DDA). If the DDA increases in size, we could opt out of the increased financial support.

6. **Planning:** Julie reported that she received the contract from Merritt Cieslak and forwarded it to the Board for review. Joe Corriveau detailed some areas of the contract that he would like to see clarified. Julie spoke with Ron Cieslak who would like to meet with Joe to review the contract. Jean asked if the cost for an engineer to review the electrical and HVAC needs of the new space was included in the fee for construction drawings or would be an additional amount billed at a supplemental employee rate as specified in the contract. Julie distributed a copy of the proposed design renovations for the upstairs area of the Library as prepared by Library Design. There was discussion about the proposed changes. Julie will

have Library Design give estimated pricing for the changes and present to the Board as they come in.

7. **Announcements and Comments:** Deborah Stanifer agreed to fill the vacant Board committee positions from Paul Snyder's resignation. She will serve as Chair of the Policy Committee and as a member of the Personnel Committee.

    7.1   The next Finance Committee meeting will be on Tuesday, June 20, 2017 at 1:30 p.m. in the Storytime Room.
    7.2   A Policy Committee meeting will be held on Tuesday, June 20, 2017 at 7:00 p.m. in the Storytime Room
    7.3   The next Regular Board Meeting will be held on Thursday, June 22, 2017 at 7:30 p.m. in the Carlo Meeting Room.

8. **Adjourn Regular Meeting: <u>MOTION:</u>** Jim Morché made a motion to adjourn the May Regular Board Meeting. Mike DeFrancesco seconded the motion. Motion passed. The meeting was adjourned at 8:45 p.m.