

# NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES

## Regular Meeting Minutes

Thursday, May 28, 2015 – 7:30 p.m.

Northville District Library Carlo Meeting Room

1. **Call to Order:** Chair Alan Somershoe called the Regular Meeting to order at 7:29 p.m.
  - 1.1 **Roll Call** - Present: Trustees Alan Somershoe, Jean Hansen, Jim Morché, Robert Sochacki, Paul Snyder, and Joe Corriveau. Also present: Julie Herrin, Library Director; Anne Mannisto, Assistant Library Director; Carla Eggert, Administrative Assistant; Absent: Trustee Mike DeFrancesco.
  - 1.2 **Approval of the Agenda:** **MOTION:** Jean Hansen made a motion to approve the agenda as amended. Jim Morché seconded the motion. Motion passed.
  - 1.3 **Approval of Meeting Minutes, April 23, 2015:** **MOTION:** Robert Sochacki made a motion to approve the April minutes as corrected. Paul Snyder seconded the motion. Motion passed.
  - 1.4 **Citizen Comments:** None.
2. **Correspondence:** None.
3. **Director's Report:**

**Statistics:** Julie reported that circulation was down 3% for the month but downloading was up 32%. The total of the two was a decrease of less than 1%. Zinio was used to check out 636 magazine issues. Brainfuse was used 283 times by 22 users. A comparison of current year meeting and study room usage to last year was added to the statistics report.

**Programming:** Youth had 15 programs with 388 attendees. Adult had 8 programs with 238 attending. Teen had 2 programs with 22 attendees.

**Technology:** Staff computer workstations that are 4 ½ to 7 years old are being replaced. The old laminator, purchased when the building opened in 1996, was not working properly. A new one was purchased with a contribution from the Friends.

**Facilities:** Five of the six meeting room tables were repaired by the manufacturer. The sixth table could not be repaired and will be replaced at no cost. The HVAC project is on schedule. The chiller parts came in earlier than expected. The project should be completed by June 22. The first payment to Limbach of \$159,300 is on the list of bills to be approved by the Board.

**Staff:** Julie reported that Jennifer Lund, the Part-time Adult Services Librarian we hired last September, is leaving for a full-time job. We will interview during the week of June 15 to find her replacement. Our serials clerk, Lisa Bachman, attended three training sessions on marketing, Workflows advance searching, and social media.

**Public Relations:** Julie reported that the new website is up and running. It has a mobile-friendly responsive design. We began working on the new site in January. Everyone worked very hard updating pages and proofreading changes, but Michael McEvoy, Sarah Milroy, Karen Fehl and Anne Mannisto worked especially hard on the launch. Senior Fest is being held June 3 at the Community Center and the Library will have a table at the event.
4. **Friends of the Northville District Library Report:** Julie Herrin gave the Friends report for the Friends President who could not attend the meeting. Julie reported that the Spring Book Sale generated revenue of \$1,777.86. The Friends plan to take their former used book vendor, Mission-Based Books, to court to try to recover funds that are due to them.
5. **Budget and Finance Review:**
  - 5.1 **Bills over \$1,000 for approval:** Jean presented the List of Bills over \$1,000 for May 2015 which includes the first payment to Limbach for the HVAC project.

**MOTION:** Jean Hansen made a motion to approve these bills in the amount of \$224,593.03 for payment. Jim Morché seconded the motion. Motion passed.

- 5.2 **Financial Report:** Jean reported that we are 42% through our fiscal year and have received about 97% of our tax revenue. The proceeds from the Cantoro's fundraiser have been tabulated. Total revenue was \$9,330.32 and expenses totaled \$1,980, leaving a profit for the Library of \$7,320.32. This is less than last year but still very good. The first State Aid check in the amount of \$10,050.78 was received. We have received the final bill for the lamppost banners.

**MOTION:** Jean Hansen made a motion to transfer \$998.81 from the Reserve Fund for Strategic Planning to the Reserve Fund for Future Unfunded Expenses to cover the cost of the banners. Jim Morché seconded the motion. Motion passed. Jean reported that we received a reward check from MasterCard for the Library charge card in the amount of \$322. **MOTION:** Jean Hansen motioned to add a line item under Operating Revenue called Credit Card Rewards and budget \$350 for this account. Robert Sochacki seconded the motion. Motion passed. Jean reported that there is a balance of \$45,423.72 left in the Debt Service account after the final bond payment for the building was made. There will be a small amount of additional tax revenue received in this account and there could be some payments for tax refunds, after which the balance can be transferred to the Reserve Fund for Facilities Preservation.

6. **Development Committee:** Julie reported that the Development Committee met on May 5 to discuss the results of the fundraiser held at Cantoro's on April 19. Almost everything went well but the number of sponsors and attendance were both down compared to last year. The Northville Education Foundation had a large fundraiser on March 21 that probably drew from the same group of donors and may have affected the attendance at our event. The Committee discussed making changes to the time of year that the event is held or changing it to an every other year format, alternating with the Donor Recognition party. The idea of a different venue or format was also discussed. The Committee agreed that the price of the tickets should be increased to \$50, from the \$45 price for this year's event. The Committee discussed the need for new members and a future purpose to rally around, such as an addition to the building. The Committee will meet in September to have a strategy session. The next meeting will be held on June 10 at 7:00 p.m. to refine the sponsor mailing list used for the fundraiser. Robert questioned the need for an addition to the building and what it would be used for. Julie stated that meeting and study room space are the two areas that are most in demand by our patrons. Joe Corriveau mentioned the idea of having a future fundraising event at the Library so the focus can be on the Library and what it has to offer the community. Jean stated that the Board should be leading the Development Committee and felt that the Board holding a strategy study session would be helpful in spearheading that. Paul discussed a recent presentation given by Trustee Alliance member Sarah Long on strategic planning. He will send the materials from that presentation to the Board members to see if they would be interested in having her lead a strategy session for the Board. She is coming to Michigan in October to give a presentation in Petoskey and might be available to come here at that time. Paul will give Julie materials from his meeting to send to the Board.

7. **Announcements and Comments:**

- 7.1 The next Finance Committee Meeting is scheduled for Tuesday, June 23, 2015 at 2:00 p.m. in the Storytime Room.
- 7.2 The next Board Meeting will be on Thursday, June 25, 2015 at 7:30 p.m. in the Carlo Meeting Room.

**8. Adjourn Regular Meeting: MOTION:** Jim Morché made a motion to adjourn the May Regular Board Meeting. Robert Sochacki seconded the motion. Motion passed. The meeting was adjourned at 8:30 p.m.

Respectfully Submitted,  
Robert Sochacki, Secretary  
06/01/15