

# NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES

## Regular Meeting Minutes

Thursday, May 23, 2013 – 7:30 p.m.

Northville District Library Carlo Meeting Room

1. **Call to Order:** Vice Chair Joe Corriveau called the Regular Meeting to order at 7:30 p.m.
  - 1.1 **Roll Call** - Present: Trustees Joe Corriveau, Jean Hansen, Paul Snyder, Alan Somershoe, Mike DeFrancesco and Jim Morché. Also present: Julie Herrin, Library Director; Anne Mannisto, Assistant Library Director; Carla Eggert, Administrative Assistant. Staff member Nancy Clarizio was in the audience. Absent: Chair Robert Sochacki.
  - 1.2 **Approval of the Agenda:** **MOTION:** Mike DeFrancesco made a motion to accept the agenda as amended. Alan Somershoe seconded the motion. Motion passed.
  - 1.3 **Approval of Meeting Minutes, 4/25/13:** **MOTION:** Changes to the minutes of April 25, 2013 were requested. Paul Snyder made a motion to approve the minutes as amended. Jim Morché seconded the motion. Motion passed.
  - 1.4 **Approval of Executive Meeting Minutes, 04/25/13:** **MOTION:** Jean Hansen made a motion to accept the minutes as submitted. Alan Somershoe seconded the motion. Motion passed.
  - 1.5 **Citizen Comments:** None.
2. **Correspondence:** None.
3. **Director's Report:**

**Statistics:** Julie Herrin reported that circulation was down by 2.85% although the door count was up by 7.45%. Downloading of eBooks was up 142%. Freegal was used by 112 people who downloaded 719 songs. Brainfuse had 79 unique visits and total usage of 585. Use of the Northville databases was up 89%. Usage of the public computers, Wi-Fi and the youth AWE computers was at a yearly high.

**Youth Programming:** There were 23 programs for youth with 513 children participating. The Summer Reading Program for children begins on June 14. Information on the program has been sent to the school media specialists and will be put on the school listserv.

**Adult Programming:** There were four programs for adults with attendance of 117 people. The Summer Reading Program for adults will begin on June 1.

**Teen Programming:** There were two programs for teens with attendance of 29. The Summer Reading Program for teens begins on June 10.

**Staff:** Julie reported that we have three staff members resigning which will result in two open Circulation Clerk positions as well as the Digital Services Librarian position. We hope to fill these positions in the coming weeks. Anne attended a webinar on the database National Geographic Kids. Judy McIntosh, the Circulation Supervisor, attended a webinar on how to hire and supervise shelving pages. Julie attended a webinar on handling challenging situations, which was helpful with a recent situation. A staff member observed a man writing in magazines. Julie and Michael McEvoy spoke with him right away advising him it was against the law to deface library material. Julie spoke with the Northville Police who have banned the man from the library for one year. He will also be prosecuted under a state law prohibiting defacement of library materials. We have since found many more magazines with very obscene comments written in them.

**Public Relations:** A story about Dorie Freebury and her 18 years with the Library was published on the Northville Patch. The Library newsletter will be going out the first week of June.

**Facility:** The City of Northville will be looking at the feasibility of two possible changes that could impact the Library at their June 3 City Council meeting. There is a recommendation from the Parking Committee of the Downtown Development Authority to change the parking spots on Wing Street into two-hour limited parking and the lot behind the Police Department into a three-hour limited parking lot. If this proposal were implemented, City employees who are currently parking in

those spots would need to park in the lot by the Old Village School or elsewhere. It would be restriped to get rid of the bus lane lines, thus creating additional parking spaces. The second recommendation the City Council will be considering is to open the pedestrian plaza between the Community Center and the Library to one-way traffic to connect to Main Street. If the City goes forward with these ideas there would be a feasibility study done, and the Library would have input. Discussion focused on the City Council Meeting scheduled for Monday, June 3, at which the Council will be reviewing whether to proceed with a feasibility study on the changes to city parking noted earlier. Julie will be attending and addressing the possible impact on the Library and concerns the Board has relative to these recommendations. Trustees also plan to be at that meeting

4. **Friends of the Northville District Library Report:** Carol Oldenburg, the President of the Friends, reported that for the month ending April 30 the Friends accounts reflected a negative \$8,000 due to the gift of \$15,750 given to the Library for the purchase of the five AWE computers for children prior to the Friends annual membership drive. The Friends Appreciation Event “Sundaes on Sunday” will be held on Sunday, Sept. 29, 2013, as a way to thank the members of the Friends for supporting the Friends and the Library. The event was very successful last year and 11 new Friends members signed up. The membership for 2013-2014 currently stands at 153. Second request letters will be sent out to previous members who have not renewed yet. A special letter was also sent to local businesses asking for their support. The Spring Used Book Sale will be held May 31-June 2 with a preview night for Friends members on May 30. There will be a membership table at the Book Sale and anyone who joins or renews a membership will receive a free bag of books. The Friends are also trying to raise awareness of the Used Book Cellar. Flyers have been posted in the downtown area, there was an article about the Cellar in last Thursday’s Northville Record, and new bookmarks are available at the Circulation Desk with information about the Used Book Cellar. The Friends are investigating better signage for the Cellar and there will be an article about the Used Book Cellar in the Northville Patch. The Friends will be sponsoring several upcoming programs including the African Safari program on June 18, the History of Guernsey Dairy on August 20, Lighthouse from Ancient Times to Modern Michigan on September 17, the Picks and Sticks string band performance on November 5, and a program on the book *A Thousand Letters Home* with the author Teresa Irish for Veteran’s Day, on November 13.

5. **Budget and Finance Review:**

- 5.1 **Bills over \$1,000 for approval:** Treasurer Jean Hansen presented the List of Bills over \$1,000 for May 2013. **MOTION:** Jean made a motion to approve these bills in the amount of \$51,133.71 for payment. Paul Snyder seconded the motion. Motion passed.
- 5.2 **Financial Report:** Jean Hansen presented the Financial Report. **MOTION:** Jean Hansen made a motion to transfer \$1,571.07 from the Debt Service Fund to the Operating Fund for tax refunds. Paul Snyder seconded the motion. Motion passed. **MOTION:** Jean Hansen made a motion to increase the budgeted amount for Tax Refunds by \$20,000, so that the total in the Tax Refunds budgeted amount will be \$50,000. Mike DeFrancesco seconded the motion. Motion passed. Julie Herrin reported that the staff had approved the Letter of Agreement which stipulates a 1% raise and a stipend of \$1,000 for full-time staff and \$500 for part-time staff. **MOTION:** Jean Hansen made a motion to increase the budgeted amount for Wages by \$28,000 so that the total for Wages will be \$1,169,469. Paul Snyder seconded the motion. Motion passed. **MOTION:** Jean Hansen made a motion to lower the budgeted amount for Fringes and Payroll Tax by \$45,000 so that the new total for Fringes and Payroll Tax will be \$450,000. Mike DeFrancesco seconded the motion. Motion passed. **MOTION:** Jean Hansen made a motion to lower the budgeted amount for MERS Employee Health Care by \$19,000 for a new total for MERS Employee Health Care of \$13,000. Paul Snyder seconded the motion. Motion passed. **MOTION:** Jean Hansen made a motion to lower the budgeted amount for Liability and Property Insurance by \$18,905 for a new total for Liability and Property Insurance of

\$1,095, due to a credit received this year, lowering the annual cost. Paul Snyder seconded the motion. Motion passed. **MOTION:** Jean Hansen made a motion to lower the budgeted amount for Public Relations by \$10,000 for a new total for Public Relations of \$20,000. Alan Somershoe seconded the motion. Motion passed. Jean Hansen reported that work on next year's budget has begun. With the amendments to the budget that were just approved, the current budget shortfall has been reduced to \$7,758.

## **6. Committee Reports :**

- 6.1 **Development Committee:** Julie Herrin reported that the Development Committee met on May 1. They will do a second Endowment mailing in November and a fundraiser event in the spring of 2014. We had 11 responses from the Endowment mailing that was sent out in April. The planned giving program presented by Chris Belcher from Leave a Legacy was held on May 16. Development Committee member Craig Orr suggested that the Committee begin a planning process. The next meeting will be held on August 8 when the Committee will begin working on strategic planning for the Development Committee.
- 6.2 **Facilities Committee:** Mike DeFrancesco reported that he spoke with James Gallogly, Public Works Director for the City of Northville, and was given the name of two cement contractors the City has worked with, Goretski Construction Company and Hartwell Cement Company. Both companies came out and gave an estimate for the work of replacing the cement curbing that is crumbling in front of the Library. Mike was impressed with both companies but Hartwell gave a more thorough description of the work to be performed and the warranty coverage. The Goretski Company is doing other cement work for the City beginning in September and would like to schedule the Library job as part of that work. The job should take a day to a day and a half to finish. Joe Corriveau asked Mike to find out more information from both companies on their warranty coverage and present it at the next meeting.

## **7. Announcements and Comments :**

- 7.1 The next Finance Committee Meeting is scheduled for Tuesday, June 25, 2013 at 1:30 p.m. in Carlo Meeting Room.
- 7.2 The next Board Meeting will be on Thursday, June 27, 2013 at 7:30 p.m. in the Carlo Meeting Room.

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

Respectfully Submitted,

Paul Snyder, Secretary

CE 05/029/13