

NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES

Regular Meeting Minutes

Thursday, June 22, 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 7:35 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; Laura Curtsinger, Library staff member; Martha Nork, Friends of the Northville District Library President.
- 1.3 **Approval of the Agenda:** **MOTION:** Jim Morché made a motion to amend the agenda to include an item on a procedure for going to the Board of Trustees for capital improvements before going to the Friends. Chair Sochacki asked first to receive a motion on whether to approve the agenda as originally submitted. Trustees Sochacki, Corriveau, Hansen and Stanifer approved the motion to accept the agenda as submitted. Trustees DeFrancesco, Morché, and Somershoe opposed the motion. Motion passed.
- 1.4 **Approval of Meeting Minutes, May 25, 2017:** **MOTION:** Mike DeFrancesco made a motion to approve the May minutes as corrected. Jim Morché seconded the motion. Motion passed.
- 1.5 **Citizen Comments:** None.

2. **Correspondence:** None.

3. **Director's Report:**

**Statistics:** Julie reported that circulation was down by 4.7%. The door count was up. The number of library cards for the current year is showing down by 1,922 cards due to The Library Network (TLN) removal of Library cards from the system that had been expired for more than a year. Downloads were down mostly due to the decrease in Tumblebooks usage. We are promoting Tumblebooks this month on our webpage, with a bookmark and other advertising. Zinio users downloaded 1,024 magazine issues. Download Destination had 2,665 digital checkouts by 610 users. Brainfuse had 18 visitors with total usage at 234. Database usage is up. We have added Booksite and Northville History Resources searches to database usage. This has been noted with an asterisk on the report.

**Programming:** Summer Reading has begun. The Friends registered 300 children during the first Friday, Saturday and Monday of sign up. This is very helpful as the staff would not be able to do that volume of registration at the public desks. The Youth Department held 10 programs with 342 attending. The Youth Craft Program held yesterday had 110 attendees. The Adult Services Department had 11 programs with 262 attendees. We have a new contest entitled Corners of Northville in which patrons try to identify various photographs of corners in town. Gift certificates to local businesses will be awarded for the most correct guesses. Teen Services had two programs with 98 participants, including a Stressbuster Program during final exams week that had 66 attendees. A Mario Kart video game tournament was also popular.

**Staff:** Kathleen Philo, who was a Circulation Clerk, is the new Technical Services Clerk, replacing Joan Hennessy who retired. Asha Kannaur has been hired to replace Kathleen as Circulation Clerk. Julie Ramsden and Laura Curtsinger attended Book Expo America. Samantha Downes and Sarah Milroy are attending the America

Library Association (ALA) conference. Anne attended the Michigan Library Association (MLA) Executive Summit and a Human Resources webinar. Reference USA held a training for all the Librarians. Zinio is changing its name to RB Digital. Sarah attended a webinar on the upcoming changes to this resource.

**Facilities:** Julie reported that the Library has, for over 20 years, asked the Friends for help with Summer Reading, and after discussing it with the Librarians, a wish list item. Each year we work hard to come up with projects for the Friends to fund that will help the Library, along with satisfying the need for the Friends to have a publically visible project to promote. The Friends have always been very generous with help for the Library. This year the wish list item we asked for help with is the counter and chairs for the new digital equipment in the Local History Room. The Friends Board are under the impression that the Board of Trustees need to approve the wish list before the Friends will fund the project. This has never been done in the past. Julie asked the Board what about the current process had not been working. Mike DeFrancesco stated that he felt that \$6,900 for a 12-foot counter and two chairs was too much to spend and asked what about the counter made it so expensive. There was discussion about the type of counter and materials being installed. Julie stated that if the Friends had asked these type of questions regarding costs of the counter they would have been answered at the Friends Board meeting in which the wish list was presented. Alan Somershoe stated that, at the January Study Session, he raised some concerns about the wish list items. Alan feels that the wish list is appropriate for funding activities and items related to activities but is not an appropriate way in which to purchase capital items. He feels that any capital purchases should go on the list of bills presented to the Board each month or the purchase should be reviewed through committee with three bids obtained. Bob Sochacki stated that the Board should be good stewards of the public money. He asked if the Library has, in the past, asked the Friends to buy something that was a piece of junk. Alan stated he was not aware that they had. Jean Hansen stated that if a change regarding the policy of purchases is desired, it should go through the Policy Committee. Jean feels that the purpose of the Board of Trustees is to make policy and that this request to alter the wish list or purchasing process is micromanaging. The Board has hired a Library Director and an Assistant Library Director to run the Library. This is saying that you do not trust them to do that. Current Board policy states that purchases under \$10,000 do not require going out for bid. Jean feels that the Board does not need to approve what is presented to the Friends on the wish list, as it is between the Friends Board and the Library staff. Joe Corriveau stated that the Friends Board always has the right to not approve the purchase if they do not wish to fund it. Anne stated that the Friends purpose is to enhance the Library. They raise \$25,000 to \$35,000 per year. The Library asks for about \$16,000 in Program assistance and is often asked to suggest additional items for the Friends to fund. The reason the counter request was given to the Friends is that it will be holding equipment purchased by the Friends and it is a visible project for the public. Julie stated that the Board of Trustees has fiduciary responsibilities when spending taxpayer funds. The Friends are spending money raised by the Friends, by membership and fundraising activities. Bob Sochacki asked Friends President Martha Nork if the current process is working for the Friends. Martha distributed a list of wish list items the Friends have purchased in the past. She stated she felt the process was working, but when she put this year's wish list for a vote before the Friends Board there were several members who were concerned about the Friends funding capital expenditures because of tax implications. Jean stated there are no tax implications. Martha stated she does not wish to micromanage the Library staff and feels that you have to trust that the Library staff is doing the work to get the best pricing. Jim Morché stated that many Friends members

feel that \$7,000 for a table is too much. He asked that two additional bids be obtained, including one from Home Depot. There was much discussion. No action was taken. Deborah Stanifer stated that it is the Friends money to decide what to do with. Martha Nork does not feel it is the Friends job to decide what is too expensive or what projects should be done. Bob Sochacki stated that if there are no objections he would like to move on. The process for the wish list will remain the same.

**4. Friends of the Northville District Library Report:** Friends President Martha Nork reported that a resignation letter was received from Deborah Stanifer. Doug Witt was elected to the position of Friends Treasurer. The Friends currently have 183 members and 6 lifetime members. Coupons for \$5 off purchases from the Book Cellar were sent out with membership renewals and 15 of the coupons have been redeemed. Used book cart sales were \$746.55 and Book Cellar sales were \$575 for May. They did not receive a check from the online vendor in May but received a check for two months in June. The Friends sent out an email to all their members today describing several upcoming Library programs. The Friends received a request from the Library for funds to assist with the Adult and Teen Summer Reading Programs. The Friends contributed \$2,000 for the Adult Program and \$2,500 for the Teen Program. The Friends Program on Prohibition in Detroit by Joe Oldenburg held on June 6 had 85 attendees.

**5. Budget and Finance Review:**

- 5.1 **Bills over \$1,000 for approval:** Jean presented the List of Bills over \$1,000 for June 2017. **MOTION:** Jean Hansen made a motion to approve these bills in the amount of \$56,951.95 for payment. Alan Somershoe seconded the motion. Motion passed.
- 5.2 **Financial Report:** Jean reported that we are 50% through our fiscal year. Money has been moved from our checking account to the J-Fund account to get more interest. We received our State Aid check in the amount of \$11,194 in June. Expenses are where they should be. The amount of tax refunds have been low for the year. **MOTION:** Jean Hansen made a motion to transfer the \$60,000 budgeted for Building Preservation in the Operating Account to the Reserve Account-Building Preservation Fund. Jim Morché seconded the motion. Motion passed. Jean Hansen distributed the 2018 Projected Budget. The Headlee Reduction Factor was received, rolling back our millage rate for 2018 to 1.1339 mills. We are projecting increases in taxable value of 3.2% for the City of Northville and 2.3% for Northville Township. Most other projected revenue amounts are the same as last year. The budgeted amount for tax refunds was reduced as tax refunds have been down for the last two years. Personnel expenses are projected at 68% of the budget. Building and Equipment was budgeted a bit higher than last year at 23% due to the uncertainty with the future of the Toshiba telephone system. Acquisitions remain budgeted at 10% of Revenue, as the QSAC standards require; of this amount, more was budgeted for Electronic Products than last year. Support Services were budgeted at 8% and Other Items at 2% of the budget. We will lose \$21,701 in tax revenue due to the Headlee Rollback, \$28,644 to the Downtown Development Authority, and \$25,642 to Northville Township Brownfield agreements. If we could levy at the full 1.2 mills the voters approved, it would mean an additional \$155,918 in revenue. Jean asked the Board members to review the budget for next year and bring any questions to next

month's meeting. We will have the Public Budget Hearing just prior to the August Board meeting.

- 6. Planning:** Julie reported that the Library presented the building project to the Historic Commission at their June meeting. They were enthusiastic about the completion of the area under the fireplace and wondered why it was not filled in as part of the original building. The original architect told Julie the funds were not available at that time. The pre-application meeting for the Planning Commission meeting was held this morning. The only perceived issue is available parking. Required parking spots are dictated by building square footage. We are not adding additional people coming to the Library, just giving them better locations to meet and study within the building. Our door count has gone down 14% since 2010 with the increase in remote usage of Library resources. Jim Morché asked if the main lot could be repainted to add additional spots. Julie replied that it would be the decision of the Northville Schools as they own the lot. Alan Somershoe believes that the City would like the Library to fund 5 additional parking spots for the completion of the conference room. Mike DeFrancesco asked about parking spots dedicated to City Hall. He stated that since we are a tax-supported entity similar to the City and should not be treated as a business. Bob Sochacki agreed that we should not have to use taxpayer funds to pay for parking spots. Julie said that these issues could be discussed at the Planning Meeting. There was discussion about adding 5 parking spots for the Library on Cady when the street is widened. The City has suggested that the Library meet with the Northville Schools to discuss the parking arrangement and determine if there is a written agreement regarding the parking arrangement with the Library. Julie has called the School Superintendent but has not received a date for a meeting yet. Anne mentioned that Library employees currently park in the main lot. If necessary we could require them to park offsite which would give us the additional spots that we need.

Julie reported that we do not have the estimate yet for the upstairs renovations though Library Design are working on it. Julie will advise the Board when it is received and call a Special Meeting if necessary to review it.

Joe Corriveau reported that the contract with Merritt Cieslak Design has not been finalized. Joe has spoken with Ron Cieslak and discussed his concerns. The number of site visits during construction would be eight. Prior approval of the Board would be required for any additional costs. Joe is also concerned about the amount of liability insurance, as Merritt Cieslak has a \$2 million policy for all their projects. Julie will discuss additional coverage and who should obtain it with the Library insurance company. Jean asked if the cost for an engineer to review the electrical and HVAC needs of the new space would be included in the fee for construction drawings or would be an additional amount billed at a supplemental employee rate as specified in the contract. Joe will discuss this with Ron Cieslak. Joe will advise the Board when a revised agreement has been received.

- 7. Policy Committee:** Deborah Stanifer, Policy Committee Chair, reported that the Policy Committee met on June 20 to discuss five policies. Deborah presented the Northville District Library Policy on Library Cards, with some wording changes, for the first reading. **MOTION:** Deborah Stanifer made a motion that the Board of Trustees accept the revised Policy on Library Cards for the first reading. Jean Hansen seconded the motion. Motion passed. Deborah presented the Northville District Library Policy on Requests for Library Records by Law Enforcement Officers for the first reading. The list of types of records that could be requested was removed. **MOTION:** Deborah Stanifer made a motion that the Board of Trustees accept the

Policy on Requests for Records by Law Enforcement Officers for the first reading. Alan Somershoe seconded the motion. Motion passed. Deborah presented the Northville District Library Policy on Emergency Closing without changes and the Board reaffirmed this Policy. The Policy Committee will continue to review the policies on the Board Code of Ethics and Public Relations at their next meeting.

**8. Announcements and Comments:**

8.1 The next Finance Committee meeting will be on Tuesday, July 25, 2017 at 1:30 p.m. in the Storytime Room.

8.2 A Policy Committee meeting will be held on Tuesday, July 25, 2017 at 7:00 p.m. in the Storytime Room

8.3 The next Regular Board Meeting will be held on Thursday, July 27, 2017 at 7:30 p.m. in the Carlo Meeting Room.

**9. Adjourn Regular Meeting: MOTION:** Jim Morché made a motion to adjourn the June Regular Board Meeting. Mike DeFrancesco seconded the motion. Motion passed. The meeting was adjourned at 9:05 p.m.