

NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES

Regular Meeting Minutes

Thursday, June 25, 2015 – 7:30 p.m.

Northville District Library Carlo Meeting Room

1. **Call to Order:** Vice Chair Mike DeFrancesco called the Regular Meeting to order at 7:30 p.m.
 - 1.1 **Roll Call** - Present: Trustees Mike DeFrancesco, Jean Hansen, Robert Sochacki, Paul Snyder, and Joe Corriveau. Also present: Julie Herrin, Library Director; Anne Mannisto, Assistant Library Director; Carla Eggert, Administrative Assistant; Absent: Trustees Alan Somershoe and Jim Morché.
 - 1.2 **Approval of the Agenda:** **MOTION:** Robert Sochacki made a motion to approve the agenda as amended. Paul Snyder seconded the motion. Motion passed.
 - 1.3 **Approval of Meeting Minutes, May 28, 2015:** **MOTION:** Paul Snyder made a motion to approve the May minutes as submitted. Robert Sochacki seconded the motion. Motion passed.
 - 1.4 **Citizen Comments:** None.
2. **Correspondence:** Julie Herrin reported that we received the monthly United for Libraries newsletter. Paul Snyder took the issue to read.
3. **Director's Report:**

Statistics: Julie reported that circulation, the door count and website usage were all down for the month, but downloading was up by 17%. Database sessions were down but searches and accesses were up. Internet and Wi-Fi usage were good. Brainfuse was used 98 times by 13 users. Zinio was used to download 711 magazines. We are looking at other ways to measure what we are doing in the Library besides the current statistics we keep. We will begin counting the computer help we give to patrons that lasts longer than five minutes.

Programming: We have a full schedule of programs for the summer. We have 27 events scheduled in June and 36 in July. The Friends assisted with registering for the first three days of the Summer Reading Program. We had 690 patrons of all age groups register during this time period and we could not have done it without the help of the Friends. Youth currently has 700 children registered for Summer Reading. They had 840 children attend 13 events in May, including 108 children for Storytime, 130 for a puppet program, 152 to see the juggler and 140 children for the May craft. Currently there are 205 patrons signed up for Adult Summer Reading. They had seven programs with 255 attendees. Teen had 52 attendees for two programs.

Collections: Julie reported that we are eliminating the Rental Collection, in which patrons pay 20 cents a day to rent current bestsellers, and replacing it with a Lucky Day collection of bestsellers that won't allow holds on them. We are subscribing to a new service called BookLetters, which allows us to make topical lists of books available on our website, such as Armchair Travel or Banned Books, that link directly to our catalog. The lists are available under the What to Read Next portion of the web page.

Facilities: The air conditioning is on in the building. The chiller is working on the two big units cooling most of the Library but still has to be moved over to the two smaller units cooling the staff workroom downstairs and the administrative office areas and meeting room upstairs. They are currently behind the schedule that they presented at the beginning of the project, as emergency work at other sites pulled manpower off of our project.

Staff: Julie reported that we hired a new Part-time Adult Services Librarian, Samantha Downes, who will start on July 6. Wendy Mutch was a judge for the State History Day finals and she attended a webinar on programming for adults. Lisa Bachman attended two webinars on social media for marketing. The Library Volunteer Appreciation Party will be

held on Wednesday, August 26. Trustee Jim Morche' is currently in a rehabilitation facility recovering from knee replacement surgery.

4. Friends of the Northville District Library Report: Julie Herrin gave the Friends report for the Friends President Carol Oldenburg, who could not attend the meeting as she also had surgery on her knee. Julie reported planning for Fall activities has begun. The Fall Used Book Sale will be held October 2-4 with the Friends Preview Night held on October 1. The Friends will also hold their annual Friends appreciation event, Sundaes on Sunday on October 18, 2015. Two of the sponsoring libraries for the Friends Book and Author Luncheon have withdrawn their participation and the leadership group has disbanded, so it appears that after 29 years this popular event will not continue. The Friends are beginning an advertising campaign to recruit a new Chair to run the semiannual Used Book Sales. The Friends are also implementing a Volunteer Coordinator position to facilitate volunteer assignments. The coordinator will contact potential volunteers listed on the Friends membership form and conduct a small interview to determine their area of interest and time available, and then forward this information to the appropriate person. The Friends Gift Store has seen an improvement in sales in the first quarter of 2015. Seven Gift Books were donated to the Library. The next Friends newsletter will be in the mail in early July. Used Book Sale operations have added a new volunteer to manage operations on Thursdays, Keith Mannisto, Anne's husband. The next Friends meeting will be held on September 17.

5. Budget and Finance Review:

- 5.1 **Bills over \$1,000 for approval:** Jean presented the List of Bills over \$1,000 for June 2015 which includes two payments to Limbach for the HVAC renovations. **MOTION:** Jean Hansen made a motion to approve these bills in the amount of \$475,433.20 for payment. Paul Snyder seconded the motion. Motion passed.
- 5.2 **Financial Report:** Jean reported that we are halfway through our fiscal year. We have moved the majority of our tax revenue from the J Fund into our checking account. We received the first State Aid check in the amount of \$10,050.78 and should receive a second payment of a similar amount. **MOTION:** Jean Hansen made a motion to increase the current budgeted amount for State Aid from \$10,000 to \$20,000. Paul Snyder seconded the motion. Motion passed. Jean reported that the credit of \$2,731.09 which is showing in the Electronic Products line item is the cost of Zinio which is now being paid for with money from the fundraiser. We need to transfer funds from the Reserve Fund-Facilities Preservation to the Operating Fund for the HVAC renovations. **MOTION:** Jean Hansen motioned to amend the HVAC Renovations budgeted amount in the Operating Budget for expenses from \$700,000 to \$730,000; to transfer \$730,000 from the Reserve Fund-Facilities Preservation to the Operating Fund for the HVAC Renovations; and to add a new revenue line item in the Operating Budget for Reserve Transfer in the amount of \$730,000. Robert Sochacki seconded the motion. Motion passed. Jean reported that the MERS Retiree Health Prefunding is overfunded and we have been advised by the auditors that we do not need to contribute to it this year. **MOTION:** Jean Hansen made a motion to amend the budget for MERS Retiree Health Prefunding from \$13,000 to zero. Paul Snyder seconded the motion. Motion passed. We received our yearly evaluation from MERS that shows that our pension obligations are 84% funded and indicated the additional contribution amount needed to reach 100% funding. This was discussed in the Board of Trustees Finance Committee meeting where it was recommended to begin paying the higher amount to achieve 100% funding as part of our monthly payment to MERS. Jean distributed the proposed 2016 Operating Budget and a 2016 budget projection for the Reserve Fund showing

the balance after the HVAC renovations. Jean discussed the changes in tax revenue projected for next year and asked that the Board review the budget in preparation for the July meeting. The budget will be adopted after the August budget hearing.

6. Planning Session: Julie had sent the Trustees some of the information that Paul Snyder provided from Trustee Alliance member Sarah Long. Ms. Long had been discussed at the May Board meeting as a possible candidate to help the Board facilitate a planning session to establish goals to meet the future needs of the community. There was discussion about Ms. Long's background, the type of facilitator the Board would like to use and the fee involved. The Board would like to have the planning session at a time that would allow for Library staff, Friends and others to attend. Paul will contact Ms. Long to see when she would be available.

7. Announcements and Comments:

- 7.1 The next Finance Committee Meeting is scheduled for Tuesday, July 21, 2015 at 2:00 p.m. in the Storytime Room.
- 7.2 The next Board Meeting will be on Thursday, July 23, 2015 at 7:30 p.m. in the Carlo Meeting Room.

8. Adjourn Regular Meeting: MOTION: Joe Corriveau made a motion to adjourn the June Regular Board Meeting. Robert Sochacki seconded the motion. Motion passed. The meeting was adjourned at 8:45 p.m.

Respectfully Submitted,
Robert Sochacki, Secretary
07/01/15