

NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES
Regular Meeting Minutes
Thursday, June 26, 2014 – 7:30 p.m.
Northville District Library Carlo Meeting Room

1. **Call to Order:** Chair Alan Somershoe called the Regular Meeting to order at 7:32 p.m.
 - 1.1 **Roll Call** - Present: Trustees Alan Somershoe, Mike DeFrancesco, Paul Snyder, Jean Hansen, Jim Morché and Robert Sochacki. Also present: Julie Herrin, Library Director; Anne Mannisto, Assistant Library Director; Carla Eggert, Administrative Assistant; Suzanne Schimanski-Gross, Library staff member; Carol Oldenburg, Friends of the Northville District Library President. Absent: Trustee Joe Corriveau.
 - 1.2 **Approval of the Agenda:** **MOTION:** Mike DeFrancesco made a motion to accept the agenda as amended. Jim Morché seconded the motion. Motion passed.
 - 1.3 **Approval of Meeting Minutes, May 22, 2014:** **MOTION:** Mike DeFrancesco made a motion to approve the minutes as corrected. Paul Snyder seconded the motion. Motion passed.
 - 1.4 **Citizen Comments:** Suzanne Schimanski-Gross spoke to the Board about the plans for a flash mob she is organizing to commemorate Jeannie Davidson's retirement from the Library on Monday, June 30, 2014.
2. **Correspondence:** None
3. **Northville District Library Director's Report:**

Statistics: Julie stated that Michael McEvoy made the requested changes in layout and content of the monthly statistics page as the Board requested. He also prepared a list of definitions to assist in understanding the information presented on the statistics page. Jean asked if the title "Circulation" could be added to the top of the first chart to assist in defining what is being reported. Julie reported that circulation was down by 5.54% for the month. Downloads were up by 23%. The current twelve-month average for circulation is down by 1.126%. The door count was down by 3.5% for May. Usage of the website was up by 120%. Database usage was down for all of the databases we offer except for those provided by MEL (Michigan eLibrary). Zinio was used 139 times in the first month it was active; this was likely staff familiarizing themselves with the new database, as it had not yet been heavily promoted. Freegal was used by 94 patrons to download 541 songs. Brainfuse was used 169 times which is down but higher than May of last year when it was used 68 times.

Programming: There were 6 programs for youth with 600 attendees. There are currently 711 children registered for the Summer Reading Program. There were two programs for teens with 56 people attending. There are 159 teens signed up for Summer Reading. There are 27 teens participating in the Teen Corps, a group of teen volunteers who assist at the Library for the summer, helping with many things including programs, folding brochures, and book drops. There were four programs for adults with 74 attending. The Adult Summer Reading program has 192 participants. We are expanding our eBook help on Wednesday evenings from 5:00 to 7:00 p.m. to include help with eMagazines and tablets.

Staff: Julie reported that Jeannie Davidson is retiring from the Library. There will be a farewell gathering for Jeannie on Monday, June 30 from 4:00 to 5:30 p.m.

Technology: The Library now has a functioning Intranet with a staff blog to allow staff to easily find forms and staff information, as well as share information with each other. We have been working on the development of the Intranet for some time. Kristine Towne, our digital services librarian, and Anne Mannisto did a lot of work on this project.

Facility: Julie reported that the Library will be closed on Monday, August 25 and Tuesday, August 26, 2014 for installation of the new carpeting in the public areas. The entire project will take about nine days to complete. The staff entrance door has a passcard system that is seventeen years old and the software is no longer supported by our alarm company. We are purchasing a new system that uses RFID (radio-frequency identification) cards.

Public Relations: Julie reported that Karen Fehl was able to reserve the month of October for Library lamppost banners in downtown Northville. The cost to hang and remove the banners is \$7 per lamppost. We may choose as many lampposts as we want. The Garden Club puts banners on 6 lampposts while the Victorian Festival does 31 posts. The banners are available in two types of vinyl. The better quality vinyl costs \$182 per banner while the lesser quality vinyl is \$120 per banner. The banners can be reused. Alan asked what the message on them would be. Julie stated that we have not decided yet, but we would like to design something that can be used for several years. Jean wondered what the lead time for production of the banners would be. She would like to see the Library logo used as part of the banner design. Robert Sochacki questioned whether vinyl was the best material to use for the banners or if something like the nylon material used to make flags would be longer lasting. Julie will ask Karen to get more information on the banners and Julie will report back to the Board. Alan is available to assist Karen in making phone calls regarding this. The June newsletter went out in the mail the first week of June. Information on the Summer Reading Program was sent to parents via the Northville Public Schools listserv. The Volunteer Recognition Party will be held on Thursday, July 31 at 7 p.m. Invitations will go out in the mail very soon. The fact sheet that was developed for information on the millage renewal was sent to John Chrastka at EveryLibrary for his opinion. The Library is having a summer photo contest entitled "Pure Northville". We are asking patrons of all ages to submit their photos taken anywhere in Northville, and especially at the Library. The photos should capture the essence of Northville in the summertime. The contest will run from June 15 to August 15. The Downtown Development Authority has asked us if we would share the pictures from the contest with them.

4. **Friends of the Northville District Library Report:** Carol Oldenburg, Friends President, reported that the Friends currently have 222 members. Last request letters have gone out to those former members who have not renewed their membership. Revenue for the Gift Shop continued to be low in May and is currently below last year's revenue. The next issue of the Friends newsletter will go out in July. To support the millage renewal efforts, the Board of the Friends is planning to move the publication of the November newsletter to October so that members will have it before the millage vote. The Friends will emphasize the importance of supporting the millage. In the past month the Friends have donated 31 boxes of books to the Children's Center in Detroit. The Friends also gave the Tipping Point Theater 40 boxes of books that had been designated for recycling for use in their last play, "The Red King's Dream", for which they received an acknowledgement in the play program. The Spring Used Book Sale was very successful, bringing in \$1,637.55, an 82% increase over last spring's sale and a 12% increase over the fall sale. The vendor Look-at-a-Book (LAAB) continues to sell the books that were previously with Mission-Based Books. In two months the Friends have received checks totaling \$494.47. LAAB reports sales quickly and pays in a timely manner. Upon the recommendation of Joe Oldenburg, their Used Book Sale Director, the Friends Board approved continuing to work with LAAB to scan and sell our used books. The software that LAAB uses for scanning of books has been installed and is much easier to use. LAAB uses 29 different websites to sell books and the Friends can end the agreement with them at any time, as LAAB does not require a contract. Jean asked if the Friends had thought about using the Gift Shop space for used book sales. Carol stated that the current layout of the store would not allow for the space to sell books but it may be something considered in the future.

5. Budget and Finance Review:

- 5.1 **Bills over \$1,000 for approval:** Jean Hansen presented the List of Bills over \$1,000 for June 2014. **MOTION:** Jean Hansen made a motion to approve these bills in the amount of \$64,109.93 for payment. Paul Snyder seconded the motion. Motion passed.
- 5.2 **Financial Report:** Jean reported that we are half-way through our fiscal year and have received 98% of our tax revenue. We received a check from Wayne County for delinquent taxes today. Our second State Aid check and Penal Fines check are still to come. Most of the Library expenses remain under 50% spent at this fiscal year midpoint. We received \$247 in interest in the new money market account for the Reserve Fund, as compared to \$58.98 in interest last month with the old J Fund account. Jean reported that the Finance Committee has had two meetings in which the 2015 Budget was discussed. Jean distributed a copy of the budget as it has been compiled so far. Any questions the Trustees have can be discussed in July. The public hearing on the 2015 budget will be held in August.

6. Committee Reports:

- 6.1 **Facilities Committee:** Mike DeFrancesco reported that Sellinger Associates submitted a proposal in the amount of \$35,000 to provide mechanical and electrical engineering services for the Library HVAC project. Mike distributed a list of the scope of the work covered by the proposal. Sellinger's proposal would use our primary boilers for heating the building but would add a separate unit for air conditioning. We have not received a proposal back yet from Limbach Facilities Services. There was discussion about the proposal.
- 6.2 **Development Committee:** Julie reported that the Development Committee met June 9 and got updates from each of the sub-committees. A new Grants sub-committee was established with Paul Snyder, Jim Morché and Erin McDermott as members. Jim mentioned that he attended a Plante Moran seminar on grants.

7. Adoption of the Resolution for the Millage Proposal:

Robert Sochacki read Resolution 2014-02 which sets the language for the Library millage proposal ballot question. This Resolution is to renew 0.19972 mills for 7 years, to be placed on the November 4, 2014 ballot. **MOTION:** Robert Sochacki made a motion to adopt Resolution 2014-02. Paul Snyder seconded the motion. The Resolution passed by a unanimous roll call vote, with one Trustee absent.

8. Announcements and Comments:

- 8.1 The next Finance Committee Meeting is scheduled for Tuesday, July 22, 2014 at 1:30 p.m. in the Youth Storytime Room.
- 8.2 The next Board Meeting will be on Thursday, July 24, 2014 at 7:30 p.m. in the Carlo Meeting Room.

9. Adjourn Regular Meeting: MOTION:

Robert Sochacki made a motion to adjourn the June Regular Board Meeting. Jim Morché seconded the motion. Motion passed. The meeting was adjourned at 9:05 p.m.

Respectfully Submitted,
Robert Sochacki, Secretary
07/02/2014