

# NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES

## Regular Meeting Minutes

Thursday, June 27, 2013 – 7:30 p.m.

Northville District Library Carlo Meeting Room

1. **Call to Order:** Chair Robert Sochacki called the Regular Meeting to order at 7:30 p.m.
  - 1.1 **Roll Call** - Present: Trustees Robert Sochacki, Jean Hansen, Paul Snyder, Mike DeFrancesco and Jim Morché. Also present: Julie Herrin, Library Director; Anne Mannisto, Assistant Library Director; Carla Eggert, Administrative Assistant. Staff member Patricia Garavoglia was in the audience. Absent: Trustees Joe Corriveau and Alan Somershoe.
  - 1.2 **Approval of the Agenda:** **MOTION:** Jim Morché made a motion to accept the agenda. Mike DeFrancesco seconded the motion. Motion passed.
  - 1.3 **Approval of Meeting Minutes, 05/23/13:** **MOTION:** Changes to the minutes of May 25, 2013 were requested. Mike DeFrancesco made a motion to approve the minutes as amended. Jim Morché seconded the motion. Motion passed.
  - 1.4 **Citizen Comments:** None.
2. **Correspondence:** Julie Herrin read a customer comment form from Library patron Evelyn Suter stating that she was moving out of the area and would miss the Library. She had checked out many audio books over the years and said that the Library staff were always very efficient, kind and helpful.
3. **Director's Report:**

**Statistics:** Julie Herrin reported that circulation was down by almost 3% and is down for the fourth month in a row. The door count was up by 2.5%. Database sessions were up though searches were down slightly. Freegal was used by 94 people who downloaded 591 songs. Brainfuse had 64 unique visits and total usage of 366. Usage of the public computers was down slightly but usage of Wi-Fi was still high at 782.

**Youth Programming:** There were 8 programs for youth with 514 children attending. The juggling program was attended by 190 children and parents. During the first two weeks of the Youth Summer Reading Program, 738 children registered. The total for the entire summer last year was 828 children.

**Adult Programming:** There were three programs for adults with attendance of 167 people. The Foreign Film had 70 attendees and the program on Hines Park was attended by 77 patrons. The Summer Reading Program for adults has 184 people signed up so far.

**Teen Programming:** There were two programs for teens with attendance of 37. The Summer Reading Program for teens has 181 teens signed up so far.

**Technology:** As of Monday, June 24, all 19 of the public computers have been replaced and are now running Windows 7. The changeover went fairly smoothly, though we did have to purchase new security software that is compatible with Windows 7.

**Staff:** The Library has hired two new Circulation Clerks, Donia Sloan and Kristyn Brown. We are still searching for a new Digital Services Librarian and are interviewing a prospective candidate on Monday.

**Public Relations:** A story about children-focused careers in the MetroParent Magazine featured Dorie Freebury, Head of Youth Services.

**Training:** Anne attended an eBooks workshop. Anne, Karen and Patricia attended a webinar from the American Library Association on customer service. Anne attended a webinar on Valueline, an online investment resource, and Julie attended a webinar on the Demographics Now database. Patricia and Lisa participated in a webinar on Zinio for Libraries. Zinio is an online magazine application. Lisa also took a course on Excel from Learning Express.

4. **Friends of the Northville District Library Report:** Julie presented the Friends of the Northville District Library report for Carol Oldenburg, the President of the Friends, who was unable to attend tonight's meeting. The Friends account balance at the end of May was \$43,828.52, which is up \$2,394.87 from April. This total does not include proceeds from the Used Book Sale or the Membership Event which will be reflected in the June statements. The Friends membership drive has been very successful. They Friends had 153 members at the end of April and currently have 229 members. The Used Book Sale was very successful. A Friends membership drive was combined with the Used Book Sale, offering a free bag of books with every new or renewed membership. Total earnings for the sale were \$1,578.16 and 25 new memberships were added during the event. The Friends will not meet in July or August. The Friends patron appreciation event, "Sundaes on Sunday" will be held on Sunday, September 29, and the fall Used Book Sale will be held October 3 through 6.
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 June 2013. **MOTION:** Jean Hansen made a motion to approve these bills in the amount of \$70,413.94 for payment. Paul Snyder seconded the motion. Motion passed.
  - 5.2 **Financial Report:** Jean Hansen presented the Financial Report. We have received 96% of our revenue for the year. We have not received the Penal Fines check or the second payment of State Aid to Libraries. Tax refunds are currently at 82% of the budgeted amount. There was discussion regarding public pensions. Robert Sochacki asked if the pensions of the Municipal Employees Retirement System (MERS), of which the Library is a member, are insured. Julie will look into this and report back. There was discussion regarding the proposed 2014 budget. Ninety-five percent of the projected revenue is from taxes. Revenues from taxes are expected to increase over the current year. Projected expenses will exceed revenues by \$115,361. Jean Hansen asked the Trustees to review the proposed budget. Further discussion can occur at the next Board of Trustee meeting in July. The Public Hearing on the 2013-2014 Operating Budget will be in August. Jean reported that at the next Finance Committee meeting in July they will discuss the five-year budget projections in regard to the need to ask for a renewal of the millage. The Board should discuss with the Friends of the Northville Library the possibility of establishing a millage renewal fund to assist with the campaign to renew the millage. Jean Hansen and Paul Snyder will attend the September Friends Board meeting to discuss this. At the August meeting of the Finance Committee, the Board will discuss how to approach the Friends with this proposal.
6. **DDA Parking Proposal:** Julie reported that she and several of the Board of Trustee members attended the June 17<sup>th</sup> meeting of the Northville City Council where the Downtown Development Authority (DDA) presented a list of proposed parking changes for the surrounding area of Northville. Included was a proposal to connect the Library parking lot to the parking lot off of Main Street next to the Fire Department and Community Center via a one-way roadway between the two lots that would be directly in front of the Library. The City Council went through each proposed item on the list of proposed changes. Julie and former Library employee and current Friends member, Judy DeFrancesco, spoke to the Council about the need to preserve the pedestrian area between the two lots and in front of the Library. The City Council decided to study parking in the entire affected area. The input of the Library will be included in this study. The proposal to move the City and School Board offices into the Old Village School will have an effect on parking in the area and will be included in the study as well. There was discussion about the DDA's proposals and the timeline for implementation of any changes which is likely to be a year or more.

## **7. Committee Reports :**

- 7.1.1 **Facilities Committee:** Mike DeFrancesco reported that he received two modified bid proposals for replacement of the concrete curbing in front of the Library to include warranty information. There was discussion on the two bid proposals. We will use the specifications and warranty information from the City of Northville's sidewalk replacement program for this project. **MOTION:** Mike DeFrancesco made a motion to accept the bid from Goretski Construction Company to replace the curbing in front of the Library in accordance with the City of Northville's requirements for the 2013 Sidewalk Program. Jean Hansen seconded the motion. Motion passed. Mike DeFrancesco will contact the Goretski Company and ask them to change the wording on their bid to state that the work will be completed in compliance with the City of Northville's Sidewalk Program. We will include the specifications from the City.

## **8. Announcements and Comments :**

- 8.1 The next Finance Committee Meeting is scheduled for Tuesday, July 23, 2013 at 1:30 p.m. in Carlo Meeting Room.
- 8.2 The next Board Meeting will be on Thursday, July 25, 2013 at 7:30 p.m. in the Carlo Meeting Room.

**MOTION:** Mike DeFrancesco made a motion to adjourn the June Regular Board Meeting. Jim Morché seconded the motion. Motion passed. The Meeting was adjourned at 8:53 p.m.

Respectfully Submitted,

Paul Snyder, Secretary

CE 07/01/13