

NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES

Regular Meeting Minutes

Thursday, June 27, 2019 – 7:30 p.m.

Northville District Library Carlo Meeting Room

1 Call to Order: Chairperson Alan Somershoe called the Regular Meeting to order at 7:30 p.m.

1.1 Roll Call - Present: Trustees Joe Corriveau, Suzanne Schimanski-Gross, Robert Sochacki, Alan Somershoe, Deborah Stanifer and Tom Thompson. Also present: Laura Mancini, Library Director; Carla Eggert, Administrative Assistant; Martha Nork, Friends of NDL President; Absent: Trustee Jim Morché.

1.2 Approval of the Agenda: **MOTION:** Robert Sochacki made a motion to approve the agenda as submitted. Deborah Stanifer seconded the motion. Motion passed.

1.3 Approval of Meeting Minutes, 05/23/19: **MOTION:** Robert Sochacki made a motion to approve the May minutes as written. Tom Thompson seconded the motion. Motion passed.

2 Citizen Comments: None.

3 Correspondence: None.

4 Director's Report:

New Services: Laura Mancini reported that Gro-Town Seed Station segment featuring the Northville District Library that aired on WDIV was broadcast on the night of the last Board meeting so it's likely many Board members did not see it. Laura played the clip for the Board. We had the largest amount of seed packets checked out of the 17 participating local libraries. The Library started circulating its two telescopes on June 3rd. The telescopes were purchased by the Friends. The Library was only open for five minutes before the first telescope was checked out. The second telescope was checked out by that afternoon and the telescopes have been on constant check out ever since.

June also was the debut of the new online meeting room booking tool on the Library web site allowing the public a self-service tool for booking a meeting room.

The new foreign language collection will feature titles in Spanish, Chinese, Japanese and Hindi languages and will be on the shelves in the fall. There will be a mix of fiction and non-fiction titles.

Laura has established a staff committee to look into Maker Spaces. Committee members are touring libraries that already have Maker Spaces to see what is offered.

Community Involvement: Laura reported that she has joined the Northville Rotary Club and is looking forward to getting involved in the club's many service activities. Friends President Martha Nork had a volunteer event at her home on June 6 for Friends Gift Store volunteers that Laura attended.

Continuing Education: Laura distributed a list of the trainings and webinar that staff has attended so far this year. Laura will give the Board a quarterly report detailing various training activities of the staff.

ILS Study: The Library, as part of The Library Network (TLN) shared system, migrated to the CARL integrated Library system (ILS) a year ago. Unfortunately the system has not been a good fit for staff or patrons. The staff will begin a study of other ILS options available to us.

Internet Survey: We have received 170 responses so far to our survey about the library website. We are receiving a lot of useful information. Of the 170 responses, 120 were negative about CARL. We hope to update our website in the fall.

Summer Reading: Summer Reading began on June 14th. This year's theme is a Universe of Stories, which was chosen to go along with the 50th anniversary of the moon landing. We have programs for kids, teens and adults and have received an enthusiastic response from the community. Laura has been very impressed with how efficiently staff manage the program.

Staffing: We have hired a new Computer Page and two new Circulation Clerks. Four employees graduated from high school, we had a party for them and wished them well in their new endeavors. Shruti Pandey, a Computer Page, and one of the graduates, won the Friends Scholarship.

Vacation: Laura reported that she will be on vacation July 8th through July 15th.

Statistics: Laura reviewed the statistics report with the Board. There was discussion about the percentage of Library cardholders who are from the City and from the Township and methods to increase card sign-up by Township residents.

5 Friends of the Northville District Library Report: Friends President Martha Nork reported that the first Friends scholarship was presented to the two recipients at the last Friends Board meeting in June. The Friends participated in the Arts & Acts Festival this past Saturday with a craft for kids outside on the front porch. They had approximately 35 kids participate and had six teen volunteers to assist. Donations to the Library that were completed in May are the funds for the juvenile Playaways, funds for the Barking Book Buddies program and for the two new telescopes. The total for these was \$2,400. The May income for all used book sales was \$1,092. The store revenue is doing well and is on track for the normal donation amount to the Friends. The Friends have reserved the non-profit booth at the Northville Farmers Market for September 19 and have been given permission to sell used books. The Friends currently have 169 members, 12 business memberships and 4 student memberships. The Thomas Edison program sponsored by the Friends and held on June 18 had 65 attendees. The next Friends program is on the 50th anniversary of the lunar landing and will be held at the Community Center on July 23rd. The next Friends Board meeting is September 19th.

6 Budget and Finance Review:

6.1 Bills over \$1,000 for approval: Deborah Stanifer presented the List of Bills over \$1,000 for June 2019. **MOTION:** Deborah Stanifer made a motion to approve these bills in the amount of \$85,051.89 for payment. Robert Sochacki seconded the motion. Motion passed.

6.2 Financial Report: Deborah reported we are currently 50% through the fiscal year. We have received 99% of our tax revenue. The final payment from the Township is expected in July. The Library's cost for workers compensation insurance has gone up. The Operating Supplies, Copier Expenses and Accounting Services line items are a little over budget and need to be amended. **MOTION:** Deborah Stanifer made a motion to amend the Workers Compensation line item in the Operating Account from \$4,200 to a new total of \$7,000 due to higher than anticipated payments. Robert Sochacki seconded the motion. Motion passed. **MOTION:** Deborah Stanifer made a motion to increase the Building and Equipment Maintenance line item in the Operating Account by \$6,000 for a new total of \$100,000 due to a higher than anticipated amount of repairs. Tom Thompson seconded the motion. Motion passed. **MOTION:** Deborah Stanifer made a motion to amend the Accounting Services line item in the Operating Account by \$4,000 for a new total of \$15,000 due to additional audit preparation work done. Robert Sochacki seconded the motion. Motion passed. **MOTION:** Deborah Stanifer made a motion to amend the Copier Expense line item in the Operating Account by \$1,000 for a new total of \$9,000 due to the purchase of new copy machines

with higher lease payments. Suzanne Schimanski-Gross seconded the motion. Motion passed. **MOTION:** Deborah Stanifer made a motion to amend the Bank Fee's line item in the Operating Account by \$1,000 for a new total of \$4,000 to allow for the allocation of credit card fees. Tom Thompson seconded the motion. Motion passed. Deborah distributed the proposed 2020 budget. Laura discussed the proposed changes in budgeted amounts for expenditures in 2020. Deborah asked the Trustees to review the budget documents for further discussion at the July Board meeting. A Public Hearing on the 2019-2020 Operating Budget will be held prior to the August Board meeting.

7 Committee Reports:

7.1 Policy Committee: **MOTION:** Bob Sochacki made a motion that the Board of Trustees accept the revised Policy on Budget with changes for the second reading. Deborah Stanifer seconded the motion. Motion passed. **MOTION:** Bob Sochacki made a motion that the Board of Trustees accept the Policy on Confidentiality of Library Records with changes for the second reading. Tom Thompson seconded the motion. Motion passed. **MOTION:** Robert Sochacki made a motion that the Board of Trustees accept the Policy on Displays, Handouts and Postings with changes for the second reading. Tom Thompson seconded the motion. Motion passed.

7.2 Facilities Committee: Alan Somershoe reported that the Facilities Committee will meet on Monday, July 1 at 8:30 a.m. to review the revised potential list of building projects for 2020.

8 Announcements and Comments:

8.1 The next Facilities Committee meeting has been scheduled for Monday, July 1, 2019 at 8:30 a.m. in the Friends Community Room.

8.2 The next Finance Committee Meeting is scheduled for Tuesday, July 23, 2019 at 1:30 p.m. in the Friends Community Room.

8.3 The next Board Meeting will be on Thursday, July 25, 2019 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. Deborah Stanifer seconded the motion. Motion passed. The meeting was adjourned at 9:05 p.m.

Respectfully Submitted,
Robert Sochacki, Secretary
07/02/19