

NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES
Regular Meeting Minutes
Thursday, July 24, 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, Joe Corriveau, 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; Wendy Mutch, Library staff member.
 - 1.2 **Approval of the Agenda:** **MOTION:** Jean Hansen made a motion to accept the agenda as amended. Robert Sochacki seconded the motion. Motion passed.
 - 1.3 **Approval of Meeting Minutes, June 26, 2014:** **MOTION:** Mike DeFrancesco made a motion to approve the June minutes as corrected. Jim Morché seconded the motion. Motion passed.
 - 1.4 **Citizen Comments:** None.
2. **Correspondence:** None
3. **Northville District Library Director's Report:**

Statistics: Julie Herrin reported that circulation was down for the month compared to last year but downloads were up by almost 63%. The door count was up for June, likely due to the start of the Summer Reading Program. Usage of the website was up by 130%. Database accesses were up by 58%. Database sessions were down but searches were up. Zinio was used 1,209 times by 106 users. Brainfuse had 222 accesses by 24 patrons.

Programming: There were 16 programs for youth with 1,309 attendees. There are currently 877 children registered for the Summer Reading Program. There were six programs for adults with 113 attending. The Adult Summer Reading program has 232 participants registered. There were five programs for teens with 126 people attending. There are 225 teens signed up for Summer Reading.

Staff: Julie reported that Wendy Mutch is the new Head of Adult Services. Interviews began today to fill Wendy's old position. Wendy and Michael McEvoy attended the American Library Association (ALA) conference in Las Vegas to receive the Gale Cengage Award for Excellence in Reference and Adult Services for the local history portal on the Library website. Julie brought the award for the Trustees to see. The Trustees congratulated Wendy on the award. Wendy and Patricia Garavoglia attended a webinar on ValueLine. This was timely as ValueLine has made changes to their platform that affects how users log on, as well as the layout of the information.

Finance: Use of credit cards to pay fines continues to increase with over \$1,800 in fines paid by credit card in June.

Facility: Julie reported that the new chairs for the public computer area, paid for by the Friends, were delivered yesterday. Jim Morché mentioned that the Library received a Beautification Committee award for 2014. Julie reported that she is getting estimates on the cost to remove the dead boxwood bushes along the outside staircase, as our gardener is unable to do the removal. We received one estimate from our landscaping company and asked Global Gardens (a fundraiser sponsor) for an estimate as well.

Public Relations: Julie distributed the fact sheet for the millage renewal campaign that Karen Fehl prepared. John Chrastka from EveryLibrary had approved the fact sheet. Julie stated that Karen did a great job on the brochure. Julie showed the Trustees a prototype of the proposed lamppost banner. Several designs were considered after researching other library's banners. We only have a few minutes to catch people's attention so we went with

an eye-catching purple color which will stand out in any season. The light bulb graphic featured in the middle is a symbol of inquiring minds, and the words on the side will vary between Discover, Read, and Imagine. Only vinyl and canvas fabric are available, though canvas does not take color as well as the vinyl. The price for the heavy duty vinyl banner is \$192 per banner. Joe Corriveau asked the life span of the banners. Julie stated that the Chamber of Commerce has been using their banners for ten years. There was discussion about the number of banners to order. It was decided to purchase 30 banners, three of each word. Joe asked if it would also be possible to get a larger version of the banner to be displayed on the library building.

4. **Friends of the Northville District Library Report:** There was no Friends report for July as the Friends did not meet.

5. **Budget and Finance Review:**

- 5.1 **Bills over \$1,000 for approval:** Jean Hansen presented the List of Bills over \$1,000 for July 2014. **MOTION:** Jean Hansen made a motion to approve these bills in the amount of \$76,719.85 for payment. Paul Snyder seconded the motion. Motion passed.
- 5.2 **Financial Report:** Jean reported that we are 58% through our fiscal year and have received 99% of our tax revenue. We received a check from Wayne County for delinquent taxes in July, which will show up on next month's financial statements. We have not yet received the Penal Fines check or the second State Aid payment. Expenses for the year are in line. The change in account type resulted in \$312 in interest last month for the Reserve Fund.
- 5.3 **2015 Budget:** Jean distributed copies of the proposed 2014-2015 budget. There was discussion relating to Proposal One which is on the August ballot and how its passage would affect the Library.
- 5.4 **Resolution for Public Hearing:** Secretary Robert Sochacki presented Resolution 2014-03, which calls for a Public Hearing regarding the 2014-2015 Proposed Operating Budget and the publication of the Legal Notice of the Public Hearing. **MOTION:** Robert Sochacki made a motion to adopt Resolution 2014-03; Jean Hansen seconded the motion. The Resolution was adopted by a unanimous roll call vote of the Trustees present.

6. **Committee Reports:**

- 6.1 **Facilities Committee:** Mike DeFrancesco presented the proposal that was received from Limbach Company for the heating and cooling system upgrade. The first proposal is for complete replacement of the system, with new boilers, water-cooled chiller, digital controls, and a variable air control system, which throttles back the air-flow rather than it blowing all of the time as it currently does. The cost for the first proposal is \$755,212. The second proposal does not include the water-cooled chiller or the variable air volume conversion. The cost of the second proposal would be \$375,495. There was discussion about both proposals in regard to the cost and timing of the project, and whether there would be any benefit in approaching the project in stages rather than doing a total replacement all at one time. It was decided to ask a representative from the Limbach Company to come and speak to the Facilities Committee regarding these proposals.

7. Announcements and Comments:

- 7.1 The next Finance Committee Meeting is scheduled for Tuesday, August 26, 2014 at 6:30 p.m. in the Carlo Meeting Room.
- 7.2 The Public Hearing on the Budget will be held on Thursday, August 28, 2014 at 7:00 p.m., just prior to the regular August Board of Trustees Meeting
- 7.3 The next Board Meeting will be on Thursday, August 28, 2014 at 7:30 p.m. in the Carlo Meeting Room.

8. Adjourn Regular Meeting: MOTION: Robert Sochacki made a motion to adjourn the July Regular Board Meeting. Jim Morché seconded the motion. Motion passed. The meeting was adjourned at 9:10 p.m.

Respectfully Submitted,
Robert Sochacki, Secretary
07/30/14