

NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES

Regular Meeting Minutes

Thursday, July 25, 2019 – 7:00 p.m.

Northville District Library Carlo Meeting Room

**1 Call to Order:** Chairperson Alan Somershoe called the Regular Meeting to order at 7:00 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; Karen Fehl, Assistant Library Director; Carla Eggert, Administrative Assistant; Absent: Trustee Jim Morché.

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

**1.3 Approval of Meeting Minutes, 06/27/19:** **MOTION:** Robert Sochacki made a motion to approve the June minutes as written. Deborah Stanifer seconded the motion. Motion passed.

**2 Citizen Comments:** None.

**3 Correspondence:** None.

**4 Director's Report:**

**Water Repair:** Laura Mancini reported that Longs Plumbing, in conjunction with the City of Northville, will be installing a pressure release valve on the Library water system on Friday, August 2<sup>nd</sup>. Laura plans to close the Library for the day as the repair is estimated to take six to seven hours during which the Library water will have to be turned off and there will be no water or restrooms available.

**ILS Update:** Laura reported that the Novi Library is interested in looking at alternatives to the CARL ILS system as they are having many issues similar to our own and approached us about potentially partnering on a new system. This could be beneficial for both libraries and communities. We will soon begin discussing this option with them to see what our mutual needs might be with a new system.

**Outreach Activities:** The Library had a booth at the Northville Farmer's Market on July 11<sup>th</sup>. We provided information on how to get a library card, summer reading programs, library brochures, Friends information and we also gave away used books and candy. We spoke with 55 people, most of whom already had library cards. We did renew one card and signed up four people for summer reading. Staff answered questions on donating books to the Library, and how to download and stream materials. On August 28<sup>th</sup> Youth Librarian Julie Ramsden will be a guest reader at a storytime event at Maybury State Park.

**Website Survey:** We received 203 responses to our survey about the library website. This is twice the number of responses that we hoped to receive. The survey respondents were regular library users with 88% visiting several times a month and 75% using the Library website several times a month. The main reasons patrons gave for using the web site is to search the online catalog, renew items, and find information on Library events. The feedback will help the Library prioritize these features when the website is redesigned. One of the questions was what one thing patrons would change about the website. The most common response related to the CARL system and not to the website itself. Patrons did request a more mobile device friendly interface. Mary Rack, a member of the Friends of NDL, won the Amazon gift card, given away as an incentive for people to fill out the survey.

**Summer Reading:** The Library is well into this year's summer reading program. The theme this year is Universe of Stories, to coincide with the 50<sup>th</sup> anniversary of the moon landing. As of

July 1<sup>st</sup>, 533 children, 190 teens and 226 adults have signed up for the program. The Library has been a hive of activity this summer with programs happening almost daily. Library staff has done a fantastic job organizing and executing the program.

**The Northville District Library in the News:** The July issue of *The Ville* features an article on a letter written by John Steinbeck that is in the Library's collection. The issue also features a write-up on the students who won the inaugural Friends of the Northville District Library scholarship. *Northville Today* featured an article on the Library's Digital Conversion Station in its 2019 2<sup>nd</sup> quarter issue.

**Volunteer Appreciation Event:** The Library will hold its annual volunteer appreciation event on Wednesday, August 14<sup>th</sup> at 7:00 p.m. Board members should have received their invitations. The efforts of the Library's volunteers are an essential component of the high level of service we provide to our patrons. Laura hopes the Board members will be able to attend.

## 5 Budget and Finance Review:

**5.1 Bills over \$1,000 for approval:** Deborah Stanifer presented the List of Bills over \$1,000 for July 2019. **MOTION:** Deborah Stanifer made a motion to approve these bills in the amount of \$103,654.39 for payment. Tom Thompson seconded the motion. Motion passed.

**5.2 Financial Report:** Deborah reported we are currently 58% through the fiscal year. The budget amendments that the Board approved in June have been applied. Interest in the Reserve Account continues to be very good.

**5.3 Resolution on Public Hearing for Proposed 2020 budget:** Deborah distributed the fiscal year 2019-2020 Proposed Operating Budget which will be presented at the Public Hearing prior to the Board meeting next month. Deborah reported that a few changes were made to the proposed 2020 Budget since the last meeting. Tom Thompson stated that as the proposed budget calls for an addition of staff positions, the Personnel Committee should meet prior to next month's budget hearing to discuss this. Secretary Bob Sochacki presented Resolution 2019-03, which calls for a Public Hearing regarding the proposed 2019-2020 Library Operating Budget and the publication of the legal notice of the Public Hearing. **MOTION:** Bob Sochacki made a motion to adopt Resolution 2019-03; the Resolution was adopted by a unanimous roll call vote of the Trustees present.

## 6 Committee Reports:

**6.1 Policy Committee:** **MOTION:** Bob Sochacki made a motion that the Board of Trustees accept the revised Policy on Internet Access for the first reading. Suzanne Schimanski-Gross seconded the motion. Motion passed.

**6.2 Facilities Committee:** Alan Somershoe reported three contractors have come out to look at the roof to give an estimate on replacement cost. Alan provided the Board with the names and contact information for the three roofing companies as well as a list of issues to be considered in regards to the replacement including City of Northville and Historic Commission issues. Alan has not received bids as of yet. There was discussion about the need for roof replacement and the timing of replacement.

## 7 Announcements and Comments:

**7.1** The next Personnel Committee meeting has been scheduled for Monday, August 12, 2019 at 8:30 a.m. in the Friends Community Room.

**7.2** The next Facilities Committee meeting has been scheduled for Monday, August 12, 2019 at 8:45 a.m. in the Friends Community Room.

7.3 The next Finance Committee Meeting is scheduled for Tuesday, August 20, 2019 at 1:30 p.m. in the Friends Community Room.

7.4 A Public Hearing on the 2019-2020 Operating Budget will be held on Thursday, August 22, 2019 at 7:00 p.m. in the Carlo Meeting Room.

7.5 The next Board Meeting will be on Thursday, August 22, 2019 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. Deborah Stanifer seconded the motion. Motion passed. The meeting was adjourned at 8:20 p.m.

Respectfully Submitted,  
Robert Sochacki, Secretary  
07/29/19