

NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES

Regular Meeting Minutes

Thursday, July 27, 2017 – 7:30 p.m.

Northville District Library Carlo Meeting Room

- 1.1 **Call to Order:** Chairperson Robert Sochacki called the Regular Meeting to order at 7:30 p.m.
  - 1.2 **Roll Call** - Present: Trustees Joe Corriveau, Jean Hansen, Jim Morché, Robert Sochacki, Alan Somershoe and Deborah Stanifer. Also present: Julie Herrin, Library Director; Anne Mannisto, Assistant Library Director; Carla Eggert, Administrative Assistant; Maureen Simari, Library staff member; Martha Nork, Friends of the Northville District Library President. Absent: Trustee Mike DeFrancesco.
  - 1.3 **Approval of the Agenda:** **MOTION:** Alan Somershoe made a motion to approve the agenda. Jim Morché seconded the motion. Motion passed.
  - 1.4 **Approval of Meeting Minutes, June 22, 2017:** **MOTION:** Jim Morché made a motion to approve the June minutes as corrected. Alan Somershoe seconded the motion. Motion passed.
  - 1.5 **Citizen Comments:** None.
2. **Correspondence:** Julie Herrin reported that a patron wrote an email to the Board via the website asking the Library to consider not shelving items, particularly DVDs, on the top and bottom shelves, due to accessibility concerns. Julie wrote back to the patron explaining that keeping everything at eye level takes up too much room. Patrons may ask staff for assistance to retrieve items they can't reach.
3. **Director's Report:**
- Statistics:** Julie reported that circulation was down by 3.6%. Downloads were up 4.77% including Hoopla, which was used by 113 patrons to download 304 items in June without any publicity from the Library. Zinio users downloaded 936 magazine issues. Brainfuse had 8 visitors with total usage at 44. Database usage session numbers for MEL databases are a problem as there were 33 repeated log-ons to the MEL Gale databases in June by some automated entity which skewed the numbers. The door count was down slightly. Computer and room usage were up.
- Programming:** The Youth Department has 840 children registered for Summer Reading and held 22 programs with 1,423 attendees. Adult Services has 262 patrons registered for Summer Reading and held 13 programs with 305 attendees. Teen Services has 267 signed up for Summer Reading and held six programs with 145 participants.
- Facilities:** Julie reported that the ivy that was climbing on the building in many locations has been removed. The two wingback chairs near the fireplace need reupholstering. The chairs were donated to the Library and there is a plaque on the wall indicating the donor. Chairs of this type would cost between \$1300 and \$1700 each to replace. We received an estimate of \$2,200 for reupholstering both chairs from Friends member Sandy Walts.
- Collections:** We have added games to our collection for the new gaming system Nintendo Switch.
- Technology:** The mobile hotspots we offer for check-out are very popular. We had many requests for more of them so we purchased two more, bringing the total to four. We have changed the loan period from three to two weeks and made them available to residents only. We will begin demos on using the new digital conversion equipment in the fall.

**Funding:** The state budget, showing a slight increase in funding for libraries next year, is on the governor's desk; Federal funding, projected to hold constant to last year, is through the House Appropriations Committee.

**Public Relations:** Our serials clerk Nicole Jenkins had an article published in Public Libraries magazine on how "good cataloging is good customer service". In the past we have attended the school Open Houses at the beginning of the school year. Lately we have felt that they were not as useful for making contact with parents as in the past. Last year we attended the elementary and middle school Parent Teacher Conferences as well and found parents much more receptive. We have decided to attend these instead of the Open Houses. The Volunteer Party will be held at 7:00 p.m. August 16.

**Vacation:** Julie will be on vacation for the next Board meeting in August. Anne Mannisto will fill in.

**Westland:** Julie has been appointed to a volunteer position of Trustee on the Library Board for the Public Library of Westland.

4. **Friends of the Northville District Library Report:** Friends President Martha Nork reported Used Book sales for June at \$2,642.79. The online vendor, Look at a Book, is accepting fewer used books, as they have increased their dollar value of the books they will accept from \$3 to \$9 a book. Coupons for \$5 off purchases from the Book Cellar were sent out with membership renewals and 21 of the coupons have been redeemed to date. The Used Book Cellar Saturday hours will be changed to 11:00 a.m. to 2:00 p.m. beginning August 1, based on patron feedback. Joe and Carol Oldenburg are retiring from directing used book sale operations effective August 19. They have trained another couple to take over the operations and this will be voted on at the September Friends Board meeting. Jim Morche commended the Friends for receiving six lifetime memberships of \$1,000 each.

5. **Budget and Finance Review:**

- 5.1 **Bills over \$1,000 for approval:** Jean presented the List of Bills over \$1,000 for July 2017. **MOTION:** Jean Hansen made a motion to approve these bills in the amount of \$94,533.59 for payment. Jim Morche seconded the motion. Motion passed.
- 5.2 **Financial Report:** Jean reported that there are some errors on the balance sheet for June. The \$2,000 showing as tax refunds and \$2,500 showing as Friends Gift Books should both be in the Friends Donations account. They were recorded incorrectly by the accountant and will be corrected next month. The \$60,000 was moved to the Reserve Fund-Building Preservation, as discussed last meeting. Expenses are where they should be for the year.
- 5.3 **Budget Hearing:** Jean passed out the 2018 Proposed Operating Budget which will be presented at the Public Hearing prior to the Board meeting next month. The five-year budget projection and the proposed budget for the 2017-2018 fiscal year were discussed. The Library revenue is projected to increase 2% per year. The Library millage will stay the same through November 2022, after which it will be reduced to the original rate. Expenses were not changed much. The employee contract will end this year and we do not know how much of the Reserve Fund will be spent on the building renovations and furnishing improvements. However, our current Reserve Fund balance is considerably higher than the standard of 20 to 30% of the Operating budget. Secretary Alan Somershoe presented Resolution 2017-02, which calls for a Public Hearing regarding the 2017-2018 Proposed

Library Operating Budget and the publication of the legal notice of the Public Hearing. **MOTION:** Alan Somershoe made a motion to adopt Resolution 2017-02; the Resolution was adopted by a unanimous roll call vote of the Trustees present.

6. **Planning:** Julie reported that the changes Joe Corriveau requested to the contract with Merritt Cieslak have been made. The building diagram proposal D3 on the contract will be modified to show a fixed wall rather than the proposed operable wall. **MOTION:** Jim Morche made a motion to accept the contract with Merritt Cieslak Design. Alan Somershoe seconded the motion. Motion passed. Julie discussed the proposed revision to fees requested by Merritt Cieslak, due to the amount of time spent on the Planning Commission process being more than originally anticipated. Bob Socachki asked for an itemized listing of the additional charges from Merritt Cieslak. Julie will request this.

Julie reported that she and several Board members attended a meeting with Northville Public Schools (NPS) and the City of Northville regarding parking. There is no written agreement on parking from 20 years ago when the Library was built. All of the parking spots in both lots near the Library belong to Northville Schools and are leased to the Northville Parks and Recreation Department for use by the Community Center. To gain approval of the Library building renovations plan, the Library will need to pay for five parking spaces at a cost of \$4,500 per spot. These will eventually be added to Cady Street when it is widened. Bob Sochacki is concerned that the Library has no rights to any of the parking around the Library building. Bob would like the Library to do a parking study to determine how many Library patrons are parking in the lots. Jean Hansen asked what the purpose of the study would be at this time. Bob would like to take the information obtained to the Northville Schools and Parks and Recreation Department to ask that additional parking spots for the Library be added to the lease agreement the Recreation Department has with the School District for the Community Center. Jean feels that NPS will not give the Library additional parking at this time, when their own parking needs for the future use of the Old Village School property are not known. Bob mentioned that there is discussion about a future move by Parks and Recreation to a Northville Township facility. **MOTION:** Jean Hansen made a motion stating that it is the intention of the Northville District Library to work with the City of Northville to make payment for five parking spaces at the cost of \$4,500 each. Jim Morche seconded the motion. Motion passed. **MOTION:** Jean Hansen made a motion stating that it is the intention of the Northville District Library to work with the Northville Public Schools to establish a written agreement regarding the use of parking space by the Library. Alan Somershoe seconded the motion. Motion passed.

Julie presented the Library Design proposal for interior improvements to the Library floor plan. The plan is broken down into four parts. The first part involves the removal of the existing wall near the elevator on the main level and replacement with display units and shelving for new and recently returned materials, for a total cost of \$28,580. The second part involves improvement of the floor plan near the fireplace area, including new furniture and electrical wiring to tables and chairs, in the amount of \$27,207. The third portion involves improved electrical wiring to tables relocated to the area behind the Information Desk in the amount of \$11,625. The final portion is for new tables with electrical for the lower level non-fiction area at a cost of \$4,425.

**MOTION:** Jim Morche made a motion to approve the entire proposal in the amount of \$71,837 to be paid for out of the Strategic Planning portion of the Reserve Fund. Seconded by Alan Somershoe. Motion passed.

Julie also discussed a proposed youth office renovation in the amount of \$5,000 to add dividers between two desks in the office and the addition of five storage cubes to the space. Jean Hansen stated that a motion was not necessary to approve this youth office renovation as the total cost was under the amount requiring prior Board approval.

- 7. Policy Committee:** Deborah Stanifer, Policy Committee Chair, reported that the Policy Committee met on July 25. Deborah presented the Northville District Library Policy on Public Relations, with changes, for the first reading. **MOTION:** Deborah Stanifer made a motion that the Board of Trustees accept the revised Policy on Public Relations for the first reading. Jean Hansen seconded the motion. Motion passed. Deborah presented the Northville District Library Policy on Nepotism for the first reading. The previous policy on Ethics was unenforceable and will be replaced by an ethics statement in the by-laws and this new policy on nepotism. Deborah presented an amendment to the by-laws incorporating portions of the old Code of Ethics as Article III. **MOTION:** Deborah Stanifer made a motion that the Board of Trustees accept the Policy on Nepotism for the first reading. Jean Hansen seconded the motion. Motion passed. Deborah presented the Policy on Library Cards for the second reading. **MOTION:** Deborah Stanifer made a motion to accept the policy on Library Cards. Alan Somershoe seconded the motion. Motion passed. Deborah presented the Library Policy on Request for Records by Law Enforcement Officers for the second reading. **MOTION:** Deborah Stanifer made a motion to accept the Library Policy on Request for Records by Law Enforcement Officers. Jean Hansen seconded the motion. Motion passed.

**8. Announcements and Comments:**

- 8.1 The next Finance Committee meeting will be on Tuesday, August 22, 2017 at 1:30 p.m. in the Carlo Meeting Room.
- 8.2 A Public Hearing on the 2017-2018 Operating Budget will be held on Thursday, August 24, 2017 at 7:00 p.m. in the Carlo Meeting Room.
- 8.3 The next Regular Board Meeting will be held on Thursday, August 24, 2017 at 7:30 p.m. in the Carlo Meeting Room.

- 9. Adjourn Regular Meeting:** **MOTION:** Jim Morché made a motion to adjourn the July Regular Board Meeting. Deborah Stanifer seconded the motion. Motion passed. The meeting was adjourned at 9:22 p.m.