

NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES

Regular Meeting Minutes

Thursday, August 22, 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, Alan Somershoe, Deborah Stanifer and Thomas Thompson. Also present: Laura Mancini, Library Director; Karen Fehl, Assistant Library Director; Carla Eggert, Administrative Assistant; Scott Frush, Northville Township Trustee. Absent: Trustees Jim Morché and Robert Sochacki.
 - 1.2 **Approval of the Agenda:** **MOTION:** Deborah Stanifer made a motion to approve the agenda as submitted. Thomas Thompson seconded the motion. Motion passed.
 - 1.3 **Approval of Meeting Minutes, 07/25/19:** **MOTION:** Thomas Thompson made a motion to approve the July minutes as written. Suzanne Schimanski-Gross seconded the motion. Motion passed.

- 2 **Citizen Comments:** None.

- 3 **Correspondence:** None.

- 4 **Director's Report:**

Foreign Language Collection Update: Laura Mancini reported that the Library has purchased Spanish, Japanese, Chinese and Hindi books which are now being processed and cataloged. The Library hopes to have the books available for check-out sometime in the fall.

Heritage Day Parade: The Library will be marching in the Northville Heritage Festival parade on Friday, September 13 at 6:30 p.m. The Library would love to have some Board members join the delegation. Any interested Board members are asked to notify Karen Fehl.

Library in the News: The August 1 digital edition of the *Northville City News* featured an article on the Library and touted its *Books and Brews* event. The August issue of the *Ville* features an article on the history of Maybury State Park and mentions the Library's current display about the park.

Personnel: Dorie Freebury, the Library's longtime Head of Youth Services, has submitted her resignation and will be leaving her position in December. Dorie has been with the Library for 24 years and will be greatly missed.

Summer Reading: Summer Reading for 2019 has concluded and was a great success. Adult and Teen registration were up for the year with 270 adults and 207 teens participating. Youth statistics will be reported next month.

Township Outreach: The Library will be participating in a Storytime program at Maybury State Park on August 28. The Library will also be hosting a book walk at Maybury in September. The Library will continue to look for ways it can increase its presence in the Township. Laura noticed that the Library was not listed in the Community Partners section of the NorthvilleTownship website. She was able to get a link to the Library web page added. Laura will be attending the Township Board of Supervisors meeting in September.

Union: Laura met with with Fred Timpner, Executive Director of the Michigan Association of Public Employees, the union that represents Library employees. The meeting was an opportunity to meet with the union leadership. Contract negotiations will take place in 2020.

United for Libraries Trustee Resources: United for Libraries is a division of the American Library Association that is geared toward Library Trustees and Friends and provides information resources. The Library of Michigan has purchased a membership for all libraries in

the state. Laura distributed a handout that discusses the resources available and the log on information for the website.

Volunteer Appreciation Event: The Library held its annual volunteer appreciation event on Wednesday, August 14th. Approximately 40 volunteers were in attendance along with their guests including Trustees Alan Somershoe and Deborah Stanifer. The Library thanks the volunteers for all the hard work that they do for the Library throughout the year.

Water Repair Update: Long's Plumbing installed a pressure release valve on the Library water system on August 2nd. The repair has reduced the amount of water leaking from the system but there is still a leak. Laura has communicated this to the City who will continue to work with Long's to find a solution.

5 Budget and Finance Review:

5.1 Bills over \$1,000 for approval: Deborah Stanifer presented the List of Bills over \$1,000 for August 2019. **MOTION:** Deborah Stanifer made a motion to approve these bills in the amount of \$78,298.70 for payment. Thomas Thompson seconded the motion. Motion passed.

5.2 Financial Report: Deborah reported we are currently 67% through the fiscal year. The second payment of State Aid was received and is \$7,626 more than budgeted for. We have not received any tax refund requests this year. Penal fines were received in August as well as several checks from the Friends for wish list items. They will appear on the August financial statements.

5.3 Approve Budget: **MOTION:** Deborah Stanifer made a motion to approve the Library's 2019-2020 Operating Budget as presented. Suzanne Schimanski-Gross seconded the motion. Motion passed.

5.4 Select a date for Plante Moran Study Session: Laura discussed the possibility of having Martin Olejnik with Plante Moran come and give the Board an overview of governmental fund accounting. The Board decided on asking Martin to speak prior to the September regular Board meeting.

6 Resolution on Millage Rate: Acting Secretary Thomas Thompson read **Resolution 2019-03** certifying the tax levy for the Operating millage. Deborah Stanifer supported the resolution. Resolution 2019-03 passed by a unanimous roll call vote of the Trustees present.

7 Committee Reports:

7.1 Policy Committee: **MOTION:** Suzanne Schimanski-Gross made a motion that the Board of Trustees accept the revised Policy on Internet Access for the second reading. Joe Corriveau seconded the motion. Motion passed.

7.2 Facilities Committee:

7.2.1 Chairs Purchase Request: Karen Fehl discussed the proposal to purchase 50 new chairs for the Library to replace the wooden chairs purchased when the Library opened that are in poor shape. Karen received three bids for the new chairs. The Library would like to go with Library Design's proposal to replace the chairs. Karen brought a sample of the new chair the Library would like to purchase. **MOTION:** Alan Somershoe made a motion to purchase 30 armless chairs and 20 chairs with arms through Library Design Associates at a cost not to exceed \$35,000. Deborah Stanifer seconded the motion. Motion passed.

7.2.2 Roof Replacement: Alan Somershoe discussed the three proposals that he has received for replacing the roof. All vary considerably in

price and scope. Alan proposes bringing a general contractor for the roof project to assist the Library with the project and to ensure we are getting comparable estimates for work. Alan will contact the architect the Library worked with on the Friends Community Room addition to discuss this with him.

8 Announcements and Comments:

8.1 The next Facilities Committee meeting has been scheduled for Monday, September 9, 2019 at 8:00 a.m. in the Friends Community Room.

8.2 The next Finance Committee Meeting is scheduled for Tuesday, September 24, 2019 at 1:30 p.m. in the Friends Community Room.

8.3 A Board Study Session with Martin Olejnik from Plante Moran will be held on Thursday, September 26, 2019 at 6:00 p.m. in the Friends Community Room.

8.4 The next Board Meeting will be on Thursday, September 26, 2019 at 7:30 p.m. in the Carlo Meeting Room.

9 Adjourn Regular Meeting: MOTION: Thomas Thompson made a motion to adjourn the August Regular Board Meeting. Deborah Stanifer seconded the motion. Motion passed. The meeting was adjourned at 8:35 p.m.

Respectfully Submitted,
Thomas Thompson, Acting Secretary
08/26/2019