

NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES

Regular Meeting Minutes

Thursday, August 23, 2018 – 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. following the Public Hearing on the proposed 2018-2019 Library Operating Budget.
 - 1.1 **Roll Call** - Present: Trustees Joe Corriveau, Mike DeFrancesco, Jean Hansen, Jim Morché, Robert Sochacki, Deborah Stanifer, and Alan Somershoe. Also present: Anne Mannisto, Library Director; Karen Fehl, Assistant Library Director; Claire Kreher and Sue Woodsum, Northville Garden Club; Nick Vlisides, Library Board candidate; Martha Nork, Friends of NDL President. Absent: Carla Eggert, Administrative Assistant.
 - 1.2 **Approval of the Agenda:** **MOTION:** Jim Morché made a motion to approve the agenda as submitted. Mike DeFrancesco seconded the motion. Motion passed.
 - 1.3 **Approval of Meeting Minutes, July 26, 2018:** **MOTION:** Robert Sochacki made a motion to approve the July minutes as corrected. Mike DeFrancesco seconded the motion. Motion passed.
 - 1.4 **Approval of Closed Session Minutes, July 26, 2018:** **MOTION:** Jean Hansen made a motion to approve the minutes of the July 26, 2018 Closed Session. Robert Sochacki seconded the motion. Motion passed.
 - 1.5 **Citizen Comments:** Anne Mannisto introduced Sue Woodsum and Claire Kreher from the Northville Garden Club. The Garden Club received a donation from the family of a member who passed away. They would like to use the donation for a bench behind the new conference room area. They also presented a proposal to add a flower bed with daffodils, hosta plants and tall grasses to the area behind the new conference room addition. This would be similar to the existing flower beds that are on the east side of the building. They asked if the Library would add two sprinkler heads to this area this fall prior to the new bed going in. The budget needed for the purchase of the plants is \$660. **MOTION:** Robert Sochacki made a motion to approve a \$660 one-time cost for the purchase of plants for the purpose of extending the garden on the east side of the building near the new addition. Jean Hansen seconded the motion. Motion passed.
2. **Correspondence:** We received an invitation to an event at the Sikh Foundation Cultural Center on Friday, Sept. 14 if any of the Board members would like to attend to represent the Library.
3. **Director's Report:**

Statistics: Anne Mannisto reported that circulation is down about 8% compared to last year. Download usage is up by 1.3%. Of the downloads, the decreasing use of Freegal, RB Digital and Tumblebooks continues, while our two most popular e-content resources continue to go up. Database usage is way up in sessions but way down in searches.

Programming: The Summer Reading Program has come to an end. Youth Services had 735 children register for the program, which was down a little from 887 last year. Adult Services had 282 Summer Reading participants, up from 128 participants last year. Teen Services had 203 registrants compared to 275 last year. We had over 1,600 entries in our rock jar guessing contest, with one correct guess. Youth Services had 4 programs during the month with 265 attending. Adult Services had 4 programs and 3 English as a Second Language (ESL) group meetings with a total attendance of 71. Teen Services had 4 programs with a total of 99 patrons attending. Six patrons were helped by our Techxpert sessions with one-on-one assistance.

Staff: Anne reported that Bette Shifman was hired for the part-time Adult Services Librarian position that was created after some staffing changes that occurred earlier this year. It took a while to fill the position, as Adult Services Department Head Wendy Mutch was out for several months. Bette has previously worked for the Library as a Substitute Librarian. She lives in Northville, has a law degree and is fluent in several languages. She is very enthusiastic about digital access and learning. Four librarians, including Karen Fehl, attended a full-day workshop on Customer Service put on by the Disney Company. They shared what they learned at the Librarians meeting held yesterday. Staff are considering marching in the September 14 Victorian Festival parade and could use help from the Board and the Friends.

Facilities: Work on the building addition has been completed. We are still waiting for the final bill, which we will pay with the grant we received, as well as the binder with documentation on the work. The four new study rooms have been open to the public for over a week. Two of the older study rooms are still being used by staff as office space. We have received the new chairs for the study rooms and conference room but are still waiting for the new tables for these areas. Renovation work on the lower-level workroom will begin next week and will continue into the week after Labor Day. Staff will be relocated into the conference room while the work is underway. Fowlerville Library will be taking items that we are not using from the old workroom. Advanced Building Group completed the work to refinish the soffits and wood benches. The new drinking fountains are on order. The windows were cleaned. We are getting estimates on repairs to the outside circular stairs and the brick pavers.

4. **Friends of the Northville District Library Report:** Friends President Martha Nork reported that the Friends did not meet in August. The Library has asked for the Friends contribution for Adult and Teen Summer Reading as well as Community Reads. Friends Treasurer Scott Frush has written a check for \$5,500 for this. The Friends will also cut another check to the Library for their contribution for the Youth Summer Reading Finale Party. The Friends currently have 179 members. They sent out fifty second requests for membership renewal and received 13 responses. The Friends Public Relations Chair wrote a letter to attract businesses to join the Friends. Library staff assisted in finding businesses in Northville and Northville Township to contact. The Friends will send out letters and Friends brochures to 35 of these businesses after Labor Day. The next Friends program, How Michigan Became a State, with Joe Oldenburg, will be held on Tuesday, Sept. 18. Jean Hansen stated that the Library still has \$2,660 of Friends donated money in the Reserve Fund from last fiscal year. Martha reported that the Friends would like to see those funds used for Battle of the Books in November, for printing costs and books. Anne asked if the Library could use \$660 of those funds for the expenses of the new garden. The next Friends meeting is Sept. 20 but Martha will ask for an email vote and let Anne know.

5. **Budget and Finance Review:**

- 5.1 **Bills over \$1,000 for approval:** Jean presented the List of Bills over \$1,000 for August 2018. **MOTION:** Jean Hansen made a motion to approve these bills in the amount of \$112,593.65 for payment. Robert Sochacki seconded the motion. Motion passed.
- 5.2 **Financial Report:** Jean reported that we are 66% through our fiscal year. We have received a check for delinquent Property Taxes from Wayne County in the amount of \$44,638. We also received a check for \$265 for delinquent Personal Property Taxes. Total Library revenues are currently at 112% of the budgeted amount. We have not received many tax refunds this year. Library expenses are right where they should be with the exception of the telephone account. We had budgeted \$26,000 believing that the telephone system would need to be

replaced this year which has turned out to not be the case. **MOTION:** Jean Hansen made a motion to reduce the amount budgeted for Telephone in the Operating Account from \$26,000 to \$5,000. Mike DeFrancesco seconded the motion. Motion passed. **MOTION:** Jean Hansen made a motion to transfer \$60,000 from the Building Preservation line item in the Operating Account to the Facility Preservation Fund in the Reserve Account. Robert Sochacki seconded the motion. Motion passed. Jean reported that the Library has made over \$20,000 in interest this year in the Reserve Account.

- 5.3 **Approve Budget:** **MOTION:** Jean Hansen made a motion to approve the Library's 2018-2019 Operating Budget as presented. Mike DeFrancesco seconded the motion. Motion passed.

6. **Resolution on Millage Rate:** Board Secretary Joe Corriveau read **Resolution 2018-03** certifying the tax levy for the Operating millage. Jean Hansen supported the resolution. Resolution 2018-03 passed by a unanimous roll call vote of the Trustees present.

7. **Director Search:** Anne reported that John Keister came to the Library and met with the Board and staff on July 31. A website about the position has been created and the opening has been posted on the Library of Michigan list-serv. The deadline to apply for the position is September 17. The next step will be for John to talk to the candidates and present three or four of the best candidates to the Board and then schedule interviews. This will happen in the next two to three months. Jean Hansen asked if the Board could see all of the applications that are submitted. Anne will discuss this with John Keister. By the next Board meeting the number of applicants will be known. Robert asked if the Board would be given updates as to how many applications have come in each week. Anne will get more information from John Keister.

8. **Parking:** Anne reported that, after the meeting on August 6 with the City, Township and Schools regarding the parking lot, we received a quote from Nagle to repave the lot. This is the same company that worked with the Northville Schools to pave the other side of the lot. They gave us two options. The first is to repave the six worst spots this fall for \$11,455. The other option is to wait for spring next year to repave the entire lot for \$96,970. This price is better than the quote received from Advanced Building by about \$20,000. Library policy says that we do not have to go out for bid in an emergency situation. It makes sense to continue working with Nagle in order to have the work done by fall. Alan Somershoe asked Anne if she contacted Nagle to let them know we want to go ahead with the first option. Anne hopes to hear from Nagle sometime next week. Anne reported that she received an updated version of the Shared Use Agreement for the parking lot from Township Supervisor Bob Nix. We have already asked for one change, regarding handicap parking spots to not only be reserved for Recreation users, which was agreed upon. The draft of the document has gone to our lawyer Lizzie Mills for review along with the background on the parking situation. In the agreement we agree to do the option one repair on the Nagle estimate to the lot this year and the full refinishing next spring. Robert Sochacki asked Anne to email a copy of the agreement to him. Joe Corriveau reviewed the document and asked if the Library should be a co-lessee in the agreement or just a sub-lessee to the City and the Northville Schools. He asked if Anne would ask our lawyer to research this aspect. Alan Somershoe stated that he felt that Northville Township should contribute some funds for the second phase of refinishing in the spring. He would like to propose the cost be split on a 1/3 basis. The concern Alan has about co-leasing is whether the Library would increase its legal exposure for trip and fall incidents. Joe stated that the Library had already agreed to pay the full cost of repaving. There was discussion about the

Library's position as an equal party in the agreement. The Board does not feel that they agreed to the maintenance portion of the agreement at the August 6 meeting. The Board agreed to pay the full cost of the repair now but that maintenance would be split fifty-fifty going forward. The Board would like the agreement to mention the lighting, sprinklers, and landscaping of the berm area. We are also proposing to do work on the brick paver area that belongs to the Northville Schools. Alan Somershoe stated that the lot that is next to City Hall belongs to the Northville Schools and the Board should consider whether we would want to include that parking lot in our agreement. Anne will discuss these issues with the Library lawyer.

9. Committee Reports:

- 9.1 **Policy Committee:** Updated Policy Manuals were distributed to the Board. Anne Mannisto read the current Meeting Room policy. It was decided to add bullet points for each of the rooms to make it easier to read, and to increase the amount of uses per calendar year from 4 to 6. Deborah Stanifer presented the Meeting Room Policy for the first reading. **MOTION:** Deborah Stanifer made a motion to approve the changes to the Meeting Room policy for the first reading. Jean Hansen seconded the motion. Motion passed. A second reading of the Meeting Room policy will take place at the next Board meeting. Deborah presented the Study Room policy. **MOTION:** Deborah Stanifer made a motion to reaffirm the Study Room policy as presented. Robert Sochacki seconded the motion. Motion passed. Anne Mannisto explained adding procedures to the Policy Manual. Ideally each Board of Trustee Committee Chair would write their own procedure to be added to the manual. At the next meeting we will replace the current cover sheet for the Policy Manual to one that reads: Policy and Procedures Manual. We will also convert the manual to online pdfs when time permits if Board members prefer online copies.

10. Announcements and Comments:

- 10.1 The next Finance Committee Meeting is scheduled for Tuesday, September 25, 2018 at 1:30 p.m. in the Carlo Meeting Room.
- 10.2 The next Board Meeting will be on Thursday, September 27, 2018 at 7:30 p.m. in the Carlo Meeting Room.

- 11. Adjourn Regular Meeting: MOTION:** Mike DeFrancesco made a motion to adjourn the August Regular Board Meeting. Robert Sochacki seconded the motion. Motion passed. The meeting was adjourned at 9:15 p.m.

Respectfully Submitted,
Joe Corriveau, Secretary
08/29/18