

NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES

Regular Meeting Minutes

Thursday, August 24, 2017 – 7:30 p.m.

Northville District Library Carlo Meeting Room

1. **Call to Order:** Chairperson Robert Sochacki called the Regular Meeting to order at 7:30 p.m. following the Public Hearing on the proposed 2017-2018 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, Assistant Library Director; Carla Eggert, Administrative Assistant and Natalie Molnar, Library staff member. Absent: Julie Herrin, Library Director; Martha Nork, Friends of NDJ President.
 - 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 27, 2017:** **MOTION:** Mike DeFrancesco made a motion to approve the July minutes as corrected. Jean Hansen seconded the motion. Motion passed.
 - 1.4 **Citizen Comments:** None.
2. **Correspondence:** None.
3. **Director's Report:**

Statistics: Anne Mannisto reported that circulation was down for the month by 2.1%. Downloads were up 8.25% for the month. Overdrive had 2,774 checkouts. RB Digital, which is the new name of Zinio, had 671 magazine checkouts. Hoopla, which is a new database offering digital media, was used by 259 patrons to check out 719 items. Brainfuse was used 885 times by 32 patrons. The door count was down but room usage was up. Database usage was up for our databases as well as the databases provided by MEL. Computer use was good and Wi-Fi use was steady.

Programming: The Summer Reading Program has come to an end. Youth had 882 children register for the program and had 378 attendees for Youth programs during the month, including 121 for their Summer Reading final party. Youth Services will have a new Saturday drop-in craft for kids for those working parents who are unable to have their kids attend events during the week. Teen had 275 registrants for Summer Reading and had 262 attend programs during the month, with a large group for the Harry Potter Extravaganza. Adult had 128 Summer Reading participants and had 334 attendees at 13 programs during the month of July, including over 100 people for a program on the railroad. Over 100 people came to watch our live stream of the NASA broadcast of the eclipse. On the Friday before the eclipse, the Library gave out solar eclipse glasses provided by Joe Corriveau. They were gone in minutes. Sarah Milroy will be doing a special presentation to the Country Garden Club on gardening apps. We will not be marching in the parade for the Heritage Festival this year but Wendy is putting together a display on Northville history and on Sept. 13 the Library will host a program on lace with the local Lace Museum.

Community Reads: The Community Reads book for this year is *Underground Airlines* by Ben Winters. Copies of the book are available for check-out. The author visit will be held at the Novi Library on November 10, followed by a wine reception. We will hold a book discussion on this title on October 9 and a program on the Underground Railroad in Northville on October 11.

Facilities: Our facilities assistant Collin Fowler went back to college. He worked out very well and we hope to fill the job again. We will be posting the position.

Technology: Anne reported that we now have four mobile hotspots circulating. They are available for check-out by residents only. The overdue fine is \$2.00 per day and if they are

kept out for longer than five days the service is disconnected. The digital conversion equipment we are adding will be available to the public beginning on Sept. 21. Staff training will begin next week. Those patrons wanting to use the equipment will be required to first attend a demonstration with Michael. Patrons will sign up in advance for a time slot during the week, though we will also take walk-ins. Staff assistance will be available during the week but not on weekends.

Staff: Sarah Milroy attended Digipalooza, the bi-annual conference held by our eBook vendor Overdrive. Librarians will be attending the Michigan Library Association (MLA) conference in Lansing in October.

Public Relations: Our "Corners of Northville" contest had 56 entries and 3 winners were chosen. The fall newsletter will be going out mid to late next week. The Volunteer Party was held on August 16 and went very well.

4. **Friends of the Northville District Library Report:** Anne reported that the Friends next meeting is September 21. The Friends Board voted via email to elect Will and Linda Bastien as Directors on the Friends Board and Program Chairs for the Used Book Operations effective August 22.
5. **Budget and Finance Review:**
 - 5.1 **Bills over \$1,000 for approval:** Jean presented the List of Bills over \$1,000 for August 2017. **MOTION:** Jean Hansen made a motion to approve these bills in the amount of \$78,403.38 for payment. Alan Somershoe seconded the motion. Motion passed.
 - 5.2 **Financial Report:** Jean reported that we are 67% through our fiscal year. We have received a delinquent tax check in the amount of \$50,818.52 from Wayne County. The financial reports have been corrected from last month. The accountant has corrected the \$2,000 mistakenly booked to Tax Refunds and the \$2,500 booked to Friends Gift Book Program and moved them to Friends Donations where they should be. This year we have received two small delinquent tax refund checks from Wayne County totaling \$120.20 that had been booked to the Tax Refund account. In the future this account will be used only for payments owed and we will move the \$120.20 to Property Taxes as it is tax revenue received.
 - 5.3 **Approve Budget:** **MOTION:** Jean Hansen made a motion to approve the Library's 2017-2018 Operating Budget as presented. Mike DeFrancesco seconded the motion. Motion passed.
6. **Resolution on Millage Rate:** Board Secretary Alan Somershoe read **Resolution 2017-03** certifying the tax levy for the Operating millage. Resolution 2017-03 passed by a unanimous roll call vote of the Trustees present.
7. **Planning:** Anne reported that renovations for the new materials area are likely to begin in early October. We will close on a Friday for the wall removal and the installation of under-carpet electrical wiring. The book carts will be moved to the Book Cellar at that time. Jean asked how many additional tables were being added. Anne stated that three additional tables were being added in the fireplace area. Anne distributed an invoice from Ron Cieslak showing the cost breakdown of the additional amount of \$2,500 he is requesting for work on the Historic Commission presentation and Planning Commission site plan approval. It shows that he is giving us a discount on his work. Bob Sochacki asked if this document could be emailed to the Board. **MOTION:** Alan Somershoe made a motion to approve the additional \$2,500 requested by Merritt Cieslak. Jean Hansen seconded the motion. Motion passed. At the Planning Commission

meeting on August 15, conditional site plan approval was given for the Library conference room addition, provided a written agreement between the City and Library on additional parking spots was signed. We did not have this ready for the City Council meeting on August 21. The City's legal counsel has provided a written agreement for the Library to pay for five parking spots at a cost of \$4,500 per spot due by the time of issuance of the occupancy permit for the addition. Alan read the written agreement to the Board. The document was signed by Board Chair Robert Sochacki, witnessed by Trustees Hansen and Stanifer, and notarized by Trustee Corriveau. Bob will take the signed document to the City.

8. Committee Reports

- 8.1 **Policy Committee:** Policy Committee Chair Deborah Stanifer presented the Policy on Nepotism for the second reading. **MOTION:** Deborah Stanifer made a motion to approve the policy on Nepotism. Alan Somershoe seconded the motion. Motion passed. Deborah presented the policy on Public Relations for the second reading. **MOTION:** Deborah Stanifer made a motion to approve the policy on Public Relations. Mike DeFrancesco seconded the motion. Motion passed. Deborah presented the revision to the Board of Trustee By-laws with the addition of an ethics statement for the second reading. **MOTION:** Deborah Stanifer made a motion to accept the by-laws change. Jean Hansen seconded the motion. Motion passed. Deborah requested another Policy Committee meeting to discuss the Library policies on the Endowment, the Americans with Disabilities Act (ADA), Library Purchase Card and Purchases over \$10,000. A Policy Committee meeting was set for Sept. 26 at 7pm.

9. Announcements and Comments:

- 9.1 The next Finance Committee Meeting is scheduled for Tuesday, September 26, 2017 at 1:30 p.m. in the Carlo Meeting Room.
- 9.2 The Policy Committee will meet Tuesday, September 26, 2017 at 7:00 p.m. in the Storytime Room.
- 9.3 The next Board Meeting will be on Thursday, September 28, 2017 at 7:30 p.m. in the Carlo Meeting Room.

10. Adjourn Regular Meeting: **MOTION:** Jim Morché made a motion to adjourn the August Regular Board Meeting. Mike DeFrancesco seconded the motion. Motion passed. The meeting was adjourned at 8:50 p.m.

Respectfully Submitted,
Alan Somershoe, Secretary
08/30/17