

NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES

Regular Meeting Minutes

Thursday, August 27, 2015 – 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 2015-2016 Library Operating Budget.
 - 1.1 **Roll Call** - Present: Trustees Alan Somershoe, Mike DeFrancesco, Jean Hansen, Jim Morché, Robert Sochacki, Paul Snyder, and Joe Corriveau. Also present: Julie Herrin, Library Director; Anne Mannisto, Assistant Library Director; Carla Eggert, Administrative Assistant.
 - 1.2 **Approval of the Agenda: MOTION:** Robert Sochacki made a motion to approve the agenda as presented. Mike DeFrancesco seconded the motion. Motion passed.
 - 1.3 **Approval of Meeting Minutes, July 23, 2015: MOTION:** Robert Sochacki made a motion to approve the July minutes as amended. Jim Morché seconded the motion. Motion passed.
 - 1.4 **Citizen Comments:** None.
2. **Correspondence:** Julie Herrin emailed the Trustee Alliance newsletter to the Board.
3. **Director's Report:**

Statistics: Julie reported that circulation was down by 9.5% for the month of July. She researched circulation at other local libraries and found that most are showing similar declines. Auburn Hills, which is similar in size and population demographics to us, was down 18% for the month, Novi was down 8%, and Oak Park 5%. We are showing declines in DVD circulation. Non-print materials are 21% of our collection but have a high circulation. Downloads were up 15.9% for the month. Database usage was also up in almost all categories.

Programming: Total Summer Reading registration was up 9% over last year with 957 youth, 252 teens and 286 adults registered for a total of 1,495 participants. Youth had 6 programs with 571 attendees including 135 for their Summer Reading final party. Teen had five programs with 167 attending including 42 for their end of Summer Reading party. Adult had four programs with 129 attendees. Adult had a final party for the end of Summer Reading for the first time this year, with 58 attendees. Our one-on-one computer help sessions are popular. We helped 13 patrons last month with various devices. Our Twitter class had 11 attendees. We have a program with the Michigan Opera Theater next week on La Boheme and The Passenger.

Collections: Julie and Sarah Milroy attended Digipalooza, the eBook conference from Overdrive, which was very informative. Julie calculated that our eBooks and downloadable audiobooks cost the Library 22 cents per circulation. The cost of eBooks is 4% of our Books and Subscriptions budget but they generate 5% of our circulation. We have added a new language learning database for young children called Little Pim. We have also replaced the Rental collection with a Lucky Day collection; these are bestselling and high-demand books available on the shelf as they don't allow holds.

Facilities: Limbach is behind schedule with our HVAC project as they continue to need to pull workers for emergencies at other jobs. They should be finished within the next week or two.

Staff: Julie reported that a new Computer Page, Amy Spitz, has started, replacing William Ding who left for college. We have also hired Tyler Vitale to fill the newly created IT Page position. We are having a picnic for the staff on Monday, August 31 in the park outside the

Library to thank everyone for their hard work over the summer. We are providing sandwiches and the staff are bringing side dishes.

Julie attended a webinar entitled Because Advocacy Never Stops. Anne and Vicki attended a webinar, Collection Tips and Tools. Anne also attended a webinar on the new database Research in Context.

Public Relations: Julie reported that there will be an article in Northville Today about Brainfuse. The Library newsletter went out this week. Julie passed around an example of the folder we have developed to hand out to patrons getting a new library card. It will hold information about the Library and copies of our bookmarks. Julie passed around a list of the upcoming school open houses and asked the Trustees to sign up to attend one if they are able. Julie reported that the Library will march in the Victorian Festival Parade on Sept. 18 and welcomed the Board members to join us.

4. Friends of the Northville District Library Report: None.

5. Budget and Finance Review:

- 5.1 **Bills over \$1,000 for approval:** Jean presented the List of Bills over \$1,000 for August 2015. **MOTION:** Jean Hansen made a motion to approve these bills in the amount of \$69,508.10 for payment. Robert Sochacki seconded the motion. Motion passed.
- 5.2 **Financial Report:** Jean reported that we are 67% through our fiscal year. The amount of \$710.15 showing on the Operating Fund Balance Sheet as Taxes Receivable is due from Wayne County. Our accountant Corrie researched our past bills and found that Wayne County had misapplied some of our payments. **MOTION:** Jean Hansen made a motion to transfer \$206.72 from the Debt Fund to the Operating Fund as the amount due from the Debt Fund for checks written out of the Operating Fund for tax refunds. Jim Morché seconded the motion. Motion passed. **MOTION:** Jean Hansen made a motion to transfer \$5,861.63 from the Operating Fund to the Debt Fund as the Debt Fund portion of delinquent taxes. Mike DeFrancesco seconded the motion. Motion passed. Jean reported that the total so far this year for tax refunds is \$1,812, which is very low. This month we received our second State Aid payment. We also received Penal Fines in the amount of \$25,420 from Wayne County and \$6,528 from Oakland County, which are both more than last year.
- 5.3 **Approve Budget:** **MOTION:** Jean Hansen made a motion to approve the 2015-2016 Operating Budget as presented. Paul Snyder seconded the motion. Motion passed.
- 5.4 **MERS Funding:** Julie Herrin reported that she spoke with Martin Olejnik, our accountant and auditor, about increasing our MERS payments to reach 100% funding. He said that if we have the money it is a positive move. MERS is able to invest the money for a greater rate of return than the Library can by itself. **MOTION:** Jean Hansen made a motion to budget an additional \$3,000 per month for MERS to bring us to 100% funding in ten years. Robert Sochacki seconded the motion. Motion passed.

6. Resolution on Millage Rate: Board Secretary Robert Sochacki read **Resolution 2015-03** certifying the tax levy for the Operating millage. Resolution 2015-03 passed by a unanimous roll call vote of the Trustees.

7. Announcements and Comments: Paul Snyder reported that Sarah Long recommended another facilitator to assist the Board in a planning session, due to her health issues. She suggested George Needham who is a former State Librarian for the State of Michigan and

past Vice President of OCLC. There was discussion about Mr. Needham. It was decided that Paul will contact Mr. Needham to discuss his availability and fee.

7.1 The next Finance Committee Meeting is scheduled for Tuesday, September 22, 2015 at 2:00 p.m. in the Carlo Meeting Room.

7.2 The next Board Meeting will be on Thursday, September 24, 2015 at 7:30 p.m. in the Carlo Meeting Room.

8. Adjourn Regular Meeting: MOTION: Jim Morché made a motion to adjourn the August Regular Board Meeting. Paul Snyder seconded the motion. Motion passed. The meeting was adjourned at 8:20 p.m.

Respectfully Submitted,
Robert Sochacki, Secretary
08/28/15