

NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES
Regular Meeting Minutes
Thursday, August 28, 2014 – 7:30 p.m.
Northville District Library Carlo Meeting Room

1. **Call to Order:** Chair Alan Somershoe called the Regular Meeting to order at 7:30 p.m.
 - 1.1 **Roll Call** - Present: Trustees Alan Somershoe, Joe Corriveau, Mike DeFrancesco, Paul Snyder, Jean Hansen, Jim Morché and Robert Sochacki. Also present: Julie Herrin, Library Director; Anne Mannisto, Assistant Library Director; Carla Eggert, Administrative Assistant; Carol Oldenburg, Friends President, Mary Brissette and Suzanne Schimanski-Gross, Library staff members.
 - 1.2 **Approval of the Agenda: MOTION:** Paul Snyder made a motion to accept the agenda as amended. Robert Sochacki seconded the motion. Motion passed.
 - 1.3 **Approval of Meeting Minutes, July 24, 2014: MOTION:** Robert Sochacki made a motion to approve the July minutes as corrected. Mike DeFrancesco seconded the motion. Motion passed.
 - 1.4 **Citizen Comments:** None.
2. **Correspondence:** Julie reported that we received a note from local author Kathleen Ripley Leo thanking the library for holding an event to promote her book *The Seamless Universe*. She also donated \$40 to the Library Endowment fund.
3. **Northville District Library Director's Report:**

Statistics: Julie Herrin reported that July was a slow month for circulation which was down by 7.45%. Downloads were up by 36%. Database usage in general is lower than last year. Youth computer usage was up for the month, likely due to the Summer Reading Program. Jean Hansen noted that website visits were up considerably for the year and this was a strategic planning goal. Zinio was used 874 times by 59 users. Brainfuse had 448 accesses by 37 patrons.

Programming: Julie reported that 308 youth attended programs in August. There were 904 children registered for the Summer Reading Program. Over 2,300 children attended the various programs held during the Summer Reading Program and 147 children attended the final party. The Adult Summer Reading program had 238 participants registered. Eighty-four patrons attended programs for the month, while 18 attended computer tutoring, and 29 attended classes on how to use electronic devices. There were 136 people attending Teen programs in August and a total of 226 teens signed up for Summer Reading.

Staff: Julie reported that Vicki Dixon, who was employed with us as a part-time Adult Services librarian, was hired for the full-time position vacated by Wendy Mutch when Wendy became the Department Head of Adult Services. We will begin interviewing candidates for Vicki's former part-time position next week. Once that position is filled, the library will be fully staffed for the first time in quite a long time. Julie also reported that, due to the increase in the State minimum wage requirement, library pages will have a salary increase from \$7.75 to \$8.15 per hour.

Facility: Julie reported that eight new can lights were installed in the fireplace area of the Library. The electrical plugs that were a trip hazard were removed before the new carpeting began to be installed.

Public Relations: Julie reported that a new magazine, Northville Today, has a full page article on the Library. The magazine is published quarterly by Community Publishing and Marketing and is distributed with the Northville Record. Julie stated that, after many months of communication with the City, we were advised that the lamppost banners the Library was hoping to hang in town in October and during National Library Week in April

could only be hung for a special event or cultural activity. Julie spoke with the City Manager who advised her that our banners did not meet the requirements, and that she could go to the City Council to request a change or exemption from the policy. Julie informed the Board and the Yes to NDL Committee of the City's decision. Michele Fecht asked if she could speak with the City Manager on the Library's behalf. She met with him and was able to convince him to allow us to hang lamppost banners for National Library Week in April. Bob Sochacki expressed concern that there are plans to hang large directional signs in the downtown area that could block the view of the lamppost banners. Alan Somershoe reported that the intent of the directional signs, proposed by the Downtown Development Authority, is to help those who are not familiar with Northville to find parking and main area attractions. There are 17 locations in which the directional signs will be hung on City lampposts. There will also be some additional small parking signs. Alan will bring a map, showing which lampposts are to be used for the directional signs, to the next Board meeting so that the Board can decide what lampposts will be the best for our banners and how many the Library should order for April.

4. **Friends of the Northville District Library Report:** Carol Oldenburg, Friends President, reported that the Friends currently have 249 members. Gift Shop sales continue to be slow though new stock is beginning to come in for fall and holiday sales. The Friends newsletter will be sent out a month early, in October, and will have an emphasis on supporting the millage renewal. Upcoming Friends programs include a presentation by Lori Feret on Ghost Stories of the Great Lakes on October 28, Picks & Sticks on November 11, and Twelfth Night on December 2. The Friends are still waiting for the heating and cooling repair to be done in the Book Cellar. No work has been done to this point and it is still very cold in the room. The Friends have voted to continue to work with the online used bookseller Look-at-a-Book. They are very timely in sending reports and checks for items sold and they also require no contract. The Fall Used Book Sale will be held November 7, 8 and 9, with the Friends Preview Night on November 6. The goal for the next Used Book Sale is to have several committees to run the overall sale, as these sales are too labor intensive to continue to be run by one or two people. The Friends are sending a gift book in honor of John Genitti.

5. **Budget and Finance Review:**

- 5.1 **Bills over \$1,000 for approval:** Jean Hansen presented the List of Bills over \$1,000 for August 2014. **MOTION:** Jean Hansen made a motion to approve these bills in the amount of \$91,951.58 for payment. Mike DeFrancesco seconded the motion. Motion passed.
- 5.2 **Financial Report:** Jean noted that we are 67% through our fiscal year. She reported that the amount of \$458.18 in tax refunds was paid from the Operating Fund but is actually the portion due from the Debt Fund. **MOTION:** Jean Hansen made a motion to transfer \$458.18 from the Debt Fund to the Operating Fund to cover the tax refunds due to the Operating Fund. Jim Morché seconded the motion. Motion passed. Jean reported that the \$1,518.06 showing under Taxes Receivable on the Operating Fund balance sheet are funds that our accountant says Wayne County owes us for tax refunds. Jean reported that we received a check for \$67,406.65 for delinquent taxes in July from Wayne County. Of that amount, \$10,531.98 is due to the Debt Fund. **MOTION:** Jean Hansen made a motion to transfer \$10,531.98 from the Operating Fund to the Debt Fund for delinquent taxes. Jim Morché seconded the motion. Motion passed. Jean reported that we received the second State Aid payment in the amount of \$10,249.32 this month. The Penal Fines check from Wayne County in the amount of \$22,653.26 was received in August and will show up on next month's

report. Bank fees are at 98.51% of the budgeted amount because credit cards are being used for payment of fines more than we anticipated. We have been advised by our accountants that the amount of our Reserve Fund (minus Building Preservation) should be 20-30% of our Operating expenditures. We have budgeted \$60,000 from the current year's budget for Building Preservation. With our upcoming future expenses for new carpeting and mechanical upgrades, we should transfer funds from our Unfunded Expenses Fund to the Facilities Preservation Fund. **MOTION:** Jean Hansen made a motion to transfer \$500,000 from the Unfunded Expenses Fund to the Facilities Preservation Fund within the overall Reserve Fund. Mike DeFrancesco seconded the motion. Motion passed. **MOTION:** Jean Hansen made a motion to transfer the \$60,000 budgeted in 2014 for Building Preservation from the Operating Fund to the Facilities Preservation Fund within the Reserve Fund. Paul Snyder seconded the motion. Motion passed.

- 5.3 **2015 Budget:** **MOTION:** Jean Hansen made a motion to approve the proposed 2014-2015 Operating Budget for the Northville District Library. Robert Sochacki seconded the motion. Motion passed.

- 5.4 **Resolution to Set Millage Rates:** Secretary Robert Sochacki presented Resolution 2014-04, to set the millage rates for the 2014-2015 fiscal year. **MOTION:** Robert Sochacki made a motion to adopt Resolution 2014-04. The Resolution was adopted by a unanimous roll call vote of the Trustees present.

6. Committee Reports:

- 6.1 **Facilities Committee:** Mike DeFrancesco reported that a representative of the Limbach Company met with the Facilities Committee regarding their proposal for replacement of the Library heating and cooling system. There was discussion about how to proceed with getting bids from other contractors for replacement of the system. As the work will be over \$10,000 we should have three competing bids. We will need to prepare a request for proposals. There was discussion about posting the request for proposals in the local newspaper or online on a government bid website. Julie will look into options. Jim Morché commended Mike DeFrancesco on the work that he has done on this.

7. Announcements and Comments:

- 7.1 The next Finance Committee Meeting is scheduled for Tuesday, September 23, 2014 at 1:30 p.m. in the Carlo Meeting Room.
- 7.2 The next Board Meeting will be on Thursday, September 25, 2014 at 7:30 p.m. in the Carlo Meeting Room.
- 7.3 Paul stated that the Board should recognize the passing of John Genitti who was an active supporter of the Library, particularly in the early years. The Board decided to purchase a gift book for Mr. Genitti and a collection was taken.

8. **Adjourn Regular Meeting:** **MOTION:** Robert Sochacki made a motion to adjourn the August Regular Board Meeting. Jim Morché seconded the motion. Motion passed. The meeting was adjourned at 8:55 p.m.

Respectfully Submitted,
Robert Sochacki, Secretary
09/04/14