

NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES

Regular Meeting Minutes

Thursday, August 22, 2013 – 7:30 p.m.

Northville District Library Carlo Meeting Room

1. **Call to Order:** Chair Robert Sochacki called the Regular Meeting to order at 7:30 p.m.

- 1.1 **Roll Call** - Present: Trustees Robert Sochacki, Jean Hansen, Mike DeFrancesco, Paul Snyder, Alan Somershoe and Jim Morché. Also present: Julie Herrin, Library Director; Anne Mannisto, Assistant Library Director; Carla Eggert, Administrative Assistant; Carol Oldenburg, Friends of the Northville Library President. Staff member Wendy Mutch was in the audience. Absent: Trustee Joe Corriveau.
- 1.2 **Approval of the Agenda:** **MOTION:** Paul Snyder made a motion to accept the agenda as presented. Jean Hansen seconded the motion. Motion passed.
- 1.3 **Approval of Meeting Minutes, 07-25-13:** **MOTION:** Paul Snyder made a motion to approve the minutes as corrected. Alan Somershoe seconded the motion. Motion passed.
- 1.4 **Citizen Comments:** None.

2. **Correspondence:** None

3. **Director's Report:**

Statistics: Julie Herrin reported that circulation was up 5.59%, with an all-time monthly high of 56,000 items. This is likely due to exceptionally high Summer Reading Program participation. Usage of the computers in the Youth Area was also at an all-time high for the month which is probably due to Summer Reading as well. Downloads were up by 64%. The number of sessions for July database usage was down slightly while searches were up. Freegal was accessed by 97 patrons to download 631 songs. Brainfuse had a total usage of 344 with 49 unique visits. The door count was up about 1%. Jean Hansen asked Julie about July missing from the chart on the statistics handout. Julie will have this corrected.

Youth Programming: The Youth Summer Reading Program had 959 children registered compared to 828, an increase of 16%. In August there were 3 programs held for children with 446 attendees. There were 196 children at the final party for Summer Reading.

Adult Programming: The Summer Reading Program for adults has 233 people signed up compared to 222 for last year. While the Adult Summer Reading Program is not over until the end of August, the number of registrants has increased 6% over last year. There were four programs held with a total attendance of 181.

Teen Programming: The Summer Reading Program for teens had 235 teens signed up compared to 209 for last year which was an increase of 12%. There were three programs for teens with an attendance of 54. Jean asked how the number of teens signed up for Summer Reading compared to other area libraries. Julie will investigate this and report back to the Board.

Staff: Julie reported that three new Computer Pages have begun working at the Library, replacing staff who went on to full-time jobs or to college.

Volunteer Party: The Volunteer Appreciation Party was held on August 13. Around 70 of our volunteers, Friends, Teen Corps, and their friends and family attended.

Public Relations: The Library Newsletter will go out the first week of September. Julie reported that Jim Morché suggested that the Library purchase a holiday wreath from the Northville Garden Club to display at the Library, in appreciation of the work they do in maintaining the garden area adjacent to the Library. This was approved. Julie asked the Board members to assist Library staff with school Open Houses by signing up to attend an Open House with a Library staff member. There will be three Open Houses on August 28. There will also be Open Houses Sept. 9, 10, 11 and 12. A sign-up sheet was passed around to the Board. The Friends received a \$1,000 donation from Community Financial Credit Union due to the work of Linda Schwelnus, Treasurer of the Friends

Gift Shop. They will purchase a new sign for the Book Cellar and give the remainder of the funds to the Library.

Facilities: Julie reported that the new Library phone system was installed on August 20 with minimal disruption. The new system is similar to our old system but allows us to change to a voice over Internet (VOIP) system in the future.

The Finance Committee asked Julie to work on obtaining new facilities assessment for capital planning for the Library. The last assessment was done in 2003. Julie has contacted the company that did the last assessment to get a proposal from them on an update to the report.

4. **Friends of the Northville District Library Report:** Carol Oldenburg, Friends President, reported that the Friends did not meet in July and August. The next Friends meeting is scheduled for September 19. The membership drive continues to go well with current membership at 233 and 9 business members. Carol would like to encourage the Trustees to support the Friends. The second annual "Sundaes on Sunday" will be held on Sunday, Sept. 29 from 1:00 to 4:00p.m.. The Friends are sponsoring a program on lighthouses on Sept. 17. The band Picks and Sticks will perform at the Community Center on November 5. The author of the book *A Thousand Letters from Home* will be here on November 13. A performance by the Twelfth Night Singers will be held at the Community Center on Dec. 10. The Fall Used Book Sale will be held on October 3, 4, 5 and 6.

5. **Budget and Finance Review:**

- 5.1 **Bills over \$1,000 for approval:** Treasurer Jean Hansen presented the List of Bills over \$1,000 for August 2013. **MOTION:** Jean Hansen made a motion to approve these bills in the amount of \$69,910.58 for payment. Mike DeFrancesco seconded the motion. Motion passed.
 - 5.2 **Financial Report:** Jean Hansen presented the Financial Report. We received a check from Wayne County for delinquent taxes in the amount of \$71,730.91. **MOTION:** Jean Hansen made a motion to transfer \$11,961.61 from the Operating Fund to the Debt Fund for the delinquent taxes. Mike DeFrancesco seconded the motion. Motion passed. We are 67% through our fiscal year and we have received 100% of our tax revenue for the year. We have received our second State Aid payment which will show up on the financial report next month. We received the Penal Fines check from Oakland County in the amount of \$4,290. The Penal Fines check from Wayne County will be applied next month.
 - 5.3 **2014 Budget:** Board Secretary Paul Snyder read **Resolution 2013-03** certifying the tax levies for the Operating and Debt millage and approving the 2013-2014 Budget for the Northville District Library. Resolution 2013-03 passed by a unanimous roll call vote of the attending Trustees. The Library will levy 1.1573 mils for Operating and 0.234 mils for Debt.
6. **Millage Discussion:** Jean Hansen advised the Board that a decision needs to be reached on whether or not to ask for a renewal of the millage and, if so, when. Jean distributed copies of the 5-year plan for the Library, with a millage renewal and without, and there was discussion about the two documents. The current millage is in place until November 30, 2015. There was discussion regarding the elimination of the Personal Property Tax as well as the Headlee Amendment and how it reduces what the Library can levy. In 2015 the City of Northville will have an election but Northville Township will not. The Library would have to pay \$30,000 to have a special election in the Township for the Library ballot question. Both the City and the Township have elections scheduled in 2014, as it is a gubernatorial election year, so the Library could have the millage on that ballot but not have the millage be effective, if passed, until the 2016 budget year. The Library could also wait until the 2016 election, but that would mean a year with severely decreased funding due to the 0.2 millage expiring at the end of 2015. In addition, the ballot question would no longer be a millage renewal but a new millage. There was discussion about the length of time to request a

renewal, i.e., whether to continue with a 0.2 millage for five years or ask for a different duration. There was discussion about asking the Friends for financial support of a millage campaign. Paul Snyder reported that a 501(c)3 can take up to 20% of their operating budget to use for campaigning, and up to 5% of the 501(c)3's operating budget may also be directed toward millage advocacy efforts. There is no restriction on the amount that can be spent by a 501(c)3 on producing information that takes no advocacy stand for a millage. Julie stated that other than a fundraiser, which the Millage Committee would likely hold in the fall of 2014, the Friends are the only source for the Library to pay for a millage campaign. Paul and Jean will attend the Sept. 19 meeting of the Friends Board to discuss the millage. **MOTION:** Paul Snyder made a motion to pursue a millage renewal question during the November 2014 election to renew our 0.2 millage for five years, with the millage to be effective the 2015 tax year, and the Library's 2016 budget year. Jean Hansen seconded the motion. Motion passed.

7. Committee Reports:

7.1 **Development Committee:** Julie Herrin reported that the Development Committee met for a lengthy Strategic Planning meeting on August 8. Julie and Anne both attended. The meeting was facilitated by Craig Orr. The objective of the Committee is to increase the endowment to provide an annual disbursement to the Library of about \$25,000. That equates to an endowment of approximately \$500,000. A plan of action was developed that includes an annual letter to endowment donors that will go out in the mail in November 2013, as well as a fundraiser in April 2014. Three subcommittees were formed for the following purposes: to create the annual mailing; to plan the fundraising event; and to identify new donors and foster relationships with previous donors. Current Chair Mary Ellen King is unable to continue in her position due to family commitments. Craig Orr has volunteered to replace her. The next Development Committee meeting will be held on Wednesday, September 18 at 7:00p.m.

8. Announcements and Comments :

- 8.1 The next Finance Committee Meeting is scheduled for Tuesday, September 24, 2013 at 1:30 p.m. in the Carlo Meeting Room.
- 8.2 The next Board Meeting will be on Thursday, September 26, 2013 at 7:30 p.m. in the Carlo Meeting Room.

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 9:05 p.m.

Respectfully Submitted,

Paul Snyder, Secretary

CE 08/28/13