

NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES

Regular Meeting Minutes

Thursday, September 24, 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.
 - 1.1 **Roll Call** - Present: Trustees Alan Somershoe, Mike DeFrancesco, Jean Hansen, Jim Morché, Robert Sochacki, and Paul Snyder. Also present: Julie Herrin, Library Director; Anne Mannisto, Assistant Library Director; Carla Eggert, Administrative Assistant; Laura Curtsinger, Library staff member. Absent: Trustee Joe Corriveau.
 - 1.2 **Approval of the Agenda:** **MOTION:** Paul Snyder made a motion to approve the agenda as amended. Mike DeFrancesco seconded the motion. Motion passed.
 - 1.3 **Approval of Meeting Minutes, August 27, 2015:** **MOTION:** Mike DeFrancesco made a motion to approve the August minutes as amended. Paul Snyder seconded the motion. Motion passed.
 - 1.4 **Citizen Comments:** None.
2. **Correspondence:** None.
3. **Director's Report:**

Statistics: Julie reported that circulation was up for the month of August compared to last year, likely due to the fact that we were closed for a few days in August 2014. Julie has been monitoring circulation to see which items are being circulated the most and which items have seen decreases in circulation. The plan is to allocate acquisition money according to circulation. In July new books and TV DVDs were showing increased circulation, while regular DVDs and non-fiction books showed decreases in circulation. Downloads were down across the board for the month. We will also continue to monitor this usage. An article in the New York Times mentioned that sales of eBooks were also down 10%. Database usage for the databases that we pay for was up but usage in total was down. Computer and Wi-Fi usage within the Library was up over last year. Zinio was used to download 691 magazines. Brainfuse was used 643 times by 47 users. Freegal was used by 99 patrons to download 911 songs. The door count is down because the battery for the counter was dead and was not caught till month end.

Programming: Youth had 10 programs with 195 attendees. Storytime registration is up over last year. We will hold a Science Olympiad resource showcase for middle school students on Saturday, Oct. 10. Adult had six programs with 220 attendees. The program on bicycling in Michigan was popular with 70 attending and the program on historic railroads had 69 attendees.

Collections: We have a new online resource, Gale Courses, which is a database of online instructor-led courses on a variety of topics that are free to library patrons. Classes begin mid-month on a Wednesday and run for 6 weeks. The next starting date is October 14.

Staff: Julie reported that staff have been attending a lot of workshops and webinars. Julie and Anne attended a webinar on conflict resolution. Wendy attended a performers showcase at which various performers and speakers give a short presentation of their available programs for libraries. Wendy also attended a workshop at the Detroit Historical Society. Karen and Wendy attended the Adult Services Annual Workshop sponsored by The Library Network (TLN), which featured many informative presentations. Julie and Wendy will attend the MERS annual conference Oct. 8-9 in Grand Rapids. Michael is running the upcoming TLN Technology Forum for about 150 people next week.

Facilities: Limbach has finished our HVAC project. We had training on the new system yesterday. We will have a maintenance agreement with Limbach in which they will service

the system four times a year in order to keep it in good working order. The cost of the agreement is \$7,332; this is close to what we were paying previously for maintenance on the old system. We received a rebate check from DTE in the amount of \$3,218 for achieving energy savings with the new system.

Public Relations: Julie reported that there is an article in Northville Today about the database Brainfuse. The Library had 16 staff members march in the Victorian Festival Parade on Sept. 18. We had new signs made for the parade featuring the covers of famous Victorian era literary works. Library staff and Board members attended 10 open houses at the Northville elementary and middle schools. We are purchasing new shirts for staff with the Library logo. The Community Reads book is Lisette's List which is set in France and involves Impressionist art. The author will be at the Novi Library on November 17. We will feature a program on Impressionism and a book discussion on the book as part of Community Reads. On October 8 the Library will participate in Libraries for Life to promote organ donation. Patrons will be able to fill out an organ donation card in the Library.

4. Friends of the Northville District Library Report: Julie reported that it was announced at the last Friends meeting that the person who was going to take over the Used Book Sale operations is no longer able to do this, due to another opportunity. Jim mentioned that he brought up the idea of using the Friends Gift Shop as a used book shop at the Friends meeting. He encouraged the Friends Board members to visit the Livonia Library to see their used book shop, which generates about \$21,000 annually in revenue for their Friends group. Samuel Hall, the husband of Friends member Bo Hall, passed away. The family has designated the Friends as a memorial donation organization.

5. Budget and Finance Review:

5.1 **Bills over \$1,000 for approval:** Jean presented the List of Bills over \$1,000 for September 2015. **MOTION:** Jean Hansen made a motion to approve these bills in the amount of \$143,122.13 for payment. Jim Morché seconded the motion. Motion passed.

5.2 **Financial Report:** Jean reported that we are 75% through our fiscal year. Included in the bills being paid this month is our final payment of \$71,419 to Limbach for the new HVAC system. Jim asked about the warranty on the new HVAC system. Julie reported that it is a one-year warranty on various system components. We received Penal Fines for the year in the amount of \$31,948.95, which is significantly above the \$20,000 budgeted. **MOTION:** Jean Hansen made a motion to amend the amount budgeted for Penal Fines in the Operating Budget from \$20,000 to \$31,948.95. Jim Morché seconded the motion. Motion passed. We also have received the total of our Universal Service Fund monies for the year. The Debt Service Fund currently has a balance of around \$51,000 which will be transferred to the Reserve Fund after the audit.

6. Development Committee: Julie reported that the Development Committee met on Monday, September 21. One of two possible new members of the Committee attended the meeting. Her name is Marianne Brandt. After careful discussion, it was decided not to have a fundraiser in 2016. The Committee needs direction from the Board as to what its next fundraising goal should be. We will have a donor recognition party in April 2016 during National Library Week, instead of in January as we have done in the past. We will have an Annual Giving Campaign for the Endowment beginning in November. The Community Foundation has a new website that allows for us to check the balance of our Endowment account. As of July 31, 2015 it was \$505,516.

7. Planning: Julie reported that she sent a note to other Library Directors in the TLN network asking for recommendations of firms they have used for assistance with planning. The only

response she received was from Orion Township, recommending Kimberly Bolan and Associates out of Indianapolis. Their website is www.rethinkinglibraries.com if the Board would like to learn more about them. Paul Snyder mentioned Kevin King, who used to work here at Northville and now works for Kalamazoo Library. He gave a presentation on strategic planning at the Library of Michigan New Directors training. He does not have experience as a facilitator but his presentation was informative. Paul has a copy of the presentation if the Board would like to review it. Julie mentioned another firm, Hartzell and Mika, a Michigan-based company, which assists Libraries with planning. There was discussion about these possible facilitators. It was decided not to pursue Kevin King's assistance at this time, as he does not have experience with facilitating a planning session. Julie will contact the other two firms to find out their availability and cost for a one-day planning session. Jim mentioned that although planning is important the Board should have Board training sessions as well. Jean stated that the Board used to have Board study sessions in January at which they would set future goals for the Board and discuss how the Board was doing overall. Julie felt that it would be preferable to hold a Board study session after the planning session, as some goals for the Board could come out of the planning session. Julie asked how the Board foresees involving the community in planning. There was discussion about surveys, ads in the paper, and focus groups, as well as involving current Library volunteers such as the Friends. There was discussion regarding whether or not the community should be involved in Board study sessions as well or only in the planning session.

8. Announcements and Comments:

- 8.1 The next Finance Committee Meeting is scheduled for Tuesday, October 20, 2015 at 1:30 p.m. in the Carlo Meeting Room.
- 8.2 The next Board Meeting will be on Thursday, October 22, 2015 at 7:30 p.m. in the Carlo Meeting Room.

9. Adjourn Regular Meeting: MOTION: Robert Sochacki made a motion to adjourn the September Regular Board Meeting. Mike DeFrancesco seconded the motion. Motion passed. The meeting was adjourned at 8:35 p.m.

Respectfully Submitted,
Robert Sochacki, Secretary
09/25/15