

NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES
Regular Meeting Minutes
Thursday, September 25, 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 7:31 p.m.
 - 1.1 **Roll Call** - Present: Trustees Alan Somershoe, Joe Corriveau, Mike DeFrancesco, Jean Hansen, Jim Morché and Robert Sochacki. Absent: Paul Snyder. Also present: Julie Herrin, Library Director; Anne Mannisto, Assistant Library Director; Carla Eggert, Administrative Assistant; Carol Oldenburg, Friends President, Scott Frush, Library Development Committee member; Dorie Freebury, Library staff member.
 - 1.2 **Approval of the Agenda:** **MOTION:** Jim Morché made a motion to accept the agenda. Robert Sochacki seconded the motion. Motion passed.
 - 1.3 **Approval of Meeting Minutes, August 28, 2014:** **MOTION:** Jim Morché made a motion to approve the August minutes as submitted. Mike DeFrancesco seconded the motion. Motion passed.
 - 1.4 **Citizen Comments:** Scott Frush, Library Development Committee member, introduced himself to those Board of Trustee members who do not know him. Scott announced that he is running for Northville Public Schools Board of Education and invited the Board of Trustees to ask him any questions they might have about his candidacy after the meeting.
2. **Correspondence:** Julie reported that we received a note from the Friends of the Library acknowledging the receipt of \$65 for a gift book purchase in memory of John Genitti.
3. **Northville District Library Director's Report:**

Statistics: Julie Herrin reported that August circulation was down compared to last year. We continue to see a downward trend in circulation for the year. We were closed two days for the new carpet installation and many parts of the collection were inaccessible during the week of the installation. The door count was also down for the month. Downloads were up by 71%. Database sessions were up but searches and accesses were down. Computer use was down likely due to the fact that the public computers were unavailable for several days as the carpet was being replaced. Freegal was used to download 924 songs. Zinio was used 592 times and Brainfuse had 957 accesses.

Programming: Julie reported the Youth Department is ready for fall with 66 storytimes and programs scheduled for youth plus a number of Tween events. The Youth Department is committed to having a storytime option for working parents. The storytime scheduled for Wednesday evenings had been experiencing a drop in attendance so the time has been moved to Saturday morning at 11:30. August is an interim period between Summer Reading and the start of fall programming so there were only 8 programs with a 197 attending. Unravel, the teen knitting group, had seven attendees. The Adult Department had 4 programs with 68 attendees including the Book Discussion for the book *The Smartest Kids in the World* that had 33 attending. This was a record attendance for a book discussion and was due to the promotion of the event on the Northville Schools listserv.

Staff: Julie reported we have a new part-time Librarian, Jennifer Lund, who started this past Tuesday. She is also a part-time substitute Librarian at Southfield and Farmington libraries. We are now at full staff for the first time in a very long time. Julie distributed an updated copy of the Library organizational chart to the Board. There are six Librarians as well as the Technology Coordinator, Michael McEvoy, going to the Michigan Library Association (MLA) conference in Grand Rapids this year.

Facility: Julie reported that the installation of the new carpeting is complete and took only seven days to finish which is considerably less time than we initially expected. The cost of the project was approximately \$106,000.

Technology: We have implemented online program registration for Adult, Teen and Friends of the Library programs. Patrons can register online from the Library events calendar on our website. We are upgrading six of our eight security cameras. The six being replaced are around 18 years old with poor resolution and there is much better technology available now. Julie informed the Board that there is a new app available called Bookmyne to access our catalog from mobile devices. It was designed by Sirsi-Dynix for mobile devices. **Public Relations:** There was a Letter to the Editor from Carol Oldenburg about the millage in today's Northville Record as well as an editorial in support of renewing the millage. There was also an article about a portrait of Sarah Ann Cochran that is displayed in the Library. Staff members, Board members and Yes to NDL Committee members attended nine Northville Public School Open Houses. The Library had 13 people march in the Victorian Festival Parade including a former staff member, a Board member and staff members with their friends and family. Anne volunteered to help with the third graders at the festival and received a nice thank you note from the Northville Public Schools. The Library Staff Holiday party will be held on Tuesday, December 9 and the Library Donor Recognition party will be held on Sunday, January 25, 2015.

4. **Friends of the Northville District Library Report:** Carol Oldenburg, Friends President, thanked Robert Sochacki for spearheading the Used Book Sale table at the Victorian Festival which generated \$50 for the Friends. The Friends were awarded a \$1,000 grant from Community Financial Credit Union for the second year in a row. There is a photograph of Christine Litka accepting the check on the Friends page of the NDL newsletter. The Friends annual event to thank their membership, Sundaes on Sunday, will be held on Sunday, Oct. 19 from 1:00 p.m. to 4:00 p.m. in the Carlo Meeting Room. The Board of Trustees are invited to attend this event. The Friends currently have 253 members. Last month the Friends received 11 gift book requests totaling \$435.67 allowing for the purchase of 18 books. The Friends newsletter will be sent out around the third week of October, which is early, so that an emphasis can be made on supporting the millage renewal. The Fall Used Book Sale will be held November 7 and 8 from 10:00 a.m. to 5:00 p.m. and November 9 from 1:00 p.m. to 3:00 p.m., with the Friends Preview Night on November 6 from 6:00 p.m. to 9:00 p.m.

5. **Budget and Finance Review:**

- 5.1 **Bills over \$1,000 for approval:** Jean Hansen presented the List of Bills over \$1,000 for September 2014. **MOTION:** Jean Hansen made a motion to approve these bills in the amount of \$188,255.23 for payment. Robert Sochacki seconded the motion. Motion passed.
- 5.2 **Financial Report:** Jean noted that we are 75% through our fiscal year. We have received all of our property tax revenue for the year. Penal fines received for the year are more than we budgeted. Tax refunds are under budget for the year and are considerably less than last year. An interest payment is due on the bonds from our Debt Service Account. **MOTION:** Jean Hansen made a motion to transfer \$8,800 from the Debt Service Account to U.S. Bank to satisfy this interest payment. Mike DeFrancesco seconded the motion. Motion passed.

6. **Committee Reports:**

- 6.1 **Facilities Committee:** Mike DeFrancesco reported that the Library's lawyer is preparing the bid document for upgrading the Library heating and cooling

system. Once the bid document is completed it will be placed on an online website hosting bids for governmental agencies.

7. Announcements and Comments:

- 7.1 The next Finance Committee Meeting is scheduled for Tuesday, October 21, 2014 at 1:30 p.m. in the Carlo Meeting Room.
- 7.2 The next Board Meeting will be on Thursday, October 23, 2014 at 7:30 p.m. in the Carlo Meeting Room.
- 7.3 Julie would like to have a Policy Committee meeting before the next Board meeting. She will correspond with Paul Snyder, who is the Policy Committee Chair, when he returns from vacation.

8. Adjourn Regular Meeting: MOTION: Robert Sochacki made a motion to adjourn the September Regular Board Meeting. Joe Corriveau seconded the motion. Motion passed. The meeting was adjourned at 8:06 p.m.

Respectfully Submitted,
Robert Sochacki, Secretary
09/26/14