

NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES

Regular Meeting Minutes

Thursday, September 28, 2017 – 7:30 p.m.

Northville District Library Carlo Meeting Room

- 1.1 **Call to Order:** Vice Chairperson Mike DeFrancesco called the Regular Meeting to order at 7:30 p.m.
 - 1.2 **Roll Call** - Present: Trustees, Mike DeFrancesco, Jean Hansen, Jim Morché, Deborah Stanifer, and Alan Somershoe. Also present: Julie Herrin, Library Director; Anne Mannisto, Assistant Library Director; Carla Eggert, Administrative Assistant; Martha Nork, Friends of NDL President; Maureen Simari, Library staff member. Absent: Trustees Joe Corriveau and Robert Sochacki
 - 1.3 **Approval of the Agenda:** **MOTION:** Jim Morché made a motion to approve the agenda as submitted. Alan Somershoe seconded the motion. Motion passed.
 - 1.4 **Approval of Meeting Minutes, August 24, 2017:** **MOTION:** Jean Hansen made a motion to approve the August minutes as submitted. Jim Morche seconded the motion. Motion passed.
 - 1.5 **Citizen Comments:** None.
- 2. Correspondence:** We received a letter from U.S. Representative Dave Trott stating that he is impressed by the Library's level of community engagement and dedication to provide resources that promote lifelong learning. Rep. Trott has nominated the Library for the 2018 National Medal for Museum and Library Service from the Institute of Museum and Library Services (IMLS). We also received an email from the media center paraprofessional at Moraine Elementary School, Marci Howes, saying how excited she was to see the list of Moraine Summer Reading participants that Dorie Freebury compiles and sends to the paraprofessionals at each school. Moraine plans to honor their students who participated in Summer Reading with a special display in the media center.
- 3. Director's Report:**
- Statistics:** Julie Herrin reported that circulation was down for the month by 6.2%. Downloads were up 3.49% for the month. Overdrive had 2,839 checkouts. RB Digital, which is the new name of Zinio, had 682 magazine checkouts. Hoopla, which is a new database offering digital media, was used by 200 patrons to check out 487 items. Brainfuse use was low at 84 uses. The door count was up slightly. Database usage was up and computer and Wi-Fi use were high.
- Programming:** Youth Services had 14 programs with 342 attendees. On October 3 Youth Services will hold a program at the Community Center in conjunction with the City of Northville Parks and Recreation Department entitled Little Pumpkins. Adult Services had 318 patrons attend 22 programs. Sarah Milroy, the Digital Services Librarian, will be doing a special presentation on gardening apps for the Country Garden Club. Teen had two programs with 20 attending. Natalie Molnar, the Teen Services Librarian, is starting a Teen Advisory Board to get input on teen programs and book selections. The first meeting is October 3.
- Facility:** The back-up system that provides power to emergency lighting in the event of a power outage has failed. It has met its life expectancy of twenty years. We will need to replace the unit at a cost in the range of \$25,000. It may take five to six weeks to receive a new unit. The company that installed the original unit, Power Plus Engineering, is investigating pricing for a new unit and the possibility of renting a unit until the new one arrives.
- Technology:** Julie reported that the security detection system at the front doors of the Library will have to be replaced next year. The system is out of warranty. Michael McEvoy has funds in the Technology Budget for this replacement. We have had ten patrons attend

demonstrations on using the digital conversion equipment and four patrons who have signed up to use the equipment, with eight more patrons scheduled to use it.

Staff: Asha Elvanmadom, a part-time Circulation Clerk, left for a full-time position and Paula and Doug Witt, two part-time Circulation Clerks, are moving to Tucson. We have hired one new clerk, Cynthia Ashby, and are posting the job for the other two openings. We are also looking for an additional Substitute Librarian, as one of our long-time substitutes resigned due to illness.

Schedule of Meetings: There was discussion about Board of Trustee meeting dates in November and December. It was decided to hold the Board meeting in November on Thursday, November 16 and the December Board meeting on Wednesday, December 20.

Retirement: Julie reported that, after 21 years with the Library, she has decided to retire on January 15, 2018. She stated that it was not an easy decision and that she has worked with wonderful staff and great Board members over the years. There was discussion about using a search firm to help the Board find a new director. Julie stated that she would recommend Anne Mannisto for the position. The Board asked Julie to consult with the Library attorney to find out what the legal requirements are for posting the position. A Personnel Committee meeting will also need to be scheduled.

4. **Friends of the Northville District Library Report:** Friends President Martha Nork reported that the Friends did not meet in August but the Board voted via email to approve the nomination of Will and Linda Bastien as Directors and Program Chairs of the Used Book Operation. An email vote was also taken to approve the funding of the new workspace in the Local History Room at a cost of \$6,984. The Friends also approved funding for the re-upholstery of the two wingback chairs by the fireplace in the amount of \$3,040.11. The Friends membership is at 209 with an income of \$11,480, higher than the \$9,000 budgeted for memberships. The Gift Store did well over the summer and is well stocked for the holidays. The store will exceed its budgeted amount as well. June used book sales, including carts, vendor and the Book Cellar, were \$2,462.79 which is down 15%. July used book sales were \$1,966.63 which is down 23%. August sales were \$2,482.79 which is up 23%. The online book vendor, Look at a Book, has partnered with Amazon. The Friends want to make the Book Cellar more attractive and accessible to customers and to add more dinnertime hours. The Read to Me program is very successful with 19 gift bags given to new parents at the September Storytime. Judy DeFrancesco, who is the Chair of the program, will retire in March. Sandy Walts, Friends Newsletter editor, will retire as soon as the Friends are able to find a replacement. The Friends Treasurer Doug Witt and his wife are moving to Arizona as Julie mentioned earlier, so the Friends are also looking for a new Treasurer. The next Friends program, Picks and Sticks and Pals, is Tuesday, Oct. 10 at 7pm. The Friends Cider on Sunday event is next Sunday, Oct. 15 from 1-4 p.m. in the Carlo Meeting Room. This is the start of National Friends of the Library Week. Parmenter's Cider Mill is giving the Friends a discount on cider and donuts. Various activities are planned, including a scavenger hunt and two crafts for kids, and raffle baskets.

5. **Budget and Finance Review:**

- 5.1 **Bills over \$1,000 for approval:** Jean presented the List of Bills over \$1,000 for September 2017. **MOTION:** Jean Hansen made a motion to approve these bills in the amount of \$88,613.79 for payment. Alan Somershoe seconded the motion. Motion passed.
- 5.2 **Financial Report:** Jean reported that we are 75% through our fiscal year. The two small delinquent tax refund checks we received from Wayne County totaling \$120.20 that had been booked to Tax Refunds have been moved to Tax Revenues. In the future Tax Refunds will be used only for payments owed. We received the Penal Fines check from Wayne County in the amount of

\$26,829.47, which is about \$6,000 more than last year. This will show up on the September financial report.

6. **Planning:** Julie reported that we have received the proposed construction schedule from Ron Cieslak. Mike DeFrancesco asked for the Facilities Committee to review the construction drawings. A Facilities Committee meeting was scheduled for Monday, Oct. 16 at 7:00 p.m.

7. **Committee Reports**

- 7.1 **Policy Committee:** Policy Committee Chair Deborah Stanifer stated that the Policy Committee meeting that was set for Sept. 26 at 7:00 p.m. was cancelled. A new Policy Committee meeting was scheduled for Tuesday, Oct. 24, at 7:00 p.m. The Committee will review the five policies that were last reviewed in 2011.

8. **Closed Session for Union Negotiations:** Meeting adjourned to a closed session to discuss union negotiations. The Regular Board Meeting was reconvened following the closed session.

9. **Announcements and Comments:**

- 9.1 The next Finance Committee Meeting is scheduled for Tuesday, October 24, 2017 at 1:30 p.m. in the Carlo Meeting Room.
- 9.2 The Facilities Committee will meet Monday, October 16, 2017 at 7:00 p.m. in the Carlo Meeting Room.
- 9.3 The Policy Committee will meet Tuesday, October 24, 2017 at 7:00 p.m. in the Storytime Room.
- 9.4 The next Board Meeting will be on Thursday, October 26, 2017 at 7:30 p.m. in the Carlo Meeting Room.
- 9.5 The Library will be closed on Friday, October 27, 2017 for the main level renovation work.

10. **Adjourn Regular Meeting: MOTION:** Jim Morché 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,
Alan Somershoe, Secretary
10/02/2017