

# NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES

## Regular Meeting Minutes

Thursday, September 22, 2011 – 7:30 p.m.

Northville District Library Carlo Meeting Room

1. Vice-Chairperson Bob Sochacki called the Regular Meeting to order at 7:35 p.m.
  - 1.1 Roll Call - Present: Trustees Jean Hansen, Paul Snyder, Suzanne Miller, Robert Sochacki Jim Morché, and Mike DeFrancesco. Also present: Julie Herrin, Director; Anne Mannisto, Assistant Director; Judith Williams, Administrative Assistant. Joe Thomas, Friends Board member, and staff member Dorie Freebury were present in the audience.  
Absent: Trustee Joe Corriveau (arrived late).
  - 1.2 Approval of the Agenda: Julie Herrin asked that a Closed Session of the Board be added to the agenda for the purpose of discussing Contract negotiations. **MOTION:** Jim Morché made a motion to accept the agenda with the addition of the Closed Session as Item #8. Paul Snyder seconded the motion. Motion passed.
  - 1.3 Approval of the Regular Board Meeting Minutes for August 25, 2011: **MOTION:** Jean Hansen made a motion to accept the minutes for the Board Meeting of August 25, 2011 as corrected. Suzanne Miller seconded the motion. Motion passed.
  - 1.4 Citizen Comments: Friends Board Member Joe Thomas addressed the Trustees regarding the need to provide funding to the Development Committee. He suggested that the Friends contribute \$1,000 from their budget for this year, along with the \$1,000 allotted for next year's budget to the Library. This amount, combined with an approximate \$500 in private donations to the Library, would fund the 2011 Annual Giving mailing, with an estimated cost of \$2,500.
2. **Correspondence:** Julie reported that she had received a note from the Northville Public Schools thanking the Library for hosting the Victorian Festival Storytelling for third graders that was held in the Carlo Meeting Room at the Library. Jean Hansen suggested that the Director send a thank-you note to all of the school principals who allowed the Library to have an information table at the school Open Houses in September.
3. **Director's Report:**

**Statistics:** Julie Herrin reported that the circulation statistics show a 4.25% increase over last year. The door count has also increased 2.3% over last year. Database usage is up, especially for the databases that the Library subscribes to. Youth Area computer usage remains high.

**Youth Programming:** Fall Storytime registration is strong with all programs filled. There were 13 youth programs last month with a total of 222 children attending. The Library will host "REAL Research" classes for students from Our Lady of Victory and Northville Montessori School.

**Adult Programming:** A total of 73 individuals attended the Victorian History Program presented by former NDL Librarian Al Smitley. The eBay Program hosted 40. Two programs on investing and a program on Reference USA are planned for late September.

**Public Relations:** The Northville Record had an article about Library Card Sign-up Month, which promoted the benefits of using the Library. Dorie Freebury, Youth Department Head, was interviewed for this article. Several Library staff members participated in the Victorian Festival Parade. Julie also thanked the staff and Board members who participated in the 10 school Open Houses. The upcoming program on Reference USA is being highlighted in the Chamber of Commerce newsletter.

**Collections:** Overdrive downloadable eBooks are now compatible with Kindle.

**Facilities:** The Friends of the Library have approved \$40,000 for the Teen Area renovation plan. The plan has been finalized and materials are being ordered. The target date for completion is in November/December.

**Technology:** Michael is very busy replacing aging computers in the Youth Area and Local History Room, as well as some of the catalog computers. He is also upgrading the wireless system to increase bandwidth. Michael has also purchased a Universal Power Supply for the server room.

**Training:** Julie has attended a webinar regarding Libraries in a post-print world. She has also participated in training related to Overdrive.

4. **Friends Report:** The Board was reminded about the Friends Fall Used Book Sale scheduled for Friday, September 30, through Sunday, October 2, with the Friends-only preview sale on Thursday evening, September 29, from 5 till 9 p.m.

5. **Budget and Finance Review:**

- 5.1 **MOTION:** Treasurer Jean Hansen made a motion to approve payment of the Northville District Library List of Bills over \$1,000 for September 2011. Paul Snyder seconded the motion. Motion passed.
- 5.2 Jean distributed the August 2011 Financial Reports. She reported that the Fiscal Year was 75% complete and that expenses are on track. She reported that the majority of the funds in the Operating J Fund have now been electronically transferred to the Operating checking account. The larger balance in the checking account will help lower bank fees. Funds have been transferred to MERS to cover the Retiree Health Care liability.
- 5.3 **MOTION:** Jean Hansen made a motion to electronically transfer \$33,100 from the Debt J Fund to U.S. Bank to pay the Library debt by the October 1, 2011 due date. Mike DeFrancesco seconded the motion. Motion passed.

6. **Committee Reports:**

- 6.1 The Development Committee has proposed adding an additional page and an envelope to the Newsletter that will be distributed throughout the district in early November for the Annual Giving request for the Library and the Endowment Fund. This is the last year that a contribution like this will receive a State of Michigan Tax Credit. The cost for this project is estimated to be about \$2,500. **MOTION:** Jean Hansen made a motion for the Library to go ahead with this mailing project to the entire Library District at a cost not to exceed \$2,500. Mike DeFrancesco seconded the motion. Motion passed.
- 6.2 The next Policy Committee Meeting is scheduled for Thursday, October 6, at 7:00 p.m. in the Youth Storytime Room.

7. **Announcements and Comments**

- 7.1 Jim Morché questioned the possibility of having the gum stuck on the paver blocks in front of the Library removed. Previous attempts to remove gum have been arduous and not very successful. Alternative approaches to gum removal will be explored.
- 7.2 The October Finance Committee Meeting is scheduled for Tuesday, October 18 at 10:00 a.m. in the Carlo Meeting Room.
- 7.3 The next Board Meeting will be on Thursday, October 20, 2011 at 7:30 p.m. in the Carlo Meeting Room. This will be the 3<sup>rd</sup> Thursday of the month due to the MLA Conference that Julie Herrin and Anne Mannisto will be attending during the 4<sup>th</sup> week of October.

**MOTION:** Jean Hansen made a motion to adjourn into a Closed Session for the purpose of Contract negotiations. Jim Morché seconded the motion. Motion passed. Meeting adjourned to a closed session.

The Regular Board Meeting was reconvened following the Closed Session. **MOTION:** Jean Hansen made a motion to adjourn the September Regular Board Meeting. Paul Snyder seconded the motion. Motion passed. The Meeting was adjourned at 8:43 p.m.

Respectfully Submitted,

Mike DeFrancesco, Secretary  
JW 10/12/11