

NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES

Regular Meeting Minutes

Thursday, October 22, 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, Joe Corriveau, 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; Suzanne Schimanski-Gross, Library staff member.
 - 1.2 **Approval of the Agenda:** **MOTION:** Jim Morché made a motion to approve the agenda. Robert Sochacki seconded the motion. Motion passed.
 - 1.3 **Approval of Meeting Minutes, September 24, 2015:** **MOTION:** Jim Morché made a motion to approve the September minutes as submitted. Robert Sochacki 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 September by 3.5%. Downloading was down by 2%. Database searching was up but accesses were down. The meeting room was used 42 times in September with four groups being turned away because the room was booked. The Study Rooms were used 281 times and 43 patrons were turned away in September. Zinio was used 854 times. Brainfuse was used 654 times by 73 patrons.

Programming: Youth had 31 programs with 881 attendees. The joint program, All About Owls, held in conjunction with the Friends of Maybury, at the Community Center was sold out with 120 attendees. Adult had 6 programs with 196 attendees. The program on Impressionists was well attended with 72 attendees. Teen had 2 programs with 53 attending. Tomorrow evening the Library will hold a Harry Potter after-hours event which has 43 teens and tweens registered and is full. Jean Hansen asked if Julie could compile a report on program attendance for Adult, Youth and Teen over the last five years.

Calendar: Julie reported that the staff have asked if the Library could close earlier than our scheduled 9 p.m. closing time on the Wednesday before Thanksgiving. There was discussion about circulation and traffic numbers last year on the day before Thanksgiving. The Board decided that closing at 6 p.m. on the night before Thanksgiving would be acceptable. Jean suggested that this become an ongoing practice.

Staff: Julie reported that Karen and Vicki both attended a webinar on genre purchasing. Five staff members attended a presentation at the Dearborn Library by the "Black Belt Librarian" on library security. Wendy attended a program on Victorian cemeteries. Patricia attended a webinar on new MEL databases.

Facilities: We have scheduled a tree company to come out and remove the dead crab apple tree in front of the Library and replace it, as well as trim and fertilize the other trees in that row. We purchased and had installed four new diaper-changing stations in the public restrooms thanks to a gift from the Friends.

Public Relations: The Libraries for Life event promoting organ donation went well, with 11 new donors signed up and 27 patrons who took literature on signing up as a donor. We will have a Salvation Army Angel Tree in the Library for the holidays which will have gift tags with gift ideas for children from low-income families. Patrons can purchase the gifts and return them to the Library. The gifts will be made available in a shop set up by the Salvation

Army to allow low-income parents to select gifts for their children. We sent a letter to the editor and a press release to the Northville Record last week during National Friends of the Library week, praising the Friends of Northville Library for all the work they do.

MERS: Julie reported that she and Wendy attended the MERS conference in Grand Rapids. Of the 800 members of MERS, only 88 entities are fully funded. Several of the actuarial assumptions and parameters that determine our cost are being changed. The assumed rate of return on investment will be changed from 8% to 7.75%. The life expectancy will be extended and the amortization period changed to a fixed 15 to 20 years, rather than the rolling 20 to 30 year period used currently. These changes will result in a higher premium beginning in 2017. Jean stated that we should continue to make the additional payment of \$3,000 per month that the Board agreed on to reach full funding until the increase from MERS goes into effect.

MMRA: Julie reported that our liability insurance has been renewed for 2016 at the cost of \$21,000. We will receive a rebate back this year in the amount of \$25,000 based on the amount of claims for the whole group in 2015, resulting in a net credit of approximately \$4,000.

4. **Friends of the Northville District Library Report:** Carol Oldenburg, Friends President, reported that the Fall Used Book Sale was very successful, earning a total of \$1,845.96, which was 4% over the Spring 2015 sale and 12% over the Fall sale last year. Adding in the revenue generated from the free bag sales due to membership renewals raised the total for the sale to \$2,027.96. Total revenue so far for all sales of used books for 2015, including Book Cellar, Used Book Sales and cart sales, is \$13,351. The individual who was going to take over as the coordinator of the Used Book Sales has had to decline the position due to other commitments. The Friends have started a new public relations campaign to find another individual for that role. If the position can't be filled, the Friends Board will be looking at the future of the Used Book Sales and other fundraising opportunities. Mission Based Books has been served with legal papers regarding the outstanding balance owed to the Friends. They have 21 days to respond. The By-laws Committee has reviewed the by-laws and they are under discussion with the Friends Board. The current Friends membership is 291 but does not include the new memberships from the Sundaes on Sunday event. The year-to-date revenue from the Gift Store has improved and is ahead of last year. Member Shopping Days in the Gift Store are November 12 through 15. The Gift Book program has received 10 gifts totaling \$732 since September. The Read to Me program has been very busy averaging 20 to 25 gift bags at each month's Storytimes.
5. **Budget and Finance Review:**
 - 5.1 **Bills over \$1,000 for approval:** Jean presented the List of Bills over \$1,000 for October 2015. **MOTION:** Jean Hansen made a motion to approve these bills in the amount of \$102,076.02 for payment. Robert Sochacki seconded the motion. Motion passed.
 - 5.2 **Financial Report:** Jean reported that we are 83% through our fiscal year. The Debt Service Fund currently has a balance of around \$51,189 which will be transferred to the Reserve Fund after the audit. Jean reported that the Finance Committee has been working on the five-year budget. A copy was distributed to the Board and discussed. The 5-year budget projection for 2017-2020 is based on a 2% increase in taxable value each year.
6. **Planning:** Julie discussed two proposals received, one from Kimberly Bolan and Associates and one from Hartzell-Mika, to facilitate a planning session for the Board. There was discussion about the two proposals, the methodology each group is proposing, and the timeline for the session to take place. It was decided to hold the session on a

Saturday. There was discussion about which stakeholders of the Library should be involved in the strategic planning process. **MOTION:** Jean Hansen made a motion to use Robert and Kimberly Bolan Cullin to facilitate the one-day planning session in an amount not to exceed \$3,000. Mike DeFrancesco seconded the motion. Motion passed. Julie will contact Kimberly Bolan and Associates to see what Saturdays in January or February they are available. She will also discuss with them which stakeholders of the Library should be included in the planning session.

7. Announcements and Comments:

- 7.1 The next Finance Committee Meeting is scheduled for Tuesday, November 17, 2015 at 1:30 p.m. in the Carlo Meeting Room.
- 7.2 The next Board Meeting will be on Thursday, November 19, 2015 at 7:30 p.m. in the Carlo Meeting Room.

8. Adjourn Regular Meeting: MOTION: Jim Morché made a motion to adjourn the October Regular Board Meeting. Paul Snyder seconded the motion. Motion passed. The meeting was adjourned at 8:58 p.m.

Respectfully Submitted,
Robert Sochacki, Secretary
10/28/15