

NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES
Regular Meeting Minutes
Thursday, October 23, 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 7:30 p.m.
 - 1.1 **Roll Call** - Present: Trustees Alan Somershoe, Mike DeFrancesco, Jean Hansen, Jim Morché, Robert Sochacki and Paul Snyder. Absent: Joe Corriveau. Also present: Julie Herrin, Library Director; Anne Mannisto, Assistant Library Director; Carla Eggert, Administrative Assistant; Carol Oldenburg, Friends President, Laura Curtsinger, Library staff member.
 - 1.2 **Approval of the Agenda: MOTION:** Jim Morché made a motion to accept the agenda. Mike DeFrancesco seconded the motion. Motion passed.
 - 1.3 **Approval of Meeting Minutes, September 25, 2014: MOTION:** Paul Snyder made a motion to approve the September minutes as submitted. Jean Hansen seconded the motion. Motion passed.
 - 1.4 **Citizen Comments:** None.
2. **Correspondence:** Julie presented the certificate of recognition that the Library received for 2014 from the Northville Beautification Commission.
3. **Northville District Library Director's Report:**

Statistics: Julie Herrin reported that September circulation was down 6.24% but downloads were up by 66%. The door count was down as was database usage. Website use was up 40%. Computer use was up for the first time in about a year. Paul mentioned that the database searches and sessions seemed skewed with some databases with sessions up and searches down. Anne Mannisto noted that not all databases report their statistics the same way. Some databases do not record sessions which is why it is better to compare year to year usage rather than comparing databases with each other. Julie reported that 500 more songs have been downloaded on Freegal at this point in the year compared to last year.

Programming: Julie reported that the Youth Department had 39 programs with 963 attending. A program co-sponsored with the Friends of Maybury, entitled Birds of Prey and held at the Senior Center, had 120 attendees. The Little Me storytime for babies and toddlers up to two years old was attended by local pediatrician Dr. Marshal Blondy, who discussed the importance of reading to babies and volunteered to answer parents' health questions. Dr. Blondy has also helped with the Books for Babies program that the Friends sponsor and will distribute the kits at his office.

Adult and Teen Programming: The book discussion for September, on the Community Reads book selection *We are all Completely Beside Ourselves*, was well attended with 31 patrons. The program on Top 10 Preservation Mistakes had 54 attendees and the Foreign Film had 24 patrons attend. One-on-one technology tutoring was provided for seven patrons. The Facebook for Beginners class had 20 attendees and How to Use Your iPad was attended by 54 patrons during four sessions. A yoga program for Teens and Tweens had 24 attendees.

Staff: Julie reported our new part-time Adult Services Librarian, Jennifer Lund, has started. Our Digital Services Librarian, Kristine Towne, has resigned. She is moving to Arizona where she accepted a full-time position. We are reviewing resumes received for the position and will begin interviewing next week. Julie, Anne, Michael McEvoy and Vicki Dixon attended the Michigan Library Association (MLA) conference in Grand Rapids. Julie served on a Civil Service panel for the City of Livonia interviewing librarian candidates with two other Library Directors from Grosse Pointe and Dearborn Heights.

Facility: Julie reported that the problems with the Library sewer were finally fixed this past Thursday. Last Tuesday the plumbers installed a new cleanout pipe outside of the Library, close to the location of the root problem. On Thursday they put a cutting auger down the new cleanout pipe, through the PVC pipe from the building and into the clay pipe that the PVC attaches to. We were able to destroy the tree roots almost all the way to the main line of the sewer. The plumbers also inserted a camera down the clay pipe. The City says the clay pipe is our pipe but at least six lines were observed on the camera coming out of the clay pipe. However, they are likely inactive lines as the pressure from our cleanout would likely have sent water up the lines. Mike DeFrancesco pointed out that the City would have had to approve our hooking up the PVC pipe to the clay pipe at the time the Library was constructed. There was discussion about the work done and whether the bill should be submitted to the City for payment. Julie will give the bill to Jim Gallogly, Director of the Department of Public Works for the City, and express our concerns. Jim Morché stated that Julie should stress that the City would have had to sign off on the Library plumbing during construction. The bid for the HVAC replacement has been posted online. The last day to submit a bid is December 8.

4. **Friends of the Northville District Library Report:** Carol Oldenburg, Friends President, reported that the Friends' Sundaes on Sunday event was held this past Sunday at the Library. Attendance was lower than last year but it was still successful with attendees enjoying the refreshments. The Membership Chair was also able to obtain six new memberships at the event. Membership is now at 262 members. Friends of the Library Week was last week and the Friends Board was presented with a dessert buffet at their last meeting from Library staff to thank them. It was greatly appreciated. The Used Book Sale is just around the corner. The Friends' preview night is November 6 and the sale will be open to the public Friday, November 7 through Sunday, November 9. There were ten gift books and other media donated to the Library last month in the amount of \$150. The Friends' newsletter, emphasizing the election, has been sent out. Member Shopping Days in the Gift Store will be November 14-16. This is a good opportunity to do some holiday shopping. The Friends next meeting will be Thursday, December 11.

5. **Budget and Finance Review:**

- 5.1 **Bills over \$1,000 for approval:** Jean Hansen presented the List of Bills over \$1,000 for October 2014. **MOTION:** Jean Hansen made a motion to approve these bills in the amount of \$90,222.37 for payment. Mike DeFrancesco seconded the motion. Motion passed.
- 5.2 **Financial Report:** Jean noted that we are 83% through our fiscal year. The amount showing on the balance sheet as due to other funds is the amount due from the Debt Fund to the Operating Fund for tax refunds. **MOTION:** Jean Hansen made a motion to transfer \$1,036.72 from the Debt Fund to the Operating Fund. Mike DeFrancesco seconded the motion. Motion passed. The amount of \$559.49 showing as received in September from the Township was delinquent taxes. We have spent \$8,627.16 so far this year on tax refunds, considerably less than the \$45,000 budgeted and much lower than last year. Building/Equipment Maintenance is over budget for the year as was expected with the carpeting project.

6. **Committee Reports:**

- 6.1 **Policy Committee:** Paul reported that the Policy Committee met and discussed changes to three policies. Paul presented the Policy on Displays, Handouts and Postings with changes for the first reading. There was discussion about removal of the "first come, first serve" basis for booking the Library main display case. It

was decided that a procedure on booking the display case would be developed to clarify the policy changes. **MOTION:** Paul Snyder made a motion that the Board of Trustees accept the revised Policy on Displays, Handouts and Postings with changes for the first reading. Jean Hansen seconded the motion. Motion passed. Paul presented the Policy on Staff Development with changes for the first reading. **MOTION:** Paul Snyder made a motion that the Board of Trustees accept the revised Policy on Staff Development with changes for the first reading. Robert Sochacki seconded the motion. Motion passed. Paul presented the Policy on Non-Harassment with changes for the first reading. **MOTION:** Paul Snyder made a motion that the Board of Trustees accept the revised Policy on Non-Harassment with changes for the first reading. Mike DeFrancesco seconded the motion. Motion passed.

7. Announcements and Comments:

- 7.1 The next Finance Committee Meeting is scheduled for Tuesday, November 18, 2014 at 1:30 p.m. in the Carlo Meeting Room.
- 7.2 The next Board Meeting will be on Thursday, November 20, 2014 at 7:30 p.m. in the Carlo Meeting Room.

8. Adjourn Regular Meeting: MOTION: Paul Snyder made a motion to adjourn the October Regular Board Meeting. Robert Sochacki seconded the motion. Motion passed. The meeting was adjourned at 8:45 p.m.

Respectfully Submitted,
Robert Sochacki, Secretary
10/28/14