

NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES

Regular Meeting Minutes

Thursday, Oct. 24, 2019 – 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.
- 2 **Roll Call** - Present: Trustees Joe Corriveau, Suzanne Schimanski-Gross, Alan Somershoe, Deborah Stanifer, Thomas Thompson and Nicholas Vlisides. Also present: Laura Mancini, Library Director; Karen Fehl, Assistant Library Director; Carla Eggert, Administrative Assistant; Jim Morche and Suzanne Schimanski-Gross, former Board members; Cheri Pelic and Will Bastien, prospective Board of Trustee members; Denise Stacer, Friends of NDL Vice President. Absent: Trustee Robert Sochacki.
  - 2.1 **Approval of the Agenda:** **MOTION:** Thomas Thompson made a motion to approve the agenda with the change of moving item 6-Recognition of Former Board members to item 2.4. Joe Corriveau seconded the motion. Motion passed.
  - 2.2 **Approval of Meeting Minutes, 09/26/19:** **MOTION:** Deborah Stanifer made a motion to approve the September minutes as written. Joe Corriveau seconded the motion. Motion passed.
  - 2.3 **Citizen Comments:** None.
  - 2.4 **Recognition of Former Board Members:** The Board of Trustees recognized former member Jim Morche for his eleven years of service and Suzanne Schimanski-Gross for her nine months of service on the Board and presented both with a painting of the Library by local artist Caroline Dunphy.
- 3 **Correspondence:** None.
- 4 **Director's Report:** Laura Mancini reported that this week is National Friends of the Library week. Laura thanked the Friends for their work on behalf of the Library. Laura also wrote a letter to the editor of the *Northville Record* about the Friends support of the Library which was published in the Oct. 17 edition. A copy of the letter was distributed to the Board.

**Outreach Activities:** Laura reported that she and Karen Fehl attended the Northville Chamber of Commerce Annual Meeting on Oct. 15.

**New Board member orientation:** Laura reported that Nick Vlisides was sworn in for the Board member position vacated by Jim Morche and attended a new Board member orientation.

**Continuing Education:** The Michigan Library Association annual conference was held Oct. 16-18 at the Suburban Collection in Novi. Laura, Karen and several other staff members attended. Laura and Karen gave a brief over view of sessions that they attended.

**Head of Youth Services:** Laura reported that we received 19 applications for the Head of Youth Services position. Laura and Karen are interviewing seven candidates this week. The second round of interviews will be held in November.

**Community Reads:** Laura reported that the Neighborhood Library Assoc., of which NDL is a part, is sponsoring its annual Community Reads program. The book selected for this year's program is *Beautiful Music* by Michael Zadoorian. He will be speaking at the Novi Public Library on Nov. 13. Registration for the event is now open.

**Library Programming:** Fall programming is bringing in lots of people to the library. Several programs have had near capacity attendance this month. Laura gave special thanks to the Adult and Youth librarians who have planned great programs.

- 5 Friends of the Northville District Library Report:** Friends Vice President Denise Stacer reported that the Friends continue their outreach to promote and support the Library in the community. The Friends continue to process all of the used books that are donated to the Library with an army of volunteers. In September, the Friends Used Book Cellar made \$1,123.40. The Friends annual patron appreciation event, Cider on Sunday, was held last Sunday, Oct. 20. Friend's Board members passed out over 200 doughnuts and poured ten gallons of cider at the 2 ½ hour event. The Friends also raffled off several gift baskets. Thanks to the Library Board members who attended the event.
- 6 Library Board vacancy:** The Board of Trustees has another vacancy to fill with the resignation of Suzanne Schimanski-Gross. Library patron Cheri Pelic and Friends Board member Will Bastien have expressed interest in the position. Both spoke to the Board about their past work experiences and long term plans. Thomas Thompson asked both potential Board members to write up a statement about their experience and future plans. The Board hopes to fill the vacated position by the November Board meeting.
- 7 2020 Board Meeting dates:** Laura distributed a list of the tentative Board meeting dates for 2020 and asked Board members to review them and let her know if any changes are needed.
- 7.1 Meeting Locations:** The Board has been invited by Northville Township to hold an upcoming Board meeting at Township Hall. If the Board would like to accept this invitation Laura asked them to let her know which meeting dates to propose to the Township. March or April 2020 were suggested as a possibility. Laura will check with the Township. It was suggested if the spring meeting goes well, a second meeting could be scheduled at the Township in Fall 2020.
- 8 Budget and Finance Review:**
- 8.1 Bills over \$1,000 for approval:** Deborah Stanifer presented the List of Bills over \$1,000 for October 2019. **MOTION:** Deborah Stanifer made a motion to approve these bills in the amount of \$105,001.33 for payment. Thomas Thompson seconded the motion. Motion passed.
- 8.2 Financial Report:** Deborah reported we are 85% through our fiscal year. We have not received any tax refunds due for the year. The Northville District Library Investment Policy lists the Library Director and the Board Treasurer as the Investment Officers for the Library. Deborah and Laura will meet with a representative from Comerica Bank next week to discuss the library's investments and J-fund accounts.
- 9 Committee Reports:**
- 9.1 Facilities Committee:**
- 9.1.1 Architectural Services Proposal for Roof Replacement:** Alan Somershoe reported that the Facilities Committee meet with Merritt Cieslak last month regarding the roof replacement proposal. We will get bids for both a metal and an asphalt shingle replacement, with and without additional insulation. The work will likely be done in 2020.
- 9.1.2 Cady Street Construction Update:** Laura reported that concrete has been poured for the curbs and sidewalk on Cady Street. The current target date for completion of the project is Nov. 4.
- 10 Announcements and Comments:**

- 10.1 The next Facilities Committee meeting has been scheduled for Monday, Nov. 4, 2019 at 8:30 a.m.
- 10.2 The next Finance Committee Meeting is scheduled for Tuesday, Nov. 19, 2019 at 1:30 p.m.
- 10.3 The next Board Meeting will be on Thursday, Nov. 21, 2019 at 7:30 p.m. in the Carlo Meeting Room.

**11 Adjourn Regular Meeting: MOTION:** Thomas Thompson made a motion to adjourn the October Regular Board Meeting. Nick Vlisodes seconded the motion. Motion passed. The meeting was adjourned at 8:35 p.m.