

NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES
Regular Meeting Minutes
Thursday, October 25, 2018 – 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 Mike DeFrancesco, Jean Hansen, Jim Morché, Robert Sochacki, Deborah Stanifer, and Alan Somershoe. Also present: Anne Mannisto, Library Director; Karen Fehl, Assistant Library Director; Carla Eggert, Administrative Assistant; Tom Thompson, Library Board candidate; Linda Bolam, Friends of NDL Board member. Absent: Trustee Joe Corriveau,
 - 1.2 **Approval of the Agenda:** **MOTION:** Jim Morché made a motion to approve the agenda as submitted. Robert Sochacki seconded the motion. Motion passed.
 - 1.3 **Approval of Meeting Minutes, Sept. 27, 2018:** **MOTION:** Mike DeFrancesco made a motion to approve the September minutes as corrected. Deborah Stanifer seconded the motion. Motion passed.
 - 1.4 **Approval of Special Meeting Minutes, Oct. 9, 2018:** **MOTION:** Jean Hansen made a motion to approve the Oct. 9 Special Meeting minutes as written. Robert Sochacki seconded the motion. Motion passed.
 - 1.5 **Citizen Comments:** None.
2. **Correspondence:** Anne Mannisto reported that a thank you email was received from Scott Richardson, owner of Advanced Building Group, thanking the Library for the invitation to the ribbon cutting ceremony for the Friends Community Room on Sunday, Oct. 21 and for the kind words that were expressed about their company and personnel.
3. **Director's Report:**

Statistics: Anne Mannisto reported that circulation is down 9.4% compared to last year. Download usage is up by 17.7%. All downloads are up for the year except for RB Digital. Combined checkouts and downloads are down by 6.4% for the year. Database usage was down about 9% for the databases paid for by the Library. Michigan Electronic Library (MEL) databases switched over from Gale to Ebsco databases as of October 1. Usage of these databases are still showing trends that are not totally clear, with sessions up while searches were down. We are hoping for better reporting on usage from Ebsco. The door counter was discovered to have dead batteries so we do not have data to report. We are working on a replacement counter for the doors. Room usage is still behind last year but we hope that those patrons who went elsewhere during the construction and closure of the study rooms will return.

Programming: Youth Services have, so far in October, conducted 26 Storytimes, with 4 more planned for the month, as well as 6 special programs. Total attendance so far for the month is 1039 patrons. Adult Services has had 13 events so far in October with 339 attending. This includes weekly English as a Second Language (ESL) meetings and regular monthly events such as the Foreign Film and Book Group, as well as special events. Teen Services held the fall kick-off of the Teen Advisory Board (TAB), with 24 enthusiastic teens in attendance. Teen also held one special program with 11 attending. We provided assistance with digital issues to nine

patrons either via TechXpert, our one-on-one assistance, or at our monthly App Café. We kicked off the Choose Civility initiative on Sunday, Oct. 21 during the ribbon cutting ceremony for the Friends Community Room. Karen Fehl distributed Choose Civility t-shirts to the Board members who signed up for one, as well as Choose Civility magnets. Anne reported that the Book Walk the Library held for two weeks beginning on Sept. 23, based on the children's picture book, *Bear's New Friend*, was very successful. Anne passed around the guest book that participants were asked to sign so Board members could read the comments.

Staff: Anne reported that Bette Shifman was hired as a part-time Adult Services Librarian. She started at the end of September. Karen and Anne attended the Municipal Employees Retirement System (MERS) conference in Grand Rapids Oct. 4 and 5. The annual Michigan Library Association (MLA) conference was held in Novi and was attended by eight staff members. Two Youth Librarians attended the Annual Performer Showcase. Adult Services Department Head Wendy Mutch attended three webinars. Dorie Freebury, Youth Services Department Head, has visited four of the six Northville Elementary School Media Centers and met with the paraprofessionals at each. She has taken a different Youth Librarian with her to each meeting. They discussed how the Library could work with the schools to help them. She is waiting to hear from the other two elementary schools. She will be going to visit the Our Lady of Victory library as well.

Facilities: Anne reported that it has been a busy month for facility improvements. The concrete steps on Cady Street were repaired by Allied. The LED exterior lighting replacement was completed by Advanced Building Group. The Northville Garden Club put in the garden outside of the Friends Community Room. We received a reply from the City of Northville on our request to remove two locust trees on the south side of the building and a large arborvitae in front of the building. The City will allow us to remove the trees but they must be replaced with comparable trees or we have to pay a fee to the City of \$1,200. There was discussion about this. It was decided to remove the arborvitae only, at a cost of \$430. We will ask the tree company to trim the locust trees, but not remove them. We also heard back from the City about adding signage to the east side of the Library building. Businesses are only allowed to have one ground sign and one wall sign and we have both. To get approval for another sign, we would have to go before the Board of Zoning and they would likely make us remove one of the existing signs first. Staff members are working on organizing the storage area. We have very limited storage space so we have to make sure it is used efficiently. Karen has been working with the staff to organize things now that the construction projects are over.

Finance: Anne and Carla have met with the staff from Plante Moran to begin preparing for the annual audit to take place in early January. We were advised that new reporting requirements for GASB 75 and PA 202, both relating to Other Post-Employment Benefits (OPEB) obligations, will require us to contract with an actuarial firm to prepare the information to cover these reporting requirements. We checked with the City of Northville and they referred us to CBIZ, a company that both they and Northville Township have used for this purpose. After a phone conversation with CBIZ, Anne received a proposal from them to do this work at a cost of \$5,250 for the report required for 2018, and an additional \$750 to prepare the report needed for the 2019 audit.

- 4. Friends of the Northville District Library Report:** Friends Board member Linda Bolam reported that Friends President Marth Nork attended the Friends of Michigan

Libraries conference Oct. 4 at Delta Township Library. The current Friends membership is 188. The Vintage Strings program held on Oct. 9 was very successful. The Friends will have one more program this year, Twelfth Night Singers, performing on Dec. 11 at the Community Center. The Friends are establishing a scholarship program for Northville High School seniors. The Friends obtained information from another library with a similar program and are using that as a guideline. The Friends will work with the Library to ensure that no additional work is created for staff. The Friends will give two \$500 scholarships to Northville High School students and possibly a third to Northville residents that attend a private school or are home schooled. One criteria for the scholarship will be that the student must volunteer at a Friends event. The Used Book Cellar sales for September were \$942, as well as \$701 from the Friends online book sale vendor. The Friends will begin once-monthly used book sales the Saturday after Thanksgiving in the Friends Community Room. There are three items on the Library Wish List for the year for which monies have not yet been distributed to the Library: microfilming of the Northville Record, support for the Annual Giving campaign, and the Battle of the Books. The Friends will follow up with Anne in the next couple of weeks to take care of these outstanding amounts. The Friends have formed a committee to review the agreement between the Friends and the Library. Changes to the agreement have been suggested by the Committee and reviewed by Anne. The Friends will share these changes with the Board of Trustees in the coming weeks. The Friends event, Cider on Sunday, was held on Oct. 21 and was a great success, with 18 dozen donuts and 9 gallons of cider served. There was also a craft table and scavenger hunt for kids, free used books and 9 raffle baskets with items donated by local businesses. The Friends made \$279 on the basket raffles.

5. Budget and Finance Review:

- 5.1 **Bills over \$1,000 for approval:** Jean presented the List of Bills over \$1,000 for October 2018. **MOTION:** Jean Hansen made a motion to approve these bills in the amount of \$159,445.79 for payment. Robert Sochacki seconded the motion. Motion passed.
- 5.2 **Financial Report:** Jean reported that we have received a Penal Fines check from Wayne County in the amount of \$17,793.28. Our total amount of Penal Fines received for the year is a few thousand dollars less than budgeted, however, we did receive a little over \$5,000 more from State Aid than was budgeted. We have also received the first payment from the State of Michigan grant in the amount of \$40,500.

6. Director Search: Anne reported that the Board will meet on Thursday, Nov. 8 to develop interview questions. The interviews will be held on two days, Monday, Nov. 12 at 7pm and Tuesday, Nov. 13 at 9:30 a.m. Three candidates will be interviewed at each session. The interviews are subject to the Open Meetings Act and must be posted. The Personnel Committee will need to review the language in the Library Director contract prior to the interview sessions. Anne will let Joe Corriveau, who is Chair of the Personnel Committee, know this, and will send out the contract boilerplate language to the Board.

7. Parking: Anne reported that she has spoken to Nagle Paving and signed the agreement to have the parking lot temporarily fixed now, as well as the agreement to have the major resurfacing project done in Spring of 2019. Nagle advises that the

temporary fix can be done in one day. Anne suggested that Friday would be a good day to do this, as the lot will have to be closed.

8. Committee Reports:

- 8.1 **Development Committee:** Anne reported that a Development Committee meeting was held on October 15. Anne, Karen, Jim Morché and Scott Frush attended. The committee reviewed the Annual Giving letter that we hope to send out around November 11. The committee also worked on a draft of the Library naming rights guidelines. The draft document was distributed to the Board. The proposed donation amounts were determined based on several things: the committee considered the size of the rooms, the cost per square footage of the rooms, the amount we charged in 1996 for the study and Carlo rooms (taking into account inflation), and the donation amount already made by the Friends for the Friends Community Room. Naming of an individual study room would be available with a donation of \$5,000, and a group study room for \$10,000. The Board feels that the term “naming rights” should be removed from the guidelines as we are planning to put up a plaque to commemorate the donation, not actually name the room. Deborah Stanifer noted that the Friends donation of \$40,000 for the naming rights to the Friends Community Room should not be used as a guideline to set the amounts for the other rooms, as the Friends have a special relationship with the Library. The Board felt that “Donation Acknowledgment” or “Donation Guidelines” would be more appropriate titles for the document. After discussion, the Board agreed on the proposed amounts for donation guidelines. Karen will work on revising the guidelines to replace or clarify the wording “naming rights” in order to make it clear that the study rooms themselves will not be called by the name of the donor, but will be designated by a plaque with the name of the donor. The Board agreed a policy was not needed, that guidelines will be sufficient.

9. Announcements and Comments:

- 9.1 The next Finance Committee Meeting is scheduled for Tuesday, Nov. 13, 2018 at 1:30 p.m.
- 9.2 The next Board Meeting will be on Thursday, November 15, 2018 at 7:30 p.m.

10. Adjourn Regular Meeting: MOTION: Mike DeFrancesco made a motion to adjourn the October Regular Board Meeting. Robert Sochacki seconded the motion. Motion passed. The meeting was adjourned at 8:42 p.m.

Respectfully Submitted,
Joe Corriveau, Secretary
10/29/18