

# NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES

## Regular Meeting Minutes

Thursday, October 24, 2013 – 7:30 p.m.

Northville District Library Carlo Meeting Room

1. **Call to Order:** Chair Bob Sochacki called the Regular Meeting to order at 7:30 p.m.
  - 1.1 **Roll Call** - Present: Trustees Bob Sochacki, Joe Corriveau, Jean Hansen, Mike DeFrancesco, Paul Snyder, Alan Somershoe and Jim Morché. Also present: Julie Herrin, Library Director; Anne Mannisto, Assistant Library Director; Carla Eggert, Administrative Assistant; Carol Oldenburg, Friends President; Suzanne Schimanski-Gross, Library staff member.
  - 1.2 **Approval of the Agenda:** **MOTION:** Mike DeFrancesco made a motion to accept the agenda. Paul Snyder seconded the motion. Motion passed.
  - 1.3 **Approval of Meeting Minutes, 9-26-13:** **MOTION:** Jim Morché made a motion to approve the minutes as corrected. Jean Hansen seconded the motion. Motion passed.
  - 1.4 **Citizen Comments:** None.
2. **Correspondence:** None
3. **Director's Report:**

**Statistics:** Julie Herrin reported that circulation was up slightly for the month. The twelve-month circulation average is only down by 67. Julie attended the Michigan Library Association (MLA) conference last week, and it was discussed that all libraries are seeing a decrease in circulation and an increase in electronic product usage. Downloads were down by 10% from last year which is mostly a reflection of the decrease in usage of Tumblebooks. Last year we promoted this database which led to an increase in usage. Overdrive had over 1600 checkouts for the month. Jean asked if there was a way to tell the breakdown of eBooks and audio books usage from Overdrive. Julie will look into this. Database usage was down again this month. Internet and children's computer usage was lower than in August, but school is back in session which may have led to the decrease. Wireless use was the highest it has ever been at 826. Freegal was accessed by 94 patrons to download 464 songs. Brainfuse had a total usage of 954 which is almost three times as many users as in August. This increase is likely due to the promotion of this database at the school Open Houses.

**Youth Programming:** There were 35 programs and storytimes held for children, with 798 children participating. Our Spooky Magic Show had 161 attendees. A joint program between the Library and the Friends of Maybury on mammals was held at the Community Center.

**Adult Programming:** Classes were held on using a tablet device. The Android tablet class had 14 attendees. The iPad and Kindle class had 29 attendees. Attendance is limited to 30 in the tablet classes in order to allow for one-on-one assistance. The Community Reads program on Detroit with Jack Lessenberry had 66 attendees. The Foreign Film was attended by 65 and the class on MOOCS (Massive Online Open Courses) had 21 attendees.

**Teen Programming:** The knitting class for teens had 11 attendees. The Zombie themed lock in had 25 participants. The date for next year's Battle of the Books is Wednesday, March 26, 2014.

**Collections:** The Library shelves are full and we have no room for additional expansion of the shelving. Julie has instructed the librarians that, when they purchase a new book, they must remove an older book from the shelves. Audio-visual materials now circulate more than books.

**Technology:** The migration of the website to a new version of Joomla is complete and went live last week. We are getting a public fax machine through the company Fax24, due to many requests for this service. The cost per page sent will be \$1.75 for the first page and \$1 for each additional page for faxes within the United States. The machine will take credit or debit cards for payment. We will also sell cards at the desk for patrons who do not have a credit or debit card. We should be receiving the new public copy machines we ordered soon. We purchased a Captel phone for Michael McEvoy

which allows him to receive telephone calls. The phone types out a text message on its display screen.

**Facilities:** Julie reported that the SHW Group will be out tomorrow to begin the building assessment.

**Staff:** Five librarians attended the MLA Annual Conference in Lansing. Wendy Mutch gave a presentation at the conference on the Northville Library History section of our website, including information on the Northville Record digitization, the digitized oral histories, and the scanning of Palladiums, the Northville High School yearbooks. Paul Snyder stated that Wendy did an excellent job and gave a lot of credit to the Friends for their help with the projects. Patricia Garavoglia and Vicki Dixon attended a class on Michigan Legal Help and Karen attended a public relations workshop. This is Friends of the Library Week. We have a display in the Library and there was an article in the Northville Record. The staff holiday party will be held on Wednesday, December 11.

4. **Friends of the Northville District Library Report:** Carol Oldenburg, Friends President, reported that current Friends membership is at 273 this month, which is an all-time high and up from 250 last month. Friends have donated 39 books and 4 CD's to the Library through the Gift Books Program since May, for a total of \$687 in donations. The Sundaes on Sunday event held on September 29 was a huge success this year and is a wonderful opportunity to thank the Friends members for their support. The Fall Used Book Sale was also a great success. The amount raised, \$1633.95, was an increase over the amount raised at the last three Used Book Sales (Spring 2012 & 2013, Fall 2012). The carts of used materials for sale near the Circulation Desk are now being refreshed three times per week. Ongoing Used Book Sales remain strong, with a monthly average of \$643 in sales for the carts and \$490 in sales from the Book Cellar. The contract the Friends have with Mission-Based Books is due for renewal in March 2014. The Friends have formed a subcommittee to evaluate revenues and present a recommendation to the Friends Board as to whether the contract should be allowed to automatically renew next March or not. If a decision is made not to renew the contract, Mission-Based Books needs to be notified by the end of January. The next Friends newsletter will be out in mid-November. The Friends Gift Store will hold Member Shopping Days November 15 through November 27, during which Friends members receive a 10% discount on their purchases. The next Friends Board meeting is Thursday, December 5.

5. **Budget and Finance Review:**

- 5.1 **Bills over \$1,000 for approval:** Treasurer Jean Hansen presented the List of Bills over \$1,000 for October 2013. **MOTION:** Jean Hansen made a motion to approve these bills in the amount of \$93,174.44 for payment. Paul Snyder seconded the motion. Motion passed.
- 5.2 **Financial Report:** Jean Hansen presented the Financial Report. We are currently 83% through our fiscal year and have received 100% of our budgeted revenue, though we will still receive some revenue from fines and printing. All of our expenses are in line with the budget. The \$60,000 for the Building Preservation Fund and \$13,000 for Retiree Health Funding have been transferred, but the transfers were done at the beginning of October and will not show up until next month's financial statements.

6. **Announcements and Comments:** Paul Snyder discussed the need to have a Policy Committee meeting. He would like to discuss the Code of Conduct in the Library as it relates to firearms. The Policy Committee will meet Monday, November 4 at 7:00 p.m. in the Carlo Meeting Room. Jean Hansen discussed the need to have a meeting with members of the Board, Friends and community to determine the extent of our campaign for the Library millage renewal. We need to determine a plan of action and timeline as well as select a Chairperson and Treasurer for the Millage Committee. Bob Sochacki stated that the Board needs to determine who should be invited to participate in the initial millage campaign meeting. Jean suggested meeting with Shirley Bruursema, Chair of the Kent District Library Board of Trustees, to get her opinion on the extent of the campaign the Library should undertake for a renewal of the millage. Paul will contact Shirley and see if she is available. Once a date has been determined for the meeting, Julie can compose a list of possible attendees.

Alan Somershoe stated that if the building assessment report from SHW Group is completed prior to the next Board meeting, the Facilities Committee should meet to review the report before it is presented to the Board.

- 6.1 The next Finance Committee Meeting is scheduled for Tuesday, November 19, 2013 at 1:30 p.m. in the Carlo Meeting Room.
- 6.2 The next Board Meeting will be on Thursday, November 21, 2013 at 7:30 p.m. in the Carlo Meeting Room.

- 7. 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 8:40 p.m.

Respectfully Submitted,

Paul Snyder, Secretary

CE 10/29/2013