

NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES

Regular Meeting Minutes

Thursday, November 15, 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 Joe Corriveau, Jean Hansen, Jim Morché, Robert Sochacki, Alan Somershoe, and Deborah Stanifer. Also present: Anne Mannisto, Library Director; Karen Fehl, Assistant Library Director; Carla Eggert, Administrative Assistant; Tom Thompson, Library Board Trustee elect; Martha Nork, Friends of NDL President. Absent: Trustee Mike DeFrancesco,
 - 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 the Regular Meeting Minutes, Oct. 25, 2018: MOTION:** Robert Sochacki made a motion to approve the Oct. 25, 2018 meeting minutes as corrected. Jim Morché seconded the motion. Motion passed.
 - 1.4 **Citizen Comments:** None.
2. **Correspondence:** None.
3. **Director's Report:**

Statistics: Anne Mannisto reported that circulation is down 5% at 36,446. Download usage is up by 22.7%. All downloads are up for the month except for RB Digital. Combined checkouts and downloads are down by 2%, the lowest monthly decrease so far this year. Database usage is still showing trends of sessions up while searches are down. Usage of our newest online resource, Kanopy, was 504 for the month. We also added another new online resource this month, Lynda.com, which offers online courses that are focused on learning skills related to technology, software, management, marketing, etc. The name will be changed to LinkedIn Learning early next year. A replacement door counter was installed yesterday to temporarily replace the one that died while we await a permanent replacement. Room usage was up for both the meeting rooms and study rooms for the month.

Programming: Youth Services have, so far in November, held 8 events including Storytimes, crafts and a school visit with 5 more planned for the month. Total attendance so far for the month is 193 patrons, including 84 kids for an animal petting zoo event with goats, ducks and sheep. Four of the Youth Librarians including Dorie Freebury, visited the Elementary Schools for Parent Teacher Conferences. Dorie spoke with 53 people at Amerman Elementary. Adult Services has had 7 events since the last Board meeting with 121 attending. The weekly English as a Second Language (ESL) meetings have had 12 patrons attend each week for the past five weeks. The Teen Advisory Board (TAB) met at the beginning of November. There are 18-20 teens who regularly participate. Teen Services also held two special programs with 22 attending, including a Teen Nanowrimo Support Group for those participating in the Nanowrimo movement to write a novel in the month of November. We provided assistance with digital issues to nine patrons via TechXpert, our one-on-one assistance.

Community Reads: Anne reported that the Community Reads author event, with Anna Clark, author of *The Poisoned City*, was held at the Wixom Community Center on November 9 and was well attended with 125 to 150 people.

Staff: Staff attended a variety of professional development events this month including three webinars. Samantha Loree attended the Genealogical Council Fall workshop in Lansing. Karen Fehl attended an Americans with Disabilities Act workshop in Grand Rapids titled "Removing Barriers to Accessibility". Karen and Stacy Lorence also attended a Downtown Development Authority (DDA) marketing event. An article discussing the new building addition was submitted for publication in *Northville Today* magazine. The Library winter newsletter should arrive in mail boxes the last week of November.

Facilities: Anne reported that it was discovered that the master copy of the *Northville Record* on microfilm (stored in a metal Fire King cabinet in the main storage area) was damaged in the drinking fountain flooding incident in April. The drawers were opened in October and we found that the boxes of microfilm had mildew on them. We have asked our insurance company, Michigan Municipal Risk Management (MMRMA) to reopen the claim for the damage from this event. We would like to have the film restored by cleaning it. There are only three companies in the country that perform this type of cleaning work. Signage for the Friends Community Room has arrived and has been installed. The parking lot repair has not been done yet due to weather conditions. The large arborvitae bush in front of the entrance to the Library has been removed, and the shrubbery around the Library signs cut back. The Northville Fire Department conducted an unannounced inspection at the Library on Friday, November 9. They walked through the entire building, pointing out where we have to make changes. We need to add a fire extinguisher in the new addition area, install additional signage, and correct existing signage to meet the current building code. They also focused on hallways, stairwells and any place where sprinkler heads or the path to a fire exit was obstructed. The biggest fire hazard they cited was the current practice of storing books and empty boxes in the boiler room. This can't continue. We can't store anything between the air handler units. The Library has never had much storage space; as a result many areas of the Library not designed for storage have been used. The storage area behind the Book Cellar was a mess but Karen and other staff members have worked hard to organize that area. That area was not cited with any issues. But staff will work on removing stored items from other areas, such as stairwells, spaces above cabinets, the boiler room, and the electrical room. Anne is planning to meet with the Friends early next week to discuss what has to change and to brainstorm some solutions.

- 4. Friends of the Northville District Library Report:** Friends President Martha Nork presented the updated agreement between the Friends and the Library for Board of Trustee approval. She reviewed the changes which included changing the Friends fiscal year to January through December, and stating that Wish List items from the Library may be proposed throughout the year. Joe Corriveau asked about the term of the agreement, which is not specified in the document. Martha explained that the new sentence in the preamble states that the agreement should be reviewed annually. Anne Mannisto, Alan Somershoe and Martha signed the agreement. The Friends have agreed to allocate funds to purchase rain bags for the Circulation Department. The bags were last purchased in 2015. The cost will be approximately \$1950 for 6000 bags. The Friends have received the first draft of the Wish List from

the Library. The total amount requested is \$27,092. The items proposed include the purchase of two telescopes for check-out, and a bike fix-it station outside of the Library. The Friends will also absorb the entire cost of the Community Reads program next year. The final Wish List will be presented at the Friends December meeting for approval. The Gift Store held Member Shopping Days in November. They were very successful with \$898 in sales over a three day period. The current Friends membership is 193. The Friends received a lifetime membership of \$1,000 from Gentherm Corporation. Martha reported that she attended a Chamber of Commerce meeting on Tuesday, Nov.13. The next Friends program is 12th Night at the Community Center on December 11, at 7:00 p.m.

5. Budget and Finance Review:

- 5.1 **Bills over \$1,000 for approval:** Jean presented the List of Bills over \$1,000 up to November 15, 2018. **MOTION:** Jean Hansen made a motion to approve these bills in the amount of \$93,938.45 for payment. Robert Sochacki seconded the motion. Motion passed.
- 5.2 **Financial Report:** Jean reported that November is the last month of the fiscal year. We have received considerably more interest this year than was budgeted. **MOTION:** Jean Hansen made a motion to amend the amount budgeted for Interest from Investments in the Operating Account from \$4,000 to \$15,000. Robert Sochacki seconded the motion. Motion passed. We will likely be over budget in the Wages/Salary and Fringe Benefits line items because we have three paydays in the month of November. We also may need to amend the budget for Building/Equipment Maintenance but will wait for the November 28 Special Board meeting to amend those line items. We will also receive more bills for payment that will be presented at that meeting. Legal Services were higher than budgeted this year due to the ADA and parking lot issues that required consultation with our lawyer. **MOTION:** Jean Hansen made a motion to amend the Legal Services line item in the Operating Budget from \$3,000 to \$8,650. Deborah Stanifer seconded the motion. Motion passed. We have received the final bills for the Building Project and Renovation accounts. **MOTION:** Jean Hansen made a motion to amend the Building Project line item in the Operating Budget from \$210,000 to \$307,500. Deborah Stanifer seconded the motion. Motion passed. **MOTION:** Jean Hansen made a motion to amend the Renovation line item in the Operating Budget from \$0 to \$72,516. Deborah Stanifer seconded the motion. Motion passed. At the November 28 Special Board meeting a motion will be made to transfer the total amount necessary from the Reserve Fund to the Operating Fund.

6. **Director Search:** Anne reported that, after interviewing the five candidates on Monday, Nov. 12 and Tuesday, Nov. 13, the Board agreed to go with two final candidates. However, when Anne contacted John Keister to report this he was concerned with only two candidates, particularly if one of them drops out. He felt strongly that the Board should have three final candidates. He has already contacted the person who would be the Board's third choice to advise that they have been selected for the next step. There was discussion about whether or not the Board would continue with three candidates and it was decided to do so. The Board agreed to meet Tuesday, Nov. 20 at 7:00 p.m. to develop final interview questions. The Board agreed that the final interviews will be held on two days, Wednesday, Nov. 28

at 1:00 p.m. and at 4:00 p.m. and then on Thursday, Nov. 29 at 4:00 p.m. The three candidates will each have three hours to meet the staff and tour the Library before being interviewed.

7. Announcements and Comments:

- 7.1 A Special Board meeting will be held on Tuesday, November 20, 2018 at 7:00 p.m. in the Carlo Meeting Room to develop finalist interview questions.
- 7.2 A Special Board meeting will be held on Wednesday, November 28, 2018 at 1:00 p.m. and 4:00 p.m. to interview two final candidates for Library Director.
- 7.3 A Special Board meeting will be held on Thursday, November 29, 2018 at 4:00 p.m. to interview one final candidates for Library Director.
- 7.4 The next Finance Committee Meeting is scheduled for Tuesday, December 18, 2018 at 1:30 p.m.
- 7.5 The next Board Meeting will be on Thursday, December 20, 2018 at 7:30 p.m.

8. Adjourn Regular Meeting: MOTION: Robert Sochacki made a motion to adjourn the November Regular Board Meeting. Jim Morché seconded the motion. Motion passed. The meeting was adjourned at 9:02 p.m.

Respectfully Submitted,
Joe Corriveau, Secretary
11/20/18