

NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES

Regular Meeting Minutes

Thursday, November 16, 2017 – 7:30 p.m.

Northville District Library Carlo Meeting Room

- 1.1 **Call to Order:** Vice Chairperson Mike DeFrancesco called the Regular Meeting to order at 7:30 p.m.
 - 1.2 **Roll Call** - Present: Trustees Mike DeFrancesco, Jean Hansen, Jim Morché, Deborah Stanifer, and Alan Somershoe. Also present: Julie Herrin, Library Director; Anne Mannisto, Assistant Library Director; Carla Eggert, Administrative Assistant; Karen Fehl, Library staff member. Absent: Trustees Robert Sochacki and Joe Corriveau; Martha Nork, Friends of NDL President.
 - 1.3 **Approval of the Agenda:** **MOTION:** Jim Morché made a motion to approve the agenda as submitted. Alan Somershoe seconded the motion. Motion passed.
 - 1.4 **Approval of Meeting Minutes, October 26, 2017:** **MOTION:** Jean Hansen made a motion to approve the October minutes as submitted. Jim Morché seconded the motion. Motion passed.
 - 1.5 **Citizen Comments:** None.
2. **Correspondence:** None.
3. **Director's Report:**
- Statistics:** Julie Herrin reported that circulation was down for the month by 4.35%. Downloads were down 7%, due to the drop in Tumblebooks usage of over 600 uses compared to last year. Download Destination had 2,493 checkouts. RB Digital had 906 magazine checkouts. Freegal was used to check out 785 songs. Brainfuse had 358 sessions by 45 users. The door count was down. Database usage is mostly up from last year. Room use, computer and Wi-Fi use were up for the month.
- Programming:** Youth Services had 10 programs with 291 attendees. Adult Services had 684 patrons attend 18 programs. The five-part History of Northville program with Bruce Turnbull was popular with a total of 415 patrons attending. Teen Services had three programs with 62 attending.
- Staff:** Vicki Dixon, an Adult Services Librarian who buys the fiction titles, took a three-week online course on diversity and cultural competency in collections and reader advisory.
- Facility:** Julie reported that we had Kone Elevator come out to evaluate the elevator for upgrade. The elevator is showing its age and we have had one patron complain repeatedly about it. Upgrades to the car fixtures, the soft start and the power unit would cost \$36,735. A major overhaul of the elevator would involve replacing all the major parts, including a new hydraulic converter and hydraulic power unit, and would cost \$81,355. The new power back-up unit for the building was installed at a cost of \$17,562, not including the electrician costs.
- Technology:** Julie reported that the new youth computers and tablet have been installed. The tablet is very popular. The uninterruptable power unit was installed in the server room at the cost of \$6,775.
- Public Relations:** Julie reported that Anne Mannisto attended the Open House at Northville High School for middle school students who will be attending high school next year and their parents. Julie and Anne met again with Dr. Sandra Brock, the Assistant Superintendent for Instruction with Northville Public Schools. They discussed the new State of Michigan law that requires third grade students to pass a reading proficiency exam at year end or be held back. They also discussed an assignment students were given to read a literary classic. The meetings with Dr. Brock have been very helpful. The Youth Librarians are attending Open Houses at the elementary schools. The Library Newsletter will be out after Thanksgiving and include a farewell from Julie and an introduction of Anne

as the interim Library Director. The libraries involved in the Community Reads program have gotten together to collect books for the Little Library at the Detroit Medical Center. We are collecting new and very gently used books. We have set up our Angel Giving Christmas Tree for the Salvation Army. Staff and patrons can donate a gift or a gift card to a needy child by taking a tag off of the tree. We have sent out the Library Endowment annual giving letter. Julie thanked the Friends of Northville District Library for their contribution to the costs of the mailing. The Community Reads author event with Ben Winters, author of *Underground Airlines*, was held Nov. 10 at the Novi Library. There were over 200 attendees at the author event. The title was checked out 160 times by Northville residents. Julie thanked the Friends for their \$1,000 contribution to the Community Reads program. The Lions Club will display entries from their Peace Poster contest in the Library in December and January.

4. **Friends of the Northville District Library Report:** Jim Morché reported that the Friends program, Rosie the Riveter, was held November 14 at the Community Center and was very popular with 130 attending. The Friends Program, 12th Night Singers, will be held at the Community Center on Dec. 5.

5. **Budget and Finance Review:**

- 5.1 **Bills over \$1,000 for approval:** Jean presented the List of Bills over \$1,000 for November 2017. **MOTION:** Jean Hansen made a motion to approve these bills in the amount of \$120,494.47 for payment. Alan Somershoe seconded the motion. Motion passed.
- 5.2 **Financial Report:** Jean reported that we are 91.67% through our fiscal year. The transfer of \$9,141 from the Strategic Planning line item in the Reserve Fund to the Reserve Transfer-In line item in the Operating Fund was done last month but was too late to show up on this month's financial report. It will appear next month. DTE has not deducted a payment for the electric bill since August, but they did deduct a payment in November that should show up on next month's bill. **MOTION:** Jean Hansen made a motion to amend the budget of the Auto Circ. System line item in the Operating Fund from \$43,000 to \$45,637.51. Alan Somershoe seconded the motion. Motion passed. **MOTION:** Jean Hansen made a motion to amend the budgeted amount for the Building Project line item in the Operating Fund from \$0 to \$2,733 to cover the cost for the preparation of plans for the building project. Alan Somershoe seconded the motion. Motion passed. **MOTION:** Jean Hansen made a motion to transfer \$2,733 from the Reserve Fund, Facilities Preservation line item to the Operating Fund, Reserve Transfer In line item. Alan Somershoe seconded the motion. Motion passed. **MOTION:** Jean Hansen made a motion to approve payment to Library Design in the amount of \$31,394 for the renovation project in addition to the amount approved on the monthly bills list. Alan Somershoe seconded the motion. Motion passed. **MOTION:** Jean Hansen made a motion to amend the budget of the Renovation line item in the Operating Fund from \$0 to \$76,693. Alan Somershoe seconded the motion. Motion passed. **MOTION:** Jean Hansen made a motion to transfer \$76,693 from the Reserve Fund, Facilities Preservation line item to the Operating Fund, Reserve Transfer In line item. Alan Somershoe seconded the motion. Motion passed.

6. **Planning:** Julie reported that the Library renovation project is nearly finished. We are just waiting for a new video game sign and end tables. The manufacturer of the original end tables that were ordered went out of business so new tables had to be ordered. The bids for the construction project are due on Nov. 21. Once the bids are received, Ron Cieslak will evaluate them and submit them to the Board for selection. The bids went out to three

contractors and two of those contractors did walk-arounds in the building. The date of construction was discussed with both contractors. They both mentioned that April would be a better time to begin pouring concrete and moving walls. Ron Cieslak will issue an addendum to the bid with an April start date for construction. A construction drive-way will be built off of Cady St. to allow vehicles to come into the work area without using the City of Northville parking lot. The area will be regraded after construction is complete.

7. Committee Reports

- 7.1 **Policy Committee:** Policy Committee Chair Deborah Stanifer distributed copies for the second reading of policies on Purchase Cards and Library Support of the Americans with Disabilities Act to the Board. **MOTION:** Deborah Stanifer made a motion that the Board accept the Policy on Library Support of Americans with Disabilities Act. Jean Hansen seconded the motion. Motion passed. **MOTION:** Deborah Stanifer made a motion that the Board accept the Policy on Purchase Cards. Alan Somershoe seconded the motion. Motion passed.
- 7.2 **Personnel Committee:** Julie Herrin reported that the Personnel Committee met on Nov. 15. A pay raise for the Administrative staff was discussed and a 3% raise agreed to. The terms of Anne's contract as Interim Library Director were also discussed and determined. There were no decisions made on the search firm or on an attorney to replace the Library's legal counsel when he retires next year. **MOTION:** Jean Hansen made a motion to approve a 3% raise for the Library Director, Assistant Director and Administrative Assistant effective December 1. Alan Somershoe seconded the motion. Motion passed. **MOTION:** Jean Hansen made a motion to approve Anne Mannisto's salary as Interim Library Director from January 16, 2018 to January 16, 2019 with six weeks of vacation, one week of which will be unpaid, and a salary of \$91,416. Alan Somershoe seconded the motion. Motion passed.

8. Announcements and Comments:

- 8.1 The next Finance Committee Meeting is scheduled for Tuesday, December 19, 2017 at 1:30 p.m. in the Carlo Meeting Room.
- 8.2 The next Board Meeting will be on Thursday, Dec. 21, 2017 at 7:30 p.m. in the Carlo Meeting Room.

9. **Adjourn Regular Meeting:** **MOTION:** Jim Morché made a motion to adjourn the November Regular Board Meeting. Alan Somershoe seconded the motion. Motion passed. The meeting was adjourned at 8:13 p.m.

Respectfully Submitted,
Alan Somershoe, Secretary
11/21/17