NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES
Regular Meeting Minutes
Thursday, November 17, 2016 – 7:30 p.m.
Northville District Library Carlo Meeting Room

1.1 **Call to Order:** Vice-Chairperson Paul Snyder called the Regular Meeting to order at 7:30 p.m.

1.2 **Roll Call** - Present: Trustees Joe Corriveau, Mike DeFrancesco, Jean Hansen, Jim Morché, Paul Snyder and Alan Somershoe. Also present: Julie Herrin, Library Director; Anne Mannisto, Assistant Library Director; Carla Eggert, Administrative Assistant; and Samantha Downes, Library staff member. Absent: Trustee Robert Sochacki.

1.3 **Approval of the Agenda**: **MOTION:** Jim Morché made a motion to approve the agenda as presented. Mike DeFrancesco seconded the motion. Motion passed.

1.4 **Approval of Meeting Minutes, October 27, 2016**: **MOTION:** Jean Hansen made a motion to approve the October minutes as corrected. Jim Morché seconded the motion. Motion passed.

1.5 **Citizen Comments**: None.

2. **Correspondence:** We received a proclamation from State Senator Patrick Colbeck congratulating the Library on our 20th anniversary.

3. **Director's Report:**

Statistics: Julie reported that circulation, the door count and database searching are all down from this time last year. Downloads, meeting room usage, Internet and Wi-Fi usage are up compared to this time last year. Zinio was used 947 times. Brainfuse had 278 uses by 33 patrons.

Programming: The Youth Department held 18 programs with 429 attendees including 56 for the drop-in Thanksgiving craft that was held yesterday. Adult had 13 programs with 255 attendees. A movie was presented at Northville Township Hall on October 27. About 50 people attended. There were some challenges to presenting the program there. The Library will hold a jazz concert with the group Planet D Nonet at Northville Township Hall on Dec. 15. The Community Reads program with Christopher McDougall, the author of Born to Run, was held Nov. 2 at Novi Library with 216 in attendance.

Staff: Julie reported that Karen Fehl attended a webinar entitled Anatomy of an Annual Appeal, on creating a compelling fundraising offer. This was timely as Karen did a great job writing the annual giving letter that we just sent out in the mail today. Julie Ramsden served as a judge for the Northville PTA Reflections Art Program. The staff holiday party will be held on Thursday, Dec. 8 from 12:00 to 2:00 p.m.

Technology: The new microfilm reader printer, which was generously funded by the Friends of Northville District Library, arrived, but the camera was damaged during shipment so we are waiting for a new camera. We have taken down the Express computer station as it was only used 27 minutes last month and our new Envisonware system does not support walk-up usage without signing in. We are also looking at the usage of the other 17 public computers.

Public Relations: The winter newsletter will be in homes on Dec. 1. The Library hosted the Friends of Northville Historical Commission fundraiser the evening of Saturday, Nov. 12. About 56 people attended the fundraiser, which offered food, drinks, and live music by a band. Julie and Anne met with Dr. Sandra Brock from the Northville Public Schools again. They have been meeting about every three months and the discussions are going well. At this most recent meeting, they discussed the Parent-Teacher conferences, getting teachers to let the Library know about assignments ahead of time, the possibility of the Library

holding database classes on the MEL databases for the schools, and displaying Library handouts about the databases at the school media centers

4. **Friends of the Northville District Library Report:** Jim Morché reported that the Friends program How Detroit Won the War: The Willow Run Story, held at the Library on November 10, had 74 attendees. The Picks and Sticks concert on Nov. 22 has 88 people registered. The holiday concert with 12th Night will be held at the Community Center in December. Jim has scheduled programs for 2017.

5. **Budget and Finance Review:**
   5.1 **Bills over $1,000 for approval**: Jean presented the List of Bills over $1,000 for November 2016. **MOTION:** Jean Hansen made a motion to approve these bills in the amount of $94,906.41 for payment. Mike DeFrancesco seconded the motion. Motion passed.
   5.2 **Financial Report**: Jean noted that we are 92% through our fiscal year. We have received an additional bill for workers compensation. **MOTION:** Jean Hansen made a motion to amend the budgeted amount for workers compensation insurance from $2,670 to $3,047. Alan Somershoe seconded the motion. Motion passed. **MOTION:** Jean Hansen made a motion to amend the budgeted amount for gas from $32,000 to $5,000. Jim Morché seconded the motion. Motion passed. **MOTION:** Jean Hansen made a motion to amend the amount budgeted for strategic planning from $16,000 to $16,500. Jim Morché seconded the motion. Motion passed. Jean reported that we received the bill for our liability and property insurance and it is about $22,000. However, we will receive a rebate on the insurance of about $16,500, which means the insurance will cost the Library about $5,000 this year.

6. **Planning:** Julie distributed several documents relating to the Kimberly Bolan and Assoc. (KBA) recommendations to the Board at the last meeting and asked them to review them for this meeting, in order to discuss which of the recommendations the Library should pursue. There was continued discussion about changing the Book Cellar area and storage area over to meeting rooms that would be equipped with computer hookup, as well as discussion about building out under the fireplace area to add meeting room space. There was discussion about adding tables to the Local History Room and allowing that space to be reserved for meetings. Mike DeFrancesco would like to see information regarding dollars generated per square foot in the Friends space comparison chart that Julie presented to the Board at the last meeting. He said that the Friends of NDL have made many negative comments about the proposed plans and Library Administration should temper their enthusiasm to make any changes. Jean Hansen stated that maintaining the status quo is not meeting the needs of the community. Jim Morché stated that the Friends are the largest source of revenue for the Library outside of taxes. Anne Mannisto would like to see the Friends visit some other area libraries to see what their Friends groups are doing with used books. Novi's Friends group generates approximately $30,000 per year in used book sales in a bookshop that is smaller in space as a percent of square footage of the entire library than our gift shop. Jim Morché stated that Livonia Library generates much more revenue since they switched their gift shop to book sales. Alan Somershoe distributed a document he prepared with a summary of what KBA has done so far and his recommendations for going forward. He is disappointed in the report from KBA. He thought that the final recommendations would be delivered in steps and that there would be input from KBA in relation to staff comments on the final plan. Alan volunteers to sort books for the Friends. He stated approximately 65% of materials that are donated to the Friends are garbage. The money generated from online sales through Look-at-a-

Book is great. He feels the Friends Gift Shop should be repurposed but not necessarily for used book sales. Paul Snyder stated that the Friends were floored by the study recommendations and the Friends are the libraries "uber patrons" so their wishes have to be considered. Joe Corriveau stated that the Board agreed to have this study done and now no one wants to give up their space. Having a gift shop at the Library is like "having a tanning salon at a pizza parlor, it doesn't make sense in today's environment". Joe feels that the Board and the Friends should both want what is best for the Library. Jean Hansen stated that no one likes change, but the Friends knew that the Book Cellar and storage area was always designated for Library expansion. Jim Morché stated he feels moving the used book carts to accommodate students studying in that area from 3:00 to 6:00 p.m. is not worth it for the money the carts generate. Julie stated that study space and seating areas are in very high demand by the community. Anne stated that new books would go in the area the carts are now, not seating. This would free up space to add new DVDs which are in high demand from the community. Jean Hansen recommended that the Board hold another study session with the staff and the Friends, to come to a consensus on what should be done. She also felt that having an architect consult on what changes are possible with the gift shop space would be a good idea. The Board agreed to hold another study session on Saturday, Dec. 3 from 10:00 a.m. to 12:00 p.m. with Library staff and Friends.

7. **Committee Reports:**
   7.1 **Personnel Committee**: Joe Corriveau reported that the Personnel Committee met tonight, prior to the regular Board Meeting. Julie Herrin asked the Committee to expand the Digital Services Librarian position from part-time to full-time. Many reasons were given for the request, including providing technology help to the community, and backing-up Michael when necessary. We would like to retain Sarah Milroy in the position and she is actively looking for full-time employment. **MOTION:** Joe Corriveau made a motion to accept the recommendation to increase the Digital Services Librarian position from a part-time to a full-time position. Jim Morché seconded the motion. Motion passed.

8. **Announcements and Comments:**
   8.1   The next Finance Committee Meeting is scheduled for Tuesday, December 13, 2016 at 1:30 p.m. in the Carlo Meeting Room.
   8.2   A Policy Committee Meeting will be held on Thursday, December 15, 2016 at 7:00 p.m. in the Carlo Meeting Room.
   8.3   The next Board Meeting will be on Thursday, December 15, 2016 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. Mike DeFrancesco seconded the motion. Motion passed. The meeting was adjourned at 8:55 p.m.