

NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES

Regular Meeting Minutes

Thursday, Nov.21, 2019 – 7:30 p.m.

Northville District Library Carlo Meeting Room

- 1 **Call to Order:** Vice Chairperson Joe Corriveau called the Regular Meeting to order at 7:30 p.m.
- 2 **Roll Call** - Present: Trustees Joe Corriveau, Deborah Stanifer, Robert Sochacki, Thomas Thompson and Nicholas Vlisides. Also present: Laura Mancini, Library Director; Carla Eggert, Administrative Assistant; Carol Doyle, Jennifer Gustafson and Linda Schwelnus, prospective Board of Trustee members. Absent: Trustee Alan Somershoe.
 - 2.1 **Approval of the Agenda:** **MOTION:** Thomas Thompson made a motion to approve the agenda as submitted. Robert Sochacki seconded the motion. Motion passed.
 - 2.2 **Approval of Meeting Minutes, 10/24/19:** **MOTION:** Nicholas Vlisides made a motion to approve the October minutes as written. Deborah Stanifer seconded the motion. Motion passed.
 - 2.3 **Citizen Comments:** None.
 - 2.4 **Introduction of Library Board Candidates:** Three prospective candidates for the open Library Board Trustee position attended the meeting. The selected candidate will fill the remainder of the 3-year term vacated by Suzanne Schimanski-Gross. Candidates Carol Doyle, Linda Schwelnus and Jennifer Gustafson spoke to the Board to briefly introduce themselves and discuss their past work experiences. Ms. Gustafson asked the Board if they have Directors and Officers insurance for the Board members. Laura Mancini will look into this to see what the Library insurance policy covers in this regard. The Board will interview the candidates on Tuesday, Dec. 3 beginning at 4:30 p.m.
- 3 **Correspondence:** None.
- 4 **Director's Report:**
 - Building:** Laura Mancini reported that the Library will have a new janitorial service starting on Dec. 2. The new company is Dunn-Rite Maintenance. They also provide custodial services to the Canton Public Library and the Plymouth District Court. The company will provide janitorial services to the Library six days per week. It is hoped that with this change the Library will begin to look cleaner.
 - Collections:** Laura announced that the Library has been able to purchase 3 new genealogy research databases: Fold3, which features military records, Heritage Quest and Newspapers.com. These products have been requested by Northville patrons and we are pleased to be able to add them to our collection. A new children's database, Pebble Go, has been made available to our patrons through MEL (Michigan Electronic Library). This is a database geared towards early readers. The Library has also purchased 2 new eBook platforms: Cloud Library and Flipster which offers e-magazines. The acquisition of these products doubles the size of the library's eBook collections.
 - Events:** The Community Reads event was held on Nov. 13 at the Novi Public Library. The event featured the book *Beautiful Music* by Michael Zadoorian which proved to be a hit with our patrons. The program had the highest attendance of any Community Reads event and the book had the highest circulation of any Community Reads selection to date. The staff holiday party will be Thursday, Dec. 5 at 12:00 p.m. All Board members are invited to attend.

Fundraising: The Annual Giving Campaign letters for the endowment will be mailed out next week so that they will arrive in homes during the first week of December. Also being mailed out next week is the winter edition of the Library newsletter.

Outreach: Laura gave a presentation to the Northville Women's Club on Nov. 1st. Laura thanked Deborah Stanifer for arranging the opportunity.

Head of Youth Services: Laura reported that she and Karen interviewed 7 candidates for the Head of Youth Services position. We had great candidates apply for the position. Laura plans to make an offer tomorrow and hopes to announce the person in the next few days and have a starting date in place. Dorie Freebury's last day will be Monday, Dec. 2. In accordance with her wishes there will be no farewell party. After 25 years of working at the Library, Dorie will be greatly missed.

- 5 Friends of the Northville District Library Report:** Friends Store Treasurer Linda Schwelnus reported that the Friends met on Nov. 20. The Friends have received 100% of their revenue for the year and all of the funds for the 2019 Library Wish List items have been distributed to the Library. The Friends will hold a Volunteer Fair at the Library on May 16, 2020 to encourage Northville citizens to volunteer with local community groups.
- 6 2020 Library closing dates:** The Board reviewed the list of proposed dates for holiday closings of the Library in 2020. Deborah Stanifer made a motion to approve the list. Robert Sochacki seconded the motion. Motion passed.
- 7 Budget and Finance Review:**
 - 7.1 Bills over \$1,000 for approval:** Deborah Stanifer presented the List of Bills over \$1,000 for November 2019. **MOTION:** Deborah Stanifer made a motion to approve these bills in the amount of \$95,535.01 for payment. Thomas Thompson seconded the motion. Motion passed.
 - 7.2 Financial Report:** Deborah reported that we have received 110% of our budgeted revenue. We have not received any tax refund requests for the year. Review of spending projections for the last month of the fiscal year require budget amendments for several accounts. **MOTION:** Deborah Stanifer made a motion to amend the Wages/Salary account by \$52,000 for a new total of \$1,282,000. Thomas Thompson seconded the motion. Motion passed. **MOTION:** Deborah Stanifer made a motion to amend the Fringe Benefits line item by \$19,000 for a new total of \$446,650.00. Thomas Thompson seconded the motion. Motion passed. **MOTION:** Deborah Stanifer made a motion to amend the budget for Building and Equipment Maintenance by \$15,000 for a new total of \$135,000. Thomas Thompson seconded the motion. Motion passed. **MOTION:** Deborah Stanifer made a motion to amend the budget for Housekeeping Supplies by \$1,136 for a new total amount of \$10,636. Nicholas Vlisides seconded the motion. Motion passed. **MOTION:** Deborah Stanifer made a motion to amend the budget for Books and Subscriptions by \$3,785 for a new total of \$186,713. Robert Sochacki seconded the motion. Motion passed. **MOTION:** Deborah Stanifer made a motion to amend the budget for Operating Supplies by \$550 for a new total of \$30,550. Robert Sochacki seconded the motion. Motion passed. **MOTION:** Deborah Stanifer made a motion to amend the budget for Auto Circ. System Service by \$1,300 for a new total of \$51,300. Robert Sochacki seconded the motion. Motion passed. **MOTION:** Deborah Stanifer made a motion to amend the budget for Public Relations by \$1,300 for a new total of \$36,300. Robert Sochacki seconded the motion. Motion passed.

7.3 Reserve Transfer: Deborah reported that the Board has budgeted \$60,000 for Building Preservation. This amount needs to be transferred from the Operating Account to the Fund for Building Preservation in the Reserve Account prior to year-end. **MOTION:** Deborah Stanifer made a motion to transfer \$60,000 from the Operating Account-Fund for Building Preservation to the Reserve Account-Fund for Building Preservation. Robert Sochacki seconded the motion. Motion passed. Deborah and Laura met with a representative from Comerica Bank to discuss the library's investments and the J-fund accounts which is a governmental money market account. They will have a follow-up meeting in February to discuss other investment options available.

8 Announcements and Comments:

8.1 The next Facilities Committee meeting has been scheduled for Monday, Dec. 2, 2019 at 8:30 a.m.

8.2 There was discussion about the Library Director and Assistant Library Directors employment contracts as well as the evaluation and salary review of the Library Director. The Personnel Committee will meet on Tuesday, Dec. 3 at 4:00 p.m. in the Friends Community Room to discuss these items.

8.3 The Board will hold a Special Meeting on Tuesday, Dec. 3 at 4:30 p.m. in the Friends Community Room to interview prospective candidates for the open position on the Board of Trustees.

8.4 The next Finance Committee Meeting is scheduled for Tuesday, Dec. 17, 2019 at 1:30 p.m. in the Friends Community Room.

8.5 The next Board Meeting will be on Thursday, Dec. 19, 2019 at 7:30 p.m. in the Carlo Meeting Room.

9 Adjourn Regular Meeting: MOTION: Thomas Thompson made a motion to adjourn the November Regular Board Meeting. Nick Vlisodes seconded the motion. Motion passed. The meeting was adjourned at 8:45 p.m.