

NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES

Regular Meeting Minutes

Thursday, December 15, 2016 – 7:30 p.m.

Northville District Library Carlo Meeting Room

- 1.1 **Call to Order:** Chairperson Robert Sochacki called the Regular Meeting to order at 7:30 p.m.
 - 1.2 **Roll Call** - Present: Trustees Mike DeFrancesco, Jean Hansen, Jim Morché, Paul Snyder, Robert Sochacki, and Alan Somershoe. Also present: Julie Herrin, Library Director; Anne Mannisto, Assistant Library Director; Carla Eggert, Administrative Assistant; Maureen Simari, Library staff member; Martha Nork, Friends of the Northville District Library President, Deborah Stanifer, Friends of the Northville Library Treasurer; Joe Oldenburg and Judy DeFrancesco, Friends of the Northville Library. Absent: Trustee Joe Corriveau.
 - 1.3 **Approval of the Agenda:** **MOTION:** Mike DeFrancesco made a motion to approve the agenda as amended. Alan Somershoe seconded the motion. Motion passed.
 - 1.4 **Approval of Meeting Minutes, November 17, 2016:** **MOTION:** Mike DeFrancesco made a motion to approve the November minutes as corrected. Jim Morché seconded the motion. Motion passed.
 - 1.5 **Citizen Comments:** None.
2. **Correspondence:** A copy of the United for Libraries newsletter was received.
3. **Director's Report:**
Statistics: Julie reported that all the statistics were down for the month except for meeting room and database usage. Brainfuse had 552 uses by 55 patrons. Freegal was used by 80 patrons to download 792 songs. Zinio users downloaded 890 magazines.
Programming: Youth programming slows down in December. The Youth Department held 3 programs with 129 attending. Adult had 9 programs with 152 attendees. A concert was presented at Northville Township Hall last night with the group Planet D Nonet. About 63 people attended. As with the last program held at Northville Township Hall, there were some set-up challenges for Library staff. Teen had an International Games Day program with 12 attendees.
Collections: Staff removed 15,948 items from the collection for the year so far and have added 10,285 items.
Staff: Anne and Julie attended a presentation from the American Library Association on the future of libraries. Jim Morché asked Julie what was the biggest thing that she learned from the presentation. She noted that it is to keep an eye on trends outside of the Library. Jim asked Julie to share the future trends with the Board. Anne Mannisto and Michael McEvoy attended a presentation on linked data.
Facilities: Julie reported that excess shelving was sold to Orion Township Library and the old meeting room chairs were sold to Jackson Prison.
4. **Friends of the Northville District Library Report:** Martha Nork reported that she attended the Friends of Michigan Libraries workshop at the Tecumseh Library and toured their used book sale operations. She has also visited the used book spaces at the Canton, Livonia, Plymouth, Novi, and Salem-South Lyon Libraries. She stated that the space for used book sales at all of these libraries is bigger than the Gift Shop here. Anne mentioned that all of those libraries are bigger than Northville. Martha reported that the Friends 2017 budget was approved at the last meeting. The budget was approved under the space change conditions of closing the Gift Shop and moving used book sales upstairs. Martha shared the Library 2017 Wish List with the Board and advised that everything was

approved with the exception of the special request of \$25,000 relating to the proposed space changes in the Library. The Friends did not approve this due to the uncertainty about revenue for the year, and expenses that may be incurred due to changes in used book sale operations. November used book cart sales were \$665.58, the Book Cellar sales were \$559.50 and vendor sales were \$203 for the month. A cart with free books was added downstairs. The Friends are paying \$26.35 per trip to have the books taken to recycling in Ann Arbor. The Friends have seen an increase in used book donations from the Library due to weeding of the collections. The Gift Store held Member Shopping Days, a perk for Friends members, in November and had an income of \$1,275 for the weekend, the best outcome yet for this event. The Store has an income of \$12,416 at the end of November, and will exceed their financial commitment to the Friends, despite a shortened fiscal year. The Friends held two programs, The Picks and Sticks concert on Nov. 22 and the holiday concert with 12th Night at the Community Center Dec. 6. Martha presented a five-year summary of donations from the Friends to the Library as well as a listing of income generated by gift store, membership and used book sales. Anne asked if the numbers presented for the store were profit and Martha replied that they were income, not profit. Since at the last meeting, the concept was raised of income generated per square foot of book sale space, Anne noted the following comparison: the Book Cellar has 360 square feet and generated about \$5,400 last year, or about \$15 per square foot; the carts upstairs occupy about 96 square feet and generated about \$8,000 last year, or about \$90 per square foot. It was noted in response that the carts are available all hours that the Library is open, a major factor in this difference. Martha feels that the carts could not be accommodated in the gift shop space. Joe Oldenburg discussed the income projections for used book sales in the gift shop area. He feels that there will be no way to make the same amount of money in used book sales within the gift shop space and that the Friends will not be able to meet the basic donation amounts to the Library that have been met in the past. Both Paul Snyder and Robert Sochacki stated that any changes should be incremental and that all changes do not have to happen at one time. Jean Hansen stated that changes should be made based on the Libraries long-term goals. Further discussion was tabled until the Planning Discussion agenda item that was added to the amended agenda.

5. Budget and Finance Review:

- 5.1 **Bills over \$1,000 for approval:** Jean presented the List of Bills over \$1,000 for December 2016. **MOTION:** Jean Hansen made a motion to approve these bills in the amount of \$60,056.57 for payment. Mike DeFrancesco seconded the motion. Motion passed. Jean stated that approximately \$21,000 of the bills listed apply to the 2016 fiscal year.
- 5.2 **Financial Report:** Jean noted that November is the last month of our fiscal year. We are currently over budget on the amount that was projected for revenues. We paid \$22,132 for property and liability insurance in 2016. We received a rebate of \$15,000 from the insurance company but it was received in December, so it will be recorded in the new fiscal year. Personnel costs were lower for the year due to staff changes. The building/utilities category of expenses and continuing education are under budget for the year as well. The current year-to-date net income for the Library is \$384,253.60. There will be some adjustments to the final financial statements after the accountant has prepared the December statements.

6. Committee Reports:

- 6.1 **Policy Meeting:** The Policy Committee held a meeting prior to the regular Board Meeting. They reviewed the Library policies on Appeals to the Board of Trustees, Code of Ethics and Citizen Comments. These policies will be presented to the Board at the next meeting.

7. **Planning Discussion:** Mike DeFrancesco distributed to the Board an estimate that he obtained for renovating the area under the fireplace into a meeting room, 20 feet by 40 feet in size, which would be accessed through the last study room. The study room would be removed to allow an entrance to the meeting room to be built. The estimate was given by a company called Building Technology Services, a commercial contractor from Canton. The estimate is \$397,294, which Mike pointed out could almost be paid for with the excess Library revenue for the year. Mike estimates that the cost comes to around \$200 a square foot. The same company would be willing to renovate the Book Cellar area for approximately \$30,000 additional. Jim Morché stated that he applauds Mike for getting this estimate and asked if he could get two additional estimates. Bob Sochacki said that Board would have to go out for bid on this type of project. Jean Hansen stated that the Library would need a project manager and architect for the renovation and that the Board needed to come to a consensus about the things in the Kimberly Bolan and Assoc. (KBA) report that they do not wish to pursue. Jean does not want to focus solely on the meeting room space and not consider any of the other changes proposed by KBA. Alan Somershoe stated that the Board needs to get the input of the Library staff on the report. Alan stated that the estimate that Mike has obtained has given the Board the opportunity to look at other options not included in the KBA plan. Friends of NDL member Judy DeFrancesco spoke to the Board. She stated that the Board must look at every other option before moving the Friends. She feels that the Friends are not being appreciated. Some Friends members donate to the Library Endowment. She also feels that there is not good communication between the Library staff and the Board. She feels that the Library staff could do a better job of organizing things in the Library to make more space and could reserve other areas of the Library not currently being used, such as the Storytime Room, for meeting room space.
8. **Schedule Director Evaluation:** The Directors evaluation was scheduled for Thursday, Jan. 12, 2017 at 7:00 p.m. Julie will send out a blank evaluation and her self-evaluation to the Board prior to the meeting. Bob Sochacki will confirm that Joe Corriveau, Personnel Committee Chairperson, can attend.
9. **MERS Service Credit:** Julie reported that MERS has sent a letter regarding the purchase of service credit. MERS is asking the Board to make a policy decision to allow or disallow the purchase of service credit. The Board can opt to do nothing which will mean that each instance of request for purchase of service credit would be considered on a case-by-case basis as it is currently done. There was discussion relating to this request. **MOTION:** Paul Snyder made a motion stating that the Board does not want to disallow employees from purchasing service credit. Jim Morché seconded the motion. DeFrancesco, Hansen and Somershoe oppose the motion. Motion does not pass.
10. **Announcements and Comments:** Jim Morché asked to submit a proxy for Paul Snyder to vote for him while he is away in Florida. Jean Hansen stated the Board rules do not allow this. You must be present to vote.
 - 10.1 A Planning Committee meeting is scheduled for Saturday, Jan. 7, 2017 at 10:00 a.m. in the Carlo Meeting Room.
 - 10.2 The Library Directors evaluation is scheduled for Thursday, Jan. 12, 2017 at 7:00 p.m. in the Carlo Meeting Room.
 - 10.3 The next Finance Committee meeting will be on Tuesday, Jan. 24, 2017 at 1:30 p.m. in the Carlo Meeting Room.

10.4 The next Regular Board Meeting will be held on Thursday, Jan. 26, 2017 at 7:30 p.m.

11. Adjourn Regular Meeting: MOTION: Paul Snyder made a motion to adjourn the December Regular Board Meeting. Mike DeFrancesco seconded the motion. Motion passed. The meeting was adjourned at 9:20 p.m.