

NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES
Regular Meeting Minutes
Thursday, December 18, 2014 – 7:30 p.m.
Northville District Library Carlo Meeting Room

1. **Call to Order:** Chair Alan Somershoe called the Regular Meeting to order at 7:30 p.m.
 - 1.1 **Roll Call** - Present: Trustees Alan Somershoe, Mike DeFrancesco, Jean Hansen, Jim Morché and Paul Snyder. Absent: Trustees Joe Corriveau and Robert Sochacki. Also present: Julie Herrin, Library Director; Anne Mannisto, Assistant Library Director; Carla Eggert, Administrative Assistant; Carol Oldenburg, Friends President; Nancy Clarizio, Library staff member; Tom Victor with McKenna Heating and Cooling.
 - 1.2 **Approval of the Agenda: MOTION:** Jean Hansen made a motion to accept the agenda with changes. Paul Snyder seconded the motion. Motion passed.
 - 1.3 **Approval of Meeting Minutes, November 20, 2014: MOTION:** Jim Morché made a motion to approve the November minutes as corrected. Mike DeFrancesco seconded the motion. Motion passed.
 - 1.4 **Approval of Executive Session Minutes, November 20, 2014: MOTION:** Paul Snyder made a motion to approve the Executive Session minutes from November 20, 2014. Jim Morché seconded the motion. Motion passed.
 - 1.4 **Citizen Comments:** None.
2. **Correspondence:** None.
3. **Northville District Library Director's Report:**

Statistics: Julie Herrin reported that November circulation was down 5.6% but downloads were up by 103%. Brainfuse was used 111 times and Freegal had 72 users download 471 songs. The door count and website usage were down for the month. Database usage was mixed; accesses were up for the month as were sessions, but searches were down.

Programming: Julie reported that the Youth Department had 12 programs with 219 attending. The Library was approached by a volunteer Science Olympiad coach from Meads Mill Middle School who asked if we would showcase some of the resources we have available for the 21 topics that are part of Science Olympiad. We presented a display of resources in the meeting room on Dec. 1 and had about 20 students and their parents stop by to take a look. Adult Services had four programs with 92 attendees. Computer tutoring was provided to 13 patrons. Teen had two programs with 17 people attending. Battle of the Books will be held on March 18. Julie purchased electronic copies of all of the books in this year's Battle of Books, through Overdrive Advantage.

Collections: At last month's meeting Jean asked if Odilo titles purchased by the Library would only be available to Library district residents. Julie reported that these Odilo titles would only be available to residents. Julie reported that Overdrive is offering an electronic periodical product, but since we have Zinio we decided not to enroll at this time.

Staff: Julie reported that she was approached by group of University of Michigan-Dearborn graduate students to do a security and accounts payable audit of the Library. Several libraries in the area participated in the project. Julie, Michael and Carla worked with the students. The final presentation was held on Dec. 3. Julie attended the presentation along with the Library Directors of Canton, Plymouth and Novi. Julie and Anne attended a presentation at Gale on library leadership, as well as a webinar entitled "Why Your Library's Privacy Policy Matters". Paul asked if Julie could send him a link to the webinar.

Annual Giving: Julie reported that, as a result of our Annual Giving Campaign, we had six new donors reach the level of \$1,000 donated which qualifies them for a leaf on the Library

Giving Tree. The 2014 calendar year total of endowment donations so far is \$10,370. It was \$1,990 before the Annual Giving Campaign.

Public Relations: Julie reported that there was an article in Northville Today, which is mailed to residents homes, about the historical resources available at the Library. Julie was in today's edition of the Northville Record, where she was asked to comment on her most memorable moment of 2014.

4. **Friends of the Northville District Library Report:** Friends President Carol Oldenburg reported that the Friends are working on their 2015-2016 budget which will be presented at their January meeting. The Nominating Committee has been appointed and is working on the slate of officers for 2015-2016. The ballot will be presented no later than the Friends February Board meeting with the final vote at the annual meeting in March. The Friends membership continues to grow and is now up to 288 members. The Gift Shop had a good month in December and is hoping to finish the year on budget. Carol distributed a used book sale summary report for fiscal year 2014-2105 showing the amount of used book sales from the book vendor Look at a Book, from Book Cellar sales, from sales of items on the Friends book carts near Circulation, and from the Used Book Sales. Sales from the carts near Circulation generate the most revenue. Joe Corriveau wrote a letter to Mission Based Books regarding the outstanding balance owed to the Friends. The next Friends Board meeting is January 15, 2015.

5. **Budget and Finance Review:**

- 5.1 **Bills over \$1,000 for approval:** Jean Hansen presented the List of Bills over \$1,000 for December 2014. **MOTION:** Jean Hansen made a motion to approve these bills in the amount of \$93,827.89 for payment. Paul Snyder seconded the motion. Motion passed.
- 5.2 **Financial Report:** Jean reported that November was the final month of our fiscal year. Tax refunds totaled \$10,495.52 for the year. This is down considerably from last year when they were over \$70,000. A portion of tax refunds remitted from the Operating Fund are the responsibility of the Debt Service Fund. **MOTION:** Jean Hansen made a motion to transfer \$422.40 from the Debt Service Fund to the Operating Fund. Jim Morché seconded the motion. Motion passed. The final numbers are not exact until after the audit, but we currently show \$146,246.13 of revenue over expenses, which will be added to the Reserve Fund. Jean reported that it is Library policy to transfer any private donations not used in the year to the Endowment Fund. **MOTION:** Jean Hansen made a motion to transfer \$750 from the Private Donations Account to the Endowment Fund. Paul Snyder seconded the motion. Motion passed. Jean reported that the Building Equipment and Maintenance Account is over budget by 20%; however the entire Building and Utilities section of the budget, of which Building Equipment and Maintenance is a part, is under budget so we will not need to transfer money from the Reserve Fund. Jean reported that Liability and Property Insurance for the year is \$21,000 but we have received a member distribution of excess assets from last year of a little over \$15,000, making our total Insurance cost for the year just \$5,694.

6. **Union Negotiations:** Julie reported that Northville District Library Employee Association (NDLEA) members have ratified the new contract for Dec. 2014 through Nov. 30, 2017. She distributed a list of what has changed in the new contract. There is a 2% wage rate increase for 2015 and in each succeeding year of the contract. Staff members who are eligible for health insurance will continue to pay 20% of the insurance cost and receive a 10% stipend. Blue Cross rates are now rated by age, so we will use an average of single, double and family rates going forward. We will review health insurance each year of the

contract. Blue Cross is eliminating our current policy next year. Union members will receive a signing bonus of \$1,000 for full-time and \$500 for part-time. Jean stated that she felt this was a fair contract for staff, who have only had a 1% increase in pay since 2009. The City of Northville and Northville Township are projecting tax increases of around 2% which is in line with the new contract. **MOTION:** Jean Hansen motioned to accept the contract as submitted. Paul Snyder seconded the motion. Motion passed. **MOTION:** Jean Hansen motioned to allow non-union administrative staff to receive a 2% raise over three years, a \$1,000 signing bonus, and the insurance stipend. Paul Snyder seconded the motion. Motion passed. Jim Morché asked when staff can begin withdrawing from the union if they choose to. Julie reported that they are eligible now but that no one has withdrawn. Jean thanked the union for smooth negotiations.

- 7. Review of Heating and Cooling Bids:** Tom Victor from McKenna Heating and Cooling spoke to the Board about the proposal his company submitted to do an energy audit only at this time and was therefore not a qualified bidder. Mike DeFrancesco thanked Mr. Victor for his time but stated that the Board is anxious to move forward with the project. We have received two qualified bids for the project, from Limbach and from Long's. Mike discussed both proposals with the Board and presented a spreadsheet on the differences between the proposals. Jean asked if there was any penalty for exceeding the project timeline. Mike stated that this could be addressed in the contract. Jim would like the references provided by Limbach to be contacted. **MOTION:** Mike DeFrancesco made a motion to accept the bid from Limbach with the understanding that an acceptable contract can be agreed upon. Paul Snyder seconded the motion. The motion passed with Trustee Jim Morché abstaining from the vote.

8. Board of Trustee Committee Reports:

- 8.1 **Policy Committee:** Paul presented the Policy on Confidentiality of Library Records. The act number of the Michigan Library Privacy Act cited in the policy was added as our attorney had suggested. **MOTION:** Paul Snyder made a motion to retain our Policy on Confidentiality of Library Records with the addition of the act number. Jean Hansen seconded the motion. Motion passed. Paul discussed that, as part of the Library Privacy Act, video recorded at the Library is protected and police would need a search warrant to review it. In keeping with this law, only staff are able to review the video. As always, Library policies must comply with State, Federal and Local laws. The Director will consult with the Northville Police on the ramifications of this policy.

9. Announcements and Comments:

- 9.1 The next Finance Committee Meeting is scheduled for Tuesday, January 20, 2015 at 1:30 p.m. in the Carlo Meeting Room.
- 9.2 The next Board Meeting will be on Thursday, January 22, 2015 at 7:30 p.m. in the Carlo Meeting Room.
- 9.3 The Director's Evaluation meeting will be held on Monday, January 5, 2015 at 7:00 p.m. in the Carlo Meeting Room.

- 10. Adjourn Regular Meeting:** **MOTION:** Jim Morché made a motion to adjourn the December Regular Board Meeting. Mike DeFrancesco seconded the motion. Motion passed. The meeting was adjourned at 8:53 p.m.

Respectfully Submitted,
Robert Sochacki, Secretary
01/02/2015