

NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES

Regular Meeting Minutes

Thursday, December 19, 2019 – 7:30 p.m.

Northville District Library Carlo Meeting Room

- 1 **Call to Order:** Chairperson Alan Somershoe called the Regular Meeting to order at 7:30 p.m.
- 2 **Roll Call** - Present: Trustees Joe Corriveau, Carol Doyle, Deborah Stanifer, Thomas Thompson and Nicholas Vlisides. Also present: Laura Mancini, Library Director; Carla Eggert, Administrative Assistant; Martha Nork, Friends of the Northville District Library President. Absent: Trustee Robert Sochacki.
 - 2.1 **Approval of the Agenda:** **MOTION:** Nick Vlisides made a motion to approve the agenda as submitted. Carol Doyle seconded the motion. Motion passed.
 - 2.2 **Approval of Meeting Minutes, 11/21/19:** **MOTION:** Thomas Thompson made a motion to approve the November minutes as written. Deborah Stanifer seconded the motion. Motion passed.
 - 2.3 **Approval of the Special Meeting Minutes, 12/3/19:** **MOTION:** Nick Vlisides made a motion to approve the December 3rd Special Meeting minutes as written. Thomas Thompson seconded the motion. Motion passed.
 - 2.4 **Citizen Comments:** None.
- 3 **Merritt Cieslak Design/Molnar Roofing Presentation:** Steve Schneemann from Merritt Cieslak Design and Robert Fent from Molnar Roofing discussed the four options the Board is considering for roof replacement. The roof could be replaced with asphalt shingles with or without the addition of insulation or it could be replaced with a metal roof also with the option of adding insulation. Robert Fent from Molnar Roofing donated his time to come up with general estimates for the cost of each option. There was discussion about various aspects of the proposals including whether the cost of additional insulation is worth the potential cost savings on the cost of heating the building. Mr. Schneeman advised the Board that in order to proceed with roof replacement in the spring of 2020 the Board needs to proceed with drawings and specifications very soon. The Board thanked Mr. Schneemann and Mr. Fent for their information.
- 4 **Correspondence:** None.
- 5 **Director's Report:**

Personnel: Laura Mancini reported that she gave Carol Doyle her Board of Trustee orientation on December 11 during which she was also sworn into office. Dorie Freebury's last day was December 2nd. She will be greatly missed and we all wish her well. Caryn Bartone has been hired as the new Head of Youth Services and she will begin her position on Jan. 6. Caryn is a Northville Township resident and has been the Head of Youth Services at both Salem-South Lyon and Westland Libraries. The Youth Department has been doing a wonderful job of keeping the department going this month as they are down to full-time staff members as one of the librarians is on medical leave.

Building: Laura announced that the Library's new cleaning service, Dunn-Rite Maintenance, began on December 2. The Library is now being cleaned six days a week rather than five. The Library's water heater died earlier in the month and had to be replaced. The new chairs for the public areas arrived on December 16 and they look great. The public computers were also replaced this month and the current inventory reduced by 4 computers due to the steady decline in computer use. The Library's Christmas book tree is up in the quiet reading area on the first floor.

Patron Concern: Laura reported that there is a patron who is causing some concern for the Library staff. Laura advised the Board of the nature of the situation with a 14 year old patron who comes to the Library after school on most week days and has been accusing

staff of behavior that upon investigation did not occur. Laura contacted the teen's parent to discuss the situation. The parent indicated that they would address it.

Friends: The Library has submitted its funding requests to the Friends for the 2020 fiscal year.

Events: The Library held a Super Mario Brothers Ultimate Smash Video Game Tournament for teens on December 14. The event was filled to capacity and is another example of non-traditional programming that expands the appeal of the library. The current issue of *Northville Today* features an article on Lt. Colonel Alexander Jefferson, who was one of the original Tuskegee airman in World War II. In February the library will be featuring a program about a documentary made about him where he will speak.

- 6 Friends of the Northville District Library Report:** Friends President Martha Nork reported that the Friends approved \$45,000 in donations to the Library for next fiscal year wish list including the purchase of a book bike. The Friends had \$18,000 in used book sales, \$9,600 in memberships and \$4,500 from gift shop sales in 2019.
- 7 Budget and Finance Review:**
 - 7.1 Bills over \$1,000 for approval:** Deborah Stanifer presented the List of Bills over \$1,000 for December 2019. **MOTION:** Deborah Stanifer made a motion to approve these bills in the amount of \$97,852.10 for payment. Nick Vlisides seconded the motion. Motion passed.
 - 7.2 Financial Report:** Deborah reported that we have reached the end of our fiscal year with a net income of \$287,571.50
 - 7.3 Reserve Transfer:** Deborah Stanifer made a motion for the General Fund to borrow \$100,000 from the Reserve Fund for operating expenses until tax revenue is received. Nick Vlisides seconded the motion. Motion passed.
- 8 Committee Reports:**
 - 8.1 Personnel Committee:** Joe Corriveau reported that the Personnel Committee met to discuss the employment contracts for the Library Director and Assistant Director. **MOTION:** Joe Corriveau made a motion to adopt a two-year contract renewal for the Library Director and Assistant Director, with a 1% salary increase for this contract year. Deborah Stanifer seconded the motion. Motion passed.
 - 8.2 Policy Committee:** The Library Code of Conduct has been revised. The revisions have been reviewed by the Policy Committee and the Library attorney. The Library Code of Conduct was presented to the Board for the first reading.
- 9 Announcements and Comments:**
 - 9.1** The next Facilities Committee meeting has been scheduled for Monday, Jan. 6, 2020 at 8:30 a.m.
 - 9.2** The next Finance Committee Meeting is scheduled for Tuesday, Jan. 21, 2020 at 9:00 a.m.
 - 9.3** The next Board Meeting will be on Thursday, Jan. 23, 2020 at 7:30 p.m. in the Carlo Meeting Room.
 - 9.4** The next Personnel Committee meeting will be held on Thursday, Feb. 6, 2020 at 7:00 p.m.
- 10 Adjourn Regular Meeting: MOTION:** Carole Doyle made a motion to adjourn the December Regular Board Meeting. Thomas Thompson seconded the motion. Motion passed. The meeting was adjourned at 9:12 p.m.