

NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES  
Regular Meeting Minutes  
Thursday, December 20, 2018 – 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.
  - 1.1 **Roll Call** - Present: Trustees Joe Corriveau, Mike DeFrancesco, Jean Hansen, Jim Morché, Robert Sochacki, Alan Somershoe, and Deborah Stanifer. Also present: Anne Mannisto, Library Director; Karen Fehl, Assistant Library Director; Carla Eggert, Administrative Assistant; Tom Thompson and Suzanne Schimanski-Gross, Library Trustees elect; Laura Mancini, incoming Library Director; Martha Nork, Friends of NDL President.
  - 1.2 **Approval of the Agenda:** **MOTION:** Robert Sochacki made a motion to approve the agenda as submitted. Mike DeFrancesco seconded the motion. Motion passed.
  - 1.3 **Approval of the Regular Meeting Minutes, Nov. 15, 2018:** **MOTION:** Robert Sochacki made a motion to approve the Nov. 15, 2018 meeting minutes as corrected. Mike DeFrancesco seconded the motion. Motion passed.
  - 1.4 **Approval of the Special Meeting Minutes, Nov. 12, 2018:** **MOTION:** Jean Hansen made a motion to approve the Nov. 12, 2018 meeting minutes as corrected. Jim Morche seconded the motion. Motion passed.
  - 1.5 **Approval of the Special Meeting Minutes, Nov. 13, 2018:** **MOTION:** Jean Hansen made a motion to approve the Nov. 13, 2018 meeting minutes as corrected. Mike DeFrancesco seconded the motion. Motion passed.
  - 1.6 **Approval of the Special Meeting Minutes, Nov. 20, 2018:** **MOTION:** Jean Hansen made a motion to approve the Nov. 20, 2018 meeting minutes as submitted. Mike DeFrancesco seconded the motion. Motion passed.
  - 1.7 **Approval of the Special Meeting Minutes, Nov. 28, 2018:** **MOTION:** Robert Sochacki made a motion to approve the Nov. 28, 2018 meeting minutes as submitted. Mike DeFrancesco seconded the motion. Motion passed.
  - 1.8 **Approval of the Special Meeting Minutes, Dec. 5, 2018:** **MOTION:** Jim Morche made a motion to approve the Dec. 5, 2018 meeting minutes as submitted. Robert Sochacki seconded the motion. Motion passed.
  - 1.9 **Citizen Comments:** None.
2. **Correspondence:** The Board of Trustees received a thank you note from Jean Hansen for the flowers sent to Don Hansen's memorial service.
3. **Director's Report:**

**Statistics:** Anne Mannisto reported that circulation of physical items is down 2.6%. Download usage is way up, at 27.8% higher than last year. Use of RB Digital almost doubled and Tumblebooks usage is also way up. Only Freegal is down for the year. Database usage is down for the databases paid for by the Library but up for the databases provided by the Michigan Electronic Library. This could be due to better reporting by the new state database vendor, Ebsco. Brainfuse is down slightly compared to the same time last year. The door count statistics are still unreliable as our new security gates and door counters will not be installed until Jan. 21, 2019.

The number shown for door count were extrapolated by Michael McEvoy from the 16 actual days that were counted with a temporary counting device he installed. Room usage is up for both the meeting room and study rooms. Website usage is up, but the use of public computers in the Library continues to decline, though Michael has noted that the actual data being downloaded by patrons is double that of last year. It seems that people are using the Library computers for bandwidth-heavy activities.

**Programming:** Youth Services had 7 programs so far in December, with 268 attending. The biggest program was a magic show held last week that was attended by 94 patrons. Adult Services held 10 programs since mid-November with 371 attending. The Friends' annual 12<sup>th</sup> Night Singers program on Dec. 11 was attended by 104 patrons. Five weekly English as a Second Language group meetings were held with a total attendance of 61. TechXpert sessions assisted 11 patrons this month with one-on-one help with digital devices. Teen Services Battle of the Books is underway and will take place on Wednesday, March 13 at Northville High School. So far, circulation of the Battle of the Books titles are up from last year. The Teen Advisory Board (TAB) continues to meet each month, and had 19 participants at their last meeting. The Teen Super Smash Brothers Tournament on Dec. 10 had 23 participants. The Library Winter Newsletter went out in late November. The Library was featured in articles in both *Northville Today*, focusing on the building project, and in *The Ville*, focusing on past participants in the Battle of the Books, and the value of this Library program.

**Staff:** Anne reported that both Dorie Freebury and Laura Curtsinger reached their 21<sup>st</sup> anniversary working for the Library in December. We celebrated Michael McEvoy's 20 year anniversary with the Library in November. Samantha Loree attended The Library Network Adult Services Performer Showcase. Anne will look into what training is available for new and current Trustees.

**Seasonal Activities:** Anne reported that the Staff Holiday Party was held on Dec. 6. Thanks to the Friends for their contribution to fund the party. Staff set up a Christmas tree with tags for gifts to be collected for the Salvation Army again this year. Stacy Lorence set up a lovely book tree in the corner of the reading area with a tree topper made by Wendy Mutch. Karen Fehl reported that there is a time-lapse video on our Facebook page of the tree being assembled. We have had a good response to our Annual Giving campaign. We have four new Giving Tree leaves going up on the tree soon, with several long-term donors reaching the \$1,000 mark qualifying them for a leaf.

**Collections:** Michigan Municipal Risk Management Assoc. (MMRMA) has advised that they will cover the claim for the damage to the microfilm of the *Northville Record* at a cost of \$10,800. This was the cost of the lowest bid we received but Wendy Mutch felt strongly that the company providing the middle bid would be a better choice. The Friends have agreed to cover the additional cost of \$3,800. A new Tween fiction collection was added, with books appealing to youth ages 9 to 12 years old who are a bit too old for children's books but still too young for teen books.

**Facilities:** Anne reported that the parking lot holes were filled in by Nagle Paving Company. Plaques have been installed in the Friends Community Room and for the Digital Conversion station area. In mid-November the Library had a visit from the City Fire Inspectors with many items flagged as possible code violations. A massive effort was launched by staff and led by Karen and Michael to declutter and reorganize items in the Library. We also got rid of the old vending machine in the staff lounge. Carla had Siemens come in and add fire extinguishers, add and move Exit signs, and add other signage. The Fire Inspectors returned yesterday and had

nothing but praise for the Library's efforts. The Library is in better shape and is less cluttered than it has been for many years. Two major equipment upgrades will be coming next month. New security gates will be installed on Jan. 21 while the Library is closed for Martin Luther King Jr. Day, and new public copiers with color copying functionality will be installed in January.

4. **Friends of the Northville District Library Report:** Friends President Martha Nork presented the Friends Budget Proposal for next fiscal year that was approved at the last Friends Board meeting. The Friends will add a footnote to the report to reflect that planned donations to the Library for Battle of the Books and Donor Support mailing were not needed by the Library in 2018, and so were not given. Jean Hansen asked why the \$40,000 donation made by the Friends to the Library for the Community Room was not reflected on the report for the 2018 budget. Martha stated it was mistakenly omitted from the report but should be added. The Library Wish List items that were approved by the Friends will be featured in the Friends Spring newsletter. The Friends will offer three \$500 scholarships to local college-bound high school seniors who volunteer for the Friends.

**5. Budget and Finance Review:**

- 5.1 **Bills over \$1,000 for approval:** Jean presented the List of Bills over \$1,000 for December 2018. **MOTION:** Jean Hansen made a motion to approve these bills in the amount of \$111,304.99 for payment. Robert Sochacki seconded the motion. Motion passed.
- 5.2 **Financial Report:** Jean reported November is the last month of the fiscal year. We finished the year with a net income of \$386,242.27. We were considerably under budget for tax refunds, which were budgeted at \$25,000, but were only \$206.26 for the year. The amounts in Merchant Donations and Private Donations at the end of the year were sent to the Community Foundation for Southeastern Michigan to be added to the Endowment Fund. However, as there is no offsetting expense account for Merchant Donations, the money was taken out of the revenue account. It no longer shows the funds received for the year. Jean would like to see this corrected and an offsetting expense account added for this line item. Fringe Benefits ended up over budget by a little over \$12,000 due to longevity and in-lieu payments made to staff. These were paid in December but are part of the 2018 Fiscal Year. **MOTION:** Jean Hansen made a motion for the General Fund to borrow \$100,000 from the Reserve Fund for January, February and March operating expenses until tax revenue is received. Mike DeFrancesco seconded the motion. Motion passed. The Library is preparing for the annual audit that takes place the first week of January.

**6. Announcements and Comments:**

- 6.1 This is the last Board meeting for Trustees Jean Hansen and Mike DeFrancesco who did not run for re-election. The Board of Trustees and Library staff thank them for their many years of service to the Library. Jean and Mike were presented with a certificate of service and a framed watercolor of the Library done by local artist Caroline Dunphy. This is also the last Board meeting for Library Director Anne Mannisto who is retiring on January 11, 2019. New Library Director Laura Mancini will start on Monday, January 14, 2019.

- 6.2 A Personnel Committee Meeting is scheduled for Monday, January 7, 2019 at 7:00 p.m.
- 6.3 The next Finance Committee Meeting is scheduled for Tuesday, January 22, 2019 at 1:30 p.m.
- 6.4 The next Board Meeting will be on Thursday, January 24, 2019 at 7:30 p.m.

**7. 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 8:32 p.m.

Respectfully Submitted,  
Joe Corriveau, Secretary  
12/27/18

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