

NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES

Regular Meeting Minutes

Thursday, December 21, 2017 – 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 Joe Corriveau, Mike DeFrancesco, Jean Hansen, Jim Morché, Deborah Stanifer, Robert Sochacki and Alan Somershoe. Also present: Julie Herrin, Library Director; Anne Mannisto, Assistant Library Director; Carla Eggert, Administrative Assistant; Martha Nork, Friends of NDL President.
 - 1.3 **Approval of the Agenda:** **MOTION:** Jim Morché made a motion to approve the agenda as amended. Jean Hansen seconded the motion. Motion passed.
 - 1.4 **Approval of Meeting Minutes, 11/16/17:** **MOTION:** Mike DeFrancesco made a motion to approve the November minutes as corrected. Jim Morché seconded the motion. Motion passed.
 - 1.5 **Approval of the Special Board Meeting Minutes, 12/6/17:** Jim Morché made a motion to approve the Special Board Meeting minutes as submitted. Mike DeFrancesco seconded the motion. Motion passed.
 - 1.6 **Citizen Comments:** None.
2. **Correspondence:** Julie Herrin distributed a Christmas card to the Board from Merrit Cieslak Design and a copy of The Voice newsletter from United for Libraries.
3. **Director's Report:**
- Statistics:** Julie Herrin reported that circulation was down 7.6%. Downloads were up 12.6%. RB Digital had 897 magazine checkouts. Download Destination had 2,379 checkouts. Brainfuse had 270 sessions by 35 users. Database and meeting room usage were up from last year. Computer and Wi-Fi use were good.
- Programming:** December is a slow programming month. Youth Services had 13 programs with 246 attendees. Adult Services had 6 programs with 56 patrons attending. Teen Services had two programs with 23 attending.
- Facility:** Julie reported that the building renovations have been completed. The occasional tables were delivered and installed. The sign over the video games was installed and the showcase was brought upstairs and installed near the entrance to the fireplace reading area. The showcase currently has a display from the Village Workshop. We will open the showcase up for community members to use for display as we do the showcase near the main entrance. We found a contractor, Green Paradise Landscaping, to handle the Library snow plowing for the winter. Julie continues to try to contact the Otis Elevator sales representative to get another quote for elevator refurbishment. The sales representative is off on vacation until Dec. 27. The elevator continues to operate without issue this month.
- Staff:** Julie reported that Karen Fehl, Public Relations Librarian, has been selected as the new Assistant Library Director to replace Anne Mannisto. The Board feels Karen will do a great job and is an excellent choice.
- Technology:** Julie reported that the Library requested technology items from the Friends as part of the Wish List for the year. The Friends approved donating funds to purchase a DaVinci Pro HD/OCR which reads text to speech and can magnify an entire page at a time; 5 iPads with a storage unit for use at digital services events and classes; and multi-media equipment for the new conference room.
- Endowment:** We have received 45 gifts totaling \$6,075 so far in response to our 2017 Annual Giving campaign. Last year we received \$7,485 from 48 donors.

4. **Friends of the Northville District Library Report:** Friends President Martha Nork reported that the Friends did not meet in November. At the end of October, Scott Frush was elected as Friends Treasurer. At the Friends meeting on Dec. 14 Scott gave a financial report for October and November as well as presenting a budget proposal for 2018. Some questions arose regarding the budget proposal so it will be revisited at the next Friends Board meeting in February 2018. The Proposed Budget included the usual items from the Library Wish List as well as the three special request items that Julie mentioned in her report. The special items were approved in the amount of \$11,100. November used book sales were \$1238.65 for the Book Cellar and \$678.79 for the online vendor. This is an increase of \$250 over October income for the Book Cellar so progress is being made since the book carts were moved to the cellar. The Gift Shop has a year to date income of \$13,584.11. The store will transfer \$2,000 to the Friends in November with the expectation to transfer another \$2,000 at the end of December. The Friends sponsored a very successful concert by 12th Night at the Community Center on Dec. 5. It was a full house with 164 people attending. The Friends have scheduled six programs for 2018.
5. **Budget and Finance Review:**
 - 5.1 **Bills over \$1,000 for approval:** Jean presented an additional List of Bills over \$1,000 for November 2017 for checks that were processed after the last Board meeting due to year end. **MOTION:** Jean Hansen made a motion to approve these bills in the amount of \$40,932.15 for payment. Jim Morché seconded the motion. Motion passed. Jean presented the List of Bills over \$1,000 for December 2017. **MOTION:** Jean Hansen made a motion to approve these bills in the amount of \$93,216.26 for payment. Alan Somershoe seconded the motion. Motion passed.
 - 5.2 **Financial Report:** Jean reported that the Library has revenue in excess of expenditures of \$404,859.07 for the 2017 fiscal year although this figure will likely go down somewhat. Fringe Benefits are under budget for the year due to a decrease in insurance costs from retirements and new hires not taking family coverage. **MOTION:** Jean Hansen made a motion to add a revenue line item to the 2018 budget, Fund Balance- Prior Year and to transfer the excess of Friends Donations over Purchases-Friends Donations in the amount of \$2,660 to the account. Alan Somershoe seconded the motion. Motion passed. **MOTION:** Jean Hansen made a motion to transfer the excess amount in the Private Donations and Merchant Donations Program accounts in the amount of \$1,528.87 to the Library Endowment Fund with the Community Foundation. Mike DeFrancesco seconded the motion. Motion passed. **MOTION:** Jean Hansen made a motion to amend the 2018 budgeted amount for Wages from \$1,313,156 to \$1,190,578. Mike DeFrancesco seconded the motion. Motion passed. **MOTION:** Jean Hansen made a motion to amend the 2018 budgeted amount for Fringe Benefits from \$555,000 to \$478,592. Mike DeFrancesco seconded the motion. Motion passed. A transfer within the Operating budget of \$350,000 from the J Fund to the Checking Account was done to cover expenses until tax revenue arrives in January. We will not need to move funds from the Reserve Fund.
6. **Planning:** Robert Sochacki and Mike DeFrancesco called the references for the two contractors being considered, Hicks Construction Company and Advanced Building Group. Hicks work was mostly done in unoccupied structures, whereas Advanced had considerably more experience with projects where the building was in use while the work was being done. Mike DeFrancesco has also received a recommendation for Advanced from his son-in-law who works for Burton Mallow There was discussion about the two bids. **MOTION:** Mike DeFrancesco made a motion that the Library accept the bid of \$303,460

from Advanced Building Group for the Library building addition work to begin in April. Jean Hansen seconded the motion. Motion passed. Julie reported that she spoke to our insurance agent and we should carry Builders Risk Insurance for the addition project. It covers the building addition while it is under construction and covers building materials on site. These are not covered by regular insurance. The estimated cost is around \$1,000 per year. Julie will speak to our insurance representative about adding this coverage when the work begins.

7. Announcements and Comments: Jim Morché discussed the Site Wise program sponsored by Henry Ford Hospital which gives suggestions for helping vision impaired patrons. Jim will check with Henry Ford Hospital about evaluating our Library. This is Jim's last meeting until the spring so he will report back then. A new table of contents for the Policy Manual was distributed to the Board members. There was discussion about the Policy Manual. Board members would like to receive an electronic copy of the manual as a PDF file. Carla will scan a copy to the Board. This is Julie Herrin's last Board meeting prior to her retirement.

7.1 The next Finance Committee Meeting is scheduled for Wednesday, Jan. 24, 2018 at 10:00 a.m.

7.2 The next Board Meeting will be on Thursday, January, 25, 2018 at 7:30 p.m. in the Carlo Meeting Room.

8. Adjourn Regular Meeting: MOTION: Alan Somershoe made a motion to adjourn the December Regular Board Meeting. Mike DeFrancesco seconded the motion. Motion passed. The meeting was adjourned at 8:50 p.m.

Respectfully Submitted,
Alan Somershoe, Secretary
12/28/17