

NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES

Regular Meeting Minutes

Thursday, January 23, 2020 – 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, 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. Thomas Thompson was appointed acting Secretary for the meeting.
 - 1.2 **Approval of the Agenda:** **MOTION:** Nick Vlisides made a motion to approve the agenda as submitted. Carol Doyle seconded the motion. Motion passed.
 - 1.3 **Approval of Meeting Minutes, 12/19/19:** **MOTION:** Thomas Thompson made a motion to approve the December minutes as written. Deborah Stanifer seconded the motion. Motion passed.
 - 1.4 **Election of 2020 Officers:** **MOTION:** Carol Doyle nominated Alan Somershoe for Chair, Joe Corriveau for Vice-Chair, Deborah Stanifer for Treasurer and Robert Sochacki as Secretary. Thomas Thompson seconded the motion. Motion passed.
 - 1.5 **Appointment of 2020 Board of Trustees Committee Members for Finance, Facilities, Personnel and Policy:** **MOTION:** Deborah Stanifer made a motion to establish the following committees for 2020:
 - Finance Committee: Deborah Stanifer (Chair), Thomas Thompson and Nick Vlisides.
 - Policy Committee: Joe Corriveau (Chair), Carol Doyle and Robert Sochacki.
 - Personnel Committee: Joe Corriveau (Chair), Deborah Stanifer and Thomas Thompson.
 - Facilities Committee: Alan Somershoe (Chair), Carol Doyle and Robert Sochacki.Nick Vlisides seconded the motion. Motion passed.
 - 1.6 **Board Bylaws: Reaffirmation:** **MOTION:** Thomas Thompson made a motion to reaffirm the Board Bylaws for 2020. Deborah Stanifer seconded the motion. Motion passed.
 - 1.7 **Resolution 2020-01-Schedule of 2020 Board of Trustee Meeting Dates:** Thomas Thompson read Resolution 2020-01 which sets the dates of the regular meetings of the Northville District Library Board of Trustees for the calendar year 2020. The Resolution was passed by a unanimous roll call vote, with one Trustees absent. All regular meetings of the Board of Trustees are on the 4th Thursday of the month with the exception of November and December, which are scheduled for the 3rd Thursday due to the Thanksgiving and Christmas holidays.
 - 1.8 **Citizen's Comments:** None.
- 2 **Correspondence:** None.
- 3 **Northville District Library Director's Report:**

Personnel Updates: Laura Mancini reported that in December she promoted Carla Eggert and changed her job title to Business Operations Specialist which more accurately

reflects the work that she does. Caryn Bartone started as the Head of Youth Services on January 6th. Caryn is off to a great start and she is rapidly learning the operations of the Youth Department. Maureen Simari, Head of Technical Services, came back to work this week after a 2 month leave. The processing team did a wonderful job in her absence of preparing new items for circulation. Mary Brissette, a Youth Services Librarian, has been off on a six-month disability leave due to a serious medical condition. For the month of December the Youth Department was down two full-time Librarians. The remaining staff did a great job of staffing programs and keeping other activities running smoothly.

Audit: Plante Moran began the Library audit on January 6th. They have prepared a draft report and it is currently being reviewed. The report indicates that there are no major issues with the Library's financial operations. Plante Moran will present the audit findings at the February Board meeting.

ILS Study: Laura reported in the summer that the Library would be conducting a study of the ILS marketplace to see if there is a better solution available for the Library than the current TLN-CARL system. The study was put on hold with Maureen's absence as technical services are an essential component of an ILS system. The study will resume in February with summer of this year as a target for completion.

Maker Space: The Library has also been involved in a study of Library Maker Spaces. As much of Maker Space activities are closely related to STEM education it is essential to have the Youth Department involved so it was postponed until the new Head of Youth Services began her position. This study will resume in February with a target completion date of summer 2020.

Circulation Associate Position: The Circulation Associate job description has been written and approved by the union. The Library is currently working with Library Design to configure the circulation workroom so that a work station may be added to accommodate the new position. We hope to have this in place in the next 4-6 weeks at which time the position will be posted.

Teen Librarian Transfer: Laura reported that she has transferred the Teen Librarian position from Adult Services to Youth Services. The Teen Librarian collaborates with the Youth Services department on Battle of the Books and other teen/tween programming so it makes more sense to have the position under Youth Services. The transfer will take effect on February 3rd.

International Language Collection: The Library conducted a publicity campaign this month to promote the establishment of the International Language collection. In addition to sending out press releases to the media, the Library also reached out to local community organizations for the four languages added to the collection. Books have been checked out from all of the language collections with Chinese being the most checked out so far.

Cyber Security: As part of 2020's Technology Plan, the Library is going to put in place a cyber security disaster plan. As local governments continue to get hacked and/or infected with ransomware, the Library should have a plan in place to decrease the chances of such an event happening and if it does, how our computer systems will be recovered.

Events: On Saturday, Jan. 25, the Library will be showing the film, *The Luft Gangster*, which tells the story of Alexander Jefferson, who was one of the Tuskegee Airmen. Mr. Jefferson will be at the Library on February 3rd to discuss his service with this famed unit. The Library will be hosting its first annual author fair on February 22nd. The event will bring together 20 authors who are Northville residents or have Northville ties and will spotlight their published works. The Library is also going to begin a local author collection.

- 4 Friends of the Northville District Library Report:** Friends President Martha Nork reported that the Friends did not meet in January. The Book Cellar is doing well and are close to their goal of \$1,000 a month in sales. The Friends will give out three scholarships this year to students who volunteer with the Friends. The Friends currently have several

teen volunteers working in the Book Cellar which has been very helpful. The Read to Me program is currently on hold until the Friends have been with Caryn, the new Head of Youth Services. The Friends will hold a volunteer fair at the Library on May 16.

5 Budget and Finance Review:

- 5.1 **Bills over \$1,000 for approval:** Deborah Stanifer presented the List of Bills over \$1,000 for January 2020. **MOTION:** Deborah Stanifer made a motion to approve these bills in the amount of \$124,372.52 for payment. Thomas Thompson seconded the motion. Motion passed.
- 5.2 **Financial Report:** Deborah Stanifer reported that the Library is 8% through the new fiscal year. Expenses are in line except for those items that are paid one time per year.
- 5.3 **Reserve Transfer:** Deborah Stanifer reported that \$100,000 was transferred to the General Fund from the Reserve Fund in January until tax revenue was received. Tax revenue has begun to be received in January. **MOTION:** Deborah Stanifer made a motion for the General Fund to transfer \$100,000 back to the Reserve Fund now that tax revenue has been received. Thomas Thompson seconded the motion. Motion passed.

6 Committee Reports:

6.1 Facilities Committee:

- **Roof Update:** Alan Somershoe reported that the Facilities Committee has met and reviewed the roof replacement proposals that were discussed at the last Board meeting. The Facilities Committee is asking the Board to approve option 2, which is roof replacement with asphalt shingles with additional insulation at an estimated cost of \$345,000. With approval Merritt Cieslak will prepare documents for the bid process. There was discussion about the cost effectiveness of the additional insulation. The Board would like to know the energy costs the library is currently paying in comparison to the cost.
- **Restroom Door Access:** We received three bids for automating all four of the public restroom doors to make them ADA accessible. The bids were received from Assa Abloy for \$9,500, Michigan Commercial Door for \$6,900 and Allied Building Service for \$17,940. The Board discussed the three proposals. **MOTION:** Joe Corriveau made a motion to accept the Assa Abloy proposal to automate the public restroom doors in an amount not to exceed \$10,000. Deborah Stanifer seconded the motion. Motion passed.

- 6.2 **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 second reading. **MOTION:** Carol Doyle made a motion to accept the revised Library Code of Conduct for the second reading. Joe Corriveau seconded the motion. Motion passed.

7 Announcements and Comments:

- 7.1 **Trustee Training Opportunity:** The Library of Michigan is hosting a one-day millage workshop on Tuesday, March 3, 2020 in Lansing. The workshop provides information and details for libraries considering or planning for a millage. Laura is planning to attend. Trustees should let Laura know if they are interested in attending.

- 7.2 The Director's Evaluation meeting will be held on Thursday, Feb. 6, 2020 at 7:00 p.m.
- 7.3 The next Facilities Committee meeting has been scheduled for Monday, Feb. 10, 2020 at 8:30 a.m.
- 7.4 The next Finance Committee Meeting is scheduled for Tuesday, Feb. 25, 2020 at 9:30 a.m.
- 7.5 The next Board Meeting will be on Thursday, Feb. 27, 2020 at 7:30 p.m. in the Carlo Meeting Room.

8 Adjourn Regular Meeting: MOTION: Joe Corriveau made a motion to adjourn the January Regular Board Meeting. Deborah Stanifer seconded the motion. Motion passed. The meeting was adjourned at 9:10 p.m.