

NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES

Regular Meeting Minutes

Thursday, February 27, 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.
 2. **Roll Call** - Present: Trustees Joe Corriveau, Carol Doyle, Robert Sochacki, Alan Somershoe, Deborah Stanifer, Thomas Thompson and Nicholas Vlisides . Also present: Laura Mancini, Library Director; Karen Fehl, Assistant Library Director; Carla Eggert, Business Operations Specialist.
 3. **Approval of the Agenda: MOTION:** Robert Sochacki made a motion to approve the agenda. Thomas Thompson seconded the motion. Motion passed.
 4. **Approval of Meeting Minutes, 01/23/20: MOTION:** Carol Doyle made a motion to approve the January minutes as submitted. Deborah Stanifer seconded the motion. Motion passed.
 5. **Approval of Special Meeting minutes, 02/06/20: MOTION:** Thomas Thompson made a motion to approve the Special Meeting minutes as submitted. Carol Doyle seconded the motion. Motion passed.
 6. **Citizen Comments:** None.
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2. **Correspondence:** The Board of Trustees received a thank you card from the family of Julie Herrin for the bouquet of flowers sent to her memorial service.
 3. **Presentation of the 2019 Audit-Plante Moran:** Kari Shea and Erin Brzezinski from Plante Moran attended the meeting. They gave an overview of the audit of the Library for the 2019 fiscal year to the Board. Library expenses were under budget for the year while revenue was down slightly from last year even though property tax revenue increased slightly. This is due to the grants received in the previous year to fund the construction of the Friends Community Room that were included in revenue in fiscal year 2018. There was discussion about the funding level of the Library pension fund with MERS (Municipal Employee Retirement System). The valuation provided by MERS is one year behind so the funding level of 73.4% does not include any investment gains from the current year. Retiree health care continues to be over funded. The Board thanked Kari and Erin for their report.
 4. **Director's Report:**
Local Author Fair: Laura Mancini reported that the first annual Northville District Library Local Authors fair was a success with 20 authors exhibiting and selling their books and approximately 94 people in attendance. The participation exceeded the Library's expectations. We look forward to holding this event next year. The Library has also added a local author collection.
Detroit Institute of Arts (DIA) Inside/Out: The DIA will be running their Inside/Out art program in Northville this summer. Five sites in the City have been chosen to exhibit an outdoor reproduction of a piece from the DIA's collection and the Library was one of the places selected.
Millage Workshop –March 3rd in Lansing: The workshop being put on by the Library of Michigan on millages has had an overwhelming response. Alan, Deborah, Thomas and Laura had planned to attend but are currently on the waiting list. If Laura is notified that space has opened up she will notify the Board members.

Cyber Security: The Library has subscribed to a service that is testing the library's IT systems to determine how they may be vulnerable to cyber-attack or ransomware. After the testing is completed we will receive a report on changes we might make to our systems. As part of the testing, staff are watching IT security awareness video tutorials. Emails are also being sent out to test cyber security awareness. Board members may also receive such emails.

April Board meeting: The Library Board had earlier discussed holding one of its 2020 Board meetings at Northville Township Hall. The Library Board will hold its April 23rd meeting at Northville Township Hall.

Chamber of Commerce Legislative Breakfast: On February 3rd Laura attended a legislative breakfast sponsored by the Northville Chamber of Commerce. Laura had the opportunity to speak with State Rep. Koleczar, State Senator Polehanki and Congresswoman Haley Stephens about libraries and was delighted to find out all three are library supporters.

New website debut: The Library will debut its new website mid-March. At the March Board meeting the Board will receive a demonstration of the new site. Our website team, led by Sarah Milroy and Michael McEvoy, are doing a fantastic job getting the new website ready to launch.

Battle of the Books: The Library's annual Battle of the Books competition will be held on Wednesday, March 11 at Northville High School from 6:00 to 9:00 p.m. There will be 30 teams competing this year. One of the Board members usually attends and speaks at the event. Bob Sochacki stated he will attend. Joe Corriveau volunteered to be back-up if Bob is unable to attend.

The Library Network (TLN) Board meeting: The Board of Directors for the TLN cooperative will be having their Board meeting at NDL on March 19 at 10:30 a.m. The cooperative board rotates the location of their meetings to give members the opportunity to attend. NDL Board members are welcome to attend.

Fix-It Station Injury: A patron walked into the Bike Fix-it Station outside the Library last week. The patron experienced a large cut around their eye. Since this incident occurred a bench was moved to be in the path of the station on the north side and reflective tape has been added to make the station more visible at night. In the spring the Library will look into painting the station a brighter color and mounting caution signs.

2019 Annual Statistics Report: Laura discussed the 2019 statistics report. As this is the first year of the redesigned statistics report there are not previous year's comparisons but going forward the Board will be able to compare these yearly totals to previous years. There was discussion on library card holders in the City and Township. Joe Corriveau stated that the Board should make outreach to Northville Township residents part of its strategic plan.

Items Borrowed from Other Libraries Report: Laura reported that for the past six months the Librarians have been analyzing the reports of items our patrons have borrowed from other libraries to better understand why the number is so high. They have found that the Library has 50% of the items borrowed from other libraries in our collection but the search algorithm used by the Library's ILS system does not always list Northville District Library items first. Patrons often select the first items listed. The book could also be checked out from the Library's collection but because we are part of the shared system patrons can request another libraries available copy or visit other area libraries and check out the item. Many of the items requested are also older items that NDL may have had at one time but have been removed from our collection. Some collections are limited in the amount of space that we have available to house them. For some collections, librarians have identified the need for more space as a barrier to purchasing more materials. Some

patrons who are using the inter-loan service are doing so to request niche items that NDL would not have. Northville is not the only large-sized public library in the TLN shared system to have high inter-loan rates. Both Livonia and Novi's patrons request more items from other libraries than they loan out to other libraries.

5. **Friends of the Northville District Library Report:** Laura reported that the Friends newsletter deadline is March 3rd and the deadline for students to apply for the Friends Scholarships is March 6th.
6. **Budget and Finance Review:**
 - 6.1 **Bills over \$1,000 for approval:** Deborah Stanifer presented the List of Bills over \$1,000 for February 2020. **MOTION:** Deborah Stanifer made a motion to approve these bills in the amount of \$85,620.72 for payment. Nicholas Vlisides seconded the motion. Motion passed.
 - 6.2 **Financial Report:** Deborah reported that we are 17% through the fiscal year and have received about 50% of our tax revenue so far.
 - 6.3 **Reserve Transfer:** Deborah stated that the Finance Committee is recommending that the 2019 net income in the Operating Fund be used to make a one-time payment to MERS to fund the employee pension. The money will be transferred to the Reserve Fund this month and transferred back at a later date to make the payment. **MOTION:** Deborah Stanifer made a motion to transfer \$287,287.78 from the Operating Fund to the Reserve Fund-Future Unfunded Expenses. Thomas Thompson seconded the motion. Motion passed.
7. **Committee Reports:**
 - 7.1. **Facilities Committee-Roof Update:** Alan Somershoe reported that the Board had agreed, at the January Board meeting, to go with fiberglass/asphalt shingles in the roof replacement, rather than a metal roof, but was unsure that there was sufficient cost savings for the Library in adding additional insulation. At the February Facilities Committee meeting new information was presented that indicates that we definitely need insulation. Water and possibly animals may be coming into the attic via the eyebrow vents that are currently only blocked with screening. It needs to be determined if these vents should be blocked off, if we have adequate ventilation without them, if old insulation needs to be removed before new insulation is added, and what type of insulation is best. Alan will ask Merritt Cieslak Design to do an inspection of the area and to attend the March meeting to discuss these issues further.
8. **Announcements and Comments:**
 - 8.1. A Friends of Michigan Libraries Trustee Alliance workshop will take place in Portage, MI on Friday, March 27. Trustees should let Laura know if they wish to attend.
 - 8.2. The next Facilities Committee meeting has been scheduled for Monday, March 2, 2020 at 8:30 a.m.
 - 8.3. The next Finance Committee Meeting is scheduled for Tuesday, March 24, 2020 at 9:30 a.m. in the Friends Community Room.
 - 8.4. The next Board Meeting will be on Thursday, March 26, 2020 at 7:30 p.m. in the Carlo Meeting Room.

9. **Adjourn Regular Meeting: MOTION:** Robert Sochacki made a motion to adjourn the February Regular Board Meeting. Thomas Thompson seconded the motion. Motion passed. The meeting was adjourned at 9:10 p.m.

Respectfully Submitted,
Robert Sochacki, Secretary
03/05/20