

NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES  
Regular Board Meeting  
Thursday, August 27, 2020-1:00 p.m.  
Video Conference Meeting-Online

- 1) **Call to Order:** Chairperson Alan Somershoe called the Board meeting to order at 1:00 p.m.
  - 1)1. **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; Michael McEvoy, Technology Coordinator; Martha Nork, President of the Friends of Northville District Library.
  - 1)2. **Review of Online Meeting Protocols:** Laura Mancini discussed the meeting protocols required by Governor Whitmer's Executive Order temporarily authorizing remote participation in public meetings. Meeting participants should state their name before speaking and voting will be conducted by roll call.
  - 1)3. **Approval of the Agenda: MOTION:** Carol Doyle made a motion to approve the meeting agenda as presented. Deborah Stanifer seconded the motion. The motion passed by a unanimous roll call vote.
  - 1)4. **Approval of the Meeting Minutes for July 23, 2020: MOTION:** Thomas Thompson made a motion to approve the meeting minutes for the July 23, 2020 meeting as submitted. Carol Doyle seconded the motion. The motion passed by a unanimous roll call vote.
  - 1)5. **Citizen Comments:** Laura Mancini read a letter from Karen Fehl thanking the Board of Trustees for her retirement gift.
  
- 2) **Northville District Library Directors Report:** Laura Mancini reported that the Library is open and remains at level 3 of its reopening plan, Grab and Go. Per Governor Whitmer's Executive Order the library is operating at 25% capacity which is 40 patrons at one time in the building. Patron traffic has been steady but light so we have not had to turn anyone away. About 50% of the normal amount of staff are working in the building each day as well. Having less staff in the building helps to reduce opportunities for virus transmission and allows for compliance with another Executive Order that mandates remote work for those whose duties allow it. Staff who can work from home are generally working 3 days in the library and 2 days at home.

COVID-19 infection rates in the City and the Township are being tracked weekly. The past week saw the highest number of infections in our communities since May, with 56 new cases. In August there were approximately 104 new cases, representing 30% of the cases in the district. COVID-19 is still very much a concern in our community and as such the Library will remain at Level 3 and hopefully will not have to return to Level 2-curbside service only. In order to move up to Level 4 the Governor would have to move our region to the next phase in the State's recovery plan and the infection rate in Northville would have to decrease.

A Northville District Library (NDL) employee was diagnosed with COVID-19 earlier this month. Due to the preventative actions taken by the employee, there was no exposure to anyone at the Library.

The Library of Michigan established a grant program to help libraries fund the cost of purchasing personal protective equipment (PPE). The Library applied for and was awarded one of the grants. We will receive \$500 to help offset some of the PPE costs.

Laura will be meeting with the Martha and Rick Nork next week to discuss ways the Friends of NDL might resume some of their fundraising activities without being inside the Library as it will still be some time before volunteers will be able to return to the Library. Due to the COVID-19 situation

we will not be able to have our annual volunteer recognition event. To thank our volunteers for their time and dedication they will receive a thank you note and a gift card for Guernsey's.

The Library is currently open Monday through Saturday from 10:00 a.m. to 5:00 p.m. closing. In the return to service plan, Levels 4 and 5 added additional hours to the public. At the time the service plan was drafted, we did not expect to still be operating at Level 3 with the beginning of the school year. In order to give more opportunities for students and parents to visit the Library, we will be open to 7:00 p.m. on Monday and Wednesday nights beginning on September 8. We may add more evening hours in October, though closing at 5:00 p.m. allows our cleaning crew to do a more thorough cleaning of the Library.

It was recently discovered that silverfish are coming into the Library via the drains in our bathrooms. The Library is currently working with Orkin to eradicate these creatures and to implement a preventative maintenance program going forward.

The NDL recently completed its summer reading program. Due to COVID-19, this year's program was held entirely online, which was a first for the Library. A total of 312 participants completed the program, which is lower than our usual summer reading participation. Considering the librarians converted the program to an online program in a very short time frame and we were not sure how the community would respond to the online version Laura considers this year's program to be a success with over 300 people participating. The Youth and Teen Librarians also created weekly craft kits that patrons could pick up and 594 of these kits were distributed.

The Library's new website was launched on August 17. The website redo has been more than a year in the making. The site utilizes the latest in web technology and provides a more visual and streamlined user experience for our patrons. Sarah Milroy and Michael McEvoy headed up the website makeover team and did a wonderful job. Laura encourages the Board members to spend some time visiting the website and exploring its new features.

The Library has hired a new full time Youth Librarian, Cathrine Trautman, to replace Mary Brissette, who retired in March. Catherine will begin on Sept. 8.

Contract negotiations will begin with the Northville District Library Employee Association on Oct. 8 and will be conducted online via Zoom. Laura will meet with the Library attorney in September to discuss the new contract. After negotiations are complete, the new contract will go to the Personnel Committee and to the Board for approval.

Laura presented a statistics report to the Board covering the period from January to July during which the Library was closed for a majority of the time due to COVID so she did not add comparative information from last year.

Karen Fehl's last day with the Library will be Friday, August 28. The Library has benefitted from her talents and gifts in countless ways and she will be greatly missed by the NDL community. The Library will begin looking for her replacement in September.

3) **Friends of Northville District Library Report:** Martha reported that the Friends have had two income sources eliminated due to the COVID situation as they will discuss with Laura on Monday. Memberships are going well. Judith Costigan gave an additional \$1,500 to the Friends. She is already a lifetime member and has donated over \$8,000 to the Friends since 2015. The Friends will miss working with Karen and wish her well in retirement.

4) **Budget and Finance Review:**

- 4)1. **Bills over \$1,000 for approval: MOTION:** Deborah Stanifer made a motion to approve the August bills over \$1,000 in the amount of \$139,343.77 for payment. Robert Sochacki seconded the motion. The motion passed by a unanimous roll call vote.
- 4)2. **Financial Report:** Deborah presented the July financial statements to the Board. The Library is 67% through its fiscal year. The Library has expended 65% of its budget.
- 4)3. **FY2021 Budget:** Deborah presented the proposed 2021 budget to the Board and discussed the proposed millage rate. A Public Hearing on the 2020-2021 Operating Budget will be held prior to the September Board meeting. Deborah presented Resolution 2020-02 calling for a public hearing regarding the proposed budget. The resolution was adopted by unanimous roll call vote. A budget hearing will be held a half hour prior to the regular Board meeting in September.

5) **Committee Reports:**

- 5)1. **Facility Committee: Roof Update:** The project to replace the roof and to add insulation will be split into two requests for proposal (RFP) according to our architect Merritt Ceislak. Contractors interested in looking at the project for the insulation may come to the Library on Sept. 3 from 10:00 a.m. to 12:00 p.m. to look at the space.

6) **Announcements and Comments:**

- 6)1. The next Board Facilities Committee meeting will be held on Tuesday, September 1, 2020 at 8:30 a.m. at the Library.
- 6)2. The next Board Finance Committee meeting will be held virtually on Tuesday, September 22 at 10:00 a.m.
- 6)3. The 2021 Public Budget Hearing will be held virtually on Thursday, September 24 at 1:00 p.m.
- 6)4. The next regular Board of Trustee meeting will be held virtually on Thursday, September 24, 2020 at 1:30 p.m.
- 6)5. **MOTION:** Robert Sochacki made a motion to adjourn the Board Meeting. Nick Vlisides seconded the motion. The motion passed by unanimous roll call vote.

The meeting was adjourned at 2:14 p.m.