

NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES

Regular Meeting Minutes

Thursday, Sept. 24, 2020 – 1:30 p.m.

Video Conference Meeting-Online

1. **Call to Order:** Chairperson Alan Somershoe called the Regular Meeting to order at 1:30 p.m. following the Public Hearing on the proposed 2020-2021 Library Operating Budget.
 1. **Roll Call** - Present: Trustees Joe Corriveau, Carol Doyle, Robert Sochacki, Alan Somershoe, Deborah Stanifer, Thomas Thompson and Nick Vlisides. Also present: Laura Mancini, Library Director; Carla Eggert, Administrative Assistant; Samantha Loree, Adult Services Librarian; Wendy Mutch, Head of Adult Service; and Michael McEvoy, Technology Coordinator.
 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.
 3. **Approval of the Agenda: MOTION:** Robert Sochacki made a motion to approve the agenda as amended. Deborah Stanifer seconded the motion. Motion passed by unanimous roll call vote.
 4. **Approval of Meeting Minutes, 08/27/20: MOTION:** Thomas Thompson made a motion to approve the August 27, 2020 meeting minutes as submitted. Robert Sochacki seconded the motion. Motion passed by unanimous roll call vote.

2. **Citizen Comments:** None.

3. **Director's Report:**

Operating Status: Laura Mancini reported that the Library continues to operate under the 3rd level of its return to service plan, Grab and Go. The Library is open to the public for limited services. Patrons are being requested to keep their visits short in duration. Infection rates in the City of Northville and Northville Township are tracked weekly. For the month of September, there has been on average 30 new COVID-19 cases per week. In the last month, 3 libraries in the Metro Detroit area have had to close due to COVID-19 staff infections. Patrons by and large have been supportive of the temporary measures we have put in place to provide protection for the staff and public, with only 2 instances of non-mask compliance.

September Hours: Due to the start of the school year, the Library has added 4 hours to our schedule. The Library is now open on Monday and Wednesdays from 10:00 a.m. to 7:00 p.m. The Library is still operating on a reduced hours schedule in order to allow time for more extensive cleaning of the building. We will review the hours at the end of October to see if there is a need to add additional hours.

Bathrooms: Laura met with the Facilities Committee earlier this month to discuss the possibility of remodeling our bathrooms and installing touchless equipment in them. Laura will be meeting with contractors for potential proposals.

Library Programming: All public programming is currently being held online. The Librarians are making plans to offer winter programming online as well. The Adult programs have done very well this month and Youth Services has been distributing take and make craft kits which are proving to be very popular.

Assistant Library Director: The job posting for the Assistant Director will be sent out next week with interviews beginning in late October.

Contract Negotiations: Contract negotiations will begin with the Northville District Library Employee Association on Oct. 8th. The current contract expires on November 30, 2020. The Personnel Committee will need to meet to review the proposed new agreement when it is ready and the Board for final approval.

Board Statistics Report: Laura discussed the August statistics report presented to the Board. Interloan statistics are higher than normal due to resumption of MeLCat service in August. The service had been unavailable since March so there was a backlog in the system. September numbers in this category will be more reflective of normal activity.

4. Friends of the Northville District Library Report: Laura Mancini reported that the Friends were awarded a \$1,000 Community Financial grant that they will use to purchase STEM kits. The Friends will fund this year's Battle of the Books and Summer Reading even though they have not been able to fundraise during the COVID-19 situation. The Friends will hold a Used Book Sale on Saturday, Oct. 10 from 12:00 to 3:00 p.m. in the park in front of the library building (October 17 is the rain date). The Friends annual Cider on Sunday event has been cancelled.

5. Budget and Finance Review:

5.1. **Bills over \$1,000 for approval:** Deborah Stanifer presented the List of Bills over \$1,000 for September 2020. **MOTION:** Deborah Stanifer made a motion to approve the September bills in the amount of \$77,348.84 for payment. Nick Vlisides seconded the motion. Motion passed by a unanimous roll call vote.

5.2. **Financial Report:** Deborah reported we are currently 75% through the fiscal year. The Library has received 100 percent of budgeted revenue. The Library has a balance of \$2,543,688.90 in the Reserve Fund. The Library received \$32.21 in interest payment in the Reserve Fund this month which is an over 90% decrease from last year.

5.3. **Approve FY2021 Budget:** **MOTION:** Deborah Stanifer made a motion to approve the Library's 2020-2021 Operating Budget as presented. Robert Sochacki seconded the motion. Motion passed by a unanimous roll call vote.

6. Resolution Certifying Tax Levies for Operating Millage and Approving Budget: Board Secretary Robert Sochacki read **Resolution 2020-03** certifying the tax levy for the Operating millage. Deborah Stanifer supported the resolution, Carol Doyle seconded. Resolution 2020-03 passed by a unanimous roll call vote.

7. Committee Reports:

7.1. Facilities Committee:

7.1.1. **Roof Replacement:** Alan Somershoe reported that the Request for Proposals went out for both the roof replacement project and the insulation project. One bid was received for each project. The insulation project would require closing the Library for a three week period in order for the work to be performed. The Board decided not to pursue the insulation project at this time. The bid for roof replacement was received from Butcher and Butcher construction in the amount of \$194,100. **MOTION:** Alan Somershoe made a motion to accept the proposal for roof replacement received from Butcher and

Butcher in an amount not to exceed \$205,000. Robert Sochacki seconded the motion. The motion passed by unanimous roll call vote.

7.1.2. **Personnel Committee:** A meeting of the Personnel Committee is needed to discuss Laura Mancini's vacation situation. Laura's contract prohibits the vacation carry over allowed for other staff members. Laura has not been able to take her vacation during the COVID19 situation and would like to request an extension.

8. Announcements and Comments:

8.1. The next Personnel Committee meeting has been scheduled for Thursday, Oct. 22, 2020 at 12:30 p.m. with the location to be determined.

8.2. The next Finance Committee Meeting is scheduled for Tuesday, October 20, 2020 at 1:00 p.m. with the location to be determined.

8.3. The next Board Meeting will be on Thursday, October 22, 2020 at 1:00 p.m. with the location to be determined.

9. Adjourn Regular Meeting: MOTION: Thomas Thompson made a motion to adjourn the September Regular Board Meeting. Robert Sochacki seconded the motion. Motion passed by a unanimous roll call vote.

Respectfully Submitted,
Robert Sochacki, Secretary
10/01/2020

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