

NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES  
Regular Board Meeting  
Thursday, October 22, 2020-1:00 p.m.  
Video Conference Meeting-Online

- 1) **Call to Order:** Chairperson Alan Somershoe called the Board meeting to order at 1:03 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; 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 reminded the Board of the meeting protocols required for online 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:** Robert Sochacki made a motion to approve the meeting agenda as presented. Carol Doyle seconded the motion. The motion passed by a unanimous roll call vote.
  - 1)4.**Approval of the Meeting Minutes for Sept. 24, 2020: MOTION:** Nicholas Vlisides made a motion to approve the meeting minutes for the Sept 24, 2020 meeting as submitted. Robert Sochacki seconded the motion. The motion passed by a unanimous roll call vote.
  - 1)5.**Citizen Comments:** None.
  
- 2) **Northville District Library Directors Report:** Laura Mancini reported that the Library remains open to the public at level 3 of its reopening plan, Grab and Go. As COVID-19 cases are continuing to increase, there are no plans to move forward to the next level in the plan. The Michigan Supreme Court's decision to nullify the Executive Orders set by Governor Whitmer resulted in the Northville District Library (NDL) now operating under various orders issued by the Michigan Dept. of Health and Human Services, the Wayne County Health Department, MIOSHA and the State Legislature. Laura is currently working with the library attorney to revise the Return to Service plan to reflect these new directives and to remove references to the Executive Orders in the plan. The revised document will be presented to the Board at the next meeting.

Quotes have been received from three vendors to upgrade our bathroom fixtures with touchless technology. They will be reviewed at the next Facilities Committee meeting.

The Library has been distributing take-home craft kits for adults, teens and children that have proven to be a big hit with the community. The Friends of the Library purchased Halloween bags for the children's pumpkin craft kit this is being given out now. To date, the Library has given out over 250 kits. We received a note from a local family thanking the Library for the kits.

This week is National Friends of the Library week. Laura thanked the Friends for all of their help and support of NDL. It has been a difficult year for the Friends, with the pandemic restrictions, but they are still hard at work brainstorming different ways to help the Library. These efforts are much appreciated.

Laura reported that over the course of the last month several insensitive and insulting remarks have been made to several non-Caucasian staff members. Laura has consulted that Library attorney on work place protections for staff and would like to discuss this matter with the Policy Committee at their next meeting.

The Library of Michigan is offering two free online trustee training classes on November 12 and 19, that Laura highly recommends to the Board. Laura asked those trustees interested in attending to let her know so she may register them.

Laura reported that negotiations with the Northville District Library Employees Association have concluded and a tentative 3-year agreement has been reached. The Personnel Committee will need to review the proposed contract which will then be presented to the full Board at the November Board meeting. The current contract expires on November 30.

The September statistics report illustrates that Covid-19 continues to impact library use. Statistics for social media show an average increase of 20% across all platforms.

- 3) **Friends of Northville District Library Report:** Friends President Martha Nork reported that the Friends held an outdoor book sale on Saturday, October 10 which made a little over \$400 in three hours. In lieu of providing bags for the Summer Reading program this year the Friends will fund the Battle of the Books, the International Language collection, three virtual programs and the bags for the Halloween craft.
- 4) **Budget and Finance Review:**
  - 4)1. **Bills over \$1,000 for approval: MOTION:** Deborah Stanifer made a motion to approve the October bills over \$1,000 in the amount of \$111,797.02 for payment. Thomas Thompson seconded the motion. The motion passed by a unanimous roll call vote.
  - 4)2. **Financial Report:** Deborah presented the September financial statements to the Board. The Library is 83% through its fiscal year. The Library has received 100% of its budgeted revenue for the year and expended 74% of its budget. Interest is down significantly in both the Operating and Reserve accounts.
- 5) **Committee Reports:**
  - 5)1. **Facility Committee: Roof Update:** Alan Somershoe reported that the contract for the roof replacement is being prepared and will be a little less expensive than originally estimated. The contractor, Butcher and Butcher, hopes to begin the project in November and complete it by year-end, at the latest. Shingles that are the same as the existing shingles in color have been selected. Once the formal contract is received it will be reviewed by the library's attorney, the Facilities Committee and a copy will be provided to the Board
  - 5)2. **Personnel Committee:** Joe Corriveau reported that the Personnel Committee met prior to this meeting to discuss the prohibition on vacation accrual stipulated in Laura Mancini's employment contract. **MOTION:** Joe Corriveau made a motion to add an addendum to Laura Mancini's employment contract allowing a maximum of 80 hours of vacation to be carried forward, not to exceed 240 hours of vacation accumulation in any one year. Thomas Thompson seconded the motion. The motion passed by a unanimous roll call vote.
  - 5)3. **Policy Committee:** Modifications to the Northville District Library Patron Social Distancing Policy and the Northville District Library Personal Protective Equipment Access Policy are necessary as the original policies refer to the Governor's Executive Orders which are no longer applicable. **MOTION:** Joe Corriveau made a motion to remove the reference to the Executive Orders from the Northville District Library Patron Social Distancing Policy and the Personal Protective Equipment Policy. Robert Sochacki seconded the motion. The motion passed by unanimous roll call vote.
- 6) **Announcements and Comments:**
  - 6)1. The next Board Facilities Committee meeting will be held virtually on Thursday, October 29, 2020 at 9:00 a.m.
  - 6)2. The next Board Personnel Committee meeting will be held virtually on Thursday, November 5 at 12:30 p.m.
  - 6)3. The next Board Policy Committee meeting will be held virtually on Thursday, November 5 at 1:00 p.m.

- 6)4.The next Board Finance Committee meeting will be held virtually on Tuesday, November 17 at 1:00 p.m.
- 6)5.The next regular Board of Trustee meeting will be held virtually on Thursday, November 19, 2020 at 1:00 p.m.
- 6)6.**MOTION:** Carol Doyle made a motion to adjourn the October Board Meeting. Thomas Thompson seconded the motion. The motion passed by unanimous roll call vote.

The meeting was adjourned at 2:03 p.m.