

NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES

Regular Meeting Minutes

Thursday, Nov. 19, 2020 – 1:00 p.m.

Video Conference Meeting-Online

1. **Call to Order:** Chairperson Alan Somershoe called the Regular Meeting to order at 1:00 p.m.
  - 1.1. **Roll Call** - Present: Trustees Carol Doyle, Robert Sochacki, Alan Somershoe, Deborah Stanifer, Thomas Thompson and Nick Vlisides. Also present: Laura Mancini, Library Director; Carla Eggert, Business Operations Specialist; Samantha Loree, Adult Services Librarian; Wendy Mutch, Head of Adult Service; and Michael McEvoy, Technology Coordinator. Absent: Trustee Joe Corriveau.
  - 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 agenda. Tom Thompson seconded the motion. Motion passed by unanimous roll call vote.
  - 1.4. **Approval of Meeting Minutes, 10/22/2020: MOTION:** Robert Sochacki made a motion to approve the October 22, 2020 meeting minutes as submitted. Carol Doyle seconded the motion. Motion passed by unanimous roll call vote.
  - 1.5. **Approval of Special Meeting Minutes, 11/12/2020: MOTION:** Deborah Stanifer made a motion to approve the November 12, 2020 meeting minutes as submitted. Robert Sochacki seconded the motion. Motion passed by unanimous roll call vote.
  - 1.6. **Citizen Comments:** None.

**2. Director's Report:**

**COVID-19 Update:** Laura Mancini reported that the due to increasing cases of COVID-19 the Libray has returned to Level 2 of our service plan, Curbside Service beginning November 17<sup>th</sup>. Between this week and last there have been 193 new cases diagnosed in our district. This is the largest weekly total of new case since the pandemic began and exceeds all the cases that occurred during the Library's 3 month closure. The Library will remain at Level 2 through December 8<sup>th</sup> which reflects the date of the latest batch of Michigan Department of Health and Human Services (MDHHS) public health orders. At that point, we will reevaluate whether it is possible to reopen the building and return to Level 3-Grab and Go. Ideally, we would like to see the weekly case numbers in the district drop below 100 in order to reopen the building. Patrons are very disappointed in our decision, but nearly all public libraries in Metro Detroit have taken this step. Northville Township has closed their offices through December 8 and the City of Northville offices are available by appointment only.

**Roof Project:** Laura reported that construction work on the roof began on November 16<sup>th</sup>. The project is expected to last approximately 3 weeks. Unfortunately, there have been issues with the construction crews that we are in the process of attempting to resolve. The issues have centered on communication, the need to avoid debris from obstructing public usage and restricting areas that need to remain open.

**Usage Statistics:** Usage statistics continue to be down due to Covid-19. E-content downloads, wireless hot spot checkout and social media are the only areas that are showing any substantial growth.

**PPE Donation:** The library applied for a PPE grant with the Ford Motor Company back in the spring. The Library was recently awarded and received a donation of 1,100 face masks from the company.

**Youth Department Activities:** The Youth Department partnered with Northville Parks and Recreation on an outdoor Halloween Story Time at Thayer Corners. The event provided the library with an opportunity to do a program in the Township. The Youth Department distributed 500 pumpkin craft kits for Halloween which were a huge hit. They also gave out 150 Chalk It Up Halloween bags to Mill Race Village which featured chalk and other small prizes for an event held at that venue.

**Community Reads:** The 11<sup>th</sup> Annual Community Reads program was held on November 12<sup>th</sup> and this year's book was *Kent State: Four Dead in Ohio* by Derf Backderf. This book is a graphic novel and marked the first time that this genre was selected for the program. The event was held online this year. As expected, attendance was lower than in previous years. In spite of that, attendees gave the program excellent reviews. The Northville District Library partners with six other area public libraries on the Community Reads project.

**Assistant Director Search:** Laura reported that the Library has received 21 applications for the Assistant Director position. Seven candidates have been selected for the first round of interviews which will be conducted the week of November 30<sup>th</sup>.

**Library of Things:** Due to the increase of online schooling and virtual meetings, the Northville District Library has added HD web-cams to its collection and they are now available for patron check out.

**3. Friends of the Northville District Library Report:** None.

**4. Budget and Finance Review:**

4.1. **Bills over \$1,000 for approval:** Deborah Stanifer presented the List of Bills over \$1,000 for November 2020. **MOTION:** Deborah Stanifer made a motion to approve the November bills in the amount of \$111,206.96 for payment. Thomas Thompson seconded the motion. Motion passed by a unanimous roll call vote.

4.2. **Financial Report:** Deborah reported that November is the last month of the Library's fiscal year. Revenue exceeds expenditures. At the December Board meeting the Board will need to make decisions regarding how they would like to use the surplus.

4.3. **Budget Amendments:** **MOTION:** Deborah Stanifer made a motion to amend the Library's operating budget by a total of \$73,695.00 based on the list distributed to the Board. Housekeeping will be amended to \$34,650, Building and Equipment Maintenance to \$141,995, Telephone to \$5,500, Electronic Products to \$137,000, Legal Services to \$10,900, and Leased Equipment to \$1,200. A budget for Covid 19 expenses was created in the amount of \$16,650. Thomas Thompson seconded the motion. Motion passed by unanimous roll call vote.

4.4. **Reserve Transfer-Building Preservation Fund:** **MOTION:** Deborah Stanifer made a motion to transfer \$60,000 budgeted for Building Preservation from the Operating Fund to the Reserve Fund-Building Preservation. Robert Sochacki seconded the motion. Motion passed by a unanimous roll call vote.

**5. Committee Reports:**

**Facilities Committee: Roof Replacement:** Alan Somershoe reported that the roof replacement project has begun.

**Personnel Committee: 2021-2023 Contract for the Northville District Library Employees Association and Signing Bonus:** The Board adjourned into a closed Executive Session for the purpose of contract negotiations discussion at 1:30 p.m. The Regular Board Meeting was reconvened 1:48 p.m. following the Executive Session.

5.1.. **Policy Committee:** The Policy Committee has drafted an amendment to the Library's Code of Conduct to include the statement "Directing a racial slur or racially motivated language at another patron or library staff member is prohibited". **MOTION:** Robert Sochacki made a motion to approve the amendment to the Library Code of Conduct for the first reading. Deborah Stanifer seconded the motion. The motion passed by unanimous roll call vote. A resolution condemning discrimination in all forms is also being drafted for review by the Policy Committee in December.

6. **MERS Defined Benefit Plan Adoption Agreement Addendum:** Laura reported that the Municipal Employees Retirement System (MERS), the entity that administers the Northville District Library pension plan has requested its members formalize the details of plan eligibility for employees and how compensation is defined. No changes have been made to the criteria, MERS is just requesting a new format for documenting this information and that the governing body of the organization approved the document. **MOTION:** Thomas Thompson made a motion to approve the MERS Defined Benefit Plan Adoption Agreement Addendum. Robert Sochacki seconded the motion. Motion passed by unanimous roll call vote.

7. **2021 Closing Dates:** Laura presented the Board with a list of proposed closing dates for 2021. **MOTION:** Carol Doyle made a motion to approve the list of closing dates for 2021. Deborah Stanifer seconded the motion. Motion passed by unanimous roll call vote.

8. **Announcements and Comments:**

- 8.1. The next Facilities Committee meeting has been scheduled for Tuesday, Dec. 1, 2020 at 10:00 a.m. online.
- 8.2. The next Finance Committee Meeting is scheduled for Tuesday, Dec. 15, 2020 at 1:00 p.m. online.
- 8.3. The next Board Meeting will be on Thursday, Dec. 17, 2020 at 1:00 p.m. online.

9. **Adjourn Regular Meeting:** **MOTION:** Robert Sochacki made a motion to adjourn the November Regular Board Meeting. Motion passed by a unanimous roll call vote.

Respectfully Submitted,  
Robert Sochacki, Secretary  
11/20/20  
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