

NORTHVILLE DISTRICT LIBRARY (NDL) BOARD OF TRUSTEES  
Regular Meeting Minutes  
Thursday, January 28, 2021 – 1:00 p.m.  
Video Conference Meeting-Online

- 1.1 **Call to Order:** Chairperson Alan Somershoe called the Regular Meeting to order at 1:03 p.m.
- 1.2 **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, Business Operations Specialist; Martha Nork, President, Friends of Northville District Library; Scott Frush, Northville Township Trustee; Wendy Mutch, Head of Adult Service; and Michael McEvoy, Head of Information Technology.
- 1.3 **Approval of the Agenda: MOTION:** Robert Sochacki made a motion to approve the agenda. Carol Doyle seconded the motion. Motion passed by unanimous roll call vote
- 1.4 **Approval of Meeting Minutes, 12/17/20: MOTION:** Joe Corriveau made a motion to approve the December minutes as amended. Robert Sochacki seconded the motion. Motion passed by unanimous roll call vote.
- 1.5 **Election of 2021 Officers: MOTION:** Robert Sochacki nominated Nick Vlisides for Chair, Joe Corriveau for Vice-Chair, Deborah Stanifer for Treasurer and Robert Sochacki as Secretary. Deborah Stanifer seconded the motion. Motion passed by unanimous roll call vote.
- 1.6 **Appointment of 2021 Board of Trustees Committee Members for Finance, Facilities, Personnel and Policy: MOTION:** Deborah Stanifer made a motion to establish the following committees for 2021:
  - Finance Committee: Deborah Stanifer (Chair), Thomas Thompson and Nick Vlisides
  - Policy Committee: Carol Doyle (Chair), Deborah Stanifer and Robert Sochacki
  - Personnel Committee: Joe Corriveau (Chair), Alan Somershoe and Thomas Thompson.
  - Facilities Committee: Alan Somershoe (Chair), Carol Doyle and Robert SochackiRobert Sochack seconded the motion. Motion passed by unanimous roll call vote.
- 1.7 **Board Bylaws: Reaffirmation:** Carol Doyle made a motion to reaffirm the Board of Trustee bylaws for 2021. Alan Somershoe seconded the motion. Motion passed by unanimous roll call vote.
- 1.8 **Resolution 2021-01: Schedule of 2021 Board of Trustee Meeting Dates-** Resolution 2021-01 sets the dates of the regular meetings of the Northville District Library Board of Trustees for the calendar year 2021. Thomas Thompson made a motion to accept Resolution 2021-01. Alan Somershoe seconded the motion. Resolution 2021-01 was passed by a unanimous roll call vote. All regular meetings of the Board of Trustees are on the 4<sup>th</sup> Thursday of the month except for November and December, when the meetings are held on the 3<sup>rd</sup> Thursday due to the Thanksgiving and Christmas holidays. The February 2021 and March 2021 Board meetings will be held virtually online at 1pm. The remaining Board meeting times and location for the year will be determined based on the current Michigan Department of Health and Human Services (MDHHS) orders regarding meetings of public bodies due to Covid-19.

- 1.9 **Citizen Comments:** Scott Frush, Northville Township Trustee, spoke to the Board. He will continue to serve as the Northville Township liaison for the Library in 2021. The Library Board conveyed its condolences on the passing of former Northville Township Manager Chip Snyder. Mr. Frush advised that the Township will lower the United States flag in honor of Mr. Snyder. The Library will lower its flag as well.

2. **Correspondence:** None.

3. **Director's Report:**

**Covid-19 Service Levels:** Laura Mancini reported that the Library returned to Level 3-Grab and Go status on Tuesday, January 19<sup>th</sup> and reopened the building to the public. Patrons are thrilled to be back in the building, foot traffic has been slow but steady and so far we have not had any issues with exceeding current MDHHS building capacity restrictions. Curbside service continues to be available for patrons who prefer it. Earlier in the week the Library debuted the Capira system that allows patrons to make reservations for curbside service pick-up electronically. Laura would like to extend her thanks to the entire Circulation Department who have done an amazing job providing curbside service during our two-month building closure. The service is very labor-intensive and the department averaged 100 orders per day, with the highest daily total being 160 orders.

**Personnel:** Maria Williams has been hired as the new Assistant Director for the Northville District Library. Maria is currently serving as the Head of Adult Services for the Birmingham Baldwin Library. She is a graduate of the University of Michigan and received her library degree from Wayne State University. Maria has done very innovative work at the Baldwin Library and she is going to make a wonderful addition to the NDL team. Maria will attend the February Board meeting to meet the Board.

Shira Pilarski started as a Part-Time Youth Librarian earlier this month. Shira previously worked at the Farmington Community Library. The Youth Department is now fully staffed for the first time in 18 months. During this time three of the five staff members in the department retired. These positions have now been filled and the department has a great group of librarians in place to move forward.

**Annual Projects:** Our annual financial audit took place this month. For the first time, it was done virtually. As per usual, Carla Eggert did a stellar job in preparing the materials needed by the audit team. The audit report will be presented to the Library Board by Plante Moran at next month's Board meeting. Deborah and Laura have reviewed the report and no issues or concerns were found by the auditors.

Laura is in the process of completing the annual report that is required by the Library of Michigan for state aid purposes. This year's report has proved to be a bit more challenging to complete as so much of library services and activities were impacted by Covid-19. The report has additional questions this year regarding how libraries responded to the pandemic. We should receive our first state aid payment in February.

**Facilities:** This month the Library had MERV-13 air filters installed in its HVAC systems by Limbach. The MERV-13 filter is currently being recommended by the Centers for Disease Control and the Environmental Protection Agency for commercial buildings during the pandemic. The installation of these filters will help the Library provide a better environment for patrons and staff alike.

Long's Plumbing will be installing the touchless bathroom fixtures, approved by the Library Board last month, in early February. Here again this modification will help to provide a more hygienic library environment.

**Statistics:** Circulation is still down 50%, a trend we have seen continue throughout the pandemic. The items borrowed from other libraries statistic saw a huge jump in the month of December. The activity has occurred throughout the Library Network (TLN) consortium. Most TLN system libraries closed their buildings in December and as a result, patron holds skyrocketed. Our e-content downloads continue to grow as this appears to be a service that patrons really discovered this year. On the programming side, the adult programs saw a higher attendance in the virtual environment for the month of December than they did last year in the physical environment. Our social media followers continue to grow. Nick Vlisides mentioned the increase in Northville Township cards. Laura reported that these numbers are reflective of the Circulation Departments work to correct library cards that were incorrectly labeled as City of Northville residents by the software during the library's conversion to the CARL library system.

Laura gave a special thanks to the Friends of the Library for dropping off a special treat of winter themed cookies for the staff to enjoy.

**4. Friends of the Northville District Library Report:** Friends President Marth Nork reported the Friends did not have an official meeting in January though several committees worked on items. The Library agreement with the Friends was updated. The document was not changed substantially, just reorganized and is now in the hands of the Library for approval. Several members of the Friends Board are stepping down and the Nominating Committee has been working to fill those openings. The Friends will offer three scholarships this year to Northville high school seniors who have volunteered with Friends or with the Library. The theme of the essay for the scholarship has been changed to *How Have I Made a Difference Volunteering at the Library*. Scholarship applications are due on March 22.

**5. Budget and Finance Review:**

- 5.1 **Bills over \$1,000 for approval:** Deborah Stanifer presented the List of Bills over \$1,000 for January 2021. **MOTION:** Deborah Stanifer made a motion to approve these bills in the amount of \$217,648.74 for payment. Alan Somershoe seconded the motion. Motion passed by unanimous roll call vote.
- 5.2 **Financial Report:** Deborah Stanifer reported that we are 8% through our fiscal year. The Library has received one tax payment, from Northville Township, in December 2020. The majority of tax revenues will arrive in January, February and March. Expenses are in line, with the exception of one-time annual payments for workers compensation insurance, liability and property insurance and fees to Baker and Taylor.
- 5.3 **Reserve Transfers:** At the December Board meeting the Library Board transferred \$100,000.00 from the Reserve Account to the Operating Account to cover expenditures until 2021 tax revenue was received. As the Library has started to receive tax revenue the funds need to be moved back to the Reserve Account. **MOTION:** Deborah Stanifer made a motion to transfer \$100,000 from the Operating Fund to the Reserve Fund. Thomas Thompson seconded the motion. Motion passed by unanimous roll call vote. Deborah reported that the Library has received an invoice this month for the roofing project in the amount of \$101,943.00. The Finance Committee requests that the Board transfer this amount from the Reserve Account to the Operating Account to allow for payment of this invoice. **MOTION:** Deborah Stanifer made a motion to transfer \$101,943.00 from the Reserve Fund to the Operating Fund. Thomas Thompson seconded the motion. Motion passed by unanimous roll call vote.

## 6. Committee Reports

- 6.1 **Facilities Committee:** Alan Somershoe reported that the roof has been replaced. Laura and Alan met earlier today with Merritt Cieslak regarding the gutters and downspouts that have yet to be replaced. This delay may be weather related. Alan will update the Board when a completion date for the project has been received.
- 6.2 **Personnel Committee:** Joe Corriveau advised the Board that the Personnel Committee met on Jan. 14 to discuss the Library Director evaluation. Robert Sochacki has proposed a new format that has been distributed to the Board in which the Director will be evaluated on basic and enhanced competencies. The Trustees should complete their evaluations and be prepared to discuss them at the Personnel Committee meeting to be held on Feb. 11 a 12:30pm. Laura should also complete her self-evaluation for this meeting. The evaluations will be compiled into one document to be shared at the February Board meeting.

## 7. Announcements and Comments:

- 7.1 The Personnel Committee Meeting is scheduled for Thursday, Feb. 11, 2021 at 12:30 p.m. online.
- 7.2 Library of Michigan Trustee Training: Millage Law will be held online on Wednesday, Feb. 17 at 10:00 a.m.
- 7.3 The Finance Committee Meeting is scheduled for Tuesday, Feb. 23, 2021 at 1:00 p.m. online.
- 7.4 The next Board Meeting will be on Thursday, February 25, 2021 at 1:00 p.m. online.

**8. Adjourn Regular Meeting: MOTION:** Alan Somershoe made a motion to adjourn the January Regular Board Meeting. Joe Corriveau seconded the motion. Motion passed by unanimous roll call vote. The meeting was adjourned at 1:45 p.m.

Respectfully Submitted,  
Robert Sochaki, Secretary  
02/01/2021

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