

NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES

Regular Meeting Minutes

Thursday, Dec. 17, 2020 – 1:00 p.m.

Video Conference Meeting-Online

1. **Call to Order:** Chairperson Alan Somershoe called the Regular Meeting to order at 1:05 p.m.
 - 1.1. **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, Business Operations Specialist; Martha Nork, President, Friends of Northville District Library; Wendy Mutch, Head of Adult Service; and Michael McEvoy, Technology Coordinator.
 - 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. Nick Vlisides seconded the motion. Motion passed by unanimous roll call vote.
 - 1.4. **Approval of Regular Meeting Minutes, 11/19/2020: MOTION:** Robert Sochacki made a motion to approve the November 19, 2020 meeting minutes as submitted. Carol Doyle seconded the motion. Motion passed by roll call vote.
 - 1.5. **Approval of Executive Session Meeting Minutes, 11/19/2020: MOTION:** Robert Sochacki made a motion to approve the November 19, 2020 Executive Session meeting minutes as submitted. Thomas Thompson seconded the motion. Motion passed by roll call vote.
 - 1.6. **Citizen Comments:** Laura Mancini reported that the Board received a Christmas card from Merritt Cieslak and a letter written to the Board of Trustees by the President of the Board of Trustees of the Salem-South Lyon District Library, Linda Hamilton. She wanted to make the Board aware that the Salem-South Lyon District Library is open to the public.

2. Director's Report:

COVID-19 Update: Laura Mancini reported that the Library remains at Level 2 of our service plan, Curbside Service, which is being used heavily by patrons. The Circulation Department is processing an average of 100 orders per day. Curbside service is very labor intensive and the Circulation Department has been doing an amazing job at servicing our patrons in this fashion. In the next two weeks, we will be rolling out new software that will allow patrons to place their curbside orders directly from our website. The Northville District Library (NDL) will remain at Curbside service through the upcoming Christmas and New Year's holidays. We will look at restoring building service in mid-January.

Personnel and Audit: Laura reported that she interviewed seven candidates for the Assistant Director position earlier this month via Zoom. Three finalist have been selected to advance to the second round of interviews which will take place the first week of January. The second interview will take place at the library. The candidates will be meeting and taking questions in sessions with the Department Heads, the Librarians, the Public Relations staff and Laura. Laura is hoping that the new Assistant Director can begin in February. Amy Orsburn, who previously worked as a substitute clerk in the Circulation Department, has been selected as the Library's new Circulation Associate. Amy began her position on Dec. 7 and is working out well in her new role.

The Library has also hired Shira Pilarski to fill the part-time Youth Librarian vacancy. Shira previously worked at the Farmington Community Library and will begin her position mid-January.

The Library's annual audit with Plante Moran will take place the first week of January and will be done virtually. Carla has been working hard the past couple of weeks to compile and send the auditors all of the financial information needed for this process.

Infrastructure: Laura reported that the Library is in the process of having its new phone system installed this week. The system will be a much needed update to the current system which is no longer being supported by the manufacturer. The new system is cloud-based and will offer the Library more flexibility and functionality. Work continues on the Library's new roof. It is hoped that the project will be completed in early January.

Virtual Offerings: The Youth Services Department held Dinovember last month. Inspired by the popular children's book, *What the Dinosaurs Did Last Night*, dinosaurs appeared throughout the library and were featured on social media. One hundred and fifty Dinosaur kits were distributed to the public and kids were encouraged to take pictures of the dinosaurs and submit them for posting on social media. The Youth Services Department also distributed 150 Take and Make craft kits and 99 of these kits were also handed out to teens. The craft kits are proving to be the Library's most popular service during Covid. The Adult Services Department's virtual programs are continuing to be a hit. Over the course of the last month, they have featured programs on historic homes, the Plymouth Railroads and birdwatching, with each of these programs having 70-100 attendees. These are the kind of attendance numbers that we would have for an in-person program, so it is nice to see that patrons are making the transition to this new way of presenting programming. Adult Services are also distributing their own Take and Make craft kits which are also proving to be popular. The Friends will be sponsoring a program of holiday music performed by harp next week.

Statistics: Laura reported that overall library usage is still down due to the Covid-19 pandemic. Social media, e-content downloading and wireless hotspots are the only areas that are showing any growth. When the pandemic ends, libraries are going to have to examine how they are going to get their communities to return to their buildings.

3. Friends of the Northville District Library Report: Martha Nork, President of the Friends of the Northville District Library, reported that the Friends fiscal year ends in December. For the year, the Friends made \$9,200 from memberships (163 members), \$6,200 from used book sales (normal sales are about \$18,000 per year) and \$1,000 from the grant received from Community Financial Credit Union. The Friends 2021 budget was approved at last night's Friends Board meeting. The Friends will support Battle of the Books, Summer Reading, four programs and Book Page in the 2021 fiscal year.

4. Budget and Finance Review:

4.1. Bills over \$1,000 for approval: Deborah Stanifer presented the List of Bills over \$1,000 for December 2020. **MOTION:** Deborah Stanifer made a motion to approve the December bills in the amount of \$139,697.62 for payment. Nick Vlisides 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. The financial reports as presented are preliminary and Plante Moran will make adjustments prior to issuing final financial statements for November.

4.3. Reserve Transfers: Deborah reported that each year the Library transfers \$100,000 from the Reserve account to the Operating account to ensure we have enough cash on hand until winter property tax begin to be received.

Once our tax revenue is received the Board will transfer the \$100,000 back to the Reserve account. **MOTION:** Deborah Stanifer made a motion to transfer \$100,000 from the Reserve Fund to the Operating Fund. Carol Doyle seconded the motion. Motion passed by a unanimous roll call vote. Deborah reported that the Library has received an invoice from Merritt Cieslak for their work on the roof replacement project. As we plan to fund the roof replacement from the Reserve Fund a transfer needs to be done to pay this bill. **MOTION:** Deborah Stanifer made a motion to transfer \$12,700 from the Reserve Fund-Facilities Preservation to the Operating Fund. Thomas Thompson seconded the motion. Motion passed by a unanimous roll call vote.

5. Committee Reports:

- 5.1. Facilities Committee: Touchless Bathroom Accessories Proposal:** Laura reported that touchless technology for bathroom fixtures has been available for several years and the Covid-19 situation has led to the suggestion to replace the bathroom fixtures with touchless technology. The library received three quotes to replace the fixtures with touchless technology in all seven bathrooms from three plumbing companies. **MOTION:** Robert Sochacki made a motion to accept the proposal from Long Plumbing of Northville, MI, in the amount of \$9,936 and not to exceed \$12,000, to replace the fixtures in the seven library bathrooms with touchless technology. Carol Doyle seconded the motion. Motion passed by a unanimous roll call vote.
- 5.2. Personnel Committee:** Joe Corriveau discussed the Library Director evaluation. The Personnel Committee will meet on Thursday, Jan. 14, 2021 at 1:00 p.m. to discuss the evaluation for Laura. There was discussion about a salary increase for Laura. Carla Eggert advised it has been past practice of the Board to award a raise to the Library Director and Assistant Director to coincide with the raises given to the other library staff on Dec. 1st. **MOTION:** Joe Corriveau made a motion to approve a 2.5% salary increase for Laura Mancini, the same increase awarded to full-time staff in the union contract. Robert Sochacki seconded the motion. The motion passed by unanimous roll call vote.
- 5.3. 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:** Joe Corriveau made a motion to approve the amendment to the Library Code of Conduct for the second reading. Nick Vlisodes seconded the motion. The motion passed by unanimous roll call vote.

- 6. 2020 Holiday Closings:** Laura reported that the Library is currently scheduled to be closed on Thursday, December 24, 2020 for Christmas Eve and Friday, December 25, 2020 for Christmas and then re-open on Saturday, December 26, 2020. The Library is also closed New Year's Eve and New Year's Day but is scheduled to open on Saturday, January 2, 2021. Laura is requesting the Board approve the closure of the Library on Saturday, December 26, 2020 and January 2, 2021. **MOTION:** Alan Somershoe made a motion to approve the closure of the Library on December 26, 2020 and January 2, 2021. Robert Sochacki seconded the motion. Motion passed by unanimous roll call vote.

7. **Oakland County COVID-19 CARES Act Grant Inter-Local Agreement:** Laura reported that Oakland County launched a grant program for Libraries, Senior Centers, and Community Centers in the county to obtain COVID-19 CARES Act funds for their organizations to offset the cost of COVID-19 expenses. As part of the Library district is in Oakland County, Laura applied for the grant and the library was awarded \$5,093.83 in CARES Act funding. In order to receive the funds, the Northville District Library must approve the County's Oakland Together CARES Act CVT Fund Interlocal Agreement. For the acceptance of the grant, Oakland County requires a library Board resolution accepting the funds and affirming the Chair of the Board of Trustees is authorized to execute the agreement. **MOTION:** Robert Sochacki made a motion to approve accept the Oakland County Together Cares Act CVT Fund award in the amount of \$5,093.83 and authorize the Board of Trustee Chairperson Alan Somershoe to sign the agreement. Joe Corriveau seconded the motion. Motion passed by unanimous roll call vote.
8. **Announcements and Comments:**
 - 8.1. The next Finance Committee meeting has been scheduled for Tuesday, Jan. 26, 2021 at 1:00 p.m. online.
 - 8.2. The next Board Meeting will be on Thursday, Jan. 28, 2021 at 1:00 p.m. online.
9. **Adjourn Regular Meeting: MOTION:** Robert Sochacki made a motion to adjourn the December Regular Board Meeting. Deborah Stanifer seconded the motion. Motion passed by a unanimous roll call vote.

Respectfully Submitted,
Robert Sochacki, Secretary
12/22/20
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