

NORTHVILLE DISTRICT LIBRARY (NDL) BOARD OF TRUSTEES
Regular Meeting Minutes
Thursday, Feb. 25, 2021 – 1:00 p.m.
Video Conference Meeting-Online

- 1.Call to Order:** Chairperson Nick Vlisides called the Regular Meeting to order at 1:00 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; Michael McEvoy, Head of Information Technology; Martin Olejnik and Elizabeth Addy, Plante Moran.
- 1.2 Approval of the Agenda:** **MOTION:** Robert Sochacki made a motion to approve the agenda. Thomas Thompson seconded the motion. Motion passed by unanimous roll call vote
- 1.3 Approval of Meeting Minutes, 01/28/21:** **MOTION:** Deborah Stanifer made a motion to approve the January minutes as amended. Robert Sochacki seconded the motion. Motion passed by unanimous roll call vote.

2.Correspondence: None.

3.Presentation of the 2020 Audit-Plante Moran: Martin Olejnik and Elizabeth (Lizzie) Addy from Plante Moran attended the meeting. Martin reported that the audit of the library finances was conducted virtually this year due to the very unusual circumstances of the pandemic. Everything still went very well with the audit process. Lizzie reviewed the audit report, noting that library revenue increased by \$40,000, mostly from property tax revenue increases, while the library ended the year with a budget surplus. Lizzie also discussed the Municipal Employees Retirement System (MERS) pension plan, which is a year behind in reporting. The extra pension payment made by the Board last fiscal year will be reflected in next year's audit. The library continues to be overfunded in its other post-employment benefits (OPEB) although less so than in previous years as the assumptions used for evaluation were changed to reflect years of service, rather than age, for estimating when employees would retire. This change was made to be in-line with MERS which uses years of service rather than age. Martin reviewed the opinion letter from Plante Moran with the Board. There were no issues to discuss. The Board thanked Martin and Lizzie for their report.

4.Director's Report:

Covid-19 Operating Level: Laura Mancini reported that the Library remains at Level 3-Grab and Go. Case levels have been going down in the City and Township and some staff members have started to get vaccinated. We are hoping to be able to move to Level 4 sometime in late spring.

Personnel: Maria Williams, the new Assistant Director for the Northville District Library, will start on Monday. She looks forward to meeting the Board at the March meeting. If any Board members are in the Library before then, please stop by and introduce yourself to Maria.

Battle of the Books: Laura reported that the Battle of the Books will be held on Wednesday, March 10 at 6:30pm. Due to Covid-19 the program will be held virtually online this year. The Board discussed if a Board member should give an introduction as has been done in the past. Robert Sochacki is willing to come to the Library that evening for this. Joe Corriveau will serve as backup if Bob is not available.

Programs: The Cool Reads program, a smaller winter version of summer reading, had 112 participants. The Library is kicking off a new reading program, 1000 Books Before Kindergarten,

to promote and encourage parents to read to young children. The program will feature guest readers including Northville Mayor Brian Turnball, City Fire Chief Stephen Ott, Township Supervisor Mark Abbo and Township Community Engagement Officer Dowalski. Robert Sochacki volunteered to be a guest reader for the program. Adult Services continues to have great attendance for their online programming offerings. A program on the 1942 Detroit riots that was held on a Friday evening was well attended. Wendy Mutch, Head of Adult Services, will look at adding more Friday evening programming.

Book Recycling: The Library has begun participating in a book buyback program through our book vendor Baker and Taylor. This program is currently being handled by Maureen Simari, Head of Technical Services. Laura has discussed the program with the Friends and it will be integrated into their used book sales program.

Facilities: Work has been done on the Library humidifiers and the touchless bathroom fixtures have been installed in the bathrooms. We are currently working on removing the old bathroom fixtures.

Statistics: Laura discussed the January statistics report with the Board. Most areas are down due to Covid-19, with the exception of e-content, social media and Adult programming. Laura also distributed the annual statistics report which are also down due to Covid-19.

5. Friends of the Northville District Library Report: The Friends do not have a report for this month.

6. Budget and Finance Review:

6.1 Bills over \$1,000 for approval: Deborah Stanifer presented the List of Bills over \$1,000 for February 2021. **MOTION:** Deborah Stanifer made a motion to approve these bills in the amount of \$115,268.75 for payment. Thomas Thompson seconded the motion. Motion passed by unanimous roll call vote.

6.2 Financial Report: Deborah Stanifer reported that we are 17% through our fiscal year and we have received 46% of tax revenue so far. The library will continue to receive tax payments in February and March.

6.3 Reserve Transfers: Deborah reported that the net income from last fiscal year is \$466,740. The Finance Committee is recommending that the Board make a special pension payment of \$293,000 to continue to work toward the goal of fully funding the library pension, and transfer the remaining amount to the Reserve Fund. **MOTION:** Deborah Stanifer made a motion to transfer make a special pension payment of \$293,000 to the Municipal Employees Retirement System and transfer the remaining 2019-2020 net income of \$173,740 to the Reserve Fund. Robert Sochacki seconded the motion. Motion passed by unanimous roll call vote. Deborah reported that the Library has received two additional invoices for the roofing project and will need to transfer money from the Reserve Fund to make the payments. **MOTION:** Deborah Stanifer made a motion to transfer \$42,512.70 from the Reserve Fund to the Operating Fund for payment of the roofing project invoices. Thomas Thompson seconded the motion. Motion passed by unanimous roll call vote.

7. Committee Reports

7.1 Facilities Committee: Alan Somershoe reported that the roof is essentially complete. The gutters and still need to be repaired or replaced but this work can't be done until the weather improves. Butcher and Butcher hopes to be able to begin working on the gutters and downspouts in March

8. Announcements and Comments:

- 8.1** The Facility Committee will meet Thursday, Wednesday, March 17, 2021 at 10:00 a.m. online.
- 8.2** The Finance Committee Meeting is scheduled for Tuesday, March 23, 2021 at 1:00 p.m. online.
- 8.3** The next Board Meeting will be on Thursday, March 25, 2021 at 1:00 p.m. online.

Adjourn Regular Meeting: MOTION: Alan Somershoe made a motion to adjourn the February Regular Board Meeting. Robert Sochacki seconded the motion. Motion passed by unanimous roll call vote. The meeting was adjourned at 1:55 p.m.

Respectfully Submitted,
Robert Sochaki, Secretary
03/03/21

ce