

NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES

Regular Board Meeting

Thursday, May 28, 2020-10:30 a.m.

Video Conference Meeting-Online

- 1) **Call to Order:** Chairperson Alan Somershoe called the Board meeting to order at 10:30 a.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; Karen Fehl, Assistant Library Director; Carla Eggert, Business Operations Specialist; Michael McEvoy, Technology Coordinator; Tyler Vitalie, IT Page; Wendy Mutch, Head of Adult Services; Caryn Bartone, Head of Youth Services; Northville Employee Association representatives Vicki Dixon and Samantha Loree, Adult Services Librarians and Laura Bomia, Youth Services Librarian; Judy McIntosh, Head of Circulation; Maureen Simari, Head of Technical Services; Martha Nork, President of the Friends of the Northville Library.
 - 1.2. **Review of Online Meeting Protocols:** Laura Mancini discussed the meeting protocols required by Governor Whitmer's Executive Order temporarily authorizing remote participation in 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. Nick Vlisides seconded the motion. The motion passed by a unanimous roll call vote.
 - 1.4. **Approval of the Meeting Minutes for April 23, 2020:** MOTION: Robert Sochacki made a motion to approve the meeting minutes for the April 23, 2020 meeting as submitted. Carol Doyle 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 Governor has extended the Stay at Home order and the order on closure of Public Institutions until June 12. When the Stay at Home order is lifted staff can start to report back to work on-site. Until these orders expire we can't have staff report back to work or reopen the Library. The Library continues to serve patrons with electronic resources and social media posts. Electronic usage has doubled since this time last year. Staff workstations have either been moved or reconfigured to allow for social distancing. We have installed plastic shields at the service desks and continue to order personal protective equipment (PPE) for the staff. The Library is ready for staff to return to work as soon as the Governor gives clearance.

Staff is understandably concerned about returning to work during a pandemic. To help address those concerns Laura brought in a counseling company that has been working with other local libraries. Staff had an online session with a counselor and there will be another online session to address concerns once staff report back to work. Laura also purchased 20 individual sessions with a counselor for staff to utilize. Laura has received positive feedback from staff about these initiatives.

Judy McIntosh, Head of Circulation, has created a plan to introduce contactless curbside service to our patrons. We expect to be able to implement this service within one week of having staff in the building. Laura has contacted the Parks and Recreation Department for the City of Northville to dedicate some parking spaces on the Cady Street side of the parking lot for this service to avoid traffic backups.

Prior to the shutdown, the librarians were putting the finishing touches on the summer programming schedule. Due to the closure and COVID-19 situation they have had to completely revamp programming. All of the in-person programming has been canceled though the summer. We began offering virtual programs in April. Teen programming online has had impressive

attendance. Adult Services has converted their book club discussions, ESL Conversation Group, Foreign Film Series and Writers Group to online meetings and have a full line up of virtual programming planned for the summer. Youth Services will be doing online storytimes beginning in June and have also planned online programming for the summer. We will begin to have conversations about fall programming and how it should be handled. It will likely be a combination of virtual and in-person programming.

The Summer Reading program will be held entirely online this year, which is a completely new approach for the library. Reading logs and programming will be available online. Youth Services will have craft kits online to go with the theme of fairy tales this year. Teen and Adult Summer Reading will function much the same way.

The staff who can work from home are staying busy and working to serve patrons the best we can under the circumstances. Librarians continue to work from home developing content for our website and social media channels, attending webinars and meetings, answering patron email requests (which numbered 197 in the month of April), developing book lists and compiling new materials orders for when we reopen. The Circulation staff is issuing new library cards to patrons and working with patrons to renew their cards online as well as address password and technical issues. In April 55 new library cards were issued and 264 requests for password or technical assistance were answered.

The summer newsletter is due to arrive in homes the first week of June. The Board will be amazed at all the different offerings available to patrons. The staff has done a wonderful job.

Laura continues to work on the reopening plan and staying connected to other libraries to coordinate reopening efforts. She has also participated in weekly webinars with the Library of Michigan as well as SEMCOG and the Michigan Library Association on COVID-19 related issues.

- 3) **Friends of Northville District Library Report:** Martha Nork reported that May is membership month for the Friends. They have received \$6,500 in memberships so far. Northville High School will have an online award ceremony on June 8 and the Friends will award the winners of four scholarships offered to local high school seniors who have volunteered with the Friends and wrote an essay on how libraries have effected their lives. There is a \$1,000 scholarship sponsored by Northville Marathon Bridge and three \$500 scholarships from the Friends. Martha reported that the Used Book operations have only brought in \$5,253 so far this year which may require the Friends to revisit their budget and their support of the Library Wish List items. The Friends annual meeting will be help on June 18 at 7pm.
- 4) **Northville District Library reopening plan:** Laura presented the current reopening plan to the Board which involves the Library reopening in stages. Laura continues to update the plan based on CDC and MIOSHA guidelines. The Board agrees with the plan to reopen in stages. There was discussion about the plan, and the need to require the public to wear masks while in the building and how the Library will respond if a patron refuses to wear a mask. The Board would like to have some masks available for patrons who do not have one when they arrive at the Library. Laura will need Board approval of the finalized plan and will call a Special Board meeting for this purpose if necessary due to the date of planned reopening.
- 5) **Northville District Library Agreement with Friends of the Northville District Library:** The agreement between the Friends and the Library has expired. A new agreement was drafted and approved by the Friends Board. Changes have been made to the agreement between the Library and the Friends in relation to Friends programming. The Friends no longer have the assistance of Jim Morche to schedule programming so the Friends will sponsor programming planned by the Library. **MOTION:** Robert Sochacki made a motion to approve the Northville District Library agreement with the Friends of NDL. Thomas Thompson seconded the motion. The motion passed by a unanimous roll call vote.

6) **Budget and Finance Review:**

- 6.1. **Bills over \$1,000 for approval: MOTION:** Deborah Stanifer made a motion to approve the May bills over \$1,000 in the amount of \$81,044.04 for payment. Nick Vlisides seconded the motion. The motion passed by a unanimous roll call vote.
- 6.2. **April Financial Report:** Deborah presented the April financial statements to the Board. The Library is 42% through its fiscal year. Expenses have come in at 35.45% which is under budget. Expenses are lower than projected in the Personnel, Building and Utilities, Acquisitions and Services Support categories. We have established a line item for COVID-19 expenses to track these expenses in one place. The Library receives the bulk of its revenue through Michigan's winter property taxes. The Library received its tax funding for this year's budget before the COVID-19 crisis began. Therefore, the effect on the 2020 fiscal year is not going to be significant and any revenue shortfalls can be managed. It is customary for the Library to begin its budget planning process in June for the next fiscal year. Deborah would like to recommend that the budget planning process be delayed by one month to allow the Library to get a better idea on the COVID-19 impact to next years budget as well as focus on the library reopening. **MOTION:** Deborah Stanifer presented a motion to continue payment of Library staff through June 12. Nick Vlisides seconded the motion. Thomas Thompson amended the motion to pay staff until the Governor rescinds the Stay at Home order. Deborah Stanifer seconded the motion. The amended motion passed by a unanimous roll call vote.

7) **Committee Reports:**

- 7.1. **Facility Committee: Roof Update:** Alan Somershoe reported that Merritt Cieslak came out to the Library in March and examined the roof. The next step is for Merritt Cieslak to go ahead with preparing specifications and request for proposal (RFP) documents. This has already been approved by the Board. Alan will contact Merritt Cieslak and ask that they prepare these documents for the Board to review.
- 7.2. **Personnel Committee:** Joe Corriveau reported that the Personnel Committee met prior to the Board meeting. There was discussion about ways to continue to pay staff during times of closure, including requiring staff to file for unemployment in some situations. It was decided to continue paying staff now and consider these options for possible future closures related to COVID-19.

8) **Announcements and Comments:**

- 8.1. The next Board Finance Committee meeting will be held on Tuesday, June 23, 2020 at 9:30 a.m.
- 8.2. The next regular Board of Trustee meeting will be held on Thursday, June 25, 2020. The time and location to be determined.
- 8.3. **MOTION:** Carol Doyle made a motion to adjourn the Board Meeting. Deborah Stanifer seconded the motion. The motion passed by unanimous roll call vote.

The meeting was adjourned at 11:53 a.m.

Robert Sochacki-Secretary
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