

NORTHVILLE DISTRICT LIBRARY (NDL) BOARD OF TRUSTEES  
Regular Meeting Minutes  
Thursday, April 22, 2021 – 1:00 p.m.  
Video Conference Meeting-Online

- 1. Call to Order:** Chairperson Nick Vlisides called the Regular Meeting to order at 1:02 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; Maria Williams, Assistant Library Director, Carla Eggert, Business Operations Specialist; Michael McEvoy, Head of Information Technology; Wendy Mutch, Head of Adult Services; and Martha Nork, President, Friends of the Northville District Library. Absent: Trustee Joe Corriveau.
  - 1.2 Approval of the Agenda:** **MOTION:** Robert Sochacki made a motion to approve the agenda as submitted. Deborah Stanifer seconded the motion. Motion passed by unanimous roll call vote
  - 1.3 Approval of Meeting Minutes, 03/25/21:** **MOTION:** Carol Doyle made a motion to approve the March minutes as presented. Deborah Stanifer seconded the motion. Motion passed by unanimous roll call vote.
  - 1.4 Citizen Comments:** None.

**2. Correspondence:** None.

**3. Director's Report:**

**Covid-19 Update:** Laura reported that Covid-19 cases in our district are currently at their highest rates ever. There are no mandates from the State to close. Libraries are allowed to remain open at 50% of total capacity. Laura meets with the Department Heads weekly to evaluate the Covid-19 situation. We are working to promote our curbside service to the public and to limit staff interactions with the public. Computer instruction is no longer being provided for the public computers and the terminals are available as self-service stations only. The good news is that many staff members are getting vaccinated and this will help to restore services when cases come down.

**Personnel:** Laura continues to work with Maria Williams to get her onboarded with the library's operations. She is fitting in very nicely as Assistant Director and continues to be a source of innovative thinking and good cheer.

**Acquisitions:** The pandemic has impacted the supply chains of many businesses and the book selling industry has been no exception. Baker and Taylor has been the company most used by the staff to acquire books as they offer attractive price discounts for libraries. Unfortunately, they have had warehouse delays throughout the pandemic which has resulted in late shipments of materials to us. Maureen Simari, Head of Technical Services, has been working with the Ingram Content Group to set up a purchasing program for the library. Material shipments from this company have come much quicker and this has allowed us to get those titles on the shelves much faster. Amazon recently launched an Amazon Prime program for libraries and Carla Eggert arranged for our participation in this program. Special thanks goes out to the two of them for their work in this area.

**Summer Reading:** The Youth, Adult and Teen Librarians are working on putting the final touches on our summer reading program. In 2020 the library was not able to offer summer programming due to Covid-19, this year we will. We will be offering a combination of virtual and outdoor programming. The attendance for our outdoor programs will be limited and strict

adherence to Covid-19 protocols will be followed. This year's summer reading theme is Tails and Tales and will spotlight animal stories and fairy tales.

**Volunteers:** Due to the pandemic, we have not been able to have volunteers work in the building and we greatly miss them. Natalie Molnar, our teen librarian, has converted the teen volunteer library program into a virtual one and so far in 2021, teens have provided 150 hours of volunteer service to our library by working on virtual programs.

**Programming:** Adult Services hosted a program on the Armenian Genocide on April 16<sup>th</sup>. Wendy Mutch has received a very positive reaction from the Armenian community for offering this program. We have received several patron comments on our efforts to provide service and programming during the pandemic. Laura read some of the comments received to the Board.

**Statistics:** Laura discussed the statistics report with the Board. The comparison of 2021 activities to 2020 is a unique one. In March 2020 the library was open for the first two weeks of the month before being shut down completely due to Covid-19. In 2021, the library is open but providing service in a pandemic environment.

**4. Friends of the Northville District Library Report:** Friends President Marth Nork reported that the Friends newsletter including membership renewal forms has gone out in the mail and the Friends have begun to receive membership renewals back. The Friends have selected three winners of their scholarship of \$500 each. All three winners are students at Northville High School and volunteer on the Library Teen Advisory Board. The Friends will have a Used Book Sale on Saturday, May 15 outdoors in the park next to the library. May 22 is the rain date.

**5. Arts and Acts Festival:** The Board discussed the Arts and Acts Festival scheduled for June 18-20, 2021, in the parking lot west of the library which the library leases from the Northville School Board. The Board of Trustees would like to contact the Northville City Council, who granted the permit for the event. The Board would like to express their concerns and displeasure about not being consulted regarding this event, the legality of the event based on the lease agreement for the parking lot, the fact that the Library will need to close during this event as there will be no parking available for staff or patrons, and the Board's concerns about holding this event during a pandemic. **MOTION:** Robert Sochacki made a motion to contact the Northville City Council to express the Board of Trustees concerns with the Arts and Acts Festival using the parking lot immediately west of the library. Alan Somershoe seconded the motion. The motion passed by unanimous roll call vote.

#### **6. Finance Report:**

**6.1 Bills over \$1,000 for approval:** Deborah Stanifer presented the List of Bills over \$1,000 for April 2021. **MOTION:** Deborah Stanifer made a motion to approve these bills in the amount of \$109,142.91 for payment. Thomas Thompson seconded the motion. Motion passed by unanimous roll call vote.

**6.2 Financial Report:** Deborah Stanifer reported that we are 33% through our fiscal year and we have received 97% our tax revenue from the City of Northville and Northville Township. The \$500,000 Certificate of Deposit has been established with Comerica Bank using funds from the Reserve Fund and Comerica is working on established the \$500,000 Money Market account.

#### **7. Committee Reports**

**7.1 Facilities Committee-Roof Update:** Alan Somershoe reported that he has spoken with Steven Schneemann at Merritt Cieslak to let him know that, while we are pleased with the outcome of the roof replacement, the poor communication from the vendor Butcher and Butcher has been a problem from the start of the project and although they stated the

gutters were sealed, we have had them inspected to find the work was not done correctly. We will ask the Library's lawyer to write a letter to Butcher and Butcher to end our agreement and to refuse payment on the last amount due for the gutter work. We will then have Royal Roofing seal the gutters that they can access at this time of year without a lift.

**7.2 Millage Discussion:** There is currently a bill in the State Legislature that would move the August 2022 election to June 2022. This would effect when the Library asks the voters for a renewal of its millage. Once the election time has been established the Board can move forward with forming a formal group to work on the campaign. The Board has formed a study group who will meet on May 13 to discuss the millage process.

## **9. Announcements and Comments:**

**9.1** The Millage Study Group will meet Thursday, May 13, 2021 at 1:00 p.m.

**9.2** The Facility Committee will meet Wednesday, May 19, 2021 at 10:00 a.m.

**9.3** The Finance Committee Meeting is scheduled for Tuesday, May 25, 2021 at 10:00 a.m.

**9.4** The next Board Meeting will be on Thursday, May 27, 2021 at 1:00 p.m.

**Adjourn Regular Meeting: MOTION:** Robert Sochacki made a motion to adjourn the April Board meeting. Alan Somershoe seconded the motion. The motion passed unanimously.

Respectfully Submitted,  
Robert Sochaki, Secretary  
04/28/21

ce