

NORTHVILLE DISTRICT LIBRARY (NDL) BOARD OF TRUSTEES

Regular Meeting Minutes

Thursday, May 27, 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; Maria Williams, Assistant Library Director, Carla Eggert, Business Operations Specialist; Michael McEvoy, Head of Information Technology; and Martha Nork, President, Friends of the Northville District Library.
  - 1.2 Approval of the Agenda:** **MOTION:** Carol Doyle made a motion to approve the agenda as amended. Alan Somershoe seconded the motion. Motion passed by unanimous roll call vote
  - 1.3 Approval of Meeting Minutes, 04/15/21 and 4/22/21:** **MOTION:** Deborah Stanifer made a motion to approve the April 15, 2021 minutes as presented and the April 22, 2021 minutes as corrected. Alan Somershoe seconded the motion. Motion passed by unanimous roll call vote.
  - 1.4 Citizen Comments:** None.
  
- 2. Correspondence:** Nick Vlisides reported that the Board received a complaint regarding the unavailability of the library study rooms due to Covid-19 service level protocols. The patron was invited to attend the Board meeting to address the Board but has apparently declined to do so.
  
- 3. Director's Report:**
  - Asian American and Pacific Islander Heritage Month:** Laura Mancini reported that the month of May celebrates the contributions made to the United States by the Asian-American and Pacific Islander community. The Extraordinary Leadership Foundation provided funding to Chinese-American communities in Northville, Novi, Plymouth and Ann Arbor to purchase books for their local libraries that highlight the Asian-American experience. The Northville District Library received a donation of about 50 books as a result of this effort. Special thanks goes to Molly Moon for arranging this opportunity for our library.
  - Covid-19 Service Levels:** In the last two weeks, many of the Covid-19 restrictions put in place by the Center for Disease Control and the State of Michigan have expired, and new orders have been issued by Michigan Occupational Safety and Health Administration (MIOSHA) and the Michigan Department of Health and Human Services (MDHHS) to reflect these measures. As a result of this and due to steadily decreasing cases in our district, the Northville District Library will move to Level 4 of its Covid-19 Return to Service plan on Monday, June 21. As part of this change, the library will be restoring 50% of its public seating, adding additional public computers and extending their session length, increasing hours to Monday-Thursday from 10:00 a.m. to 7:00 p.m., and opening the Local History Room for use by appointment. We will begin the process of phasing-in the use of volunteers this summer. The staff is excited about this change and is looking forward to completing the necessary preparations to implement it. The Library will continue to monitor vaccination rates, Covid-19 cases and state and local health orders. It is hoped by the fall the Library can fully return to normal operations.
  - EAP Employee Benefit:** The Northville District Library has been able to offer an Employee Assistance Program to all its benefited employees. These programs, which are common in today's workplace, are designed to assist employees in resolving personal problems that may be

impacting their work performance. Through a partnership with The Library Network, the Library was able to purchase this benefit at a very low cost.

**Patron Comment:** The Library had two of the remaining Tuskegee Airman speak on Monday, May 24, a program that was attended by 121 people. A patron attending this program commented that the Library has been a lifeline for them during the pandemic and thanked the Library for accommodating patrons and keeping in touch. Special thanks goes to the Friends of NDL for sponsoring this program.

**Statistics Report:** Due to the Library's closure in April 2020 for all public services the Statistics Report looks very skewed as will be the case for the next several months, as the Library was providing limited service to the public due to the pandemic from April to July 2020.

**4. Friends of the Northville District Library Report:** Friends President Marth Nork reported that the Friends Used Book Sale was held May 15 in the park in front of the library and was very successful, with \$760 made on sales of books that were stored in the Used Book Cellar. Additionally, \$294 was made from sales of items from the Friends Gift Shop. Martha thanked Maria Williams and Michael McEvoy for their assistance during the event. The Friends membership drive is currently going on, with membership currently at 106 with one new lifetime member. The three winners of the Friends Scholarship for Northville High School students were announced at an event at the school. The winners will attend the June Friends meeting.

## **5. Arts and Acts Festival:**

**4.1 City Council Meeting:** A letter was sent from the Board of Trustees to the Northville City Council, expressing the Boards concerns about the event as a whole, the lack of consultation regarding this event, its legality 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. Nick Vlisides, Alan Somershoe and Laura Mancini attended the last City Council meeting in which the letter was presented. Mayor Turnbull acknowledged that the communication for these kind of events will be improved for the future.

**4.2 Library Closure:** As the parking lot in front of the Library and Cady Street will be closed for the Arts and Acts Festival the Library will not be easily accessible to patrons.

**MOTION:** Deborah Stanifer made a motion to close the Library on Friday, June 18, 2021 at 1:00 p.m. and to close all day on Saturday, June 19, 2021, paying staff for their regularly scheduled shifts. 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 May 2021. **MOTION:** Deborah Stanifer made a motion to approve these bills in the amount of \$98,830.65 for payment. Thomas Thompson seconded the motion. Motion passed by unanimous roll call vote.

**6.2 Financial Report:** Deborah Stanifer reported that we have received 98% our tax revenue from the City of Northville and Northville Township. There are some overages in expense accounts that will be addressed with quarterly budget amendments at the June Board meeting.

## **7. Committee Reports**

### **7.1 Facilities Committee-**

- **Carpenter Bees:** Laura Mancini reported that the Library's pest control vendor, Orkin, has discovered an infestation of carpenter bees in the wood

soffits below the gutters that surround the building. Removing the bees will require Orkin to use a lift to access the area and will potentially damage the garden area on the east side of the building. Orkin is preparing a quote for the cost of the work. The Library will contact the Northville Garden Club who maintains the garden in that area, to advise of the situation. **MOTION:** Deborah Stanifer made a motion to approve contracting with Orkin for the removal of the carpenter bees for an amount not to exceed \$10,000. Thomas Thompson seconded the motion. Motion passed by unanimous roll call vote.

- **Roof Update:** The agreement with the vendor Butcher and Butcher, who performed the roof replacement on the building, has been terminated with the understanding that no further payment toward or work will be done by them on the gutters. Royal Roofing has provided a quote to seal the gutters but will not be able to do the work until the situation with the carpenter bees is addressed.
- **Climate Control in New Addition:** Laura reported that study room 5 in the new addition has an ongoing issue with being considerably warmer than the rest of the building, a problem likely related to two of the walls in the room having very large windows. Our heating and cooling vendor, Limbach has provided an estimate with several options for cooling the room. There was discussion regarding the proposal. The Board requested that the contractor who built the addition, Advance Building Group, be contacted to provide their opinion on addressing the issue before moving forward.

**7.2 Millage Study Group:** Alan Somershoe reported that the group has met a couple of times. The Library's attorney provided an overview of the State of Michigan requirement's for the millage campaign. The next meeting is scheduled for August.

**7.3 Policy Committee:** The State of Michigan's requirements for mask wearing have been amended to no longer require a mask for those who have been fully vaccinated. The Library currently has two policies in place, the Personal Protective Equipment Access Policy and the Patron Social Distancing Policy, that require masks for all library patrons.

**MOTION:** Carol Doyle made a motion to amend the Northville District Library Personal Protective Equipment Access Policy to require masks only for those patrons who have not been fully vaccinated. Alan Somershoe seconded the motion. Motion passed by unanimous roll call vote. **MOTION:** Carol Doyle made a motion to amend the Northville District Library Patron Social Distancing Policy to not require mask wearing for patrons who have been fully vaccinated. Alan Somershoe seconded the motion. Motion passed by unanimous roll call vote.

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

**9.1** The Facility Committee will meet Wednesday, June 16, 2021 at 10:00 a.m.

**9.2** The Finance Committee Meeting is scheduled for Tuesday, June 22, 2021 at 10:00 a.m.

**9.3** The next Board Meeting will be on Thursday, June 24 at 1:00 p.m.

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

Respectfully Submitted,  
Robert Sochaki, Secretary  
06/09/21

