

# NORTHVILLE DISTRICT LIBRARY (NDL) BOARD OF TRUSTEES

## Regular Meeting Minutes

Thursday, June 24, 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 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; Absent: Trustee Joe Corriveau.
  - 1.2 Approval of the Agenda:** **MOTION:** Carol Doyle made a motion to approve the agenda as presented. Deborah Stanifer seconded the motion. Motion passed by unanimous roll call vote
  - 1.3 Approval of Meeting Minutes, 05/27/21:** **MOTION:** Thomas Thompson made a motion to approve the May 27, 2021 minutes as presented. Carol Doyle seconded the motion. Motion passed by unanimous roll call vote.
  - 1.4 Citizen Comments:** None.
  
- 2. Correspondence:** None.
  
- 3. Reports to the Board:**
  - 3.1 Northville District Library Director's Report-**  
**Covid-19 Service Levels:** Northville District Library (NDL) moved to Level 4 of its Covid-19 Return to Service plan on Monday, June 21. This phase of our reopening plan is being called Hybrid NDL. The library has restored 50% of its public seating, 50% of its public computers and has removed all usage restrictions put in place due to the virus. The Library has stopped quarantining materials and we are now open an additional 4 hours per week. Programming will still be offered virtually for adults and in-person for youth and teens. All in-person programming will be held outside throughout the summer, weather permitting. The Library has started to see an increase in visitor traffic and the response to our changes has been positive.  
**Plan to Move to Level 5:** The Northville District Library is tentatively planning to move to Level 5 of its Covid-19 Return to Service Plan after Labor Day. The phase will see the opening up of the library's meeting and study rooms as well as the Friends operations. Sunday hours will also be restored. This approach is very much in line with what other neighboring libraries are doing. We have been careful and cautious throughout the pandemic while still providing our patrons with in-person service. The Board expressed their support for continuing caution in the reopening process.  
**MIOSHA Rules and Patron Covid Policies:** Michigan Occupational Safety and Health Administration (MIOSHA) announced it was lifting its emergency Covid-19 workplace rules. Michigan employers are still required to provide a safe workplace. MIOSHA is now directing employers to follow Center for Disease Control (CDC) guidelines as well as those issued by the Occupational Safety and Health Administration (OSHA). Laura will review the library's current practices and policies to see what needs to be changed. As part of this process Laura will consult the Library's attorney to ensure the NDL is taking the appropriate steps. A high percentage of the NDL staff has been vaccinated so this is tremendous help in maintaining a safe working environment. Any necessary policy revisions will be brought to the Library Board at its July meeting.  
**Arts and Acts Festival:** The Arts and Acts Festival was held June 18-20 in the Library's parking lot. There appears to be no apparent damage to the library's landscaping,

grounds or building. Despite the fact that there was no parking, the NDL was very busy on June 18<sup>th</sup> when the Library was open for half-day due to the festival.

**Maybury Farms Donation:** The Library donated 130 children's books to Maybury Farm to be used in its summer story time programming. The Library received a letter of thanks from Carol Lehmann with the Northville Community Foundation, the entity that operates Maybury Farms.

**Summer Reading:** The Summer Reading Program has begun for youth, teens and adults. The program also marks the return of in-person programming for youth and teens. All programming will be held outside in the park on the east side of the library. The programming kicked off this week and the two programs held for youth had 100 attendees at each program. Patrons are excited about reengaging with the library.

**New Digital Products:** The Northville District Library will be offering free access to the digital editions of the New York Times and the Wall Street Journal. The New York Times is live as of today and can be accessed through our website. The Wall Street Journal will be available beginning in July.

**3.2 Friends of the Northville District Library Report:** Laura reported that Friends President Martha Nork is traveling so she could not attend the meeting. The Friends will hold a Clearance Friends Used Book Sale on Saturday, July 31 in the park in front of the library. The rain date will be August 2.

**4. Strategic Planning:** The NDL has not had a strategic plan for several years. As the Library enters the post Covid-19 era, it is an opportune time to develop a new plan. Laura would like to get proposals from three companies to facilitate a strategic planning process and the Board agreed.

## 5. Finance Report:

**5.1 Bills over \$1,000 for approval:** Deborah Stanifer presented the List of Bills over \$1,000 for June 2021. **MOTION:** Deborah Stanifer made a motion to approve these bills in the amount of \$101,934.76 for payment. Robert Sochacki seconded the motion. Motion passed by unanimous roll call vote.

**5.2 Financial Report:** Deborah Stanifer reported that we have received 98% of our revenue. Nearly all of our tax revenue has been received. The library will still receive a delinquent property tax payment from Wayne County. Overall expenses for the year stand at 61% of the total expenditure budget.

**5.3 2<sup>nd</sup> Quarter Budget Amendments: MOTION:** Deborah Stanifer made a motion to amend the Legal Service account by \$6,000 bringing the total budget for this account to \$10,000 and amend the Auditing Services account by \$5,600 bringing the total budget for this account to \$26,600. Thomas Thompson seconded the motion. The motion passed by unanimous roll call vote.

**5.4 Draft of the 2022 Budget:** The first draft of the 2022 budget was distributed to the Board. The draft is based on the library experiencing a normal year, unlike 2020 and 2021. The Public Hearing on the budget will be held in August.

## 6. Committee Reports

### 6.1 Facilities Committee-

- **Carpenter Bees:** Laura Mancini reported that the Library's pest control vendor, Orkin, has given the library a quote of \$6,829.67 to treat the carpenter bee infestation in the soffits. The Library Board approved the agreement with Orkin at the last Board meeting with the stipulation the contract be less than \$10,000. The Library will make a payment of 50% down and pay the remaining balance at the completion of the work.

- **Climate Control in New Addition:** Laura reported that she and Alan met with Advanced Building Group and Temperature Controls, who was the HVAC subcontractor on the addition project. They offered some suggestions to our HVAC vendor Limbach to improve the temperature situation in study room 5. Limbach and Advanced Building are on site today making those changes.

**7. Announcements and Comments:**

**7.1** The Facility Committee will meet Wednesday, July 21, 2021 at 10:00 a.m.

**7.2** The Finance Committee Meeting is scheduled for Tuesday, July 20, 2021 at 10:00 a.m.

**7.3** The next Board Meeting will be on Thursday, July 22, 2021 at 1:00 p.m.

**Adjourn Regular Meeting: MOTION:** Robert Sochacki made a motion to adjourn the June Board meeting. Carol Doyle seconded the motion. The motion passed unanimously.

Respectfully Submitted,  
Robert Sochaki, Secretary  
06/29/21  
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