

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

- 1. Call to Order:** Chairperson Nick Vlisides called the Regular Meeting to order at 1:00 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; Tyler Vitale, Senior IT Assistant.
  - 1.2 Approval of the Agenda:** **MOTION:** Carol Doyle made a motion to approve the agenda as presented. Robert Sochacki seconded the motion. Motion passed by unanimous roll call vote
  - 1.3 Approval of Meeting Minutes, 06/24/21:** **MOTION:** Robert Sochacki made a motion to approve the June 24, 2021 minutes as presented. Alan Somershoe seconded the motion. Motion passed by unanimous roll call vote with Trustee Corriveau abstaining.
  - 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) is at Level 4 of its Covid-19 Return to Service plan, Hybrid NDL. We are currently offering a mixture of virtual and in-person services. The Library is looking to move to Level 5 of its plan after Labor Day. This stage would return the Library to normal operations. This action will be dependent upon the impact of the Delta variant of the disease in Northville. As of right now, Covid cases in our two communities remain low.

**Animals in the Library:** Over the course of the month, the Library has had a half-dozen incidents or so of patrons bringing dogs into the building. In some cases, the owners claimed that the animals were emotional support animals and therefore we asked the owners to remove their animals from the building. Public health regulations and Library Board policy only permit service dogs in our facility. These requests to leave were not well received and the Library Board may have patrons contact them about the issue. The NDL also has an infestation of mice in the building. The Northville Police Department and several businesses on Main Street are experiencing similar issues. We are working with Orkin to eradicate the pests from the building but it could take some time.

**Personnel Changes:** Stacy Van Vlerah who is the Library's Public Relations Associate has resigned her position. She and her husband are moving to Marquette, Michigan. Stacy will be working remotely for the Library until the middle of August which will allow us to complete the fall newsletter. Maria Williams and I will be working to replace this position in August.

**Professional Development:** Covid-19 has provided the Librarians with multiple opportunities for online professional development. This month's meeting materials include a report for what the Librarians have been doing the last couple of months. Going forward, Laura will provide the Board with a quarterly report summarizing NDL professional development activities.

**Adult Programming:** Adult programming is continuing virtually throughout the summer with a new component. Sarah Milroy, our Digital Services Librarian, is now teaching

technology classes. For the summer, we will offer a technology class once a month and if the classes show enough interest, we will continue the program in the fall. The month's tech class was on iPad Basic and next month will be on Google Drive. Sarah will continue to provide her individual Tech X-pert consultations.

**Youth Department:** With the Summer Reading program, Youth Department activities are in full swing. The department is doing a summer book walk this year, but is trying something new. The book walk is taking place throughout downtown Northville. Local businesses are featured as stops along the walk and each is displaying a page of this year's book which is *Madeline Finn and the Shelter Dog* by Lisa Papp. The department is offering programming for Summer Reading with much of it taking place outdoors in the park in front of the library. When the programs have taken place the attendance has been fantastic, with often 100 people in attendance. Unfortunately, all of the rain we have been experiencing in the last few weeks has forced the cancellation of several programs. Cathrine Trautman, one of our Youth Librarians, is working to establish a new collection of books for youth with Dyslexia. This is an emerging area of librarianship and Cathrine has taken the lead with this project. She was recently featured in an Association for Library Service to Children blog on this topic. Caryn Bartone, Head of Youth Services, was asked to join the Northville CARES group, which is comprised of the Superintendent of Northville Schools, the district Director of Special Services, a mental health counselor, the Youth Network, the New Hope Center for Grief Support, the Northville Parent Teacher Association, the Northville Police Department, and the Parents of African American Students group. The group is examining ways to partner and collaborate on various community events.

**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 date for the Friends Clearance Friends Used Book Sale has been moved to Saturday, August 7 from 12:00 p.m. to 3:00 p.m. in the park in front of the library.

#### 4. Finance Report:

**4.1 Bills over \$1,000 for approval:** Deborah Stanifer presented the List of Bills over \$1,000 for July 2021. **MOTION:** Deborah Stanifer made a motion to approve these bills in the amount of \$112,161.18 for payment. Thomas Thompson seconded the motion. Motion passed by unanimous roll call vote.

**4.2 Financial Report:** Deborah Stanifer reported that we have received 100% of our tax revenue for the year. Overall expenses for the year stand at 67% of the total expenditure budget.

**4.3 FY2022 Draft Budget:** Deborah reported that the Finance Committee reviewed the first draft of the 2022 budget and made adjustments based on this actual amount spent this year. The projections for property tax were adjusted based on information provided by the City of Northville and Northville Township. The budget will be presented at the Public Hearing prior to the Board meeting next month.

**4.4 Resolution of Public Hearing for the FY2022 Budget:** **MOTION:** Deborah Stanifer presented Resolution 2021-03, which calls for a Public Hearing regarding the proposed 2021-2022 Library Operating Budget and the publication of the legal notice of the Public Hearing. Deborah made a motion to adopt Resolution 2021-03; Robert Sochacki seconded the motion, the Resolution was adopted by a unanimous roll call vote.

## 6. Committee Reports

### 6.1 Facilities Committee-

- **Building Updates:** Laura Mancini reported that the Library's pest control vendor, Orkin, has treated the carpenter bee infestation in the soffits. We now need to arrange for a contractor to fill the holes left in the soffits. Limbach, our HVAC contractor, in conjunction with Advance Building Group, made some adjustments to study rooms 5 and 6 that up until this point have helped. They continue to work on the issue but we have seen much more stable temperatures in that area of the building.
- **Light Fixture Proposal:** Laura reported that the globe lights found in some areas of the building have become outdated and replacement ballasts are no longer being made for these fixtures. Temporary purchase of ballast from Ebay have been made to hold us over but can't be sustained going forward. Library Design has prepared a proposal to replace these 11 light fixtures with LED light fixtures. Thomas Thompson inquired about the installation costs for the fixtures. Alan Somershoe reported that we still have to get a bid for the installation work. Thomas requested that more than one bid be submitted as the current proposal is over \$10,000. Laura reported that Library Design has been involved in all of the lighting work done in the library building and have selected a replacement fixture that matches the others in the building. Exceptions to the Board rule requiring at least two bids for work over \$10,000 have been made in the past because of this expertise. After discussion the Board requested this item be tabled for now and requested an additional quote from another vendor for this work.
- **Furniture Upholstery Proposal:** Laura reported that the Library has 19 pieces of fabric covered furniture that was purchased when the building opened in 1996. After 25 years, the fabric has faded, is stained and is otherwise showing its wear. Structurally though, the pieces are sound. Library Design is the vendor from whom we have purchased all of the furniture in the building so we approached them about the replacement of the pieces. They recommended we reupholster them rather than replace them as it is more cost effective and the pieces are still structurally in good shape. Library Design has prepared a proposal to reupholster 19 pieces of furniture, eleven lounge chairs, four sofas, two wing back chairs and two youth lounge chairs. After discussion the Board requested this item be tabled for now and an additional quote for this work from another vendor be requested.
- **Gutter Repair Proposal:** Royal Roofing gave the Library a quote to repair a portion of the gutters on the library building utilizing a lift which was going to restrict the areas of the gutters that could be accessed for repair. Royal Roofing has now determined that they can use a fall restraint system rather than a lift allowing all areas of the gutters to be repaired at one time. Laura presented the new bid from Royal Roofing for repair of all of the gutters on the building. **MOTION:** Alan Somershoe made a motion to accept the quote from Royal Roofing in the amount of \$9,950. Robert Sochacki seconded the motion. Motion passed by unanimous roll call vote.

**7. Announcements and Comments:** The Board discussed the communication received from the City of Northville regarding the Heritage Festival. The plans presented to the Library by the

Chamber of Commerce and the Downtown Development Authority are similar to years past and the Board has no objection to them.

- 7.1 The next Facilities Committee meeting is scheduled for Wednesday, August 18, 2021 at 10:00 a.m.
- 7.2 The next Finance Committee Meeting is scheduled for Tuesday, August 24, 2021 at 10:00 a.m.
- 7.3 A Public Hearing on the 2021-2022 Operating Budget will be held on Thursday, August 26, 2021 at 1:00 p.m.
- 7.4 The next Board Meeting will be on Thursday, August 26, 2021 at 1:30 p.m.

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

Respectfully Submitted,  
Robert Sochaki, Secretary  
07/28/21  
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