

NORTHVILLE DISTRICT LIBRARY (NDL) BOARD OF TRUSTEES
Regular Meeting Minutes
Thursday, August 26, 2021 – 1:30 p.m.
Video Conference Meeting-Online

1. Call to Order: Chairperson Nick Vlisides called the Regular Meeting to order at 1:30 p.m. following the Public Hearing on the proposed 2021-2022 Library Operating Budget.

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; Martha Nork, President, Friends of the Northville District Library.

1.2 Approval of the Agenda: **MOTION:** Robert Sochacki made a motion to approve the agenda as presented. Alan Somershoe seconded the motion. Motion passed by unanimous roll call vote

1.3 Approval of Meeting Minutes, 07/22/21: **MOTION:** Robert Sochacki made a motion to approve the July 22, 2021 minutes as presented. Thomas Thompson 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 Operating Status: Laura Mancini reported that on Sept. 12 the Northville District Library (NDL) will be resuming its Sunday hours for the school year. The management team made the decision to keep the meeting and study rooms closed until October when we will re-evaluate the situation based on the Covid-19 case levels at that time. Decisions regarding adding additional seating, the return of volunteers and in-person programming for adults will be made next week.

Dogs in the Library: The NDL is still experiencing issues with members of the public bringing dogs inside the library. Only service dogs are allowed inside the library, all other dogs are not permitted in the building. Patrons who have been asked to leave with their dogs have been less than pleased by the request and may contact the Board of Trustees.

Heritage Festival: The Heritage Festival will be held on September 17-19th. It will be smaller in scale than usual. Cady Street will be closed up to the library driveway. Patrons will still be able to access Cady Street via Rogers Street. Events will be happening in the park in front of the library on Sept. 18. The Chamber of Commerce has asked to use some of our exterior power outlets for the festival.

Personnel Updates: The Circulation Department has two vacant clerk positions and is also looking to hire substitute clerk positions for Sunday hours. The Library also needs to hire 1-2 additional IT Assistant positions. Given the current labor market it is taking longer than usual to find qualified applicants. The library has hired 4 new Substitute Librarians, including former Assistant Director Karen Fehl. We have one full time vacancy, the Marketing and Public Relations Librarian position that Stacy Van Vlerah resigned from earlier this month.

Volunteers in the Library: The Library is looking at the possibility of bringing volunteers back in the building in September. Laura has discussed how volunteer vaccination status should be addressed with the Library attorney and will report on this discussion later in the meeting.

Youth Department: The Youth Department applied for and received a grant from the Rotary Foundation to revamp the Read-Along collection. These books assist young children in learning to read by providing a recorded voice that helps them sound out the words and read along with the text. Our previous collection contained books with CDs to provide the soundtrack. As CD players are being phased out, many families no longer have them. Thanks to the Rotary, the Library will be able to purchase new titles with the read-along narration electronically embedded in the books, requiring no additional equipment by the patron. We will be debuting this collection later in the fall. The Youth Department recently completed another successful Summer Reading program. They had 251 participants this year, which is up from last year's total of 140. The Teen Summer Reading program also saw their participation rise, with an additional 28 participants versus last year. Both Youth and Teen held outdoor in-person programs in the park for Summer Reading, with great attendance when the weather cooperated. Outdoor programming will continue in September.

Adult Department: The Adult Department had another successful Summer Reading program. The summer programming offered was well received by patrons. A program on the Oakland County Child Killings that was held in August was enriched by the attendance of a member of the public who lived across the street from one of the victims and knew her well and was able to share some anecdotes with the audience. The English as a Second Language conversation group went online during the pandemic. Since that time many of the participants in the group have returned to their home countries but still frequently participate in the online conversation session. NDL programs are being attended from around the world.

3.2 Friends of the Northville District Library Report: Martha Nork reported that the Friends Board does not meet in July and August. The Friends were awarded a \$1,000 grant from Community Financial Credit Union. This is the fifth time the Friends have received this grant. The funds will be used to purchase autism communications devices and sensory kits. The Friends held their Used Book Sale on August 7th in the park in front of the library. The Friends made \$400 on the sale of books and were able to clear many items from the sorting area and Used Book Cellar. The Friends Store also had a table at the sale and made \$67. The Friends received a \$1,600 donation from Judith Costigan who is a lifetime member of the Friends and continues to donate each year. The Friends are planning to return to the Gift Store on Sept. 13 and Used Book operations by the end of September. The Friends are planning to host a Volunteer Fair at the library on Nov. 4 in which 15 local organizations will have information for those interested in volunteering.

3.3 Millage Study Group Report: Alan Somershoe reported that he and Deborah Stanifer met with the chairperson of the last millage campaign to talk about the process. The group would like to recruit two leaders for the campaign, one from the City and one from Northville Township. They have identified a prospective candidate from the Township and are planning to meet to meet with them to discuss the upcoming campaign.

4. Strategic Planning-Establishment of Ad Hoc Proposal Review Committee: Laura reported that she has requested proposals from five strategic planning firms to assist the Library Board in strategic planning. She has asked the firms to submit their proposals the first week of September. Laura would like to establish a committee of three Board members to assist Laura and Maria Williams in reviewing the proposals. Robert Sochacki, Alan Somershoe and Deborah Stanifer volunteered to review the proposals.

5. Finance Report:

5.1 Bills over \$1,000 for approval: Deborah Stanifer presented the List of Bills over \$1,000 for August 2021. **MOTION:** Deborah Stanifer made a motion to approve these bills in the amount of \$92,999.05 for payment. Robert Sochacki seconded the motion. Motion passed by unanimous roll call vote.

5.2 Financial Report: Deborah Stanifer reported that we are 67% through our fiscal year. Expenses are on track in most categories, and those that are over budget will be amended at the next meeting. Overall, expenses are at 75% of the budget, with the overage largely due to the roofing project. The Library is still expected to end the year with a budget surplus.

5.3 Approve FY2022 Budget: **MOTION:** Deborah Stanifer made a motion to approve the Fiscal Year 2021-2022 budget as presented. Thomas Thompson seconded the motion. Motion passed by unanimous roll call vote.

6. Resolution on Millage Rate: Deborah Stanifer read **Resolution 2021-04** certifying the tax levy for the Operating millage at 1.0981 mils. Resolution 2021-04 passed by a unanimous roll call vote.

7. Committee Reports

7.1 Facilities Committee-

- **Building Updates:** Laura Mancini reported that the new roof leaked in the Youth Department area under one of the eyebrows. Butcher and Butcher came out to look at the area and the problem has not reoccurred. Limbach continues to work on adjusting the HVAC system to address the over cooling issues in parts of the building. Orkin has reported that the mouse problem in the building is under control.
- **Elevator Modernization Proposal:** Three bids for elevator modernization were presented to the Facilities Committee. The bids were narrowed down to two companies, Kone and Thyssen Krupp (TK) and representatives from those companies came to speak to the Facilities Committee. Both proposals require work from skilled trade vendors. The Kone proposal would require the Library to hire these additional skilled trade vendors, while the TK proposal includes all additional skilled trade work. **MOTION:** Robert Sochacki made a motion to accept the elevator modernization proposal from Thyssen Krupp in an amount not to exceed \$108,000. Alan Somershoe seconded the motion. Motion passed by unanimous roll call vote.
- **Light Fixture Proposal:** Alan Somershoe presented the bid for replacement of the globe light fixtures in the library. The ballast required to keep the current fixtures operating are no longer available. **MOTION:** Alan Somershoe made a motion to accept the bid from Library Design to replace 11 light fixtures in an amount not to exceed \$23,000. Thomas Thompson seconded the motion. Motion passed by unanimous roll call vote.
- **Furniture Upholstery Proposal:** The Library has 19 pieces of fabric covered furniture that were purchased when the building opened in 1996. After 25 years, the fabric has faded, is stained and is otherwise showing its wear. Library Design has presented a bid to reupholster the chairs in the amount of \$23,937. As requested by the Board, another bid was requested, and received from Fancher's Upholstery in the amount of \$18,780.95. The Library Design bid includes wood touch up and foam

replacement. **MOTION:** Alan Somershoe made a motion to accept the bid from Library Design to reupholster 19 pieces of library furniture in an amount not to exceed \$25,000. Deborah Stanifer seconded the motion. Motion passed by unanimous roll call vote.

7.2 Personnel Committee-Covid Vaccines: Laura reported that she spoke to the Library attorney regarding how vaccines apply for volunteers and was advised that the library does not have to bring back unvaccinated volunteers. Laura would like the Personnel Committee to review this issue to determine if this is a management issue to address or if the library needs to make a policy regarding volunteer vaccine status. The Personnel Committee will meet on August 30 at 12:30 p.m. to discuss this issue. Nick Vlisides stated that volunteers should not be allowed to return to the library until the Personnel Committee has met to discuss this and determined a course of action.

7. Announcements and Comments:

8.1 The next Personnel Committee meeting is scheduled for Monday, August 30, 2021 at 12:30 p.m.

8.2 The next Facilities Committee Meeting is scheduled for Wednesday, September 15, 2021 at 10:00 a.m.

8.3 The next Finance Committee Meeting is scheduled for Tuesday, Sept. 21, 2021 at 10:00 a.m.

8.4 The next Board Meeting will be held on Thursday, September 23, 2021 at 7:00 p.m.

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

Respectfully Submitted,
Robert Sochaki, Secretary
09/02/21
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