

NORTHVILLE DISTRICT LIBRARY (NDL) BOARD OF TRUSTEES

Regular Meeting Minutes

Thursday, September 23, 2021 – 7:00 p.m.

Video Conference Meeting-Online

1. Call to Order: Chairperson Nick Vlisides called the Regular Meeting to order at 7:00 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; 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, 08/26/21: **MOTION:** Robert Sochacki made a motion to approve the August 26, 2021 minutes as presented. Thomas Thompson seconded the motion. Motion passed by unanimous roll call vote.

1.4 Citizen Comments: None.

2. Correspondence: Laura Mancini reported that she received an email from a patron who fell when entering the library last week. She thanked the library staff for assisting her during the incident.

3. Reports to the Board:

3.1 Northville District Library Director's Report-

Covid-19 Update: Laura Mancini reported that the Library had a staff member test positive for Covid-19 this month. Other staff members who worked closely with this individual quarantined until they were able to get negative test results. Fortunately, all involved were vaccinated and the area where the infected employee works was sanitized. This illustrates that the need to remain vigilant about the virus continues.

The Library resumed Sunday hours on Sept. 12 for the first time since the pandemic. More furniture has been put back on the floor in the adult area, while youth and teen furniture remain in storage. The Carlo Meeting Room has reopened for library adult programs. The management team will evaluate what services to return in October.

Personnel Updates: The return of Sunday hours has also brought the return of substitute Librarians and Circulation Clerks. We have not had these staff members on site since March 2020. Some of our previous substitutes did not return, so we have hired 4 new Substitute Librarians and 3 new Substitute Circulation Clerks. We have also hired 2 new Circulation Clerks and 2 new IT Assistants to fill vacancies. Interviews are currently being conducted to fill the Marketing/Public Relations Librarian position. The Youth Department will also need to fill a part-time Youth Librarian position this fall. In total the library will have 13 new staff members.

Programming: In-person programming returned for adults this past month and library patrons seem happy to be back in the building. As a precautionary measure we are capping attendance for in-person programs well below room capacity and we are strongly encouraging patrons to wear masks while they are attending the event. The Adult Services department will offer a combination of in-person and virtual programs throughout this fall.

Heritage Week was celebrated last week in Northville. Northville Mayor Brian Turnbull gave one of his ever-popular History of Northville lectures at the library. Another Northville History program will be held on Oct. 4th featuring Joe Oldenburg speaking on

the Maybury Sanatorium. Mr. Oldenburg will present his program at the library on Oct. 4 and will repeat it the following night at Northville Township Hall. The bigger space at Township Hall will allow for a larger audience given the need for social distancing. To commemorate the 20th anniversary of the 9/11 terrorist attacks, the NDL is featuring a special photographic exhibit on the event on the lower level of the Library. The exhibit will remain throughout the month of September.

Youth and Teen programming will remain outdoors through the end of October, then will return to a virtual format for the remainder of the fall. It is possible that in-person teen programming may return in the winter, depending on Covid case and vaccination rates for this population. In the meantime, an outdoor book club has been established for teens that is seeing a higher attendance than previous attempts to have an in-person book club.

The Youth Department will be holding a Fall Festival in the park in front of the library this upcoming Saturday. The event will feature youth activities, a petting farm, games and snacks.

Skeletons will return to downtown Northville for Halloween. The Library has retired its previous skeleton of Edgar Allan Poe and the Raven. We will be getting a new skeleton of a librarian reading to skeleton children.

3.2 Friends of the Northville District Library Report: Friends President Martha Nork reported that the Friends provided funding for the Library to purchase Halloween bags for the Youth Department to distribute. The Friends are planning to host a Volunteer Fair at the library on Saturday, Nov. 6. The Friends have approached 16 local organizations to provide information for those interested in volunteering for their organizations. The Friends currently have a vacancy on the Friends Board, in the Secretary position. If any Board members know of someone who might be interested in volunteering for this please let Martha know. The Friends are working on a plan to collect used books and will discuss with Laura Mancini.

4. Finance Report:

4.1 Bills over \$1,000 for approval: Deborah Stanifer presented the List of Bills over \$1,000 for September 2021. **MOTION:** Deborah Stanifer made a motion to approve these bills in the amount of \$156,285.86 for payment. Carol Doyle seconded the motion. Motion passed by unanimous roll call vote.

4.2 Financial Report: Deborah reported that we are 75% through our fiscal year. The library has received the final state aid payment and the penal fines from Oakland County.

4.3 Third Quarter FY2021 Budget Amendments: It is necessary to amend the operating budget for some expenditure categories that are over budget and to establish a budget for some accounts. **MOTION:** Deborah Stanifer made a motion to amend the Special Pension Payment line item in the operating budget to create a budget of \$293,000, reflecting the pension payment that the library made earlier in the year. Robert Sochacki seconded the motion. Motion passed by unanimous roll call vote.

MOTION: Deborah Stanifer made a motion to amend the Membership line item in the operating budget by \$600, adjusting the total budget for the year to \$4,600. Carol Doyle seconded the motion. Motion passed by unanimous roll call vote. **MOTION:** Deborah Stanifer made a motion to amend the Legal Services line item in the operating budget by \$4,400, adjusting the budget to \$15,000 for the year. Thomas Thompson seconded the motion. The motion passed by unanimous roll call vote. **MOTION:** Deborah Stanifer made a motion to amend the Operating Budget by \$157,135 and create a budget for the Roofing Project, reflecting what the Library spent to replace the roof earlier in the year. Alan Somershoe seconded the motion. Motion passed by unanimous roll call vote. **MOTION:** Deborah Stanifer made a motion to create a line

item in the budget for the Elevator Renovation project and to establish a budget of \$48,779 to reflect the first payment the library will need to make to begin the project. Alan Somershoe seconded the motion. The motion passed by unanimous roll call vote. **MOTION:** Deborah Stanifer made a motion to transfer \$48,779 from the Reserve account, Facilities Preservation Fund, to the Operating account to fund the first payment to TK Elevator to begin the elevator renovation project. Alan Somershoe seconded the motion. Motion passed by unanimous roll call vote.

5. Committee Reports

5.1 Facilities Committee- Alan Somershoe gave an update on the various facilities projects currently occurring. Both the lighting and reupholstry projects are moving forward. We are awaiting the attorney for the Library to complete her review of the elevator renovation contract before beginning the work. The project to repair the holes in the wood soffits and the gutter repair work are awaiting scheduling from the contractors. The project to improve the temperature in the new study rooms has been addressed, with Limbach adjusting some HVAC settings, and the installation of window tinting on the windows in both rooms.

5.2 Personnel Committee-Volunteer Covid Protocols: Joe Corriveau reported that the Personnel Committee met to discuss the library attorney's recommendations on Covid-19 protocols for new hires and volunteers. They Committee reviewed whether or not a policy was needed to address these issues. The Personnel Committee decided that this is a management issue and a policy is not required. The Board did endorse the decision to ask volunteers to provide proof of vaccination as the NDL employees have done.

5.3 Strategic Planning: Laura reported that the Library has received five proposals for strategic planning. The proposals have been distributed to the Strategic Planning Committee members for their review. The Committee will meet on Oct. 11 to evaluate the proposals.

Announcements and Comments:

8.1 The next Finance Committee Meeting is scheduled for Tuesday, Oct. 26, 2021 at 10:00 a.m.

8.2 The next Board Meeting will be held on Thursday, October 28, 2021 at 7:00 p.m.

Adjourn Regular Meeting: **MOTION:** Robert Sochacki made a motion to adjourn the September Board meeting. Deborah Stanifer seconded the motion. The motion passed unanimously.

Respectfully Submitted,
Robert Sochaki, Secretary
09/29/21
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