

NORTHVILLE DISTRICT LIBRARY (NDL) BOARD OF TRUSTEES

Regular Meeting Minutes

Thursday, November 18, 2021 – 7:00 p.m.

Carlo Meeting Room, Northville District Library

1. **Call to Order:** Trustee Nick Vlisides called the Regular Meeting to order at 7:00 p.m.

1.1 Roll Call - Present: Trustees Carol Doyle, Robert Sochacki, Alan Somershoe, Deborah Stanifer, Nick Vlisides and Thomas Thompson. Also present: Laura Mancini, Library Director; Maria Williams, Assistant Library Director, Carla Eggert, Business Operations Specialist; Martha Nork, President, Friends of the Northville District Library. Absent: Trustee Joe Corriveau.

1.2 Approval of the Agenda: **MOTION:** Robert Sochacki made a motion to approve the agenda as presented. Deborah Stanifer seconded the motion. Motion passed.

1.3 Approval of Meeting Minutes, 10/28/21: **MOTION:** Thomas Thompson made a motion to approve the Oct. 28, 2021 minutes as presented. Alan Somershoe seconded the motion. Motion passed.

1.4 Citizen Comments: None.

2. **Correspondence:** None

3. **Reports to the Board:**

3.1 Northville District Library Director's Report-

Covid-19: Laura Mancini reported that Covid-19 cases have taken a dramatic turn for the worse this week. Cases in the district went from 47 the previous week to 125 new cases this week, including 39 new cases in the City of Northville. The increase in cases for the City is larger than the total case rate in the City during March to July 2020 when the Library had to close. Vaccination rates continue to increase and many NDL team members have been getting booster shots. At this time, there are no plans to restrict services but any further service restoration has been put on hold. The PR team will more heavily market our curbside service to remind patrons this service is still available.

Friends Volunteers: The Used Book Cellar and the Friends Gift Shop have reopened to the public. Management had requested that the Friends only bring back those volunteers who are fully vaccinated for Covid-19 at this time. Volunteers were requested to have their vaccination status verified before returning to work at the Library.

Programming: The month of November is November at the NDL. Much of the activities of the Youth Department this month are centered on the theme of dinosaurs. Dinosaurs have had an active presence on our social media accounts this month and can be found throughout the library. The Youth Department also participated in Fire Safety Week earlier this month and presented a story time at the Fire Department on fire prevention. The Youth Department also partnered with Parks and Recreation to hold story times at two of their scavenger hunt activities.

The Adult Services Department is hosting a program on the History of Thayer School next week. As they did in October with one of their programs, one night will be held at the NDL and then repeated later in the week at Northville Township Hall.

The NDL added a new eBook portal for its patrons, Comicsplus, which allows patrons to download and read comics, graphic novels and magna for all ages.

3.2 Friends of the Northville District Library Report: Friends President Martha Nork reported that the Friends Board has approved the agreement between the Friends, the Library and the Board of Trustees. The Friends Board plans to review the agreement annually going forward. The Friends Board is working on the budget for 2022. Revenue for 2021 is going to be about \$5,000 below budget due to a decrease in

memberships and the need to keep the Used Book Cellar and Friends Gift Store closed longer than planned. In 2022 the Friends are hoping to have revenue from used book sales to slowly increase back to normal levels and are also exploring other funding options. The Friends Gift Store reopened on Oct. 25th and the Used Book Cellar on November 1st and both are doing well. The drop-off system for donating used books is working fairly well. The Friends are working on plans to handle used book donations during the elevator refurbishment project. The Community Volunteer Fair, which the Friends co-sponsored with the Library, was held on Nov. 6 and was very successful. There were 10 local organizations in the Carlo Meeting Room and the Friends and the Community Federal Credit Union, who provided funding, were in the entrance to the Library. There were between 135-140 patrons who attended the event and feedback from everyone has been very positive. The Friends plan to make this an annual event going forward.

4. Finance Report:

4.1 Bills over \$1,000 for approval: Deborah Stanifer presented the List of Bills over \$1,000 for November 2021. **MOTION:** Deborah Stanifer made a motion to approve these bills in the amount of \$80,383.50 for payment. Thomas Thompson seconded the motion. Motion passed.

4.2 Financial Report: Deborah reported that we are 92% through our fiscal year. Expenses are under budget in Personnel, Building and Utilities, Acquisitions and Services Support. We will need to amend the budget for the fourth quarter for several line items.

- **MOTION:** Deborah Stanifer made a motion to amend the budget for the Membership Fees line item in the Operating Account by \$800 to increase the budget to \$5,400. Thomas Thompson seconded the motion. Motion passed.
- **MOTION:** Deborah Stanifer made a motion to amend the budget for the Workers Compensation line item in the Operating Account by \$3,000 to increase the budget to \$6,000. Thomas Thompson seconded the motion. Motion passed.
- **MOTION:** Deborah Stanifer made a motion to amend the budget for the Property and Liability Insurance line item in the Operating Account by \$6,100 to increase the budget to \$26,100. Thomas Thompson seconded the motion. Motion passed.
- **MOTION:** Deborah Stanifer made a motion to amend the budget for the AutoCirc System line item in the Operating Account by \$3,000 to increase the budget to \$49,000. Thomas Thompson seconded the motion. Motion passed.
- **MOTION:** Deborah Stanifer made a motion to amend the budget for the TLN and Baker and Taylor Fees line item in the Operating Account by \$2,800 to increase the budget to \$7,800. Thomas Thompson seconded the motion. Motion passed.
- **MOTION:** Deborah Stanifer made a motion to amend the budget for the Legal Services line item in the Operating Account by \$3,000 to increase the budget to \$18,000. Thomas Thompson seconded the motion. Motion passed.
- **MOTION:** Deborah Stanifer made a motion to amend the budget for the Roofing Project line item in the Operating Account by \$9,950 to increase the budget to \$167,085. Thomas Thompson seconded the motion. Motion passed.
- **MOTION:** Deborah Stanifer made a motion to create a budget of \$165 for the Miscellaneous Expenses line item in the Operating Account. Thomas Thompson seconded the motion. Motion passed. Deborah reported that \$60,000 has been budgeted for the Facilities Preservation fund in the Reserve Account.

The Board needs to make two transfers for the Reserve Account.

- **MOTION:** Deborah Stanifer made a motion to transfer \$60,000 from the Operating Account to the Reserve Account, Facilities Preservation Fund. Thomas Thompson seconded the motion. Motion passed.
- **MOTION:** Deborah Stanifer made a motion to transfer \$9,950 from the Reserve Account, Facilities Preservation fund to the Operating Account for the roofing project. Thomas Thompson seconded the motion. Motion passed.

5. Committee Reports

5.1 Facilities Committee- Alan Somershoe reported that the plan for the renovation of the staff area in the Youth Department was presented to the Facility Committee by Library Design. Some addition wiring needs for the area were brought up at the meeting. Library Design will prepare a finalized design incorporating these changes.

5.2 Policy Committee: Carol Doyle presented the Meeting Room Policy with changes for the second reading. **MOTION:** Carol Doyle made a motion to accept the Meeting Room policy. Robert Sochacki seconded the motion. Motion passed. Carol presented the Photography Policy for the second reading. **MOTION:** Carol Doyle made a motion to accept the Photography Policy. Robert Sochacki seconded the motion. Motion passed.

5.3 Strategic Planning: The Strategic Planning Committee received five bids for strategic planning that they narrowed down to two finalist. The committee interviewed the two finalist and has decided to recommend that the Board accept the proposal from the Ivy Group. **MOTION:** Alan Somershoe made a motion to accept the proposal from the Ivy Group, in an amount not to exceed \$71,000, to conduct strategic planning for NDL in 2022. Thomas Thompson seconded the motion. Motion passed.

5.4 Millage Study Group: The Millage Study Group has appointed a Treasurer for the millage. Paperwork will need to be filed with the State by Jan. 1, 2022 to formally establish the committee. The group will need to meet away from the library going forward. Alan has approached the Presbyterian Church about meeting at the church.

Announcements and Comments:

8.1 The next Finance Committee meeting is scheduled for Tuesday, Dec. 14, 2021 at 9:30 a.m.

8.2 The next Policy Committee meeting is scheduled for Wednesday, Dec. 8, 2021 at 10:00 a.m.

8.3 The next Board Meeting will be held on Thursday, Dec. 16, 2021 at 7:00 p.m.

The meeting was adjourned at 8:10 p.m.

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