

# NORTHVILLE DISTRICT LIBRARY (NDL) BOARD OF TRUSTEES

## Regular Meeting Minutes

Thursday, December 16, 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 Joe Corriveau, 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 Carol Doyle.

**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, 11/18/21:** **MOTION:** Robert Sochacki made a motion to approve the Nov. 18, 2021 minutes as amended. 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 continue to remain high in our district with new cases averaging between 125 to 150 per week. Since the last Board meeting, two NDL employees who were vaccinated were diagnosed with Covid-19. Extra steps have been taken to disinfect their work areas and to identify what employees needed to quarantine as result of potential exposure to illness. It is difficult to say what effect the Omicron variant will have on the Northville community and the library.

**Patron incident:** Laura reported that she had to ban a patron from the Library for 30 days due to an incident in which the patron removed items from the Toys for Tots bin and took them after being told by a staff member that the toys were being collected for charity and not to take them. The Northville Police were contacted and they were able to contact the patron, retrieve the toys and return them to the Library. Laura gave the patron the banning paperwork when he returned to the Library. He was verbally abusive during this interaction and the police were contacted again to be made aware of the ban. The Police will contact the patron to explain he can't visit the Library during the ban. The patron may appeal the ban.

**Strategic Planning:** The NDL will be kicking off its strategic planning project on Jan. 6 when Laura and Maria will meet via Zoom with the Ivy Group. The next step will be to formalize the composition of the Strategic Planning Committee. Board members may be asked to serve in this capacity. More details will be provided in January.

**Marketing:** The NDL has purchased a new library marketing product called Savannah from the Orange Boy company. This product came recommended to us by several other Michigan libraries. The new product offers tools to measure library performance, identify usage patterns, market services and offer faster communication to our patrons. It will also give us the ability to use GIS mapping to identify neighborhoods in our district with low library card registration.

**Elevator:** The elevator modernization project is tentatively scheduled to begin on Jan. 11<sup>th</sup>. This is subject to the receipt of parts and equipment in a timely manner. The first week of January Laura and the Dept. Heads will meet to develop and implement a plan

to serve patrons, who will not be able to use the stairs during the shutdown period and how best to get materials down to the lower level for reshelving.

**Staff:** Wendy Mutch, Head of the Adult Services Department, will be retiring on February 11, 2022. Wendy has developed a wealth of knowledge of Northville history and has done much to promote it to the community through her innovative programming and library digitization projects.

**3.2 Friends of the Northville District Library Report:** Friends President Martha Nork reported that the Friends Board approved their budget for 2022. Martha distributed a document showing the final 2021 budget and the budget approved for 2022, which includes the same level of support for the Library as provided in past years. The Friends Board approved a donation of \$1250 to the Library millage campaign for 2021.

#### 4. Finance Report:

**4.1 Bills over \$1,000 for approval:** Deborah Stanifer presented the List of Bills over \$1,000 for November 30, 2021. **MOTION:** Deborah Stanifer made a motion to approve these bills in the amount of \$5,546.90 for payment. Alan Somershoe seconded the motion. Motion passed. Deborah Stanifer presented the List of Bills over \$1,000 for December 2021. **MOTION:** Deborah Stanifer made a motion to approve the December bills in the amount of \$125,117.64. Robert Sochacki seconded the motion. Motion passed.

**4.2 Financial Report:** Deborah reported that 100% of the fiscal year is complete. The financial statements for this month are preliminary, pending year-end adjustments by Plante Moran.

**4.3 Reserve Transfer:** Deborah reported that, as in past years, there is a need to transfer funds from the Reserve account to the Operating account to ensure there is enough cash flow until winter property taxes are received at which time the funds will be transferred back to the Reserve account. **MOTION:** Deborah Stanifer made a motion to transfer \$100,000 from the Reserve account to the Operating account. Thomas Thompson seconded the motion. Motion passed.

#### 5. Committee Reports

**5.1 Facilities Committee-** Alan Somershoe reported on the status of current projects. We are waiting for the arrival of parts for the new light fixtures. The furniture reupholstery project is underway and should be completed in early January. Staff continue to work with the library HVAC vendor to address temperature concerns in the Friends Community Room and study rooms. The plan to renovate the youth office area from Library Design was presented to the Board. There was discussion about the proposal and about using Library Design as a sole source vendor due to their expertise in library renovations. The Board would like to see more documentation presented in the future when a vendors bid is being presented as sole source. **MOTION:** Alan Somershoe made a motion to accept the proposal from Library Design to renovate the youth office in an amount not to exceed \$100,000. Joe Corriveau seconded the motion. Motion passed.

**5.2 Personnel Committee:** Laura Mancini's contract with the NDL will expire on Jan. 13, 2022. December marks the start of the new fiscal year and is when raises for union employees go into effect. This year's raise, as specified in the union contract, was 2.5%. There was discussion about moving Laura's annual review to the fall in order to allow time for the review to coincide with the union contract raises and Laura's contract expiration. **MOTION:** Joe Corriveau made a motion to renew the contract between Laura Mancini and the Northville District Library for another two years from the

expiration date and to award Laura the same 2.5% increase as awarded to the union employees. Thomas Thompson seconded the motion. Motion passed.

**5.3 Policy Committee:** Laura reported that the Policy Committee has reviewed three policies and would like to present the changes to the Board. Laura presented the Policy on Controversial Materials and Programming to the Board for the first reading. Two additions were made to the policy, a requirement that reconsideration requests may only be submitted by members of the library district and the requirement that the library will only consider requests for consideration of materials that the library owns. Laura presented the Anti-Harassment Policy to the Board for the first reading. The policy is intended to replace the current anti-harassment policy that is outdated and addresses workplace harassment. The policy was written primarily by the Library's attorney. Joe Corriveau discussed certain areas of the policy that did not make sense or appear redundant. The Anti-Harassment policy will be returned to the Policy Committee for review. Laura presented the Community Inclusion Statement to the Board for the first reading. The statement was drafted in response to racist comments made to staff members by patrons. The statement affirms that the Library serves patrons of all backgrounds.

**5.4 Millage Study Group:** The paperwork to officially establish the millage group with the State of Michigan has been filled by the Treasurer, Larry Schwartz and the bank account has been established. The first donation was also received. The group will meet at the Presbyterian Church going forward with the next meeting in January.

**Announcements and Comments:**

- 8.1** The next Facilities Committee meeting is scheduled for Wednesday, January 19, 2022 at 10:00 a.m.
- 8.2** The next Finance Committee meeting is scheduled for Tuesday, Jan. 25, 2022 at 9:30 a.m.
- 8.3** The next Policy Committee meeting is scheduled for Tuesday, Jan. 25, 2022 at 10:30 a.m.
- 8.4** The next Board Meeting will be held on Thursday, Jan. 27, 2022 at 7:00 p.m.

The meeting was adjourned at 8:30 p.m.

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