

NORTHVILLE DISTRICT LIBRARY (NDL) BOARD OF TRUSTEES  
Regular Meeting Minutes  
Thursday, January 27, 2022 – 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, Carol Doyle, Robert Sochacki, Alan Somershoe, Deborah Stanifer, Thomas Thompson and Nick Vlisides. Also present: Laura Mancini, Library Director; Carla Eggert, Business Operations Specialist.
- 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.
- 1.3 Approval of Meeting Minutes, 12/16/21:** **MOTION:** Robert Sochacki made a motion to approve the Dec. 16, 2021 minutes as amended. Thomas Thompson seconded the motion. Motion passed.
- 1.4 Election of 2022 Officers:** **MOTION:** Joe Corriveau made a motion to nominate Nick Vlisides for Chair, Robert Sochacki for Vice-Chair, Deborah Stanifer for Treasurer and Thomas Thompson as Secretary. Deborah Stanifer seconded the motion. Motion passed.
- 1.5 Appointment of 2022 Board of Trustees Committee Members for Finance, Facilities, Personnel and Policy:** The following Committees were established for 2022:
- Finance Committee: Deborah Stanifer (Chair), Thomas Thompson and Nick Vlisides
  - Policy Committee: Carol Doyle (Chair), Deborah Stanifer and Robert Sochacki
  - Personnel Committee: Joe Corriveau (Chair), Alan Somershoe and Thomas Thompson.
  - Facilities Committee: Alan Somershoe (Chair), Carol Doyle and Robert Sochacki
- 1.6 Resolution 2022-01: Schedule of 2022 Board of Trustee Meeting Dates-** Resolution 2022-01 sets the dates of the regular meetings of the Northville District Library Board of Trustees for the calendar year 2022. **MOTION:** Robert Sochacki made a motion to accept Resolution 2022-01. Thomas Thompson seconded the motion. Motion passed. All regular meetings of the Board of Trustees are on the 4<sup>th</sup> Thursday of the month except for November and December, when the meetings are held on the 3<sup>rd</sup> Thursday due to the Thanksgiving and Christmas holidays.
- 1.7 Citizens Comments:** None.

**2. Correspondence:** None

**3. Reports to the Board:**

**3.1 Northville District Library Director's Report-**

**Covid-19 Update:** Laura Mancini reported that right after the Christmas holiday several NDL team members came down with Covid-19. The Circulation department was hit particularly hard necessitating the closure of the NDL for a three day period. As of today, all NDL team members who came down with the virus have returned to work and there are no employees currently quarantining. To help combat the spread of Covid-19, the NDL purchased at-home test kits for employees and was able to procure more KN95 masks. Covid-19 cases in our district hit an all-time high the week of January 13<sup>th</sup> with 500 people contracting the virus in one seven-day period. Covid-19 cases have since begun to trend downwards and everyone here at the Library hopes that we have seen the worst of the Omicron variant.

**Strategic Planning Activities:** The strategic planning process kicked off right after the New Year. This month the Ivy Group will be conducting an environmental scan of the Northville communities. All Board members will also be contacted for their individual interviews. NDL management will be working with the Ivy Group to identify peer libraries for the benchmarking phase of the project. On Monday, Feb. 7, the consultants will be conducting the first group planning session. This session, which will be held virtually, will have team members from various departments of the library attending along with representatives from the Library Board and from the Friends of NDL. A special thanks goes out to Deborah Stanifer and Robert Sochacki to volunteering to represent the Board at this meeting. The entire strategic planning process is expected to last until the end of July.

**January Activities:** The month of January is a busy one for the administrative team at the NDL. Plante Moran has been conducting the Library audit. The auditors will present their results to the Library Board at its February meeting. The State Aid report is also due at the end of January.

**New Patron Offerings:** The start of the year debuts several new products for patron use. The Washington Post is available online to NDL patrons for free. With last year's purchases of the online New York Times and Wall Street Journal, the NDL now offers free access to the top three national newspapers in the United States. The Library also added the Creativebug database which offers over 1,000 online arts and crafts classes, a subject that is popular with NDL patrons. Likewise, the Comicsplus e-content platform has been acquired to provide patrons with more online selections for graphic novels, another growing area of popularity for patrons of all ages. The International Language collection continues to grow, featuring titles in eleven different languages including: Chinese, French, German, Hindi, Japanese, Korean, Persian, Spanish, Tamil, Telegu and Vietnamese. These language selections are reflective of the growing diversity of the Northville communities.

**Upcoming Programs:** To further serve the library's international patrons, the Adult Services department will start to offer mini-classes to learn about the citizenship and naturalization process and what resources the NDL contains to assist with it. As part of its African-American History month programming, the NDL will host a virtual author Q&A program with Candacy Taylor on February 17<sup>th</sup>. Ms. Taylor is the author of the *Overground Railroad: The Green Book and the Roots of Black Travel in America*. She is the curator and content specialist for the Negro Motorist Green Book, an exhibition sponsored by the Smithsonian.

**Staff Retirement:** Wendy Mutch, Head of Adult Services will be retiring after eleven years of service with the NDL on Friday, Feb. 11. Wendy has done a fantastic job in her role. During her time with the library, she and her team developed an innovative and enriching line-up of public programs. She also grew the Local History and Genealogy collections and led an effort to digitize much of this material in order to provide worldwide access to Northville's rich history.

**3.2 Friends of the Northville District Library Report:** The Friends Board do not meet in January so there was no Friends report for this month.

#### **4. Finance Report:**

**4.1 Bills over \$1,000 for approval:** Deborah Stanifer presented the List of Bills over \$1,000 for January 2022. **MOTION:** Deborah Stanifer made a motion to approve these bills in the amount of \$166,505.47 for payment. Thomas Thompson seconded the motion. Motion passed.

**4.2 Financial Report:** Deborah reported that 8% of the fiscal year is complete and all accounts are under budget, with the exception of those accounts for which an annual

payment has been made. The fund balances in the Reserve Account are still preliminary pending the finalization of the transfers by Plante Moran.

**4.3 Reserve Transfers:** Deborah reported that, we need to transfer funds borrowed from the Reserve account back to Reserve now that property taxes are being received. **MOTION:** Deborah Stanifer made a motion to transfer \$100,000 from the Operating account to the Reserve account to pay back the \$100,000 borrowed last month. Robert Sochacki seconded the motion. Motion passed. **MOTION:** Deborah Stanifer made a motion to transfer \$11,254.60 from the Reserve account-Facilities Preservation to the Operating account for the first payment on the new light fixtures. Thomas Thompson seconded the motion. Motion passed. **MOTION:** Deborah Stanifer made a motion to transfer \$20,783.00 from the Reserve account to the Operating account for payment of the furniture reupholstering project. Robert Sochacki seconded the motion. Motion passed. **MOTION:** Deborah Stanifer made a motion to transfer \$8,800.43 from the Reserve account-Strategic Planning to the Operating account for the first payment to the Ivy Group for the 2022 Strategic Plan. Thomas Thompson seconded the motion. Motion passed.

## 5. Committee Reports

**5.1 Facilities Committee-** Alan Somershoe reported that the elevator project is scheduled to begin on Feb. 7. It has been determined that a new temperature control box is needed solely for study room 5 in order to correct temperature fluctuations. The Youth Department office renovation is scheduled to begin mid-March. We are awaiting delivery of the new light fixtures. Alan reported that the Library has contracted with ADT/Tyco for many years for our fire and burglar alarm. We have not been happy with the service provided from them in some time. We have received three bids for replacement of the system. These bids were reviewed by the Facilities Committee who are recommending the proposal from Pointe Alarm. There was discussion about the three bids. **MOTION:** Thomas Thompson made a motion to accept the proposal from Pointe Alarm in an amount not to exceed \$22,000 to replace the security alarm system. Robert Sochacki seconded the motion. Motion passed.

**5.2 Policy Committee:** Carol Doyle reported that, with the assistance of Joe Corriveau, the Policy Committee is reviewing the Harassment Policy that the Board sent back to the Committee for changes. The Committee is also working on a review of the Board of Trustee by-laws which would normally be reaffirmed at this meeting but will be presented for approval at the completion of the review.

## 6. Announcements and Comments:

**6.1** The next Facilities Committee meeting is scheduled for Wednesday, Feb. 16, 2022 at 10:00 a.m.

**6.2** The next Finance Committee meeting is scheduled for Tuesday, Feb. 22, 2022 at 9:30 a.m.

**6.3** The next Policy Committee meeting is scheduled for Tuesday, Feb. 22, 2022 at 10:30 a.m.

**6.4** The next Board Meeting will be held on Thursday, Feb. 24, 2022 at 7:00 p.m.

The meeting was adjourned at 7:45 p.m.

01/31/2022

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