

NORTHVILLE DISTRICT LIBRARY (NDL) BOARD OF TRUSTEES

Regular Meeting Minutes

Thursday, February 24, 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; Maria Williams, Assistant Library Director; Carla Eggert, Business Operations Specialist. Martin Olejnik and Lizzie Robinson, Plante Moran
 - 1.2 Approval of the Agenda:** **MOTION:** Robert Sochacki made a motion to approve the agenda as presented. Joe Corriveau seconded the motion. Motion passed.
 - 1.3 Approval of Meeting Minutes, 01/27/22:** **MOTION:** Thomas Thompson made a motion to approve the Jan. 27, 2022 minutes as presented. Carol Doyle seconded the motion. Motion passed.
 - 1.4 Citizens Comments:** None.

- 2. Correspondence:** None

- 3. Presentation of the 2021 Audit-Plante Moran:** Martin Olejnik and Lizzie Robinson from Plante Moran attended the meeting. Martin reported that the audit of the library finances was conducted virtually again this year. Lizzie reviewed the audit report, noting that library ended the year with a budget surplus. Lizzie also discussed the Municipal Employees Retirement System (MERS) pension plan, which is a year behind in reporting. The extra pension payment made by the Board in 2020 is reflected in this year's audit. The library continues to be overfunded in its other post-employment benefits (OPEB). Martin reviewed the opinion letter from Plante Moran with the Board. There were no issues to discuss. The Board thanked Martin and Lizzie for their report.

- 4. Reports to the Board:**
 - 4.1 Northville District Library Director's Report- Covid-19 Update:** Laura Mancini reported that Covid-19 cases have decreased in our community this month. We have gone from high to moderate transmission under Center for Disease Control (CDC) guide lines. Last week, the Michigan Department of Health and Human Services (MDHHS) relaxed its recommendation for the wearing of masks indoors. The CDC is expected to announce in the coming days new guidelines for responding to local outbreaks. When these are released, the library will evaluate its own internal protocols and modify them as appropriate. This spring, we will return to in-door programming for teens for the first time in 2 years.
Battle of the Books: Also returning in-person this year is the NDL's annual Battle of the Books. It will be held on Wednesday, March 9 at Northville High School. In the interest of still promoting social distancing measures, we have capped the number of teams at 17 instead of 30. As of today, we have 99 students registered, which is the same amount who participated when the event was virtual.
Elevator Project: The elevator renovation project started on February 14th and is proceeding smoothly. Circulation has developed a system for getting materials up and down the stairs during the closure. The Library will continue to accept used book donations providing that patrons are willing to bring them to the lower level of the library.
CORE Board: With funding from the Friends, the Youth Department worked with Cooke School to create Core Boards for the library. These boards have library specific

terminology on them and serve as a means for a non-verbal person to communicate what they need while at the library.

Goodbye Wendy: Wendy Mutch retired after 11 years of service at the NDL on Feb. 11th. To honor Wendy for her years of service and all of her efforts to promote and preserve Northville history, Northville Mayor Brian Turnball, issued a city-wide proclamation making Feb. 12th Wendy Mutch day in Northville. The Library will turn its attention to filling this vacancy in March.

4.2 Friends of the Northville District Library Report: Friends President Martha Nork was unable to attend the meeting so Laura gave the Friends report. The Friends appreciated having Youth Services Librarian Cathrine Trautman attend the Friends meeting to report on the new AAC Core Boards project. The project, which supports non-verbal patrons, was funded by a grant the Friends received from Community Financial Summer of Sharing in 2021. Used book sales have income of \$2,199 so far this year which is very good. Patrons continue to donate used materials during the elevator project. The Friends annual meeting is March 17th at 7pm in the Carlo Room. The Friends are looking for new Board members, especially a secretary.

5. Strategic Plan Update: Laura reported that the Ivy Group has been busy conducting a number of activities in regards to our strategic plan. This month they completed their environmental scan and interviews with members of the Library Board. The first of two planning sessions with the Ivy Group was held via Zoom on Feb. 7th. Attendees included library staff, Board members and members of the Friends. During the session the planning process was reviewed and library trends were discussed. The session concluded with a SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis. A second planning session is scheduled for May. The next steps for the Strategic Plan are the peer benchmarking phase and community leader interviews. The Library needs to select Board members to participate in the community leader interviews. There will be eight interviews in total. Laura will join each Board member in conducting the interviews and the Ivy Group will prepare a discussion guide to be used for the interviews. Joe Coriveau, Carol Doyle, Robert Sochacki and Alan Somershoe volunteered to help with the interviews.

6. Finance Report:

6.1 Bills over \$1,000 for approval: Deborah Stanifer presented the List of Bills over \$1,000 for February 2022. **MOTION:** Deborah Stanifer made a motion to approve these bills in the amount of \$132,410.76 for payment. Thomas Thompson seconded the motion. Motion passed.

6.2 Financial Report: Deborah reported that 17% of the fiscal year is complete. The Library has received 58% of its tax revenue from Northville Township and 63% from the City of Northville, and will continue to receive tax distributions in February and March.

6.3 Reserve Transfers: MOTION: Deborah Stanifer made a motion to transfer \$8,800.43 from the Reserve account-Strategic Planning to the Operating account for the second payment to the Ivy Group for the strategic plan. Robert Sochacki seconded the motion. Motion passed. **MOTION:** Deborah Stanifer made a motion to transfer \$21,212.00 from the Reserve account-Facilities Preservation to the Operating account for the second payment on the new light fixtures and the first payment for the alarm project. Thomas Thompson seconded the motion. Motion passed.

6.4 Fund Balance: Net income from 2021 is \$261,161.92. The Finance Committee recommends that the NDL make a special payment to the pension plan with MERS. The payment would assist the Library with achieving its goal of fully funding its

retirement plan. **MOTION:** Deborah Stanifer made a motion to make a special pension payment of \$261,161.92. Thomas Thompson seconded the motion. Motion passed.

6.5 Bid Threshold: Deborah reported that the current financial policy is to have the NDL secure three bids for any purchase over the amount of \$10,000. The Finance Committee is recommending that this amount be increased to \$25,000. **MOTION:** Deborah Stanifer made a motion increase the purchase amount that requires three bids from \$10,000 to \$25,000. Thomas Thompson seconded the motion. Motion passed.

7. Committee Reports

7.1 Facilities Committee- Alan Somershoe reported that Facilities Committee did not meet this month but he reported on the status of the ongoing projects. The new light fixtures have been installed in the library. Work continues on the elevator project and the Youth area renovation is scheduled to begin mid-March.

7.2 Policy Committee: Carol Doyle presented the Non-Harassment Policy for the first reading. This had been presented in January and the Board asked for changes. Joe Corriveau worked with the Policy Committee to draft the new document presented to the Board. Carol also presented the Board of Trustee by-laws and the policy on Appeals to the Board of Trustees with changes for the first reading.

8. Announcements and Comments:

8.1 The next Facilities Committee meeting is scheduled for Wednesday, March 16, 2022 at 10:00 a.m.

8.2 The next Finance Committee meeting is scheduled for Tuesday, March 22, 2022 at 9:30 a.m.

8.3 The next Policy Committee meeting is scheduled for Tuesday, March 22, 2022 at 10:30 a.m.

8.4 The next Board Meeting will be held on Thursday, March 24, 2022 at 7:00 p.m.

The meeting was adjourned at 8:35 p.m.

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