

NORTHVILLE DISTRICT LIBRARY (NDL) BOARD OF TRUSTEES

Regular Meeting Minutes

Thursday, March 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; Michael McEvoy, Head of Information Technology, Martha Nork, President, Friends of 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.

1.3 Approval of Meeting Minutes, 02/24/22: **MOTION:** Robert Sochacki made a motion to approve the Feb. 24, 2022 minutes as corrected. Carol Doyle seconded the motion. Motion passed.

1.4 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 Covid-19 cases continue to remain low in the district. The Library has relaxed many of its restrictions and nearly all of its services have been restored. As Covid is still in the community though, we will continue to keep up the plastic shielding at the service desks and to frequently clean high contact surfaces.

Battle of the Books: Battle of the Books was held on Wednesday, March 9 at Northville High School, the first-in person event in two years. Although the number of teams was limited to allow for social distancing, it was wonderful to be back at the high school to conduct this event. Special thanks to Bob Sochacki for speaking on behalf of the Library Board. Our staff Battle team, led by Natalie Molnar, Laura Bomia, Michael McEvoy and Tyler Vitale, executed yet another fantastic event. This year's winning team was the Page Punchers from Hillside Middle School.

Elevator Project: The elevator modernization project is in its final stages. Most of the major work is expected to be completed by the end of next week. The final step of the project will be an inspection by the City of Northville. We hope to have the elevator running again by the second week of April. In the meantime, staff are doing a fantastic job carrying books downstairs and members of the public have continued to donate used books.

PLA Conference: The Public Libraries Association National Conference is being held this week in Portland, Oregon. The conference, which is held every 2 years, is the largest professional conference in the U.S. for those who work in public libraries. The NDL currently has 4 librarians at the conference. This is the first time since the pandemic began that we have had staff members attend an in-person conference.

State of the Community: After a two year absence the Chamber of Commerce will hold its annual State of the Community Luncheon at Schoolcraft College on April 13th. The event will feature a presentation by Northville Mayor Brian Turnbull, Northville Township Supervisor Mark Abbo and Northville Schools Superintendent Mary Kay Gallagher. Board members who wish to attend should let Laura know.

Virtual Author Visit: For Women's History month, the Library had a virtual author talk with Lyndon Comstock who wrote the book *Annie Clemenc and the Great Keweenaw Copper Strike*, a book that is receiving a lot of attention in Michigan right now, as it focuses on an event that happened in the Upper Peninsula. In February, for Black History Month, the library welcomed Candacy Taylor for an author talk regarding her book, *The Overground Railroad: The Green Book and the Roots of Black Travel in America*. Both programs had large attendance from our community. Because we can now offer programs virtually, the NDL can now book programs with prominent authors that we simply couldn't afford before because we would have to pay for travel expenses. We look forward to continuing to offer virtual author talks in the future.

Youth Office Renovation Project: The Youth Office Renovation Project is scheduled to begin in mid-April. Next week Library Design will be onsite to assist the staff in selecting new furniture for the area at which time we hope to receive a start date for the project. Staff have prepared by cleaning out the meeting room closet and storage area. New work areas have been identified for staff who will be displaced by the project.

3.2 Friends of the Northville District Library Report: Friends President Martha Nork reported that the Friends Annual Meeting was held on March 17th. Election of officers was held and all officers were re-elected to their current positions for another term. Martha distributed the 2021 Friends Annual report to the Board. The Friends are preparing their next newsletter which will come out in mid-April. The Friends have elected to sponsor two of the library's evening programs in May. The Friends are currently reviewing the scholarship applications they received, six were received and three winners will be selected.

4. Strategic Plan Update: Laura reported that the Ivy Group has completed the peer benchmarking phase. The report was given to the Board for their review. Library Board members, along with Laura, are in the process of identifying community leaders in the district.

5. Finance Report:

5.1 Bills over \$1,000 for approval: Deborah Stanifer presented the List of Bills over \$1,000 for March 2022. **MOTION:** Deborah Stanifer made a motion to approve these bills in the amount of \$420,084.66 for payment. Robert Sochacki seconded the motion. Motion passed.

5.2 Financial Report: Deborah reported that 25% of the fiscal year is complete. The special pension payment has been made to MERS and will show on the March financial statements. **MOTION:** Deborah Stanifer made a motion to transfer \$42,399.14 from the Reserve account-Strategic Planning to the Operating account for payment to the Ivy Group for the strategic plan. Thomas Thompson seconded the motion. Motion passed.

MOTION: Deborah Stanifer made a motion to transfer \$24,389.50 from the Reserve account-Facilities Preservation to the Operating account for payment of a TK Elevator invoice. Alan Somershoe seconded the motion. Motion passed.

5.3 1st Quarter Budget Amendments:

- **MOTION:** Deborah Stanifer made a motion to amend the Housekeeping line item in the Operating budget by \$3,500.00 taking the budget to \$39,500.00 due to a price increase by the vendor and the addition of Sunday cleaning services. Thomas Thompson seconded the motion. Motion passed.
- **MOTION:** Deborah Stanifer made a motion to amend the Gas line item in the Operating budget by \$1,600.00 taking the budget to \$9,600.00 due to increased costs. Alan Somershoe seconded the motion. Motion passed.

- **MOTION:** Deborah Stanifer made a motion to amend the Auditing Services line item in the Operating budget by \$3,385.00 to cover the costs of CBIZ audit on the retiree healthcare, which by statute must be done by a separate company than the main audit. This will take the budget to \$24,385.00. Thomas Thompson seconded the motion. Motion passed.
- **MOTION:** Deborah Stanifer made a motion to amend the Strategic Planning line item in the Operating budget by \$60,000.00 to create a budget for this item. Carol Doyle seconded the motion. Motion passed.
- **MOTION:** Deborah Stanifer made a motion to create a budget for the 2022 portion of the Elevator Modernization Project. The expected costs are \$48,778.00. Robert Sochacki seconded the motion. Motion passed.

5.4 CD Renewal- The NDL has funds invested with Comerica in a certificate of deposit (CD) account that has a six month term. The account was established a year ago to diversify some of the library's investments in light of historically low interest rates. The Board last renewed the CD in October 2021. It is now due for renewal again. In the past six months the Library earned \$252.91 in interest on the investment. **MOTION:** Deborah Stanifer made a motion to renew the six month CD with Comerica. Joe Corriveau seconded the motion. Motion passed.

5.5 Community Foundation 2022 Endowment Distribution- Laura Mancini reported that each year the Library is allowed to receive a distribution from the Endowment Fund with the Community Foundation that is equal to 4.5% of the prior twelve quarters ending market value. For 2022, this amount comes to \$33,570. It has been the past practice of the Board to continue to reinvest the funds eligible for distribution back into the endowment. **MOTION:** Deborah Stanifer made a motion to reinvest the 2022 Community Foundation endowment distribution of \$33,570 back into the endowment fund. Robert Sochacki seconded the motion. Motion passed.

6. Committee Reports

6.1 Facilities Committee- A proposal from Limbach to correct the problems relating to temperature control in the new addition area was presented to the Board. **MOTION:** Alan Somershoe made a motion to proceed with Limbach proposal in an amount not to exceed \$45,000. Robert Sochacki seconded the motion. Motion passed.

6.2 Policy Committee: Carol Doyle presented the Non-Harassment Policy for the second reading.

- **MOTION:** Carol Doyle made a motion to approve the Non-Harassment policy with changes. Robert Sochacki seconded the motion. Motion passed.

Carol Doyle presented the Board of Trustee by-laws for the second reading.

- **MOTION:** Carol Doyle made a motion to approve the revisions to the Board of Trustee by laws. Thomas Thompson seconded the motion. Motion passed.

Carol Doyle presented the Policy on Appeals to the Board of Trustees for the second reading

- **MOTION:** Carol Doyle made a motion to approve the Policy of Appeals to the Board of Trustees with changes. Robert Sochacki seconded the motion. Motion passed.

Carol Doyle presented the Community Inclusion statement for the second reading.

- **MOTION:** Carol Doyle made a motion to approve the Community Inclusion statement. Robert Sochacki seconded the motion. Motion passed.

7. Announcements and Comments:

- 7.1** The next Facilities Committee meeting is scheduled for Wednesday, April 20, 2022 at 10:00 a.m.
- 7.2** The next Finance Committee meeting is scheduled for Tuesday, April 26, 2022 at 9:30 a.m.
- 7.3** The next Policy Committee meeting is scheduled for Tuesday, April 26, 2022 at 10:30 a.m.
- 7.4** The next Board Meeting will be held on Thursday, April 28, 2022 at 7:00 p.m.

The meeting was adjourned at 8:50 p.m.

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