

NORTHVILLE DISTRICT LIBRARY (NDL) BOARD OF TRUSTEES

Regular Meeting Minutes

Thursday, April 28, 2022 – 7:00 p.m.

Carlo Meeting Room, Northville District Library

1. Call to Order: Trustee Robert Sochacki called the Regular Meeting to order at 7:01 p.m.

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

1.2 Approval of the Agenda: **MOTION:** Thomas Thompson made a motion to approve the agenda as presented. Carol Doyle seconded the motion. Motion passed.

1.3 Approval of Meeting Minutes, 03/24/22: **MOTION:** Joe Corriveau made a motion to approve the March 24, 2022 minutes as corrected. Alan Somershoe 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 there is mixed news on the Covid-19 front. Cases are on the rise again in Northville and Northville Township. The Centers for Disease Control is still classifying Wayne County as a low transmission area. Wayne County recently published Covid-19 vaccination rates by city. Northville and Northville Township have the highest percentages of their residents vaccinated among the entire county.

Head of Adult Service Position: Interviews for the Head of Adult Services position took place this month. The NDL had some great candidates apply for the position. Laura hopes to make an offer to a candidate the first week of May.

New addition: Leona Rose Rodriguez was born to Youth Librarian, Cathrine Trautman and her husband on March 29th. She is our first library baby in a very long time.

Project Updates: Work continues on the elevator. It is hoped that the project will wrap up in mid-May. Siemens upgraded our fire alarm panel in relation to the elevator project. The youth office renovation should also start mid-May. Furniture for the office has been selected and is now on order. Pointe Alarm has begun installing our new building alarm system and we hope to be able to go live with the new system in May. Laura met with Nagle Paving to discuss parking lot repairs to the lot in front of the library. Repairs to the catch basin are needed along with restriping, crack sealing and sidewalk replacement near the front entrance. The Library has also placed a safety barrier on the broken brick pavement butting up against the parking lot between the Fire Department and the Senior Center.

State of the Community Luncheon: Board members Carol Doyle, Alan Somershoe, Deborah Stanifer and Thomas Thompson attended the 2022 State of the Community luncheon put on by the Chamber of Commerce along with Laura and Maria Williams. Mary Kay Gallagher, the Superintendent of Northville Schools who is soon to retire was awarded the Citizen of the Year honor for all her work with the schools. Mayor Turnbull gave an update on the Northville Downs redevelopment project and Northville Township Supervisor Abbo spoke about plans to turn the old hospital grounds on 7 Mile Rd. into Legacy Park.

Upcoming Events: The second annual local author fair will take place on Saturday, May 21 from 2-4 p.m. To date, we have 23 authors representing a variety of genres confirmed for the event. Authors will be able to discuss, sell and sign their books. Next week will commence the start of another book walk put on by the Youth Department. It will be displayed in the park behind the library. This year's featured book is *Bear Wants More*. Parents and children can take a walk around the library while enjoying a book together. The NDL will participate in National Comic Book Day for the first time on May 7th. From 11am to 3pm that day the Library will give away free comic books to patrons while supplies last.

3.2 Friends of the Northville District Library Report: Friends President Martha Nork reported that the Friends newsletter has been published. May is the Friends membership month, so membership forms were included with the newsletter mailing. Used book sales have been down in the past month, possibly due to the elevator repairs. Used book donations have not decreased. The Friends have selected 4 scholarship winners, one of which will receive a \$1,000 scholarship from the Northville Marathon Bridge group. The other 3 winners will receive a \$500 scholarship from the Friends. The Friends Gift Store will be closing after 25 years, partly due to the many volunteers who decided not to return after the pandemic. The Friends plan to return the space to the library for another use.

4. Strategic Plan Update: Laura reported that the Ivy Group has informed her that we have exceeded the hoped for amount of web survey responses. The telephone survey is going on now. The Ivy Group is also working on a marketing profile of the typical Northville Library patron. The community leader interview summary report was also distributed to the Board.

5. Millage Ballot Language Resolution: Secretary Thomas Thompson read Resolution 2022-02 which sets the language for the Library millage proposal ballot question. This Resolution is to renew the millage for an estimated 0.18955 mills for ten years, it will be placed on the August 2, 2022 election ballot. **MOTION:** Thomas Thompson made a motion to adopt Resolution 2022-02. Joe Corriveau seconded the motion. Motion passed by unanimous roll call vote of the Board members present.

6. Finance Report:

6.1 Bills over \$1,000 for approval: Thomas Thompson presented the List of Bills over \$1,000 for April 2022. **MOTION:** Thomas Thompson made a motion to approve these bills in the amount of \$201,195.27 for payment. Alan Somershoe seconded the motion. Motion passed.

6.2 Financial Report: Thomas Thompson reported that we have received 98% of our revenue and our total expenses are at 39% of the budget. Our investment returns in the J Fund have already exceeded our interest budget for the year due to increasing interest rates.

7. Committee Reports

7.1 Facilities Committee- Alan Somershoe reported on the request from the City of Northville that the Library assist in paying for the repair of the small parking lot between the Senior Center and the Fire Department, along with the City and Northville Township. This lot is owned by the Northville Public Schools. A letter was sent to the City from the Facility Committee requesting that the schools be involved in the discussion on repairing the lot.

7.2 Policy Committee: Carol Doyle presented the Nepotism Policy with changes for the first reading. The policy has been updated to reflect the policy on hiring relatives of employees in addition to the language on employment of relatives of Board Trustees.

Carol presented the Policy on Library Cards for reaffirmation. The policy was reviewed by the Policy Committee and no changes were made.

- **MOTION:** Carol Doyle made a motion to reaffirm the Northville District Library Policy on Library Cards. Thomas Thompson seconded the motion. Motion passed.

8. Announcements and Comments:

8.1 The next Facilities Committee meeting is scheduled for Wednesday, May 18, 2022 at 10:00 a.m.

8.2 The next Finance Committee meeting is scheduled for Tuesday, May 24, 2022 at 9:30 a.m.

8.3 The next Policy Committee meeting is scheduled for Tuesday, May 24, 2022 at 10:30 a.m.

8.4 The next Board Meeting will be held on Thursday, May 26, 2022 at 7:00 p.m.

The meeting was adjourned at 8:20 p.m.

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