

NORTHVILLE DISTRICT LIBRARY (NDL) BOARD OF TRUSTEES
Regular Meeting Minutes
Thursday, May 26, 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; 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. Joe Corriveau seconded the motion. Motion passed.

1.3 Approval of Meeting Minutes, 04/28/22: **MOTION:** Robert Sochacki made a motion to approve the April 28, 2022 minutes. Carol Doyle seconded the motion. Motion passed.

1.4 Citizens Comments: None.

2. Correspondence:

Laura Mancini read an anonymous customer comment form received by the Library that mentioned the Library Board regarding books in the youth collection.

3. Reports to the Board:

3.1 Northville District Library Director's Report-

Laura Mancini reported the Library's new alarm system was installed yesterday and is much more technologically advanced than our previous system. The recent brown outs in the Northville area have caused problems with the library air handler units and we are working with Limbach to get these issues repaired. Vicki Dixon has been named Head of Adult Services. Vicki has worked at the NDL since 2013 and is known for her innovative programming and her stellar customer service and everyone is excited for her to move up to this new role. The Library held its 2nd annual Local Author Fair on May 21. The event featured 24 local authors who shared their books with our patron community. The Library had 158 attendees at the event and it was enjoyed by all. Summer Reading will begin on June 10 in the Adult, Teen and Youth Departments. This year's theme is Oceans of Possibilities. The Youth Department has a full line-up of programs centered on this theme. Due to the ongoing pandemic, the Library is going to have most of its youth programming take place in the park behind the building. The start of summer also marks the return of weekly story times. There will also take place outside in the park. Taking place right now on the grounds of the library and also in the park is the library's spring book walk. The book being featured is *Bear Wants More*. A reminder to those Board members running for reelection as Library Trustee, the deadline for filing with Wayne County is July 21st.

3.2 Friends of the Northville District Library Report: Friends President Martha Nork reported that emails were sent out to library patrons via the library messaging system, Savannah, about the Friends membership month. Two versions of the email were created to target different audiences. The emails were sent to about 5300 people. The

email also contained a link to the Friends new PayPal payment page. The Friends would like to thank Maria Williams for the idea to send out the emails and for all the help in making it happen. The Friends received online payments within minutes of the PayPal link being active and have also received emails from 8 people who are interested in volunteering. The Friends Gift Store will be open a few days next week and then will close permanently. Sales have been very good with the closing discounts. The used book operation is on track with \$3,270 in income year to date.

4. Strategic Plan Update:

Laura distributed the results of the Online Employee Survey conducted by the Ivy Group to the Board. The overall results of the survey are positive. The Ivy Group consultants noted that they don't usually see employee surveys with such high ratings. The community surveys, both the online and telephone versions, are now completed and we are awaiting the reports on the results. The Ivy Group will be visiting the NDL in person for an all-day planning session on Thursday, June 2nd. The day will be divided into two parts. In the morning session, the Ivy Group would like to meet with a small group to review the results of all the research that has been conducted. They will then identify the major themes generated by the research. Laura, Maria and the Department Heads will attend this session as well as two Board members. For the afternoon session all of the staff have been invited to participate along with all Board members and Friends of the NDL Board. Attendees for the afternoon session will be asked to create action plans to implement the themes identified in the morning session.

5. Finance Report:

5.1 Bills over \$1,000 for approval: Deborah Stanifer presented the List of Bills over \$1,000 for May 2022. **MOTION:** Deborah Stanifer made a motion to approve these bills in the amount of \$102,455.39 for payment. Thomas Thompson seconded the motion. Motion passed.

5.2 Financial Report: Deborah Stanifer reported that we are 42% through our fiscal year and we have received 99% of our revenue. Our total expenses are in line with the budget.

6. Committee Reports:

6.1 Facilities Committee- Alan Somershoe reported that we have accepted a proposal to extend the Library wireless access signal outside of the building, which will be helpful for Library programs and events. There was discussion regarding the proposal from the City of Northville that the Library assist the City in paying for the repairs needed to the small parking lot between the Community Center and the Fire Department. The Library Board indicated that they would be willing to partner with the City of Northville and Parks and Recreation to repair the lot if Northville Schools, the owner of the lot, was brought in as a funding partner.

6.2 Policy Committee: Carol Doyle presented the Nepotism Policy for the second 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.

MOTION: Carol Doyle made a motion for the Board to approve the Nepotism Policy. Alan Somershoe seconded the motion. Motion passed.

Carol presented the Policy on Citizens Comments to the Library Board of Trustees meetings with changes for the first reading, the Policy on Public Relations with changes for the first reading and the Policy on Requests for Library Records by Law Enforcement

with changes for the first reading. These policies were reviewed by the Policy Committee and updates were made.

7. Announcements and Comments:

7.1 The next Facilities Committee meeting is scheduled for Wednesday, June 15, 2022 at 10:00 a.m.

7.2 The next Finance Committee meeting is scheduled for Tuesday, June 21, 2022 at 9:30 a.m.

7.3 The next Policy Committee meeting is scheduled for Tuesday, June 21, 2022 at 10:30 a.m.

7.4 The next Board Meeting will be held on Thursday, June 23, 2022 at 7:00 p.m.

The meeting was adjourned at 8:25 p.m.

06/07/2022

ce