

NORTHVILLE DISTRICT LIBRARY (NDL) BOARD OF TRUSTEES
Regular Meeting Minutes
Thursday, June 23, 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:** Robert Sochacki made a motion to approve the agenda as amended. Alan Somershoe seconded the motion. Motion passed.

1.3 Approval of Meeting Minutes, 05/26/22: **MOTION:** Alan Somershoe made a motion to approve the May 26, 2022 minutes. Thomas Thompson seconded the motion. Motion passed.

1.4 Citizens Comments: None.

1.5 Adjourn meeting for Closed Session: **MOTION:** Robert Sochacki made a motion that the Board meet in a closed session under section 8(e) of the Open Meetings Act, to consult with the Library attorney regarding potential litigation. Carol Doyle seconded the motion. The motion passed by unanimous roll call vote.

2. Correspondence: None

3. Reports to the Board:

3.1 Northville District Library Director's Report-

Covid Updates: Laura Mancini reported that the Library is working to fully restore its remaining services that have been curtailed due to Covid-19. The Youth Department will be returning games and toys to the floor for public use. The Friends Community Room is currently temporarily housing staff due to the Youth renovation. This is expected to be completed in July and then the Community Room will be reopened to the public. The Local History Room and its conversion equipment will be reopened for public use when the elevator project is complete.

November Election: All Library Board members whose terms expire at the end of this year who are running for reelection have until Tuesday, July 21st at 4:00 p.m. to file with Wayne County.

Fourth of July parade: The Library will be marching in this year's 4th of July parade in downtown Northville. All Board members are invited to participate.

Personnel: The Library has finally been able to fill its part-time youth librarian position. The Library has hired Lindsay Murphy and she began her position last week. This marks the first time since 2019 that the Youth Department is 100% staffed. The Library is currently working on filing its full-time Adult Librarian vacancy and hopes to have someone in August.

Summer Reading: Summer Reading began on June 10th and this year's theme is Oceans of Possibilities. Youth programming will be held outside in the park behind the library for the summer. The first official summer reading program was held this past Tuesday, featuring a magic show for kids, which had over 150 people in attendance.

3.2 Friends of the Northville District Library Report: The Friends Board is sad to announce the death of Will Bastien, who along with his wife Linda, was our Used Book Coordinator. The family has requested that donations be made to the Friends of NDJ in his memory. Sales from the Used Book Cellar in May was \$490, which is very low. We did receive a checks from our online vendor for \$1500. The four winners of the Friends scholarships attended the June Friends Board meeting. All four students have been active with the Teen Advisory Board at the library and all were very appreciative. The Friends have 12 new memberships as a result of the new online payment method. They still need to create a link to make the payment method be available on the website. In general, our membership numbers are down from pre-pandemic days.

4. Strategic Plan Update:

Laura reported that the all-day planning session with the Ivy Group was held on Thursday, June 2nd. The day was divided into two parts, with discussion of the data collected during the morning session and brainstorming in the afternoon session. The final strategic plan report should be received in July. We exceeded our target responses to both the online and telephone surveys. We received 563 comments on how would could improve our service. Laura plans to review and rank these comments as to feasibility for the future implementation.

5. Finance Report:

5.1 Bills over \$1,000 for approval: Deborah Stanifer presented the List of Bills over \$1,000 for June 2022. **MOTION:** Deborah Stanifer made a motion to approve these bills in the amount of \$89,001.06 for payment. Thomas Thompson seconded the motion. Motion passed.

5.2 Financial Report: Deborah Stanifer reported that we are 50% through our fiscal year. Interest rates continue to rise so interest income is increasing.

5.3 2nd Quarter Budget Amendments: Deborah Stanifer reported that several items require budget amendments this quarter.

MOTION: Deborah Stanifer made a motion to amend the budget for Continuing Education/Training by \$2,500 to take the budget to \$15,000. Thomas Thompson seconded the motion. Motion passed.

MOTION: Deborah Stanifer made a motion to amend the budget for Memberships by \$500 to take the budget to \$5,000. Robert Sochacki seconded the motion. Motion passed.

MOTION: Deborah Stanifer made a motion to amend Worker's Compensation by \$1,700 to take the budget to \$5,700. Robert Sochacki seconded the motion. Motion passed.

MOTION: Deborah Stanifer made a motion to amend the budget for Liability and Property Insurance by \$6,200, to take the budget to \$26,200. Carol Doyle seconded the motion. Motion passed.

MOTION: Deborah Stanifer made a motion to amend the budget for Public Relations by \$7,000 to take the budget to \$37,000. Robert Sochacki seconded the motion.

6. Committee Reports:

6.1 Facilities Committee- Alan Somershoe reported that we are just waiting for the State of Michigan to inspect the elevator and that project will be complete. The parking lot will be restriped tomorrow, the catch basin has been repaired, the cracks sealed and

the sidewalk repaired. The Youth Office renovation is being done now. The exterior wireless ports were installed today.

6.2 Policy Committee: Carol Doyle presented the Policy on Citizens Comments with changes to the Board for the second reading. **MOTION:** Carol Doyle made a motion for the Board to approve the Policy on Citizens Comments. Robert Sochacki seconded the motion. Motion passed. Carol presented the Policy on Public Relations with changes for the second reading. There was a change made to include local schools under community groups. **MOTION:** Carol Doyle made a motion for the Board to approve the amended Policy on Public Relations. Thomas Thompson seconded the motion. Motion passed. Carol presented the Policy on Requests for Library Records by Law Enforcement Officers for the second reading. **MOTION:** Carol Doyle made a motion for the Board to approve the Policy on Requests for Library Records by Law Enforcement Officers. Thomas Thompson seconded the motion. Motion passed. Carol presented the Emergency Closing Policy and the Library Support of the Americans with Disabilities Act Policy to the Board for the first reading. Each was policy was discussed and minor changes made.

7. Announcements and Comments:

7.1 The next Facilities Committee meeting is scheduled for Wednesday, July 20, 2022 at 10:00 a.m.

7.2 The next Finance Committee meeting is scheduled for Tuesday, July 26, 2022 at 9:30 a.m.

7.3 The next Board Meeting will be held on Thursday, July 29, 2022 at 7:00 p.m.

The meeting was adjourned at 8:58 p.m.

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