

NORTHVILLE DISTRICT LIBRARY (NDL) BOARD OF TRUSTEES
Regular Meeting Minutes
Thursday, July 28, 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; Martha Nork, President, Friends of the Northville District Library.

1.2 Approval of the Agenda: **MOTION:** Robert Sochacki made a motion to approve the agenda. Alan Somershoe seconded the motion. Motion passed.

1.3 Approval of Meeting Minutes, 06/23/22: **MOTION:** Thomas Thompson made a motion to approve the June 23, 2022 regular meeting minutes. Robert Sochacki seconded the motion. Motion passed. **MOTION:** Carol Doyle made a motion to approve the minutes of the closed session of the June 23, 2022 Board of Trustee meeting. Thomas Thompson 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-

Collection Concerns: Laura Mancini reported that some patrons have expressed their concerns regarding LGBT materials in the Library. One patron, who visited Laura in person, said that she was representing a group of Asian-American parents who were troubled about items in the youth collections. Laura gave her information on submitting a reconsideration of materials request.

COVID Service Restorations: With the completion of the elevator project, the NDL was able to reopen the Local History Room to the public. As part of that reopening, the digital conversion equipment has been made available to the public for the first time since COVID began. Patrons have already begun signing up to use the equipment. Toys, games and puzzles have been put back in place in the Youth Department, resulting in parents and kids having longer visits in the Library. The Library plans to bring back the AWE computer stations in the Youth Department after summer reading concludes.

Flood Update: Earlier this month there was a flood in the new addition on the lower level impacting Study Rooms 5 & 6 and the Friends Community Room. As of right now, these rooms are closed to the public. A claim has been filed with our insurance company. The property restoration company that was used to remove the water from the rooms is also going to do the reconstruction work. Laura is awaiting a verdict as to whether or not the carpet needs to be replaced or just cleaned. While there is no timeline yet for the start of the reconstruction project, Laura is hopeful it can begin in August.

Library Board Elections: The deadline has passed for candidates to file to fund for a seat on the Library Board of Trustees for the November election. It appears that only incumbent Board members have filed to run.

Personnel: The second round of interviews for the full-time Adult Librarian vacancy are taking place this week and next. Laura hopes to make an offer to a candidate in early August in hope that we will have someone in place before Labor Day.

Summer Reading: Summer Reading continues until August 6th. On that day the Library will host a program in the park behind the library for participants, followed by a wrap-up party. In the meantime, the Summer Reading Book Walk, entitled *Swallow the Leader*, continues.

Volunteer Appreciation: For the first time since 2019, the Library will be hosting its annual volunteer appreciation event, which will be held on Tuesday, August 16th in the Carlo Meeting Room. Invitations have gone out in the mail. The Library will be starting a new tradition at this event, and will be awarding a Volunteer of the Year. We are naming the award in honor of Will Bastien, who recently passed away. This year's recipient will be Linda Bastien. Will and Linda have run the Friends Used Book Cellar for many years.

3.2 Friends of the Northville District Library Report: Friends President Martha Nork reported that the Friends completed donation requests from the library for Battle of the Books, and 2 Adult programs. The Friends have been working with Vicki Dixon to select some adult evening programs to sponsor in the fall. The Friends will once again be sponsoring the Summer Reading finale party, and will provide cake and volunteers to serve it. The PayPal button for memberships and donations has now been added to the Friends' section of the website. The Friends are grateful to staff members Maria Williams and Sarah Milroy who helped with this project.

4. Strategic Plan Update: Laura reported that she has received a rough draft of the plan to review with the Ivy Group during a conference call on July 29th. The report is expected to be completed in late August. The Board discussed scheduling a special meeting to review the report when it is finalized.

5. Finance Report:

5.1 Bills over \$1,000 for approval: Deborah Stanifer presented the List of Bills over \$1,000 for July 2022. **MOTION:** Deborah Stanifer made a motion to approve these bills in the amount of \$156,941.12 for payment. Robert Sochacki seconded the motion. Motion passed.

5.2 Financial Report: **MOTION:** Deborah Stanifer made a motion to transfer \$13,205 from the Reserve Fund to the Operating Fund, for payment of expenditures related to the Youth Services office renovation. Alan Somershe seconded the motion. Motion passed.

5.3 FY2023 Draft Budget: Deborah Stanifer presented the fiscal year 2022-2023 budget to the Board of Trustees.

5.4 Resolution on Public Hearing for 2023 Budget: The resolution on a public hearing for the 2023 budget was read aloud by Board Secretary Thomas Thompson. The resolution was approved by unanimous roll call vote.

6. Committee Reports:

6.1 Facilities Committee- Mayor Brian Turnbull requested use of one half of the Library's parking on Saturday, August 13th for the Cars and Coffee event. The event is expected to be over when the NDJ opens and employees will have access to parking spots. The Board asked Laura Mancini to verify with the mayor that the event is insured. The Library's attorney has completed their review of the parking lot lease the

Library has with Parks and Recreation. The Facilities Committee will be meeting to review the legal opinion and Joe Corriveau will also be participating in this meeting.

6.2 Policy Committee:

- Carol Doyle presented the Emergency Closing Policy to the Board for the second reading. **MOTION:** Carol Doyle made a motion for the Board to approve the Emergency Closing Policy. Robert Sochacki seconded the motion. Motion passed.
- Carol presented the Library Support of the Americans with Disabilities Act Policy to the Board for the second reading. **MOTION:** Carol Doyle made a motion for the Board to approve the Policy on Accessibilty. Joe Corriveau seconded the motion. Motion passed.
- Carol presented the Endowment Policy, the Purchase Card Policy and the Purchases of \$10,000 or more Policy to the Board for the first reading.

7. Announcements and Comments:

7.1 The next Facilities Committee meeting is scheduled for Wednesday, August 17, 2022 at 10:00 a.m.

7.2 The next Finance Committee meeting is scheduled for Tuesday, August 23, 2022 at 9:30 a.m.

7.3 The next Board Meeting will be held on Thursday, August 25, 2022 at 7:00 p.m.

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

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