

NORTHVILLE DISTRICT LIBRARY (NDL) BOARD OF TRUSTEES  
Regular Meeting Minutes  
Thursday, August 25, 2022 – 7:15 p.m.  
Carlo Meeting Room, Northville District Library

**1. Call to Order:**

Trustee Nick Vlisides called the Regular Meeting to order at 7:15 p.m. following the Public Hearing on the proposed 2022-2023 Library Operating Budget.

**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; Samantha Loree, Adult Services Librarian.

**1.2 Approval of the Agenda:** **MOTION:** Carol Doyle made a motion to approve the agenda. Deborah Stanifer seconded the motion. Motion passed.

**1.3 Approval of Meeting Minutes, 07/28/22:** **MOTION:** Thomas Thompson made a motion to approve the July 28, 2022 regular meeting minutes. Carol Doyle seconded the motion. Motion passed.

**1.4 Citizens Comments:** Samantha Loree stated that the staff is excited that the millage passed. We have had a lot of positive comments from the public.

**2. Correspondence:** None

**3. Reports to the Board:**

**3.1 Northville District Library Director's Report-**

**Adult Services Librarian:** Laura Mancini reported that the NDL has hired a new Adult Service Librarian, Emily Dobbs, who previously worked at the Wixom Public Library. Emily will begin her new position in September.

**Cars and Coffee:** The August Cars and Coffee event did not go as planned. The details of the arrangement that the Library made with Mayor Turnbull were not filtered down to the people working the event. The Library parking lot was opened to display cars and event parking, taking away parking for staff and patrons. Several event attendees wished to use the Library restrooms before the building was open and were upset that staff would not let them into the building. The next event is scheduled for September 10. The Board asked Laura to speak to the Mayor again about the liability insurance coverage for this event, as the Library will not be responsible for insurance coverage.

**Fall Programming:** The Library's fall programming season will kick off on September 6<sup>th</sup>. The many highlights include the return of indoor programming for the Youth Department. There will be a book walk at Mill Race Village throughout the month of September. The book *Home in the Woods* by Eliza Wheeler will be featured. The Adult Department is bringing back its popular Coloring for Grown-Ups program, which will be returning for the first time since the pandemic began. The Department is also partnering with Northville Senior Services to launch a new book discussion group called The Next Chapter. Meetings will be held monthly at the Community Center. Mayor Turnbull will be presenting his History of Northville program at the Library during Heritage Week. The Library will be holding another local history program with Joe Oldenburg at Northville Township Hall. Joe will speak about Waterford Village.

**Millage:** The Library millage request was approved by the voters with an incredible 82% approval rate, with both the City and the Township approving the millage at identical rates. There were 47 library millage requests on the August ballot in Michigan. The NDL had the highest approval rating for a library millage in the entire state. A huge thanks goes out to the Millage Committee, headed by Michele Fecht and Marjorie Banner. Special thanks also goes to Kurt Kuban for his editorial in *The 'Ville* supporting the passage of the millage.

**New Collections:** The NDL will be debuting two new collections on Sept. 1<sup>st</sup>, both for the Youth Department. One will be a collection of books for dyslexic children. The books contain special fonts and overlays which make it easier for dyslexic children to read the type. There are not many libraries with a dyslexic collections and a special thanks goes to Youth Librarian Cathrine Trautman for putting together this collection. The Library will also be offering STEM (Science, technology, engineering, and mathematics) kits for check-out. These kits give children the opportunity to learn by doing and playing as well as fostering an interest in STEM. The funding for this collection comes from the Friends of the Northville District Library via a grant from Community Financial Credit Union.

**Strategic Plan:** The Ivy Group is still in the process of completing the final strategic plan report and Laura has been working with them on the editing process. The plan is expected to be finished in September.

**Summer Reading:** The NDL completed another successful Summer Reading program with participation up in Youth, Teen and Adult. We had a total of 693 participants this year, which is higher than both 2020 and 2021, and is another sign of library usage returning to pre-Covid levels.

**3.2 Friends of the Northville District Library Report:** The Friends do not meet in August so there was no Friends report.

#### 4. Northville District Library Employee Association Contract-Fiscal 2023 Wage

**Reopener. MOTION:** Nick Vlisides made a motion that the Board meet in a closed session under section 8(e) of the Open Meetings Act, to discuss wage negotiations. Thomas Thompson seconded the motion. Motion passed. The meeting was adjourned to closed session at 7:47 p.m.

#### 5. Finance Report:

**5.1 Bills over \$1,000 for approval:** Deborah Stanifer presented the List of Bills over \$1,000 for August 2022. **MOTION:** Deborah Stanifer made a motion to approve these bills in the amount of \$216,474.02 for payment. Thomas Thompson seconded the motion. Motion passed.

**5.2 Financial Report:** Deborah reported that we are 67% through our fiscal year and our total expenses are at 69% of budget.

**5.3 Reserve Transfers: MOTION:** Deborah Stanifer made a motion to transfer \$105,335 from the Reserve Fund to the Operating Fund, for payment of expenditures related to the Limbach VAV box addition in Study Rooms 5 & 6 and the Library Design youth office renovation. Carol Doyle seconded the motion. Motion passed. Deborah reported that we also need to set a budget for the youth office renovation line item. When the Board approved the project a not to exceed cost of \$80,000 was established.

**MOTION:** Deborah Stanifer made a motion to establish a budget of \$80,000 for the youth office renovation line item in the operating budget. Thomas Thompson seconded the motion. Motion passed.

**5.4 Approve FY2023 Budget:** **MOTION:** Deborah Stanifer made a motion to approve the budget for fiscal year 2023. Thomas Thompson seconded the motion. Motion passed.

**6. Resolution on Millage Rate:** The resolution to certify the millage rate at 1.097 for fiscal year 2023 was read aloud by Board Secretary Thomas Thompson. The resolution was approved by unanimous roll call vote.

## **7. Committee Reports**

**7.1 Facilities Committee-** Alan Somershoe reported that the Facilities Committee has toured the Maker Spaces at the Plymouth and Novi Libraries and plan to tour the Maker Space at the Baldwin Public Library in October. Alan reported that the Youth Office renovation is nearly complete, and staff will move into the new space next week. The VAV box installation for study rooms 5 & 6 is complete and the rooms are maintaining consistent temperature. The flood repair work for these rooms is also almost completed, and we hope to open the rooms at the end of next week. Alan presented the proposal from Pointe Alarm to add cameras and door card access points in additional spots in the building. **MOTION:** Alan Somershoe made a motion to approve the Pointe Alarm proposal in an amount not to exceed \$20,000 and to fund the project from the Reserve Fund. Thomas Thompson seconded the motion. Motion passed.

### **7.2 Policy Committee:**

- Carol Doyle presented the Endowment Policy to the Board for the second reading. **MOTION:** Carol Doyle made a motion for the Board to approve the Endowment Policy. Joe Corriveau seconded the motion. Motion passed.
- Carol presented the Library Policy on Credit Cards to the Board for the second reading. **MOTION:** Carol Doyle made a motion for the Board to approve the Policy on Credit Cards. Alan Somershoe seconded the motion. Motion passed.
- Carol presented the Library Policy on Purchases of \$25,000 or more to the Board for the second reading. **MOTION:** Carol Doyle made a motion for the Board to approve the Policy on Purchases of \$25,000 or more. Thomas Thompson seconded the motion. Motion passed.

## **8. Announcements and Comments:**

**8.1** The next Facilities Committee meeting is scheduled for Wednesday, Sept. 21, 2022 at 10:00 a.m.

**8.2** The next Finance Committee meeting is scheduled for Tuesday, Sept. 20, 2022 at 9:30 a.m.

**8.3** The next Board Meeting will be held on Thursday, September 22, 2022 at 7:00 p.m.

The meeting was adjourned at 8:27 p.m.

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