

NORTHVILLE DISTRICT LIBRARY (NDL) BOARD OF TRUSTEES
Regular Meeting Minutes
Thursday, September 22, 2022 – 7:00 p.m.
Carlo Meeting Room, Northville District Library

1. Call to Order:

Vice chairperson Robert Sochacki called the meeting to order at 7:00 p.m.

1.1 Roll Call - Present: Trustees Joe Corriveau, Carol Doyle, Robert Sochacki, Deborah Stanifer, and Thomas Thompson. Also present: Laura Mancini, Library Director; Maria Williams, Assistant Library Director; Carla Eggert, Business Operations Specialist; Samantha Loree, Adult Services Librarian; Denise Stacer, Friends of the Northville District Library Vice President. Absent: Trustees Alan Somershoe and Nick Vlisides.

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, 08/25/22: **MOTION:** Thomas Thompson made a motion to approve the August 25, 2022 regular meeting minutes. Carol Doyle seconded the motion. Motion passed. **MOTION:** Thomas Thompson made a motion to approve the minutes of the August 25, 2022 closed session. Joe Corriveau 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-

Baker and Taylor Cyber Attack: Laura Mancini reported that Baker and Taylor, one of the largest suppliers of books to public libraries in the United States, suffered a major cyber-attack earlier this month, bringing their operations to a complete halt. September marks the start of the fall publishing season which often features the most high-profile titles of the year as publishers wish to take advantage of Christmas season purchases. While most Baker and Taylor operations have now been restored, the attack will likely result in the delay of some best sellers making it to the library shelves in a timely fashion. The NDL Librarians have been working to make arrangements with other book vendors, but so have other libraries resulting in an industry-wide back-up in the delivery of new titles.

Cars and Coffee: The September Cars and Coffee event went much smoother than the previous month. The volunteer coordinator for the event, Kevin McLaughlin, met with Laura to review the agreement the Library made with Mayor Turnbull for the event. Mr. McLaughlin communicated this information to the event volunteers and there was very little disruption to library operations during the event. Special thanks to Maria Williams, Robert Sochacki and Carol Doyle for coming to NDL that morning to ensure that all was well.

Heritage Week Programs: The Library had two local history programs during Heritage Week. Mayor Turnbull gave his annual Northville History program on Sept. 13th. Joe Oldenburg also presented a program on Northville's Waterford Village, presenting the program one night at the Library and the following evening at Township Hall. Both programs were well attended.

New Book Clubs: The NDL is starting two new book clubs this fall. The Library has partnered with Northville Senior Services to offer a book club for the 55 plus population.

The club, which has adopted the moniker of The Next Chapter, had its first meeting this week at the Community Center. In October, the Youth Department will start a graphic novel book club for ages 8-12. Graphic novels are some of the highest circulating items in the Youth collection, so we are hopeful that this new initiative will generate some interest.

Services Update: With the start of the school year, the Library has returned to Sunday hours and is now open 7 days a week. The study rooms that were damaged in the August flood have been fully repaired and have reopened to the public. Also reopening to the public for the first time in 2½ years is the Friends Community Room. Pointe Alarm has begun wiring the building for more key swipe pads to access the non-public areas of the library including the Youth Office, the lower level work room, and the mechanical areas. We will also be putting a door swipe on the Book Cellar due to the continued loss of keys to this area. Cellar volunteers will be given swipe cards to access this area.

Strategic Plan Update: The completion of the Strategic Plan is entering its final stages and Laura expects to have a final document to distribute to the Board in early October. When the plan is received the Board will need to schedule a special meeting to discuss it in depth.

Youth Department: In-person inside story times have resumed for the first time in 2½ years. The Youth Department will be doing story times for different age groups three times a week now. The first group of story times was held last week and the attendance was good.

The new dyslexic collection debuted in September and the NDL received a very nice voicemail message from a Northville parent thanking us for providing this resource. She has a dyslexic child and mentioned the difficulty the family has in obtaining reading materials in this format.

The Youth Department book walk at Mill Race Village will conclude at the end of this month. In October, a Halloween themed book walk will go up in the park behind the library. The featured book will be *The Little Girl Who Lost Her Boo*.

3.2 Friends of the Northville District Library Report: Friends Vice President Denise Stacer reported that the Friends will participate in the NDL Volunteer Fair this Saturday, Sept 24, from 11am to 1pm in the Carlo Meeting Room. The Friends held a pop-up sale on the front porch of the Library from 9am to 1130am, during the September Cars and Coffee event. They had several carts of used books and left over merchandise from the Friends Gift Store for sale. Proceeds were \$174 from used books and \$41 from store merchandise. The drawback was having the tables set up on the porch made it look like the library was open and many people had to be turned away prior to the Library opening at 10am. They are planning to hold this sale again on Oct. 8. Used book sales are going well with total sales around \$4,000 for the summer months. The donation bin on the front porch, while very nice, has to be emptied twice a day. Library staff has been helpful, but Linda Bastien is hoping to set up a regular volunteer schedule for this task. The Friends will be providing an imprinted tote bag for the October Take and Make craft kit from the Youth Department. The bags replaced the traditional summer reading tote bag during the pandemic and have been quite popular. The Friends Patron, Lifetime and Business members are listed on the back of the bag. The Friends Gift Book program added 44 books to the Library collection. The Friends Cider on Sunday event will return this year on Oct. 16th from 1:30-4pm in the Carlo Meeting room featuring cider and donuts from Parameters Cider Mill.

4. Finance Report:

5.1 Bills over \$1,000 for approval: Deborah Stanifer presented the List of Bills over \$1,000 for September 2022. **MOTION:** Deborah Stanifer made a motion to approve these bills in the amount of \$118,284 for payment. Thomas Thompson seconded the motion. Motion passed.

5.2 Financial Report: Deborah reported that we are 75% through our fiscal year and our total expenses are at 78% of budget. Interest on the J Fund continues to increase with the rise in interest rates.

5.3 Third 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 \$2,000 to take the budget to \$17,000. Thomas Thompson seconded the motion. Motion passed.

MOTION: Deborah Stanifer made a motion to amend the budget for Memberships by \$1,000 to take the budget to \$6,000. Carol Doyle seconded the motion. Motion passed.

MOTION: Deborah Stanifer made a motion to amend Building and Equipment Maintenance by \$64,000 to take the budget to \$199,000. Joe Corriveau seconded the motion. Motion passed.

MOTION: Deborah Stanifer made a motion to amend the budget for Legal Services by \$8,000, to take the budget to \$18,000. Joe Corriveau seconded the motion. Motion passed.

MOTION: Deborah Stanifer made a motion to amend the budget for Strategic Planning by \$4,000, to take the budget to \$64,000. Carol Doyle seconded the motion. Motion passed.

MOTION: Deborah Stanifer made a motion to amend the budget for Elevator Renovation \$550.00 to take the budget to \$49,328.00. Carol Doyle seconded the motion. Motion passed.

5. Committee Reports

5.1 Facilities Committee- Robert Sochacki reported that the Facilities Committee has reviewed the three bids library staff have presented to have the library air ducts cleaned. The Facilities Committee is recommending acceptance of the bid from Sanivac. **MOTION:** Joe Corriveau made a motion to approve the Sanivac proposal for duct cleaning in an amount not to exceed \$33,000. Carol Doyle seconded the motion. Motion passed.

6. Announcements and Comments:

8.1 The next Facilities Committee meeting is scheduled for Wednesday, October 19, 2022 at 10:00 a.m.

6.2 The next Finance Committee meeting is scheduled for Tuesday, October 25, 2022 at 9:30 a.m.

6.3 The next Board Meeting will be held on Thursday, October 27, 2022 at 7:00 p.m.

The meeting was adjourned at 7:40 p.m.

09/29/22

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