

NORTHVILLE DISTRICT LIBRARY (NDL) BOARD OF TRUSTEES

Regular Meeting Minutes

Thursday, October 27, 2022 – 7:00 p.m.

Carlo Meeting Room, Northville District Library

1. Call to Order:

Chairperson Nick Vlisides called the meeting to order at 7:00 p.m.

1.1 Roll Call - Present: Trustees Joe Corriveau, Carol Doyle, Robert Sochacki, Alan Somershoe, 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; Martha Nork, Friends of the Northville District Library President. Absent: Trustee Deborah Stanifer.

1.2 Approval of the Agenda: MOTION: Robert Sochacki made a motion to approve the agenda as revised. Carol Doyle seconded the motion. Motion passed.

1.3 Approval of Meeting Minutes, 09/22/22: MOTION: Alan Somershoe made a motion to approve the September 22, 2022 meeting minutes. 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-

Patron Incident: Laura Mancini reported to the Board a patron incident with Library staff that required Laura to request the assistance of the Northville Police Department.

Michigan Library Association Conference: For the first time since 2019, the Michigan Library Association held an in-person conference and a number of NDL staff members, including Laura attended. The major topic of discussion was intellectual freedom and book challenges.

Cars and Coffee: The October Cars and Coffee event was held with minimal disruption. This was scheduled to be the last event for the year, but according to the organizations Facebook page, they may be planning to hold an event in November.

Library Programs: The Adult Services Department is continuing to find ways to partner with Northville Township. On October 13th, the Library held a program on the Wright Family of Dayton, Ohio at Township Hall which was well attended. Last night, Northville Township Police Officer Andrew Domzalski gave a program at the NDL on scams and how to avoid them. The program was directed towards senior citizens and was also well attended.

The Youth Department debuted a new program this month entitled Crazy 8's Club geared toward 1st, 2nd and 3rd graders and focusing on fun activities with math. The first program attendance was at capacity and will be repeated on a monthly basis going forward. The Youth Department also has a Halloween themed photo scene for children to take their pictures with which is proving to be a big hit.

As part of the City of Northville's Halloween festivities, the NDL is again featuring a skeleton conducting a youth story time on the library front porch for the month of October. We will also be participating in the annual Streets of Treats event sponsored by the Chamber of Commerce this upcoming Saturday morning.

3.2 Friends of the Northville District Library Report: Friends President Martha Nork reported that the Friends received a check for \$687.53 from the Millage Campaign

Committee, representing the balance of the funds collected for the millage campaign, The Friends held another pop-up sale on the front porch of the Library during the October Cars and Coffee event. The weather was quite cool but the Friends sold \$80 in books and remaining store merchandise. Used book sales were \$1,257.90 in September and a check for \$2,300 is expected from the online vendor who purchases used books. Used book sales are now at 86% of what was budgeted through three quarters of the year. The Friends held their Cider on Sunday event on Sunday, Oct. 16th, to kick off National Friends of the Library week, and it was well attended. The children's craft and scavenger hunt were popular, with 50 scavenger hunt forms completed. The Friends served 17 dozen donuts and 9 gallons of cider. A raffle was also held, raising \$250 to offset the cost of the expenses for the event.

4. Finance Report:

4.1 Bills over \$1,000 for approval: Thomas Thompson presented the List of Bills over \$1,000 for October 2022.

MOTION: Thomas Thompson made a motion to approve these bills in the amount of \$123,567.83 for payment. Robert Sochacki seconded the motion. Motion passed.

4.2 Financial Report: Thomas reported that we are 83% through our fiscal year and our total expenses are at 83% of budget.

4.3 Reserve Transfer: Thomas Thompson reported that the Library needs to transfer \$11,254.50 from the Reserve Fund for the second payment of the furniture upholstery project.

MOTION: Thomas Thompson made a motion to transfer \$11,254.50 from the Reserve Fund-Facilities Preservation to the Operating Fund and apply it to the Building and Equipment budget line item for the second payment of the furniture upholstery project. Robert Sochacki seconded the motion. Motion passed.

- 5. Overdue Fines:** Laura Mancini reported that for the last several years, public libraries have started to eliminate charging patron overdue fines for late material. It is estimated that 44% of public libraries in Michigan no longer charge overdue fines and that number is expected to continue to grow. In June, the Novi Public Library eliminated fines for overdue materials and the Plymouth Library has now followed suit. Laura is recommending to the Board that the Northville District Library eliminate overdue fines effective December 1, 2022.

MOTION: Thomas Thompson made a motion that the Northville District library eliminate fines for overdue materials effective December 1, 2022. Robert Sochacki seconded the motion. Motion passed.

- 6. Strategic Plan Presentation Date:** The final strategic plan report was distributed to the Board. Laura asked the Board to review the document. She asked to set a date for the Ivy Group to present the report to the Board. The Board will meet at 5:30 p.m. on Thursday, November 17th, prior to the November Board meeting, to review the report virtually with the Ivy Group.

7. Committee Reports:

7.1 Facilities Committee- Alan Somershoe reported that the Facilities Committee has toured the Maker Spaces at the Novi, Plymouth and Birmingham Baldwin Libraries. The Committee found the tours to be very informative. Laura Mancini reported that Michael McEvoy and Tyler Vitale are working on equipment recommendations for a

Maker Space. Laura will bring that to the Committee when complete. Work continues on the HVAC duct cleaning project through the end of next week. The Committee will be working on interior and exterior painting next year.

8. Announcements and Comments:

8.1 The next Facilities Committee meeting is scheduled for Wednesday, November 16, 2022 at 2:00 p.m.

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

8.3 The next Board Meeting will be held on Thursday, November 17, 2022 at 7:00 p.m.

The meeting was adjourned at 8:10 p.m.

10/31/22

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