

NORTHVILLE DISTRICT LIBRARY (NDL) BOARD OF TRUSTEES

Regular Meeting Minutes

Thursday, December 15, 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 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;

Absent: Trustee Joe Corriveau

1.2 Approval of the Agenda: MOTION: Robert Sochacki made a motion to approve the agenda. Thomas Thompson seconded the motion. Motion passed.

1.3 Approval of Meeting Minutes, 11/17/22: MOTION: Robert Sochacki made a motion to approve the November 17, 2022 meeting minutes. Deborah Stanifer seconded the motion. Motion passed.

1.4 Citizens Comments: None.

- 2. Correspondence:** Former Library Board Secretary Anna Sarkisian wrote to Board President Vlisides regarding the passing of Dr. William Brown, who was the first Chairperson of the Northville District Library Board of Trustees. Mrs. Sarkisian stated that the Library was fortunate to have Dr. Brown as its first Chair during the establishment and building of the Northville District Library.

3. Reports to the Board:

3.1 Northville District Library Director's Report-

Fine Free: Laura Mancini reported that on December 1st the Northville District Library officially went fine free. *Northville Today* did a nice article on this change in the latest issue. Reaction from the community has been mostly positive. There have been some concerns that patrons will not bring back their books, but we have tried to explain that people will still be charged for lost or damaged books.

Retirement: Laura Bomia, who has been a Librarian at the NDL for 25 years, will be retiring on Tuesday, January 3rd. She is currently the Library's longest serving employee. She spearheaded the establishment of the Tween collection at the library and presented programming for this age group. She also worked closely with Natalie Molnar, our teen librarian, on the Battle of the Books. Her retirement party will be held Jan. 3rd beginning at 12:30 p.m. in the Carlo Meeting Room. All Board members are invited to attend.

Youth Office Renovation: Most of the new shelving for the Youth Department has arrived. The Youth area has a new and more prominent display section for new books. All of the picture book shelving was reconfigured to allow stroller access down the aisles, something that was quite difficult under the old configuration. We have had positive feedback from patrons on this change. Supply chain issues have continued to play a role in shipping delays for the remaining shelves. We hope to have the remainder of the shelving arrive in January. The Youth Department is also in the process of purchasing all new toys for children. Going forward the toys will be rotated on a monthly basis so that we can continue to offer a wide variety of toys for our youngest users.

Winter Extravaganza: The Youth Department hosted the NDL's first annual Winter Extravaganza on December 13th. Santa and Mrs. Claus visited the Library and brought one of their reindeer. Children who attended were given a holiday goodie bag and there was a special craft. Approximately 196 patrons attended the event and had a great time.

Annual Staff Luncheon: Normally, in December, the NDL has had its annual staff luncheon. For the past two years, we have not held one due to Covid. When the staff was surveyed as to whether or not they wish to have a gathering this year, the answer we received was that people would prefer not to gather prior to the holidays. In response, the staff luncheon has been moved to January, and will be held on Monday, January 9 at 1:00 p.m. in the Carlo Meeting Room. Please RSVP to Maria Williams by December 30th if you are interested in attending.

Donation: The robotics team at Northville High School, the Northville Robostangs, donated 5 boxes of Lego toys to the NDL. The Library thanks the Robostangs for their generosity.

Cars and Coffee: Cars and Coffee has ended for 2022. The next scheduled event is in April 2023. At this time, there is no set location for the event as it is unclear if the property the City of Northville is purchasing on Seven Mile Rd. will be available. Should the event return to the Old Village School parking lot, Laura suggests that the NDL negotiate a new agreement with the event planners to address our concerns. The Board would like Laura to reach out to Kevin McLaughlin in February to see where the location for the April event is being planned.

Blood Drive: The American Red Cross will be conducting a blood drive at the NDL from 10:00 a.m. to 4:00 p.m. on Wednesday, December 28th in the Carlo Meeting Room. If you are able to donate, please consider participating in the drive.

3.2 Friends of the Northville District Library Report: Friends President Martha Nork reported that the agreement between the Friends and the Library has been updated. Language that referred to the Gift Store has been removed. No other changes have been made. Library Chair Nick Vlisides and Library Director Laura Mancini signed the new agreement. The Friends approved their 2023 budget and were able to include everything that was on the Library's wish list which was presented to the Friends at their November meeting.

4. Budget and Finance Review:

4.1 Bills over \$1,000 for approval: Deborah Stanifer presented the List of Bills over \$1,000 for December 2022.

MOTION: Deborah Stanifer made a motion to approve these bills in the amount of \$116,573.90 for payment. Thomas Thompson seconded the motion. Motion passed.

4.2 Financial Report: Deborah reported that 100% of our fiscal year is complete. The November financial statements are preliminary and will be revised when Plate Moran completes the year-end processing in preparation for the audit. The Finance Committee has decided to move \$400,000 from the Reserve Fund Money Market to the Reserve J-Fund due to increased interest rates in the J-Fund. \$100,000 will remain in the money market account as is required by Comerica Bank.

4.3 Budget Amendments:

MOTION: Deborah Stanifer made a motion to amend the Payroll Services line item in the Operating budget by \$32.00 taking the budget to \$7,732.00 due to a vendor cost increase. Thomas Thompson seconded the motion. Motion passed.

MOTION: Deborah Stanifer made a motion to amend the Gas line item in the Operating budget by \$328 taking the budget to \$11,928.00 due to Consumers Energy rate increase. Robert Sochacki seconded the motion. Motion passed.

MOTION: Deborah Stanifer made a motion to amend the Copier Expense line item in the Operating budget by \$55.00 taking the budget to \$10,555.00 due to vendor price increase. Thomas Thompson seconded the motion. Motion passed.

MOTION: Deborah Stanifer made a motion to amend the Youth Department Renovation line item in the Operating budget by \$16,022.00 taking the budget to \$65,914.00 due to payment for new shelving. Alan Somershoe seconded the motion. Motion passed.

4.4 Reserve Transfer: Deborah Stanifer reported that the Library needs to transfer \$100,000 from the Reserve Fund to the Operating Fund for December expenses prior to receiving tax revenue. A transfer also needs to be done from the Reserve Fund to the Operating Fund to pay for the Youth Renovation project.

MOTION: Deborah Stanifer made a motion to transfer \$100,000 from the Reserve Fund to the Operating Fund to fund operating expenses for the month of December. The funds will be transferred back to the Reserve Fund upon receipt of property taxes. Robert Sochacki seconded the motion. Motion passed.

MOTION: Deborah Stanifer made a motion to transfer \$16,022 from the Reserve Fund-Facilities Preservation to the Operating Fund-Youth Renovation line item in the Operating Fund for payment of new shelving. Thomas Thompson seconded the motion. Motion passed.

5. Committee Reports:

5.1 Personnel Committee-Director Contract Renewal: Library Director Laura Mancini's employment contract will expire on January 14, 2023. Personnel Committee chair Joe Corriveau proposed renewing Laura's contract for two year and to give Laura a 4% raise retroactive to Dec. 1st when the other library staff received their raises. The union contract salary increase is 4% this year.

MOTION: Joe Corriveau made a motion to renew Laura Mancini's employment contract for two years, beginning January 15, 2023 until January 14, 2025 and to give her a 4% wage increase, retroactive until December 1, 2022. Thomas Thompson seconded the motion. Motion passed.

6. Announcements and Comments:

6.1 The next Facilities Committee meeting is scheduled for Wednesday, January 18, 2023 at 10:00 a.m.

6.2 The next Finance Committee meeting is scheduled for Tuesday, January 24, 2023 at 9:30 a.m.

6.3 The next Board Meeting will be held on Thursday, January 26, 2023 at 7:00 p.m.

The meeting was adjourned at 7:50 p.m.

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