

NORTHVILLE DISTRICT LIBRARY (NDL) BOARD OF TRUSTEES

Regular Meeting Minutes

Thursday, January 26, 2023 – 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; Carla Eggert, Business Operations Specialist; Martha Nork, President, Friends of the Northville District Library.

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

1.3 Approval of Meeting Minutes, 12/15/22: **MOTION:** Robert Sochacki made a motion to approve the December 15, 2022 minutes. Carol Doyle seconded the motion. Motion passed.

1.4 Election of 2023 Officers: **MOTION:** Joe Corriveau made a motion to nominate Nick Vlisides for Chair, Robert Sochacki for Vice-Chair, Deborah Stanifer for Treasurer and Thomas Thompson as Secretary. Alan Somershoe seconded the motion. Motion passed.

1.5 Appointment of 2023 Board of Trustees Committee Members for Finance, Facilities, Personnel and Policy: The following Committees were established for 2023:

- Finance Committee: Deborah Stanifer (Chair), Thomas Thompson and Nick Vlisides
- Policy Committee: Carol Doyle (Chair), Deborah Stanifer and Robert Sochacki
- Personnel Committee: Joe Corriveau (Chair), Alan Somershoe and Thomas Thompson.
- Facilities Committee: Alan Somershoe (Chair), Carol Doyle and Robert Sochacki

1.6 Board Bylaws Reaffirmation: **MOTION:** Thomas Thompson made a motion to affirm the Library Board of Trustee bylaws. Joe Corriveau seconded the motion. Motion passed.

1.7 Resolution 2023-01: Schedule of 2023 Board of Trustee Meeting Dates- Resolution 2023-01 sets the dates of the regular meetings of the Northville District Library Board of Trustees for the calendar year 2023. **MOTION:** Thomas Thompson made a motion to accept Resolution 2023-01. Robert Sochacki seconded the motion. Motion passed. All regular meetings of the Board of Trustees are on the 4th Thursday of the month except for November and December, when the meetings are held on the 3rd Thursday due to the Thanksgiving and Christmas holidays.

1.8 Citizens Comments: None.

2. Correspondence: None

3. Reports to the Board:

3.1 Northville District Library Director's Report-

January Projects: Laura Mancini that the month of January is a busy one for the administrative team at the NDL. Plante Moran has been conducting the Library audit. The auditors will present their results to the Library Board at its February meeting. The State Aid report is also due at the end of January.

Battle of the Books: The Library's annual Battle of the Books competition will take place this year on Wednesday, March 8th at Northville High School. The program will begin at 6:30 p.m. Bob Sochacki will represent the Board of Trustees at the event.

Minimum Wage Update: A 2018 voter approved referendum to substantially increase the State minimum wage and give paid sick time to part-time employees was amended by the State Legislature. This action has been challenged in the courts. A Feb. 19th implementation date for the increase to take effect has been overruled by the Michigan Court of Appeals and will likely be taken to the Michigan Supreme Court.

New Librarian: Laura Bomia, a Librarian in the Youth Department retired on January 3rd after 25 years with the library. Whitney Jones has been hired to fill her slot. Whitney comes to the NDL from the Canton Public Library where she worked for many years. Whitney began her position on Monday.

Strategic Plan Follow-up Weeding: Part of the feedback from the strategic plan process was the need to expand our collections in certain areas. Funds were built into the 2023 budget to do that, but now space needs to be created for the expansion. Over the course of the spring, the librarians will be weeding low-circulating items from the collection, approximately 10% of the Library's total physical holdings. After the weeding has concluded, new collection space calculations will be done and the entire collection will be shifted and reshelfed with the new dimensions. The Library received valuable input from the patrons regarding their reading preferences and it is important that we are responsive to their requests.

Staff Development Day: For the first time in several years, the NDL will be closed on Friday, February 10th for a staff development day. A part of the morning session will be active shooter training with the Northville Police Department. Other topics include retirement planning, workplace communication and reader's advisory service. The day will give team members who work in different departments or different shifts the opportunity to interact and get to know one another.

TALK: Text and Learn: TALK: Text and Learn is a new service being offered by the Youth Department. Parents can sign up to receive text messages that offer a variety of early literacy ideas for families. The program was created in 2017 with the intent of helping parents get their child ready for school success and to make any time learning time. It seeks to develop pre-literacy skills including hearing letter sounds, building hand muscles and dexterity, and recognizing letters and numbers. Parents who sign up will receive about 8-10 text messages per month. The program was developed by the Ypsilanti District Library in collaboration with literacy specialists in Washtenaw County. Now available in Michigan and Indiana, there are currently 205 libraries offering TALK to families in their communities.

3.2 Friends of the Northville District Library Report: Friends President Martha Nork reported that used book sales have been going well, with \$1,058 made so far in January. The Friends also received a check from their online used book vendor for \$1,763 for the 4th quarter of 2022. The Book Cellar is now open on Sunday's from 2:00 p.m. to 4:00 p.m. The Friends are working on expanding hours on Saturday and Sunday. The Friends are planning a kids only used book sale on Saturday, March 25 from 10:00 a.m. to 2:00 p.m. that will also include a craft for kids. The Friends received a donation of \$505 from the Northville Woman's Club in December.

4. Strategic Planning-Space Study Session: The Board had requested a space study session after the presentation of the strategic plan. The Board will meet on Saturday, February 18, 2023 from 9:30 a.m. to 12:00 p.m. to discuss the space needs of the library going forward.

5. Finance Report:

5.1 Bills over \$1,000 for approval: Deborah Stanifer presented the List of Bills over \$1,000 for January 2023. **MOTION:** Deborah Stanifer made a motion to approve these bills in the amount of \$178,365.97 for payment. Thomas Thompson seconded the motion. Motion passed.

5.2 Financial Report: Deborah reported that 8% of the fiscal year is complete and all accounts are under budget, with the exception of those accounts for which an annual payment has been made.

5.3 Reserve Transfers: Deborah reported that we need to transfer funds borrowed from the Reserve account back to that account now that property taxes are being received. **MOTION:** Deborah Stanifer made a motion to transfer \$100,000 from the Operating account to the Reserve account to pay back the \$100,000 borrowed last month. Joe Corriveau seconded the motion. Motion passed

6. Announcements and Comments:

6.1 The next Facilities Committee meeting is scheduled for Wednesday, Feb. 15, 2023 at 10:00 a.m.

6.2 The next Finance Committee meeting is scheduled for Tuesday, Feb. 21, 2023 at 9:30 a.m.

6.3 The next Board Meeting will be held on Thursday, Feb. 23, 2022 at 7:00 p.m.

The meeting was adjourned at 7:45 p.m.

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