

NORTHVILLE DISTRICT LIBRARY (NDL) BOARD OF TRUSTEES  
Regular Meeting Minutes  
Thursday, February 23, 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 Oath of Office:** The Board of Trustees took their oath of office.
  - 1.2 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; Martin Olejnik, Plante Moran
  - 1.3 Approval of the Agenda:** **MOTION:** Robert Sochacki made a motion to approve the agenda as amended. Carol Doyle seconded the motion. Motion passed.
  - 1.4 Approval of Meeting Minutes, 01/26/23:** **MOTION:** Robert Sochacki made a motion to approve the Jan. 26, 2023 minutes as presented. Alan Somershoe seconded the motion. Motion passed.
  - 1.5 Citizens Comments:** None.
  
- 2. Correspondence:** The Board received an email from patron Kathy Fox who thanked the Board for their work to make the library fantastic.
  
- 3. Presentation of the 2022 Audit-Plante Moran:** Martin Olejnik from Plante Moran attended the meeting. He reviewed the audit report and also discussed the Municipal Employees Retirement System (MERS) pension plan, which is a year behind in reporting. The pension is currently showing as fully funded but is based returns from 2021. The library is expected to have investment losses in 2022 due to the stock market downturn so an additional special payment to the pension may be warranted. The library continues to be overfunded in its other post-employment benefits (OPEB). He also reviewed the opinion letter from Plante Moran with the Board. There were no issues to discuss. The Board thanked Martin for his report.  
**MOTION:** Robert Sochacki made a motion to approve the audit. Alan Somershoe seconded the motion. Motion passed.
  
- 4. Reports to the Board:**
  - 4.1 Northville District Library Director's Report-**
    - International Newspapers:** Laura Mancini reported that the NDL now has a subscription to the *Chinese World Journal*. This is the largest Chinese newspaper published in the United States and is a daily paper. The NDL already receives a Japanese newspaper, the *Japan News Club*. All of these publications enhance the NDL's holdings of materials that are relevant to Northville's large Asian community.
    - Battle of the Books:** NDL's annual Battle of the Books will be held on Wednesday, March 8th at Northville High School. This year there are 26 teams registered which is a 35% increase from last year and is reflective of the participation the Library had in this event pre-COVID.
    - Local Author Fair:** The NDL is recruiting applicants for its 3<sup>rd</sup> annual Local Author Fair which will be held on Saturday, May 20<sup>th</sup>. With publicity just beginning NDL has received 38 applications for this event, which is a substantial increase from 2022.
    - Newsletter Redesign:** The Spring 2023 issue of the Library's newsletter is at the post office to be delivered soon to the district's residents. The format of the newsletter has been expertly redesigned by Katie Rothley, our Marketing and Public Relations Librarian. The new format allows for more readers advisory content and allows us to

spotlight unique offerings in the NDL collection. The Library continues to hear that some residents are not receiving newsletter in the mail. On the back page of the new issue there is a short survey we are asking patrons to complete regarding their delivery experience. Upon compilation of these responses Laura is going to arrange a meeting with the Postmaster of the Northville Post Office to see if they can address these issues. The Library pays for delivery to every home in the City and the Township so it is quite disappointing to learn the newsletter is not being delivered to some areas.

**Space Study:** Laura thanked the Board for their participation in the space study session this past Saturday. Laura will set up meetings with architectural firms about preparing a feasibility study.

**Staff Development Day:** For the first time since 2015 the NDL had a staff development day on Friday, February 10<sup>th</sup>. The day gave the NDL team time to meet and to interact with staff from other departments. Some topics covered were reader's advisory, retirement planning and workplace communication. Staff also heard a presentation from the Northville Police Department on active shooter situations. The presentation underscored the need to do more staff training in this area as well as an actual drill.

**4.2 Friends of the Northville District Library Report:** Friends President Martha Nork was unable to attend the meeting so a Friends report was not given.

## 5. Budget and Finance Review:

**6.1 Bills over \$1,000 for approval:** Deborah Stanifer presented the List of Bills over \$1,000 for February 2023. **MOTION:** Deborah Stanifer made a motion to approve these bills in the amount of \$102,967.90 for payment. Robert Sochacki seconded the motion. Motion passed.

**6.2 Financial Report:** Deborah reported that 17% of the fiscal year is complete. The Library has received 57% of its tax revenue from Northville Township and 60% from the City of Northville, and will continue to receive tax distributions in February and March.

**6.3 2022 Fund Balance:** Net income from 2022 is \$179,260.60. The Finance Committee recommends that the NDL make a special payment to the pension plan with MERS. **MOTION:** Deborah Stanifer made a motion to make a special pension payment of 179,260.60. Robert Sochacki seconded the motion. Motion passed.

## 6. Announcements and Comments:

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

**6.2** The next Finance Committee meeting is scheduled for Tuesday, March 21, 2023 at 10:00 a.m.

**6.3** The next Board Meeting will be held on Thursday, March 23, 2023 at 7:00 p.m.

The meeting was adjourned at 8:35 p.m.

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