

NORTHVILLE DISTRICT LIBRARY (NDL) BOARD OF TRUSTEES

Regular Meeting Minutes

Thursday, March 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 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.
 - 1.3 Approval of the Agenda:** **MOTION:** Thomas Thompson made a motion to approve the agenda. Alan Somershoe seconded the motion. Motion passed.
 - 1.4 Approval of Meeting Minutes, 02/23/23:** **MOTION:** Robert Sochacki made a motion to approve the February 23, 2023 minutes as amended. Carol Doyle seconded the motion. Motion passed.
 - 1.5 Citizens Comments:** None.

2. Correspondence: None.

3. Cars and Coffee 2023 Events: The Board reviewed some of the issues the Library has had due to the Cars and Coffee event in the Old Village School parking lot last year. They include lack of restrooms for attendees, and the inability for staff and patrons to park in the Library parking lot. Alex Hamka and Kevin McLaughlin, organizers of the event, spoke to the Board. The event will be held from April to November his year. Event organizers pledge to work to minimize disruptions to the Library.

4. Strategic Plan-Summer Sunday Hours Proposal: The Library is currently closed on Sunday's in the summer mid-June through Labor Day. The NDL has had requests from patrons to remain open on Sunday in the summer. Novi Library is open year round on Sunday and the Plymouth Library is implementing this change in June. Laura discussed the additional financial impact to the Library in opening for 10 additional Sundays during the year. **MOTION:** Robert Sochacki made a motion to adopt being open year-round on Sunday effective June 2023. Thomas Thompson seconded the motion. Motion passed. It is the current policy for the Library to be closed on Mother's Day Sunday to allow staff to spend time with their family and would like to adopt this same policy for Father's Day Sunday. **MOTION:** Joe Corriveau made a motion close the Library on Father's Day Sunday. Robert Sochacki seconded the motion. Carol Doyle and Thomas Thompson opposed the motion. Motion passed with a majority five Board members in favor.

5. Reports to the Board:

5.1 Northville District Library Director's Report-

Covid Outbreak: Laura Mancini reported that there has been an outbreak of Covid amongst the Library staff. In the last week and a half, five team members have tested positive for Covid and it is believed that four of those cases were workplace transmissions.

Battle of the Books: NDL's 16th annual Battle of the Books middle school reading competition was held on Wednesday, March 8th at Northville High School. Over 115 students from Mead's Mill Middle School, Hillside Middle School and Our Lady of Victory participated. The year's winning team was The Bibliophiles. The event has returned to pre-Covid attendance levels and a great time was had by all. Special thanks

to the Friends of the NDL for providing the funding for this event, which is the NDL's largest single day program.

Chamber of Commerce Events: The Northville Chamber of Commerce had a community volunteer recognition ceremony on Thursday, March 9th at Marquis Theatre. Volunteers were recognized from the City, the Township, the Chamber of Commerce and the Library. Linda Bastien was recognized as NDL's volunteer of the year for her role in operating the used book sale operations.

The Chamber will be holding its annual State of the Northville Community luncheon on Wednesday, April 19th from 11:45 a.m. to 1:30 p.m. at Schoolcraft College. If any Board members would like to attend let Laura know.

Township Programs: The NDL will be hosting several programs in Northville Township this spring. Besides Battle of the Books which was held March 8th, we will hold a musical program on Ireland at Township Hall on March 30th. The Youth Department will hold a sports themed book walk at Millennium Park in May. The NDL will continue to look for opportunities to hold more programming in the Township.

Use of NDL Logo: A Northville attorney booked the Carlo Meeting Room for two evenings in early April to do a presentation on estate planning. This is a private meeting room rental, and not an official NDL sponsored program. The Library was dismayed to discover that the attorney had used the NDL logo and photos on his promotional materials for this event. This usage could easily cause someone to think the program was sponsored by the Library and a member of the public contacted Laura about it. The Library has sent a letter to the attorney requesting that he cease and desist using the NDL logo and photos on his promotional items for the event.

Youth Craft Kits: The take home craft kits that the Youth Department debuted during the pandemic have proved to be enormously popular. The Youth Department has been providing 250 kits to be distributed on the first of the month and they go quickly. Many patrons are disappointed to learn that the kits are not available throughout the month. The Youth Department will now be doubling its supply of the kits to 500 per month in order to accommodate the demand. The Friends of NDL have graciously agreed to volunteer once a month to assemble the kits in bags, which will greatly assist the Youth Department as the kits are labor intensive to assemble.

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

6. Budget and Finance Review:

6.1 Bills over \$1,000 for approval: Deborah Stanifer presented the List of Bills over \$1,000 for March 2023. **MOTION:** Deborah Stanifer made a motion to approve these bills in the amount of \$107,258.18 for payment. Thomas Thompson seconded the motion. Motion passed.

6.2 Financial Statements-Format Change: As part of this year's financial audit, Plante Moran suggested that the Library combine its operating and reserve financial statements into one document. The Board was given examples of the format of the combined statements. The Finance Committee reviewed the proposed changes and decided to adopt the new format going forward.

6.3 Financial Report: The Library has completed 25% of its fiscal year and received 66% of its tax revenue. Interest from investments continues to increase due to higher interest rates.

6.4 1st Quarter FY 2023 Budget Amendments: **MOTION:** Deborah Stanifer made a motion to amend the Postage line item in the operating budget by \$3,000 taking the

budget to \$13,000 due to an increase in postal rates. Thomas Thompson seconded the motion. Motion passed.

MOTION: Deborah Stanifer made a motion to amend the Auditing Services line item in the operating budget by \$3,097 taking the budget to \$28,097 due to vendor cost increases. Thomas Thompson seconded the motion. Motion passed.

6.5 Community Foundation 2023 Endowment Distribution: The annual report for the Library Endowment Fund with the Community Foundation was distributed to the Board. As of 12/31/22, the market value of the fund is down \$102,887 from its value a year ago due to the downturn experienced in the stock market in 2022. Each year the Library is eligible to receive a distribution from the fund equal to 4.5% of the prior twelve quarters end market value. For 2023, the amount is \$34,783. It has been the past practice of the Board to continue to reinvest the fund eligible for distribution back into the endowment. **MOTION:** Deborah Stanifer made a motion to reinvest the Endowment Fund distribution back into the Endowment Fund. Robert Sochacki seconded the motion. Motion passed.

7. Committee Reports:

7.1 Facilities Committee: In the research that was done as part of the strategic planning process in 2022, a library makerspace was identified as an opportunity for NDL to enhance its service offering to the community. Significant interest in a makerspace was cited by many patrons who responded to the community survey as well as by library staff. A staff committee was formed to research a makerspace and they are recommending the NDL implement a makerspace in 2023. **MOTION:** Thomas Thompson made a motion to establish a makerspace at the Northville District Library. Joe Corriveau seconded the motion. Motion passed. **MOTION:** Robert Sochacki made a motion to designate the former Friends Gift Store for the makerspace. Thomas Thompson seconded the motion. Motion passed.

8. Announcements and Comments:

- 8.1 The next Facilities Committee meeting is scheduled for Wednesday, April 19, 2023 at 10:00 a.m.
- 8.2 The next Finance Committee meeting is scheduled for Tuesday, April 25, 2023 at 10:00 a.m.
- 8.3 The next Policy Committee meeting will be held on Tuesday, April 25, 2023 at 11:00 a.m.
- 8.4 The next Library Board Meeting will be held on Thursday, April 27, 2023 at 7:00 p.m.

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

03/30/2023

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