

NORTHVILLE DISTRICT LIBRARY (NDL) BOARD OF TRUSTEES  
Regular Meeting Minutes  
Thursday, May 25, 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: Maria Williams, Assistant Library Director; Carla Eggert, Business Operations Specialist.
  - 1.3 **Approval of the Agenda:** **MOTION:** Carol Doyle made a motion to approve the agenda as amended. Robert Sochacki seconded the motion. Motion passed.
  - 1.4 **Approval of Meeting Minutes, 04/27/23:** **MOTION:** Robert Sochacki made a motion to approve the April 27, 2023 minutes as amended. Thomas Thompson seconded the motion. Motion passed.
  - 1.5 **Citizens Comments:** None.

2. **Correspondence:** None.

3. **DDA Proposed Expansion:** Maria Williams reported that the Board of Trustees received via certified mail a proposed amendment to and restatement of the Development and Tax Increment Financing Plan of the Northville Downtown Development Authority (DDA) and an expansion to the downtown development authority district boundary to include the Downs development area. The DDA is proposing these changes would be in effect until 2049. The City Council of Northville will hold a public hearing to consider the Amended and Restated Plan on Monday, June 19, 2023 at 7:00 p.m. The DDA currently captures a little over \$35,000 of the Library tax revenue from our operating millage from the City of Northville. The proposed amendment states this will increase to \$96,000 if the changes are approved. The Library contacted our attorney who advised a change to the boundaries of the DDA district provides the Library an opportunity to pass a resolution exempting the Library taxes from DDA capture. In investigating the proposed changes it appears that the City of Northville has also captured DDA monies from our new supplemental millage passed by the voters in August 2022. The DDA is prohibited by law from capturing this supplemental millage, though they are allowed to capture from our original operating millage established in 1994. The Board would like the Library attorney to write a letter to the City of Northville asking them for an accounting of the taxes captured by the DDA since the supplemental millage inception, to cease capturing DDA funds from our supplemental millage, and to refund to the Library all taxes owed. Maria will contact the attorney to draft this letter. The Board will make a decision regarding its next steps after the June 19, 2023 City Council hearing.

4. **Reports to the Board:**

4.1 **Northville District Library Assistant Director's Report-**

**New Hire:** The Northville District Library hired Sara Jurek as a Part-Time Adult Services Librarian, working 20 hours per week and her first day was this past Tuesday, May 23. Sara comes to NDL from the Baldwin Public Library in Birmingham.

**Community Events:** The Library was pleased to partner with the Northville Parks and Recreation to display a Book Walk in Millennium Park on Six Mile Road in

Northville Township. The book is *The Field*, written by Baptiste Paul, about a girl and her younger brother who assemble a pick up soccer game. Its universal themes of teamwork, leadership, diversity, acceptance and sports, made it an excellent choice for a Book Walk set in Millennium Park.

**Local Author Fair:** This year's Local Author Fair was held on Saturday, May 20<sup>th</sup> and 215 people attended the event. Half of the 42 participating authors were Northville residents. Books included beautifully written and illustrated picture books for children, novels for tweens and teens, and everything from mystery to memoir to business leadership for adults. Many of the author's books will be added to the Library's collection and will be available for checkout in the coming weeks. The Library was invited to promote the event on the live morning news on both Channel 7 and Channel 4 the morning of the event, and the positive publicity definitely contributed to the event's attendance. Thanks very much to the Friends of NDL for sponsoring the event.

**Great Happenings in June:** In June the NDL will welcome author Jennifer Murphy, whose novel *Scarlet in Blue* was chosen as a Michigan Notable Book this year by the Library of Michigan. Jennifer will speak on Tuesday, June 13 at 7:00 p.m. at Northville Township Hall. All three of the Library's book clubs for adult patrons will read her novel in June, and everyone is invited to attend one of the book discussions. *Scarlet in Blue* follows a mother and daughter who are on the run from a dark and dangerous past, and find themselves in the small beachside Michigan town of South Haven.

Also in June the Library will kick off its annual Summer Reading Program for kids, teens and adults with a huge Touch-A-Truck event on Saturday, June 17 from 11:00 a.m. to 1:00 p.m. in the parking lot at Northville High School. The event will feature trucks and other vehicles and their drivers who help to build, protect and serve our community in all kinds of ways. Patrons will be able to register for summer reading at the event or in the Library. This year the NDL will offer a new online option for reading challenges such as Summer Reading, through Beanstack, which is available as a website or as an app. Beanstack will go live closer to Summer Reading kickoff and will eventually be used for other reading challenges like 1,000 Books before Kindergarten and Cool Winter Reads.

**Migration to Google Workspace:** The Library is changing email vendors from TLN's Zimbra to Google. All staff and Board members will have their accounts migrated. The email domain will remain @northvillelibrary.org after the migration. The adoption of Google Workspace will provide more than just Gmail access, as tools like Docs, Sheets, Calendar, Chat, Drive, Photos and Meet will also be available. Michael McEvoy expects for the migration to be complete in mid to late June.

**Update on Director Mancini:** Library Director Laura Mancini is home after a setback that caused her to be hospitalized for several days last week. She extends sincere thanks to the Library Board and the Department Heads for the flowers which were sent to her while she was in the hospital.

## 5. Budget and Finance Review:

**5.1 Bills over \$1,000 for approval:** Deborah Stanifer presented the List of Bills over \$1,000 for May 2023. **MOTION:** Deborah Stanifer made a motion to approve these bills in the amount of \$110,935.12 for payment. Thomas Thompson seconded the motion. Motion passed.

**5.2 Financial Report:** Deborah reported that we have received our first state aid payment in the amount of \$19,070. This payment is a few months early. The CD with Comerica Bank has been closed and the funds in this account as well as all but \$75,000 in the money market account have been transferred to the Reserve J-fund account. The Fund for Technology Infrastructure has been established, and funds transferred from the Fund for Future Unfunded Expenses.

## **6. Committee Reports:**

**6.1 Facilities Committee:** Alan Somershoe reported that the Facilities Committee will be meeting with three firms regarding renovations to the Carlo Meeting room to update the technology in the room as well as provide storage for the meeting room furniture.

**6.2 Policy Committee:** Carol Doyle presented the Freedom of Information Act (FOIA) Policy with changes for the second reading. The Library is now legally bound to post its FOIA policy on the library website. The policy has been updated for this format. **MOTION:** Carol Doyle made a motion to approve the Freedom of Information Act (FOIA) Policy. Alan Somershoe seconded the motion. Motion passed. Carol presented the Policy on Acquisition of Technology Resources for the second reading. **MOTION:** Carol Doyle made a motion to approve the Policy on Acquisition of Technology Resources. Deborah Stanifer seconded the motion. Motion passed.

## **7. Announcements and Comments:**

**7.1** The next Facilities Committee meeting is scheduled for Wednesday, June 14, 2023 at 10:00 a.m.

**7.2** The next Finance Committee meeting is scheduled for Tuesday, June 20, 2023 at 10:00 a.m.

**7.3** The next Policy Committee meeting is scheduled for Tuesday, June 20, 2023 at 11:00 a.m.

**7.4** The next Library Board Meeting will be held on Thursday, June 22, 2023 at 7:00 p.m.

The meeting was adjourned at 8:20 p.m.

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