

NORTHVILLE DISTRICT LIBRARY (NDL) BOARD OF TRUSTEES

Regular Meeting Minutes

Thursday, April 27, 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.
 - 1.3 Approval of the Agenda:** **MOTION:** Joe Corriveau made a motion to approve the agenda. Carol Doyle seconded the motion. Motion passed.
 - 1.4 Approval of Meeting Minutes, 03/23/23:** **MOTION:** Robert Sochacki made a motion to approve the March 23, 2023 minutes as amended. Carol Doyle seconded the motion. Motion passed.
 - 1.5 Citizens Comments:** None.

- 2. Correspondence:** None.

- 3. Cars and Coffee April Event Report:** Trustee Robert Sochacki attended the April Cars and Coffee event in order to monitor the entrance to the Library parking lot. Signage provided by the event organizers to instruct attendees to park in the Old Village School parking lot, as discussed with the Board at the March Board meeting, was inadequate in that it could only be viewed from one direction, drivers approaching from the west would only see a blank sign. It was evident to Trustee Sochacki that the Library needs a monitor at the entrance to the Library parking lot as there were many who attempted to park there instead of continuing on to the school lot. The event organizers had promised to provide a monitor but did not. The Board Facility Committee had contacted the event organizers to attend the last Facility Committee meeting to further discuss these issues and received no response, Board Chairperson Nick Vlisides will write a letter to them addressing these concerns.

- 4. Reports to the Board:**
 - 4.1 Northville District Library Director's Report-**
 - Holiday Displays:** Laura Mancini reported that the Library has book displays on many topics throughout the library. The displays are changed on a monthly basis. Often the Library will feature a cultural celebration or event that is happening within that particular month. In March and into April, the NDL featured book displays on Holi, Ramadan, Passover and Easter. The NDL received complaints about the Ramadan display, with some members of the public objecting to the display and one patron complaint that it was not prominent enough. We are reviewing our display procedures to ensure that we are covering the important events in the community and that we are being consistent in our displays and locations.
 - New Hire:** Due to a resignation at the beginning of the year, the Northville District Library had a vacancy in the Adult Services Department. We have hired Sara Jurek as a Part-Time Adult Services Librarian. Sara comes to NDL from the Baldwin Public Library in Birmingham.
 - Community Events:** The Northville Chamber of Commerce held its annual State of the Northville Community luncheon on Wednesday, April 19th at Schoolcraft College. Laura and five Board members attended to hear updates on the latest initiatives of the City, the Township and the Northville Schools. The Library hosted an event last evening in conjunction with Mill Race Village on tree care.

Medical Leave: Laura will be off for surgery in May, with a tentative three week absence.
Great Events Happening in May: May is going to be packed with events at the Library. This Saturday, the Library will have youth program celebrating May 4th, the premiere of the Star Wars movies, with an appearance by Darth Vader. Saturday, May 6th is National Comic Book Day and patrons will have the opportunity get a free comic book at the Library. The Red Cross is having a blood drive at the Library on May 9th. The NDL 3rd Annual Local Author Fair will be held on Saturday, May 20th, with 41 local authors showcasing their works from 2:00 p.m. to 4:00 p.m.

National Library Week: This week is National Library Week, dedicated to recognizing the amazing work of libraries throughout the United States. Laura would like to thank the Board of Trustees and the entire NDL team for all the work they do to make the NDL the wonderful community resource that it is.

4.2 Friends of the Northville District Library Report: Friends President Martha Nork reported the Friends have a new membership brochure with a QR code for the online membership form. May is the Friends membership month. The spring newsletter went out mid-April with the new membership form and envelope included. The Friends Scholarship Committee has selected 2 students to receive Friends scholarships. Northville Marathon Bridge again contributed \$1,000 for a scholarship for one student, and the Friends will provide a \$500 scholarship for the other student. Both winners are Northville High School students active in the Library Teen Advisory Board. They will attend the Friends June Board meeting to receive their scholarships. The Friends held a Kids Only Used Book sale on March 25th that was very successful with a nice crowd. Proceeds of \$300 were made in used book sales and 30 kids completed the provided craft. An outside book sale is being planned on July 29th from 10 a.m. to 2 p.m.

5. Budget and Finance Review:

5.1 Bills over \$1,000 for approval: Deborah Stanifer presented the List of Bills over \$1,000 for April 2023. **MOTION:** Deborah Stanifer made a motion to approve these bills in the amount of \$121,245.95 for payment. Thomas Thompson seconded the motion. Motion passed.

5.2 Financial Report: The Finance Committee has decided not to renew the CD with Comerica Bank and the funds in this account have been transferred to the money market account. However as interest in the Reserve J-fund account continues to be higher than the money market account the Committee has further decided to move all of the funds in the Money Market account, except for \$75,000, to the Reserve J fund account. The Finance Committee would like to set a budget for the interest received from the Reserve J-fund and Money Market accounts.

MOTION: Deborah Stanifer made a motion to set a budget of \$50,000 for the Reserve J-fund interest and \$1,000 for the Reserve Money Market account interest. Thomas Thompson seconded the motion. Motion passed.

Deborah reported that the Finance Committee would like to establish a new Reserve fund, Fund for Technology Infrastructure, since many of our future expenses will be technology related, and fund this account from the Fund for Future Unfunded Expenses.

MOTION: Deborah Stanifer made a motion to establish a Fund for Technology Infrastructure and to move \$500,000 into this fund from the Fund for Future Unfunded Expenses. Thomas Thompson seconded the motion. Motion passed.

6. Committee Reports:

6.1 Facilities Committee-Makerspace Proposal: Alan Somershoe reported that the Facilities Committee received four proposals for the makerspace renovation and reviewed them. The Facilities Committee has selected the proposal submitted by Library Design.

MOTION: Alan Somershoe made a motion to accept the bid from Library Design for the makerspace at the Northville District Library in an amount not to exceed \$30,000 and to fund the project from the Fund for Technology Infrastructure. Deborah Stanifer seconded the motion. Motion passed.

6.2 Policy Committee: Carol Doyle stated that the policies C.13 on Personal Protective Equipment and C.14 on Social Distancing are now invalid due to a ruling by the Michigan Supreme Court that invalidated the law that established the policies. **MOTION:** Carol Doyle made a motion to rescind Library policies on Personal Protective Equipment and Social Distancing. Joe Corriveau seconded the motion. Motion passed.

Carol Doyle presented the Freedom of Information Act (FOIA) Policy with changes for the first reading. The Library is now legally bound to post its FOIA policy on the library website. The policy has been updated for this format. Carol presented the Policy on the Safety and Well-being of Children at the Library with changes for the first reading. There was discussion about the policy. The Board would like to change the name of the policy to Policy on the Supervision of Children at the Library and to strike the second sentence in the policy. The Policy Committee will review these changes and present this policy again to the Board. Carol presented the Policy on Acquisition of Technology Resources for the first reading. There was discussion about the policy. The Board would like to add the Library Directors approval as required as well as that of the Head of Information Technology.

7. Announcements and Comments:

- 7.1** The next Facilities Committee meeting is scheduled for Wednesday, May 17, 2023 at 10:00 a.m.
- 7.2** The next Finance Committee meeting is scheduled for Tuesday, May 22, 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, May 25, 2023 at 7:00 p.m.

The meeting was adjourned at 8:30 p.m.

05/01/2023

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