

NORTHVILLE DISTRICT LIBRARY (NDL) BOARD OF TRUSTEES
Regular Meeting Minutes
Thursday, June 22, 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, Friends of the Northville Library President.

1.3 Approval of the Agenda: **MOTION:** Carol Doyle made a motion to approve the agenda. Deborah Stanifer seconded the motion. Motion passed.

1.4 Approval of Meeting Minutes, 05/25/23: **MOTION:** Robert Sochacki made a motion to approve the May 25, 2023 minutes as amended. Thomas Thompson seconded the motion. Motion passed.

1.5 Citizens Comments: None.

2. Correspondence: None.

3. Northville DDA Expansion: Laura Mancini reported that the Northville City Council has approved the Downtown Development Authority (DDA) proposed expansion. The Board would like to meet in a special session with its attorney to discuss this matter.

MOTION: Joe Corriveau made a motion to call a special Board meeting on Thursday, July 13, 2023 at 7:00 p.m. Thomas Thompson seconded the motion. Motion passed.

4. Reports to the Board:

4.1 Northville District Library Director's Report-

Great Weed: Laura reported that the librarians have weeded 12,000 items from the collection that had not been checked out in the last five years. We are now reorganizing the layout of several collections to make things easier to find and to free up additional space for expansion of collection items requested by patrons in the strategic plan.

Michigan Notable Books Event: The NDL hosted Michigan Notable Book author Jennifer Murphy on June 13th at Northville Township Hall. Her book *Scarlet in Blue* is a story about a mother and daughter who are on the run and end up in South Haven, Michigan. This is the first time we have hosted a Michigan Notable Book author and we received a lot of positive feedback about the event.

Summer Reading: The Youth Department held a Touch a Truck event on Saturday, June 17th at Northville High School to kick off summer reading. There were 741 attendees. The Youth Department also visited four of the six elementary schools and both of the middle schools in Northville to promote summer reading. We have also added a new application, Beanstack, which allows patrons to sign up for summer reading electronically. We have had 451

patrons sign up for summer reading in the first week, numbers higher than we have seen in years.

Sunday Hours: The NDL will be open for our first Sunday in the summer this Sunday, June 24. Novi made the surprising announcement that they will be closed on Sundays in the summer due to short staffing.

Makerspace Update: Maria Williams reported that the Makerspace Committee has met with Library Design to select flooring and furniture for the Makerspace. We have not purchased the technology items for the space and will do so once the furniture has been delivered. Thomas Thompson stated that the plan for this project was for it to be completed by the time school starts and requests that Library Design be reminded of this timeline.

Garbage Truck Incident: On May 30th a GFL garbage truck knocked over one of the light poles in the library parking lot. A claim has been filed with our insurance company and a repair quote for \$13,000 approved. We are waiting for Allied Building Service to schedule the repair.

Art and Acts Festival: The Library received many complaints from patrons regarding the partial closure of Cady Street and parking issues related to the Arts and Acts Festival.

4.2 Friends of the Northville District Library Report: Martha Nork reported that a reception was held for the Friends scholarship winners at the last Friends Board meeting. Owen Kilpatrick, who will be attending Grand Valley State University, received \$1,000 from Northville Marathon Bridge Group. Leo Jackson, who will be attending the University of Michigan, received a \$500 scholarship from the Friends. Both students attended Northville High School and were members of the library Teen Advisory Board. A used book sale was held on the front porch of the library during the Arts and Acts Festival on Saturday, June 17 from 10:00 a.m. to 1:00 p.m. that made \$250. The Book Cellar also made a \$135 in used book sales that day. The Friends have received several gift book donations in memory of Judy DeFrancesco as well as \$200 in non-restricted donations that will be used to purchase a substantial item for the Youth Department. The Friends are contributing \$100 in Judy's memory as well. The Friends will hold a Used Book Sale on Saturday, July 29 in the park behind the library.

5. Budget and Finance Review:

5.1 Bills over \$1,000 for approval: Deborah Stanifer presented the List of Bills over \$1,000 for June 2023. **MOTION:** Deborah Stanifer made a motion to approve these bills in the amount of \$98,227.23 for payment. Robert Sochacki seconded the motion. Motion passed.

5.2 Financial Report: Deborah reported that we are 50% through the fiscal year and expenses are at 52% of the budget. The library has received 98% of our budgeted revenue to date. Due to an issue with Comerica Bank they were unable to report our interest for the month in our J-fund accounts.

5.3 2nd Quarter Budget Amendments:

- **MOTION:** Deborah Stanifer made a motion to amend the Membership line item by \$1,500.00 taking the budget to \$6,500.00 due to increases in both the

purchase of professional memberships and increased member fees. Thomas Thompson seconded the motion. Motion passed.

- **MOTION:** Deborah Stanifer made a motion to amend the Payroll Services line item by \$1,500.00 taking the budget to \$8,500.00 due to increased vendor charges. Thomas Thompson seconded the motion. Motion passed
- **MOTION:** Deborah Stanifer made a motion to amend the Water line item by \$1,000.00 taking the budget to \$7,500.00 due to increased water billing rates. Thomas Thompson seconded the motion. Motion passed.
- **MOTION:** Deborah Stanifer made a motion to amend the Technology line item by \$10,000.00 taking the budget to \$60,000.00 due to the purchase of a new server, Google email and new Summer Reading software. Thomas Thompson seconded the motion. Motion passed.
- **MOTION:** Deborah Stanifer made a motion to amend the Accounting Services line item \$3,000.00 taking the budget to \$10,000.00 due to accounting work that needed to be performed by Plante Moran to comply with changing GASB requirements. Thomas Thompson seconded the motion. Motion passed.
- **MOTION:** Deborah Stanifer made a motion to amend the Special Programs line item by \$5,000.00 taking the budget to \$31,000.00 due to opportunities to hold several big programs for the patrons. Thomas Thompson seconded the motion. Motion passed.
- **MOTION:** Deborah Stanifer made a motion to amend the Public Relations line item by \$3,000.00 taking the budget to \$38,000.00 due to increased newsletter costs. Thomas Thompson seconded the motion. Motion passed.

6. Committee Reports:

6.1 Facilities Committee: Alan Somershoe reported that the Facilities Committee received three bids for architectural and design services pertaining to the proposed renovation of the Carlo Meeting Room. Bids were submitted by MCD Architects, Quinn Evans and TMP Architecture. The Facilities Committee has reviewed the bids and is recommending accepting the bid from Quinn Evans.

MOTION: Alan Somershoe made a motion to enter into contract with Quinn Evans to develop a plan for renovation of the Carlo Meeting Room in an amount not to exceed \$23,000. Thomas Thompson seconded the motion. Motion passed with Trustee Joe Corriveau abstaining from the vote.

6.2 Policy Committee: Carol Doyle presented the Policy on the Safety of Children at the Library with changes for the second reading. **MOTION:** Carol Doyle made a motion to approve the Policy on the Safety of Children at the Library. Robert Sochacki seconded the motion. Motion passed. Carol presented the Policy on Authorization for Expenditures for reaffirmation. There are no changes to this policy. **MOTION:** Carol Doyle made a motion to reaffirm the Policy on Authorization for Expenditures. Joe Corriveau seconded the motion. Motion passed. Carol presented the Policy on Social Security Number Privacy for reaffirmation. There are no changes to this policy. **MOTION:** Carol Doyle made a motion to reaffirm the Policy on Social Security Number Privacy. Robert Sochacki seconded the motion. Motion passed.

7. Announcements and Comments:

- 7.1** A special Board meeting will be held on Thursday, July 13, 2023 at 7:00 p.m.
- 7.2** The next Facilities Committee meeting is scheduled for Wednesday, July 19, 2023 at 10:00 a.m.
- 7.3** The next Finance Committee meeting is scheduled for Tuesday, July 25, 2023 at 10:00 a.m.
- 7.4** The next Policy Committee meeting is scheduled for Tuesday, July 25, 2023 at 11:30 a.m.
- 7.5** The next Library Board Meeting will be held on Thursday, July 27, 2023 at 7:00 p.m.

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

06/27/23

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