

NORTHVILLE DISTRICT LIBRARY (NDL) BOARD OF TRUSTEES  
Regular Meeting Minutes  
Tuesday, August 1, 2023– 7:00 p.m.  
(07/25/23 scheduled Board meeting cancelled due to building power outage)  
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:** Robert Sochacki made a motion to approve the agenda. Alan Somershoe seconded the motion. Motion passed.

**1.4 Approval of Meeting Minutes, 06/22/23:** **MOTION:** Thomas Thompson made a motion to approve the June 22, 2023 minutes as presented. Joe Corriveau seconded the motion. Motion passed.

**1.5 Approval of Special Meeting Minutes, 07/13/23:** Joe Corriveau made a motion to approve the July 13, 2023 special meeting minutes. Carol Doyle seconded the motion. Motion passed.

**1.6 Citizens Comments:** None.

**2. Correspondence:** Laura Mancini read to the Board an email addressed to them from Thea Hamman, a parent in the district, thanking the Library Board for the diversity of the library collections.

**3. Northville DDA Expansion:** Laura Mancini reported that the City of Northville has refunded the \$5,500 in NDL taxes mistakenly captured from the Library Millage for the Downtown Development Authority (DDA). The Board would like a letter sent to the DDA acknowledging the refund of the funds and the fact that none of the Library taxes will be captured going forward.

**4. Reports to the Board:**

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

**Building projects:** Laura reported that the summer has seen a number of small but significant building projects take place. The building exterior was power washed and not only looks cleaner but the signage is more prominent now. New fencing was installed around the air conditioning unit near the loading dock area. A new light pole for the parking lot has been ordered and will hopefully be installed in early September. New brick pavers were installed on porch near the border with the parking lot. The Library purchased two additional parking barriers to place in the small parking lot near the Fire Station due to more crumbling curbs that are a trip hazard. The Board would like Laura to send a letter to the Northville Schools and Northville Parks and Recreation, alerting them to the condition of the parking lot that the Northville Schools own and the hazard to the public. The architectural firm Quinn Evans has been out to begin working on the

design plan for the renovation of the Carlo Meeting Room. Laura has begun meeting with painting companies to obtain quotes for painting the exterior of the building. The NDL was awarded the City of Northville's annual Beautification Award for its attractive grounds.

**Email Conversion:** At the beginning of July, the Library migrated from the Zimbra email system to Google email. This herculean task was led by Michael McEvoy and Tyler Vitale and required hours of their time and effort. The new Library Google account includes the full suite of Google business products and provides a vast increase in email storage space. It also allows all staff to have email accounts. Under the Zimbra system, the Library had been limited in the number of email accounts it could have. Board members also have new email accounts.

**Maker Space:** Maria Williams reported that the flooring and the furniture for the Maker Space area has been selected and ordered. Library staff have met with the project electrician and will meet with the contractor and Library Design next week. Library Design has confirmed that we are still on track for a September completion.

**Northville Township Master Plan:** Northville Township has published a draft master plan for the next 20 years. The draft is available on the Township's website. As the Library is also in the process of doing long range planning, Laura asked if the Board would like to have a presentation from the Township on the Master Plan at the next Board meeting. The Board would like to have this presentation. Laura will make the arrangements.

**Power Outages:** The NDL experienced multiple power outages during the month of July and had to close several times. With each power outage, the Library has experienced issues with its HVAC system and the elevator requiring service visits from our contractors in order to repair and restore services. Laura is looking into the possibility of filing a claim for reimbursement of this work from our insurance company as well as obtaining price quotes for a commercial generator. This may be an option for the NDL to consider for at least the lower level of the building where main systems are located. Each time there is a power outage, regardless of the day or hour, Michael McEvoy comes to the Library to restart the HVAC and the computer systems. This is no small job and Michael is to be commended for his efforts.

**Summer Reading Program Space Issues:** The NDL is seeing an extraordinary amount of participation in this year's Summer Reading Program. Final numbers are not in yet as the program is still ongoing but participation has increased from last year. The Library has had trouble meeting the demand for Youth programming due to our space constraints. We have had to turn away over 500 registrants for our program due to limited capacity. The Youth Department has been holding programs outside when appropriate and next year will have to look at holding some programs offsite as we do not have the necessary space to accommodate the amount of people interested in attending.

**Sunday Hours:** Since the NDL decided to be open on Sunday during the summer months our gate count has been averaging 215 persons on Sunday for

the four hours we are open. This is lower than Sunday counts during the school year, but is still a sizeable number of people visiting the NDL.

**4.2 Friends of the Northville District Library Report:** Friends President Martha Nork reported that the Friends held a Used Book Sale this past Sunday in the Carlo Meeting Room that made a little over \$1,000, while the Book Cellar had \$130 in sales on that day which is very good. Book Cellar sales were \$1,736 in July. The Friends will provide funding for 300 Halloween tote bags for the Youth Department. The Friends are also holding a Youth contest to design a book mark. The winner will be announced at Cider on Sundays in the fall. The Friends Board has decided to provide \$300 to the Library for the staff appreciation party.

## **5. Budget and Finance Review:**

**5.1 Bills over \$1,000 for approval:** Deborah Stanifer presented the List of Bills over \$1,000 for July 2023. **MOTION:** Deborah Stanifer made a motion to approve these bills in the amount of \$135,141.78 for payment. Thomas Thompson seconded the motion. Motion passed.

**5.2 Financial Report:** Deborah reported that we are 58% through the fiscal year and expenses are at 59% of the budget. The library has received 99% of our budgeted revenue to date.

**5.3 FY2024 Draft Budget:** The fiscal year 2024 Proposed Operating Budget was distributed to the Board. The budget will be presented at a Public Hearing prior to the Board meeting next month.

**5.4 Resolution on Public Hearing for FY2024 Budget:** Secretary Thomas Thompson presented Resolution 2023-02, which calls for a Public Hearing regarding the proposed 2023-2024 Library Operating Budget and the publication of the legal notice of the Public Hearing. **MOTION:** Thomas Thompson made a motion to adopt Resolution 2023-02; the Resolution was adopted by a unanimous roll call vote.

## **6. Committee Reports:**

**6.1 Facilities Committee:** Alan Somershoe reported that the Facilities Committee received three bids from architectural firms to conduct a feasibility study to investigate the options of either adding space to our existing building or exploring building a new facility. These two possible options to solve our space issues were identified by the Board at their study session in February of this year. We received bids from Merrit Cieslak Design, Quinn Evans, and TMP Architecture. The Facilities Committee is recommending accepting the proposal from Quinn Evans. **MOTION:** Alan Somershoe made a motion to accept the proposal from Quinn Evans to conduct an expansion feasibility study for the library in an amount not to exceed \$67,000. Joe Corriveau seconded the motion. Motion passed.

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

**7.1** The next Facilities Committee meeting is scheduled for Wednesday, August 16, 2023 at 10:00 a.m.

- 7.2** The next Finance Committee meeting is scheduled for Tuesday, August 22, 2023 at 11:00 a.m.
- 7.3** The next Policy Committee meeting is scheduled for Tuesday, August 15, 2023 at 10:00 a.m.
- 7.4** A Public Hearing on the 2023-2024 Operating Budget will be held on Thursday, August 24, 2023 at 6:30 p.m.
- 7.5** The next Library Board Meeting will be held on Thursday, August 24, 2023 at 7:00 p.m.

The meeting was adjourned at 8:05 p.m.

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