

# NORTHVILLE DISTRICT LIBRARY (NDL) BOARD OF TRUSTEES

## Regular Meeting Minutes

Thursday, September 28, 2023– 7:00 p.m.

Friends Community 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, and Nick Vlisides. Also present: Laura Mancini, Library Director; Maria Williams, Assistant Library Director; Carla Eggert, Business Operations Specialist; NDL Librarians Vicki Dixon and Samantha Loree. Absent: Trustee Thomas Thompson.

**1.2 Approval of the Agenda:** **MOTION:** Robert Sochacki made a motion to approve the agenda. Alan Somershoe seconded the motion. Motion passed.

**1.3 Approval of Meeting Minutes, 08/24/23:** **MOTION:** Robert Sochacki made a motion to approve the August 24, 2023 minutes as presented. Joe Coriveau seconded the motion. Motion passed.

**1.4 Citizens Comments:** None.

**2. Correspondence:** Laura Mancini read to the Board an email that was sent to the Library Board from a patron thanking the Board for providing titles on controversial subjects as well as indicating that parents should monitor the reading choices of their own children.

### 3. Reports to the Board:

#### 3.1 Northville District Library Director's Report-

**Art House Partnership:** Laura reported that the NDL has partnered with the Northville Art House to start a new book club for the community that will meet every other month. The club will read and discuss art books. They will meet at the Art House for discussion that will be led by NDL Librarians Katie Rothley and Emily Dobbs.

**Building Projects:** The project to paint the exterior of the building is now complete and the building looks wonderful. Northstar Painting did a great job for and minimized disruption to patron service throughout the project. The Long-Term Space Feasibility study that is being conducted by the architectural firm of Quinn Evans will begin next week. Quinn Evans will be onsite to conduct interviews with each of the Library Departments to get their feedback on what kind of space they need to do their jobs efficiently. Library staff have also been meeting with Quinn Evans on the Carlo Meeting Room renovation project. We have been reviewing potential floorplans and looking at proposals for updating the multi-media in the room and hope to have detailed information for the Facilities Committee at their next meeting. The NDL received a 2023 Beautification Award from the City of Northville for its gardens. Special thanks go to the Country Garden Club of Northville and the Northville Garden Club for all their hard work in making the Library's grounds look so attractive.

**Community Reads:** The 2023 Community Reads will take place on October 24<sup>th</sup> at 7:00 p.m. at the Novi Public Library. This year's program will feature author Emiko Jean who will speak about her book, *Mika in Real Life*. This title is being read by all the NDL's Book Clubs this month. Community Reads is a partnership between 7 libraries in western Oakland County including the NDL.

**Contract Negotiations:** The NDL's current contract with the Northville District Library Employee Association expires on November 30, 2023. Negotiations for a new contract will take place on October 3<sup>rd</sup> and 4<sup>th</sup>. The Library's attorney from Fahey, Schultz, Burzych and Rhodes will be part of the NDL's negotiation team along with Laura and Maria Williams.

**Downtown Development Authority (DDA) Update:** The Northville City Council needs to have one more public hearing before they can vote on the proposed expansion of the DDA. Mayor Turnbull has informed me that the vote is expected to take place sometime this fall. There is no additional action for the NDL to take. If the expansion goes through as expected, the NDL will be opted out of the tax capture.

A Brownfield Authority has been created by the City of Northville for the Downs redevelopment as well as the redevelopment of the property located at the end of Cady Street near the Tipping Point Theater. The NDL's two millages will both be captured for these purposes in the future. There is no opt-out provision for libraries for Brownfield Authorities. Currently the NDL has its two millages captured for three Brownfield projects in Northville Township and with the addition of the City projects, five projects will now be supported with Library millage dollars.

**Library of Things:** The month of September saw the debut of several new items in the NDL's Library of Things collection: a birding kit, Disc Golf set, Personal CD player, Portable CD player, Sony blue-ray player, and a travel chess set. Support from the Friends of the Library helped to pay for several of these purchases.

**Makerspace Update:** Maria gave an update on the status of the Makerspace project. The construction is complete and several pieces of furniture have arrived. Additional pieces of furniture are scheduled to arrive next week with the goal to have the space open sometime in October.

**Northville Township Master Plan:** Northville Township is in the process of updating its master plan. As the Library is in the middle of its own long-range planning, Laura thought it would be helpful to hear about the Township's activities. Jennifer Frey, a Planner with Northville Township, will attend the October Board meeting to give a brief presentation on the Township's plan.

**Victorian Festival:** The City of Northville held its annual Victorian Festival the weekend of September 22<sup>nd</sup> and 23<sup>rd</sup>. To celebrate Northville's Victorian History, the NDL had a number of activities which included a Youth Book Walk featuring the book *The Secret Garden* based upon the novel by Frances Hodgson Burnett. The Youth Department also sponsored a magic show for kids in Towne Square. Northville Mayor Brian Turnbull also gave his annual history presentation at NDL.

**3.2 Friends of the Northville District Library Report:** Friends President Martha Nork was not able to attend the meeting but sent a report. The Friends newsletter was distributed this week. The Volunteer Fair will be held this Saturday, September 30 from 11:00 a.m. to 1:00 p.m. with 12 local organizations attending. The Youth Department will be distributing the annual skeleton tote bags in October. The bags are provided by the Friends and the Friends Patron, Business and Lifetime members who chose to have their names included are imprinted on the back of the bags. Used book sales for August were \$1,762 from the online vendor and \$1,291 in the Book Cellar. Used book sales for the year total \$18,235.

#### 4. Budget and Finance Review:

**4.1 Bills over \$1,000 for approval:** Deborah Stanifer presented the List of Bills over \$1,000 for September 2023. **MOTION:** Deborah Stanifer made a motion to approve these bills in the amount of \$187,590.22 for payment. Carol Doyle seconded the motion. Motion passed.

**4.2 Financial Report:** Deborah reported that we are 75% through the fiscal year and the library has received 102% of our budgeted revenue to date. Total expenses are also at 75% of budget.

**4.3 3<sup>rd</sup> Quarter Budget Amendments:** **MOTION:** Deborah Stanifer made a motion to amend the Operating Supplies budget by \$2,500, taking the total budget for Operating

Supplies to \$24,500. Robert Sochacki seconded the motion. Motion passed. **MOTION:** Deborah Stanifer made a motion to amend the Technology budget by \$15,000, taking the total budget for Technology to \$75,000. Robert Sochacki seconded the motion. Motion passed. **MOTION:** Deborah Stanifer made a motion to amend the Public Relations budget by \$2,000, taking the total budget for Operating Supplies \$40,000. Robert Sochacki seconded the motion. Motion passed.

## 5. Committee Reports:

### 5.1 Facilities Committee:

- **Business Continuity Operations and Recovery Proposal:** Alan Somershoe reported that the Library does not currently have offsite storage of its computer systems. This is not a recommended business practice. Michael McEvoy and Tyler Vitale researched potential solutions for offsite storage and obtained three quotes. The proposals cover a three year subscription period. **MOTION:** Alan Somershoe made a motion to accept the proposal from Knight Tech. Group/DATTO for business continuity and disaster recovery services, as recommended by the IT Department, in the amount of \$39,600.00 for a period of three years. Deborah Stanifer seconded the motion. Motion passed.

**5.2 Policy Committee:** Carol Doyle presented the Policy on Taxing Authorities and Millage Capture for the second reading. **MOTION:** Carol Doyle made a motion to approve the Policy on Taxing Authorities and Millage Capture. Robert Sochacki seconded the motion. Motion passed. Carol presented the Policy on Animals with changes for the second reading. **MOTION:** Carol Doyle made a motion to approve the Policy on Animals. Robert Sochacki seconded the motion. Motion passed. Carol presented the Policy on Collection Maintenance for the second reading. **MOTION:** Carol Doyle made a motion to accept the Policy on Collection Maintenance. Alan Somershoe seconded the motion. Motion passed. Carol presented the Policy on Gifts to the Board for the first reading. Carol presented the Policy on Investment for the first reading.

## 6. Announcements and Comments:

- 6.1 The next Facilities Committee meeting is scheduled for Wednesday, October 18, 2023 at 10:00 a.m.
- 6.2 The next Finance Committee meeting is scheduled for Tuesday, October 24, 2023 at 10:00 a.m.
- 6.3 The next Library Board Meeting will be held on Thursday, October 26, 2023 at 7:00 p.m.

The meeting was adjourned at 8:00 p.m.

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