

NORTHVILLE DISTRICT LIBRARY (NDL) BOARD OF TRUSTEES

Regular Meeting Minutes

Thursday, October 26, 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, Deborah Stanifer, Thomas Thompson and Nick Vlisides. Also present: Laura Mancini, Library Director; Maria Williams, Assistant Library Director; Carla Eggert, Business Operations Specialist; Friends of the Northville Library President Martha Nork. Absent: Trustees Robert Sochacki and Alan Somershoe.
 - 1.2 **Approval of the Agenda:** **MOTION:** Carol Doyle made a motion to approve the agenda. Thomas Thompson seconded the motion. Motion passed.
 - 1.3 **Approval of Meeting Minutes, 09/28/23:** **MOTION:** Deborah Stanifer made a motion to approve the September 28, 2023 minutes as presented. Carol Doyle seconded the motion. Motion passed.
 - 1.4 **Citizens Comments:** None.

2. **Correspondence:** None.

3. **Northville Township Master Plan:** Northville Township City Planner Jennifer Fry gave a presentation to the Board on the master plan for land use and development in the Township, as well as current and upcoming projects being planned.

4. **Reports to the Board:**
 - 4.1 **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 called From Page to Palette. They will meet bi-monthly at the Art House and read fiction books inspired by figures in art history. Each book discussion will also feature an art activity for the group. Katie Rothley, NDL's Marketing and Public Relations Librarian, who is also an artist, will lead the group.
 - Carlo Meeting Room Renovation:** Library staff having been meeting with Quinn Evans, the architectural firm contracted for this project, to go over plans for the upcoming renovation of the Carlo Meeting Room. Michael McEvoy has been meeting with their multi-media consultant to select options and equipment for this portion of the project. Quinn Evans is now in the process of drawing up construction documents for the project which will go to the Facilities Committee for approval.
 - Halloween Activities:** There are a number of activities planned to celebrate the holiday. All this month the NDL Librarian skeleton has been giving a story-time to little skeletons on the Library front porch. The NDL will also have a booth at Northville's Streets of Treats this Saturday. On Halloween day itself, the Youth Department will host a Mini-Monster Bash which will be a dance party for 0-5 year olds followed by trick or treating in the Library.
 - Long-Term Space Feasibility Study:** Quinn Evans, the firm who is conducting the NDL Long-Term Space Planning Feasibility study, met with each of the departments at the NDL to learn how the library's space challenges impact their ability to perform their jobs. The results of these conversations will be incorporated into the study's recommendations.
 - Maker Space Update:** MakeIT Northville is almost ready to make its debut to the public. Michael McEvoy and Tyler Vitale have been busy learning to use the new equipment. The lab will have a soft-launch to the public the first week of November. Its grand opening will be in December. Maria Williams and Katie Rothley are hard at work creating publicity materials to promote the service. In the winter quarter, the NDL will begin offering

programs to the public in the MakeIT space. The NDL is very excited to be offering this new service to the public.

Michigan Library Association Conference: The Michigan Library Association held its annual conference in Kalamazoo, Michigan. Michael McEvoy and Katie Rothley attended on behalf of NDL. Katie presented a program with the Library of Michigan entitled *A Human Centered Approach to Designing Library Services*. Katie has a lot of expertise in marketing library services and the NDL is lucky to have her on staff.

4.2 Friends of the Northville District Library Report: Friends President Martha Nork reported the Volunteer Fair was held on September 30th. Twelve local non-profit organizations were able to participate and they had a steady attendance of community members. Cider On Sunday was held on October 15th. The Friends served cider and donuts, had a craft for children and also a scavenger hunt. Many families were in attendance. The Friends sponsored a bookmark project in the beginning of October. A design from two different age groups was selected to be printed with the Friends Book Cellar information on the back. Used book sales for September were \$1,490, with year to date sales in the Book Cellar at almost \$14,000.

5. Budget and Finance Review:

5.1 Bills over \$1,000 for approval: Deborah Stanifer presented the List of Bills over \$1,000 for October 2023. **MOTION:** Deborah Stanifer made a motion to approve these bills in the amount of \$164,489.76 for payment. Carol Doyle seconded the motion. Motion passed.

5.2 Financial Report: Deborah reported that we are 83% through the fiscal year and the library has received 103% of our budgeted revenue to date. Total expenses are also at 83% of budget. Due to continued high interest rates, the NDL is receiving increased investment income.

6. Committee Reports:

6.1 Facilities Committee: Laura reported that the Facilities Committee did not meet in October.

6.2 Policy Committee: Carol Doyle presented the NDL Policy on Gifts for the second reading. **MOTION:** Carol Doyle made a motion to approve the Policy on Gifts. Joe Corriveau seconded the motion. Motion passed. Carol presented the NDL Policy on Investments for the second reading. **MOTION:** Carol Doyle made a motion to approve the Policy on Investments. Joe Corriveau seconded the motion. Motion passed.

7. Announcements and Comments:

7.1 The next Facilities Committee meeting is scheduled for Wednesday, November 8, 2023 at 10:00 a.m.

7.2 The next Finance Committee meeting is scheduled for Tuesday, November 14, 2023 at 10:00 a.m.

7.3 The next Policy Committee meeting is scheduled for Tuesday, November 14, 2023 at 11:00 a.m.

7.4 The next Library Board Meeting will be held on Thursday, November 16, 2023 at 7:00 p.m.

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

10/30/23
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