

NORTHVILLE DISTRICT LIBRARY (NDL) BOARD OF TRUSTEES

Regular Meeting Minutes

Thursday, November 16, 2023– 7:00 p.m.

Carlo Meeting Room, Northville District Library

- 1. Call to Order:** Vice-Chair Robert Sochacki 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. Also present: Laura Mancini, Library Director; Maria Williams, Assistant Library Director; Carla Eggert, Business Operations Specialist; Friends of the Northville Library President Martha Nork. Samantha Loree, Adult Librarian. Library Board Chair Nick Vlisodes arrived at 7:30 p.m.
 - 1.2 Approval of the Agenda:** **MOTION:** Alan Somershoe made a motion to approve the agenda. Thomas Thompson seconded the motion. Motion passed.
 - 1.3 Approval of Meeting Minutes, 10/26/23:** **MOTION:** Thomas Thompson made a motion to approve the October 26, 2023 minutes as presented. Carol Doyle seconded the motion. Motion passed.
 - 1.4 Citizens Comments:** None.

- 2. Correspondence:** None.

- 3. Reports to the Board:**
 - 3.1 Northville District Library Director's Report-**
 - Covid-19 Test Kit:** The Library is continuing its participation in the Michigan Department of Health and Human Services (MDHHS) Covid-19 test kit distribution program. Covid-19 test kits are available for free at the NDL. Patrons can pick up test kits at the Information Desk.
 - Cybersecurity:** The computer back-up service the Board authorized in September has been purchased. Michael McEvoy has completed the set-up and testing with the vendor.
 - Holiday Parade:** The staging for this year's holiday parade will take place on Cady Street from Wing to First Street, necessitating the closure of Cady Street at 4:30 p.m. The Library will close at 4:00 p.m. to allow Library patrons and staff to exit the parking lot before the street is closed.
 - MakeIT:** The NDL's MakeIT lab is officially open to the public. The space has been receiving a steady stream of visitors without any publicity announcing the new space. The publicity campaign will kick off in December. Much of the Library's winter newsletter will be dedicated to promoting this new service. The Library will be offering training classes on how to use some of the equipment in the upcoming months. Congratulations goes to Maria Williams, Michael McEvoy and Tyler Vitale for creating an amazing space and to the Library Board for their generous support of this new service.
 - Michigan Library Association –Think Space:** The Michigan Library Association has created a year-long professional development training program for Library Directors. The intent of the program is to allow directors to take a deep dive into topics that are directly impacting libraries today. Laura has enrolled in the program for 2024.
 - Senior Center Partnership:** The NDL has entered into a new partnership with the Senior Center. Sarah Milroy, the Library's Digital Librarian, will be teaching technology classes at the Senior Center. The first session was held last week on how to use an iPhone. The center will be undergoing renovations in December. The program will resume after that is completed.
 - 3.2 Friends of the Northville District Library Report:** Friends President Martha Nork reported that Book Cellar income from October is \$1159. This is down a little for the month but the Cellar is still doing well overall. The Friends are working on their budget for 2024. Laura has given the Friends the Library's wish list items. The Friends plan to

donate funds for the regular items they fund in the amount of \$20,700. Details for the special request items are being worked on. The Friends have been helping with the monthly craft kit assembly for the Youth Department, assembling 500 kits.

4. Budget and Finance Review:

4.1 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 \$117,601.51 for payment. Joe Corriveau seconded the motion. Motion passed.

4.2 Financial Report: Deborah reported that we are 92% through the fiscal year and the library has received 104% of our budgeted revenue to date. Total expenses are at 90% of budget. Due to continued high interest rates, the NDL is receiving increased investment income, receiving \$12,672.21 in interest this month.

5. Committee Reports:

5.1 Facilities Committee: Alan Somershoe reported that the Facilities Committee did not meet last month so he does not have a report.

6. Closed Session:

6.1 MOTION: Robert Sochacki made a motion to go into closed session to discuss the contract negotiations between the Northville District Library and the Northville District Library Employee Association at 7:40 p.m. Joe Corriveau seconded the motion. The motion passed by unanimous roll call vote. **MOTION:** Robert Sochacki made a motion to return to regular session at 8:15 p.m. Carol Doyle seconded the motion. Motion passed.

7. Announcements and Comments:

7.1 The next Facilities Committee meeting is scheduled for Wednesday, December 13, 2023 at 10:00 a.m.

7.2 The next Finance Committee meeting is scheduled for Tuesday, December 19, 2023 at 10:00 a.m.

7.3 The next Library Board Meeting will be held on Thursday, December 21, 2023 at 7:00 p.m.

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

11/21/23

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