

NORTHVILLE DISTRICT LIBRARY (NDL) BOARD OF TRUSTEES

Regular Meeting Minutes

Thursday, December 21, 2023– 7:00 p.m.

Carlo Meeting Room, Northville District Library

**1. Call to Order:** Chair Nick Vlisides called the Regular Meeting to order at 7:00 p.m.

**1.1 Roll Call:** Present: Trustees Joe Corriveau, 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; Friends of the Northville Library President Martha Nork. Absent: Trustees Carol Doyle and Robert Sochacki.

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

**1.3 Approval of Meeting Minutes:**

**Minutes for the 11/16/23 Board Meeting:** **MOTION:** Deborah Stanifer made a motion to approve the November 16, 2023 minutes as presented. Thomas Thompson seconded the motion. Motion passed.

**Minutes for the 11/16/23 Closed Session:** **MOTION:** Deborah Stanifer made a motion to approve the November 16, 2023 minutes of the closed session of the Board as presented. Thomas Thompson seconded the motion. Motion passed.

**Minutes for the 11/30/23 Special Meeting:** **MOTION:** Alan Somershoe made a motion to approve the November 30, 2023 minutes of the special Board meeting as presented. Deborah Stanifer seconded the motion. Motion passed.

**1.4 Citizens Comments:** None.

**2. Correspondence:** Laura Mancini reported that NDL received legal documents filed by the City of Northville regarding personal property taxes that the City has deemed uncollectible and is looking to write off. The Library received these documents along with several other tax collecting authorities who would be impacted. Laura has asked the Library's attorney to review the document.

**3. Reports to the Board:**

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

**Financial Audit:** With the close of the fiscal year, the Library's annual financial audit has begun. The audit is expected to be completed at the end of January.

**MakeIT:** MakeIT has completed its first month of operation. During that time it had 110 patron interactions. Going forward, MakeIT usage statistics will be included with the monthly statistical report. Tyler is continuing to spend time learning and mastering the equipment. The laser cutter is now up and running. The Friends contributed funds in memory of the late Will Bastien towards the purchase of a 3-d printer.

**Michigan Library Association –Think Space conference:** Laura attended the first of four seminars for the Michigan Library Association's Think Space program for library directors in Grand Rapids earlier in the month. The next presentation in the year-long series will be in February.

**Youth Department-Winter Extravaganza:** The Youth Department closed out a highly successful year of programming with a Winter Extravaganza on December 19<sup>th</sup>. Santa Claus and Buddy the Elf visited the Library and the Carlo Meeting Room was turned into a life-size Candy Lane game for participants. The event was attended by 240 people and a marvelous time was held by all. The Friends of the Northville District Library generously provided funding to make this event possible.

**3.2 Strategic Plan Update:** Laura distributed to the Board a document highlighting all of the achievements made by NDJ in addressing the main themes of the strategic plan of Programs and Collections, Space, Convenience and Access and Unique Identity.

**3.3 Friends of the Northville District Library Report:** Friends President Martha Nork reported that the Friends confirmed their budget for the 2024 year at their last meeting. Martha distributed a list of the items from the Library wish list that the Friends will be funding for 2024.

#### 4. Budget and Finance Review:

**4.1 Bills over \$1,000 for approval:** Deborah Stanifer presented the List of Bills over \$1,000 for December 2023. **MOTION:** Deborah Stanifer made a motion to approve these bills in the amount of \$113,165.35 for payment. Thomas Thompson seconded the motion. Motion passed.

**4.2 Monthly Financial Report:** Deborah reported that the library has received 104% of our budgeted revenue. Total expenses are at 101% of budget. The November financial reports are preliminary and will be finalized with the conclusion of the audit in January 2024.

**4.3 4<sup>th</sup> Quarter Budget Amendments:** Deborah presented a list of proposed budget amendments to the Board as follows:

##### Revenues

- Reduce Township Support by **\$16,690.00** taking the budget to **\$2,701,582.92** to reflect actual amount of tax dollars received
- Increase Personal Property Tax Reimbursement by **\$43,063.60** taking the budget to **\$43,063.60** to reflect amount received
- Increase Tax Refunds by **\$1,085.73** taking the budget to **\$1,085.73** to reflect amount received
- Increase State Aid by **\$8,410.00** taking the budget to **\$38,410.00** due to increased funding being received
- Increase Penal Fines by **\$856.00** taking the budget to **\$25,856.00** due to increased funding being received
- Increase Interest From Investments by **\$49,698.00** taking the budget to **\$51,698.00** due to higher rates of returns
- Increase Interest From Reserve J Fund by **\$48,599.00** taking the budget to **\$98,599.00** due to higher rates of returns
- Increase Interest from Money Market by **\$8,371.00** taking the budget to **\$9,371.00** due to higher rates of returns
- Increase Printing Services by **\$2,808.00** taking the budget to **\$5,808.00** due to increased usage
- Reduce Damages/Lost Book Fees by **\$4,065.00** taking the budget to \$6,935.00 to reflect actual amount collected

- Increase Beverage Machine Revenue by **\$42.00** taking the budget to **\$542.00** due to increased usage

Total Revenue Budget Amendments: **\$188,688.53**

**MOTION:** Deborah Stanifer made a motion to approve the revenue budget amendments totaling \$188, 688.53. Thomas Thompson seconded the motion. Motion passed.

### Expenditures

- Increase Wages/Salary Perm & Temp by **\$180,735.00** taking the budget to **\$1,568,140.00** due to the addition of summer Sunday hours and an increase in salaries by an additional percentage point
- Increase Payroll Taxes by **\$12,256.00** taking the budget to **\$118,393.00** for the reasons detailed in previous amendment
- Reduce Fringe Benefits by **\$125,441.00** taking the budget to **\$357,070.00** to reflect actual costs
- Increase Electric by **\$5,000.00** taking the budget to **\$60,000.00** due to increased prices and usage
- Increase Building/Equipment Maintenance by **\$53,688.00** taking the budget to **\$179,688.00** due to increased maintenance costs, usage and repairs
- Increase Housekeeping Supplies by **\$668.00** taking the budget to **\$5,668.00** due to increased purchases and costs
- Increase Water by **\$3,151.00** taking the budget to **\$10,651.00** due to increased usage and costs
- Increase Books and Subscriptions by **\$8,286.00** taking the budget to **\$217,286.00** due to the purchase of additional items for the collection
- Increase Electronic Products by **\$33,208.00** taking the budget **\$233,208.00** due to the purchase of additional e-books to fulfill patron requests
- Increase Operating Supplies by **\$977.00** taking the budget to **\$25,477.00** due to increased purchases and costs
- Increase Beverage Machine Expenses by **\$22.00** taking the budget to **\$1,022.00** due to increased costs
- Increase Auto Circ System Fees by **\$3,477.00** taking the budget to **\$49,477.00** due to contract price increases
- Increase Copier Expense by **\$821.00** taking the budget to **\$10,821.00** due to increased usage

- Increase Legal Services by **\$8,400.00** taking the budget to **\$26,400.00** due to increased usage of services for DDA and Union Contract
- Increase Public Relations by **\$7,035.00** taking the budget to **\$47,035.00** due to the expansion of the newsletter
- Reduce Space Feasibility Study by **\$42,750.00** taking the budget to **\$24,250.00** to reflect actual expenditures
- Reduce Meeting Room Renovation by **\$8,500.00** taking the budget to **\$14,500.00** to reflect actual expenditures
- Reduce Maker Space by **\$13,000.00** taking the budget to **\$47,000.00** to reflect actual expenditures

Total Expenditure Budget Amendments: **\$326,790.00**

**MOTION:** Deborah Stanifer made a motion to approve the expenditure budget amendments totaling \$326,790.00. Thomas Thompson seconded the motion. Motion passed.

**4.4 Financial Audit-Fixed Assets Motion:** For the annual financial audit the Northville District Library reports information on all fixed assets in the amount of \$500 or higher. Plante Moran has informed the Library that the industry standard for this threshold is currently \$5,000. **MOTION:** Deborah Stanifer made a motion to raise the threshold for fixed assets from \$500 to \$5,000. Thomas Thompson seconded the motion. Motion passed.

## 5. Committee Reports:

**5.1 Facilities Committee-Carlo Meeting Renovation Project-A/V Equipment Upgrade Proposal:** Alan Somershoe reported that Quinn Evans has completed the construction planning for the Carlo Meeting Room renovation. The project will consist of two parts. The first part will involve removing the dividing partition and installing three closets for storage of furniture and multi-media equipment. Quinn Evans is working to procure a contractor for this work. Once construction quotes are obtained they will be presented to the Facilities Committee for review and the Library Board for approval. The second part of the project is a complete overhaul of the room's multi-media system. The current system is 13 years old. Quinn Evans supplied a multi-media consultant to work with Michael McEvoy to research and design a new system for the room. The proposed new equipment should last over a decade and is portable. **MOTION:** Alan Somershoe made a motion to approve the quote from National Communications Corporation for multi-media renovation to the Carlo Meeting Room in an amount not to exceed \$85,000 with the funds to come from the Reserve Fund-Facility Preservation. Joe Corriveau seconded the motion. Motion passed.

**5.2 Personnel Committee-Director Evaluation and FY2024 Salary Rate:** Joe Corriveau requested a meeting prior to the January Board meeting to discuss the Director Evaluation. The Personnel Committee will meet at 6:00 p.m. on Thursday, January 25, 2024.

**MOTION:** Thomas Thompson made a motion to award a 3% salary increase to Laura Mancini effective December 1, 2023. Alan Somershoe seconded the motion. Motion passed.

## 6. Announcements and Comments:

- 6.1** The next Facilities Committee meeting is scheduled for Wednesday, January 17, 2024 at 10:00 a.m.
- 6.2** The next Finance Committee meeting is scheduled for Tuesday, January 23, 2024 at 10:00 a.m.
- 6.3** The next Personnel Committee meeting is scheduled for Thursday, January 25, 2024 at 6:00 p.m.
- 6.4** The next Library Board Meeting will be held on Thursday, January 25, 2023 at 7:00 p.m.

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

01/03/2024

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