

NORTHVILLE DISTRICT LIBRARY (NDL) BOARD OF TRUSTEES

Regular Meeting Minutes

Thursday, January 25, 2024– 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, Carol Doyle, 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; Absent: Trustee Robert Sochacki.

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

1.3 Approval of Meeting Minutes-12/21/23: **MOTION:** Thomas Thompson made a motion to approve the December 21, 2023 minutes as presented. Carol Doyle seconded the motion. Motion passed.

1.4 Election of Officers: Joe Corriveau made a motion to nominate Nick Vlisides for Chair, Robert Sochacki for Vice-Chair, Deborah Stanifer for Treasurer and Thomas Thompson as Secretary and to retain the same Committee assignments. Alan Somershoe seconded the motion. Motion passed.

1.5 Appointment of 2024 Board of Trustee Committee Members: The following Committees were established for 2024:

- Finance Committee: Deborah Stanifer (Chair), Thomas Thompson and Nick Vlisides
- Policy Committee: Carol Doyle (Chair), Deborah Stanifer and Robert Sochacki
- Personnel Committee: Joe Corriveau (Chair), Alan Somershoe and Thomas Thompson.
- Facilities Committee: Alan Somershoe (Chair), Carol Doyle and Robert Sochacki

1.6 Board Bylaws Reaffirmation: **MOTION:** Alan Somershoe made a motion to affirm the Library Board of Trustee bylaws. Thomas Thompson seconded the motion. Motion passed.

1.7 Resolution 2024-01: Schedule of 2024 Board of Trustee Meeting Dates-Resolution 2024-01 sets the dates of the regular meetings of the Northville District Library Board of Trustees for the calendar year 2024. **MOTION:** Thomas Thompson made a motion to accept Resolution 2024-01. Alan Somershoe seconded the motion. Motion passed. All regular meetings of the Board of Trustees are on the 4th Thursday of the month except for March, November and December, when the meetings are held on the 3rd Thursday.

1.8 Citizens Comments: None.

2. Correspondence: None.

3. Reports to the Board:

3.1 Northville District Library Director's Report-

Audits: Laura Mancini that the month of January is a busy one for the administrative team at the NDL. Plante Moran has been conducting the Library audit. The auditors will present their results to the Library Board at its February meeting. The State Aid report for the Library of Michigan is also due at the end of January.

Donations and Materials Return: Although the donation bin to collect used books for the Friends of the Library has been on the Library's front porch for over a year and is clearly labeled, some patrons have been returning their library materials to this bin instead of the regular drop box to the left of the main entrance. As these donations are not being handled by library staff they are not being identified as library materials and have been sold in the Book Cellar and/or recycled. Patrons receive an invoice for the lost materials

they thought they had returned when they had in fact donated the materials to the Friends. A training session has been conducted with the Friends volunteers to help them identify library materials. When the weather improves additional signage will be placed on the donation bin and the book return drop box to further alert patrons about where to return their library books.

Nancy Clarizio: Nancy is retiring from the Library after 20 years as a Youth Librarian. She will be missed. Nancy was known for her kindness and love of working with children.

Northville Community Awards Dinner: The second annual Northville Community Awards dinner will be held on Thursday, February 8th at 5:00 p.m. at Genitti's. The event will move to the Marquis Theater for the awards presentation. The NDL's volunteer of the year, Sharon Rauner will be honored.

Post-Pandemic Public Libraries Project: The University of Michigan and the Library of Michigan have partnered together to create a program for public library directors, called the Post-Pandemic Public Library. Laura applied to participate in the program and was accepted. The year-long program will explore the "new normal" for public libraries focusing on strategic communication strategies.

State of the Community Luncheon: Laura approached the Northville Chamber of Commerce about the Library making a presentation at this year's State of the Community luncheon. The request was turned down due to time constraints. She also inquired about the Library Board of Trustees being seated in the front of the room along with other elected officials and was told that the Library would need to purchase a table of ten tickets at the cost of \$450. The Chamber will consider the request to introduce the Library Board of Trustees with the other elected officials.

3.2 Friends of the Northville District Library Report: The Friends do not meet in January so there was no report to the Board.

4. **The Library Network (TLN)-Cooperative Reciprocal Borrowing Policy:** The NDL is a member of The Library Network, a cooperative organization that provides regional services to public libraries. Laura reported that for many years a member of the public who has a library card from a TLN member library has had borrowing privileges at other TLN member libraries. Any TLN library may determine which items from its collection it wishes to make available for a TLN member library patron to check out. As over 60 libraries participate in TLN, circulation procedures can vary greatly from library to library. TLN is attempting to codify all the circulation procedures of its member libraries under one umbrella. They are calling this the Check It Out with The Library Network program and are requesting that all its member libraries participate in the program. They are asking all member libraries to obtain approval from their respective Boards authorizing participation in the program and to indicate what restrictions it may have on reciprocal borrowing. The Board reviewed the agreement and the items NDL restricts from reciprocal borrowing. **MOTION:** Carol Doyle made a motion approving the Northville District Library participation in The Library Network Check It Out program with the noted exceptions for certain materials. Alan Somershoe seconded the motion. Motion passed.

5. Budget and Finance Review:

4.1 Bills over \$1,000 for approval: Deborah Stanifer presented the List of Bills over \$1,000 for January 2024. **MOTION:** Deborah Stanifer made a motion to approve these bills in the amount of \$194,733.37 for payment. Thomas Thompson seconded the motion. Motion passed.

4.2 Monthly Financial Report: Deborah reported that 8% of the fiscal year is complete. The first property tax payments have been received from the City and Township.

6. Committee Reports:

6.1 Facilities Committee-Carlo Meeting Renovation Bids: Alan Somershoe reported that Quinn Evans has completed the request for proposal and bid documents for the Carlo Meeting Room renovation construction work. The bid was sent to three construction companies that Quinn Evans has experience working with and two bids were received.

MOTION: Alan Somershoe made a motion to approve the bid from O'Neal Construction for renovation of the Carlo Meeting Room in an amount not to exceed \$98,000 with the funds to come from the Reserve Fund-Facility Preservation. Thomas Thompson seconded the motion. Motion passed.

7. Announcements and Comments:

7.1 The next Facilities Committee meeting is scheduled for Wednesday, February 14, 2024 at 10:00 a.m.

7.2 The next Finance Committee meeting is scheduled for Tuesday, February 20, 2024 at 10:00 a.m.

7.3 The next Library Board Meeting will be held on Thursday, February 22, 2024 at 7:00 p.m.

The meeting was adjourned at 7:55 p.m.

02/01/2024

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