

NORTHVILLE DISTRICT LIBRARY (NDL) BOARD OF TRUSTEES

Regular Meeting Minutes

Thursday, February 22, 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 Carol Doyle, Robert Sochacki, 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 Joe Corriveau
 - 1.2 **Approval of the Agenda:** **MOTION:** Thomas Thompson made a motion to approve the agenda. Robert Sochacki seconded the motion. Motion passed.
 - 1.3 **Approval of Meeting Minutes-01/25/24:** **MOTION:** Carol Doyle made a motion to approve the January 25, 2024 minutes as presented. Alan Somershoe seconded the motion. Motion passed.
 - 1.4 **Citizens Comments:** None.

2. **Correspondence:** None.

3. **Presentation of the 2023 Financial Audit-Plante Moran:** Martin Olejnik from Plante Moran attended the meeting and reviewed the 2023 audit report and the opinion letter with the Board. There were no issues with the audit. Martin discussed upcoming Governmental Accounting Standards Board (GASB) rule changes for upcoming years. The Board thanked Martin for his report. **MOTION:** Robert Sochacki made a motion to approve the audit. Carol Doyle seconded the motion. Motion passed.

4. **Reports to the Board:**
 - 4.1 **Northville District Library Director's Report-**
 - Battle of the Books:** Laura Mancini that NDL's annual middle school reading competition, the Battle of the Books, will take place on Tuesday, March 12th at 6:30 p.m. at Northville High School. All Library Board members are invited to attend. A member of the Board usually participates in the event introductions. Robert Sochacki stated he will do the introduction.
 - Carlo Meeting Room Renovation Update:** Construction will begin in the Carlo Meeting Room on March 4th. The process is expected to last 6-8 weeks followed by the installation of the new multimedia equipment. The room will reopen to the public on June 1st. Library Board meetings for March, April and May will take place in the Friends Community Room. Alternate venues have been found for the adult programs that are scheduled. A special thanks goes to Northville Community Center, Mill Race Village and Northville Township for partnering with the NDL to provide space for its programs. Teen and Youth programs will be held in the Friends Community Room.
 - Chase Bank Transition:** After a thorough review by the Finance Committee, the Library has selected Chase Bank to handle its banking and investment needs going forward. Over the course of the next 2-3 months, the NDL will be transitioning its accounts from Comerica to Chase. Once this process is complete, the NDL will be able to pay most of its bills electronically and with an electronic approval system. Most revenue deposits will be able to be made electronically. The modernization of the Library's bill payment system has been a long time coming. The Board should be aware that for a period of time the Library will have accounts at both institutions until the transition is complete.
 - Gender Queer:** Incidents with this particular book continue to happen. Two copies of the book were found damaged and were repaired and returned to the shelves.

Judy McIntosh Retirement: After twenty years of working at the NDL as the Head of Circulation, Judy McIntosh will retire on March 29th. Judy's departure will be a huge loss for the NDL. Her management of the Circulation Department was nothing short of marvelous and Judy's care for her Circulation team and patrons was evident.

New EAP provider: The NDL has a new employee assistance provider (EAP) called Ulliance. The arrangement with the new provider will allow the NDL to offer this benefit to all of its employees. With our previous provider we were only able to offer it to unionized employees and the administrative staff. Employee Assistance Programs offer counseling, crisis lines, well-being services and work/life balance services. They also provide specialized consultation for management employees. It has been found that employers who offer EAP benefits to their employees have lower health care costs. The new program will be rolled out in March.

Northville Community Awards: The Library honored its volunteer of the year, Sharon Rauner, at the awards ceremony which took place at the Marquis Theatre on February 8th. Laura thanked Trustees Stanifer and Thompson for attending and representing the Library Board.

Space Feasibility Study: Quinn Evans, the architectural firm contracted by the NDL, is continuing work on the space feasibility study. The first part of the study will look at options for expanding the Library's current facility. The second part of the study will look at potential options to build a new building in a different location. On February 7th, Quinn Evans, Laura and Maria Williams met with Jennifer Frey, the planner for Northville Township, about potential relocation. Jennifer identified several properties in the Township and also included some located in the City of Northville. Quinn Evans will further investigate these options and will include their recommendations in their report.

Staff Development Day: On Friday, March 15th, the NDL will be closed for its second annual staff development day. The NDL team will have an opportunity to further get to know one another, have lunch and hear presentations on the Family and Medical Leave Act, the new EAP, AFLAC benefits and explore neurodiversity as it impacts the workplace.

State Senator Bayer Town Hall: On February 12th, State Senator Rosemary Bayer held a town hall at the Northville Community Center. The event featured presentations from Attorney General Dana Nessel, Senator Bayer, Representative Koleczar and the Secretary of State's office. Laura was able to meet with both Senator Bayer and Representative Koleczar and thank them for their continued support of state aid to public libraries.

4.2 Directors 2024 Goals: Laura presented her 2024 goals to the Board as requested by the Personnel Committee chairperson Joe Corriveau. The Board discussed the goals presented and the evaluation process. The Personnel Committee will meet to discuss.

4.3 Friends of the Northville District Library report: There was no Friends report.

5. Budget and Finance Review:

5.1 Bills over \$1,000 for approval: Deborah Stanifer presented the List of Bills over \$1,000 for February 2024. **MOTION:** Deborah Stanifer made a motion to approve these bills in the amount of \$129,185.88 for payment. Thomas Thompson seconded the motion. Motion passed.

5.2 Monthly Financial Report: Deborah reported that 17% of the fiscal year is complete and the Library has received 57% of its tax revenue from the City and Township.

5.3 2023 Fund Balance: The NDL has net income of \$46,569.36 left over from FY2023. The Finance Committee is recommending that the NDL make an additional special pension payment with these funds. **MOTION:** Deborah Stanifer made a motion to make a special pension payment to the Municipal Employee's Retirement System (MERS) in the amount of \$46,569.36. Thomas Thompson seconded the motion. Motion passed.

6. Committee Reports:

6.1 Project Updates: Alan Somershoe reported the Facilities Committee is recommending that the Library seal the asphalt and repair the cracks in the large parking lot in front of the Library.

7. Announcements and Comments: Robert Sochacki announced that he will be resigning from the Library Board of Trustees effective on March 31st.

7.1 The next Facilities Committee meeting is scheduled for Wednesday, March 13, 2024 at 10:00 a.m.

7.2 The next Finance Committee meeting is scheduled for Tuesday, March 19, 2024 at 10:00 a.m.

7.3 The next Library Board Meeting will be held on Thursday, March 21, 2024 at 7:00 p.m.

The meeting was adjourned at 8:10 p.m.

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