

NORTHVILLE DISTRICT LIBRARY (NDL) BOARD OF TRUSTEES

Regular Meeting Minutes

Thursday, March 21, 2024– 7:00 p.m.

Friends Community 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, 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; Martha Nork, Friends of NDL President.
 - 1.2 **Approval of the Agenda:** **MOTION:** Carol Doyle made a motion to approve the agenda. Joe Corriveau seconded the motion. Motion passed.
 - 1.3 **Approval of Meeting Minutes-02/22/24:** **MOTION:** Deborah Stanifer made a motion to approve the February 22, 2024 minutes as presented. Thomas Thompson 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-**
 - Battle of the Books:** Laura Mancini reported that the NDL's 18th annual Battle of the Books, was held on Tuesday, March 12th at 6:30 p.m. at Northville High School. The Bibliophiles from Hillside Middle School took the top spot for a second year in a row. Once again the Library's Battle team led by librarians Natalie Molnar and Whitney Jones put on another amazing event. Special thanks goes to Michael McEvoy and Tyler Vitale for critical IT support. Another special thanks to the Friends of the Northville District Library for providing the financial support to hold the event. Martha Nork and Denise Stacer, the Friends President and Vice President, attended the event and graciously volunteered to work the registration desk. NDL is looking forward to another successful event in 2025.
 - Carlo Meeting Room Renovation Update:** Construction has begun in the Carlo Meeting Room and the renovation project is on schedule. O'Neal Construction have been great partners for this project. They communicate with the Library and have taken great care to disrupt library operations as little as possible.
 - PLA Conference:** Laura will be attending the Public Library Association Conference in Columbus, Ohio April 3rd-5th. This is the library professions single largest conference dedicated solely to public librarianship. Laura will be joined by three other NDL librarians at the conference.
 - Rotary Presentation:** Laura gave a presentation to the Northville Rotary Club on February 27th on book challenges and how they impact libraries today. The presentation was very well received. Afterwards, a member of the Rotary Club's Board of Directors contacted Alan Somershoe and advised the Rotary would like to purchase the entire NDL staff lunch to thank them for their service to the community in this challenging climate. The Rotary Club will cater the luncheon at the NDL annual staff appreciation event in August. A special thanks to the Northville Rotary Club for this gesture of support and solidarity.
 - State of the Community Luncheon:** The annual State of the Community Luncheon sponsored by the Chamber of Commerce will be held on Friday, April 26th. The location for the luncheon has changed this year to the Italian-American Banquet Center in Livonia. Board members wishing to attend should let Laura know by April 10th.
 - Volunteer Incident:** A volunteer who works in the Friends Used Book Cellar had a medical emergency and EMS was called to assist. This incident revealed that the NDL does not have any emergency contact information for any of the Friends volunteers. Laura spoke with the Library's workers compensation insurance provider and property and

liability insurance provider regarding this incident and both advised that the NDL should have this information on file for all volunteers who work in the building and that volunteers should have established schedules that are shared with Library Administration. Laura is working with the Friends volunteer coordinators to obtain this information and have it on file at the Library.

Zoom Bombing Incident: On February 29th, the NDL held a virtual program on Negro League Baseball in honor of Black History month. Unfortunately, this program was disrupted by what has become known as Zoom bombing. Per recommended protocols the NDL filed a police report with the Northville Police Department as well as the FBI's Cyber Crime Complaint Center.

3.2 Friends of the Northville District Library report: Friends President Martha Nork reported that the Friends held their annual meeting on March 20th. Linda Bolam is retiring but all of the other 2023 Friends Board members will be returning for the 2024 year. Martha distributed the Friends 2023 Annual Report to the Library Board.

4. Budget and Finance Review:

4.1 Bills over \$1,000 for approval: Deborah Stanifer presented the List of Bills over \$1,000 for March 2024. **MOTION:** Deborah Stanifer made a motion to approve these bills in the amount of \$228,208.78 for payment. Thomas Thompson seconded the motion. Motion passed.

4.2 Financial Report: The fiscal year is 25% complete and the Library has received 65% of its tax revenue to date. The Library also received its annual Personal Property Tax reimbursement from the State of Michigan which totaled \$43,345.31.

4.3 FY2024 1st Quarter Budget Amendments:

Revenues:

- Amend the budget of Personal Property Reimbursement to **\$43,346.00** to reflect the amount the Library received for its annual payment
- Amend the budget of Interest from Reserve J Fund to **\$40,000.00** to reflect the amount of money the Library is expected to earn
- Amend the budget of Interest from Money Market to **\$300.00** to reflect the amount of money the Library is expected to earn
- Amend the budget of Meeting Room to **\$1,400.00** to reflect the anticipated fees the Library is expected to collect
- Amend the budget of Maker Space to **\$600.00** to reflect the amount of money the Library is expected to earn with this service
- Create a budget line-item under Fringe Benefits called Special Pension Payment and give it a budget of **\$47,570.00**

Total Revenue Budget Amendments= **\$133,216.00**

MOTION: Deborah Stanifer made a motion to amend the revenue budget in the amount of \$133,216. Joe Corriveau seconded the motion. Motion passed.

Expenses:

- Amend Maker Space Expenses to **\$5,000.00** to reflect anticipated purchases for the year
- Amend Leased Equipment by **\$12,800.00** taking the budget to **\$14,000.00** due to the fact that the NDL is now leasing its copier machines instead of purchasing them outright. This cost will be offset by a reduction in the Copier Expense line-item

Total Expenses Budget Amendments= \$17,800.00

MOTION: Deborah Stanifer made a motion to amend the expense budget in the amount of \$17,800. Joe Corriveau seconded the motion. Motion passed.

4.4 Community Fund 2024 Endowment Distribution: Deborah reported that Library received the annual report for the Library Endowment Fund with the Community Foundation for Southeastern Michigan. As of December 2023 the value of the fund was \$898,552. Each year the Library is allowed to receive a distribution from the fund which is equal to 4.5% of the prior twelve quarters-end market value. For 2024 this amount is \$37,109. It has been the prior practice of the Board to reinvest the funds eligible for distribution back into the endowment. **MOTION:** Deborah Stanifer made a motion to reinvest the 2024 endowment distribution back into the endowment fund. Joe Corriveau seconded the motion. Motion passed.

5. Committee Reports:

5.1 Space Feasibility Study Update: Quinn Evans has met with both the City of Northville and with Northville Townships regarding possible locations for a new Library. They are now meeting with structural engineers to evaluate whether potential renovations to the current Library building are possible.

5.2 Township Collaboration-Closed Session: MOTION: Carol Doyle made a motion to go into closed session to discuss a possible collaboration between the Northville District Library and Northville Township at 7:45 p.m. per M.C.L. 15.268. Robert Sochacki seconded the motion. The motion passed by unanimous roll call vote. **MOTION:** Robert Sochacki made a motion to return to regular session at 8:10 p.m. Alan Somershoe seconded the motion. Motion passed.

6. Presentation to Robert Sochacki: Robert Sochacki is resigning from the Library Board effective 03/31/24. The Library Board of Trustees presented a gift to Robert Sochacki and thanked him for his 19 years of service on the Library Board.

7. Announcements and Comments:

7.1 The next Facilities Committee meeting is scheduled for Wednesday, April 17, 2024 at 10:00 a.m.

7.2 The next Finance Committee meeting is scheduled for Tuesday, April 16, 2024 at 10:00 a.m.

7.3 The next Library Board Meeting will be held on Thursday, April 25, 2024 at 7:00 p.m.

The meeting was adjourned at 8:25 p.m.

03/27/24

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