

NORTHVILLE DISTRICT LIBRARY (NDL) BOARD OF TRUSTEES

Regular Meeting Minutes

Thursday, April 25, 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 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; Denise Stacer, Friends of NDL Vice President; Maureen Simari, Head of Tech. Services. Absent: Trustee Joe Corriveau.
 - 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 the Regular Meeting Minutes-03/21/24:** **MOTION:** Thomas Thompson made a motion to approve the regular meeting minutes for the March 21, 2024 meeting as presented. Carol Doyle seconded the motion. Motion passed.
 - 1.4 Approval of the Closed Session Meeting Minutes-03/21/24:** **MOTION:** Alan Somershoe made a motion to approve the closed session meeting minutes for the March 21, 2024 meeting as presented. Carol Doyle seconded the motion. Motion passed.
 - 1.5 Citizens Comments:** None.

- 2. Correspondence:** None.

- 3. Reports to the Board:**
 - 3.1 Northville District Library Director's Report-**
 - Bank Transition:** Laura Mancini reported that the Library has begun the process to transition its bank accounts from Comerica to Chase. Funds will be transferred into the new accounts starting in May. We will be transitioning to an electronic bill payment system recommended by Plante Moran eliminating the issuing of paper checks.
 - Building Issues:** It was discovered that carpenter bees have returned to the NDL and have been making holes in the soffit under the library roof. Orkin was called out and they treated the soffit to make it unpalatable for bees. Orkin has recommended we treat this area on an annual basis going forward. The dead Austrian Pine tree on the north side of the building was cut down and a new tree will be planted in its place. Austrian Pine is not a protected tree in the City of Northville. The trees outside the Carlo Meeting Room on the south side of the building were trimmed to prevent leaves getting into the roof gutters.
 - Carlo Meeting Room Renovation:** The construction in the Carlo Meeting Room is nearly complete and the room looks really great. The new multi-media equipment is scheduled to be installed next week. The room is expected to reopen in early May.
 - Chamber of Commerce Luncheon:** The Chamber of Commerce annual State of the Community luncheon is tomorrow, April 26th. Tickets have been purchased for all Board members and the Board will have its own table. The luncheon will be held from 11:30 a.m. to 1:30 p.m. and will be held at the Italian-American Banquet Center at 39200 5 Mile Road in Livonia.
 - City Bicentennial Commission:** The City of Northville will celebrate its bicentennial in 2027. Mayor Turnbull has formed a commission to plan the celebration and Laura has joined it. The commission will meet monthly for now.
 - New Computer Equipment:** New computers have been purchased for the public. The public copiers and printer have been replaced with a multi-functional printing device that copies, prints, faxes and scans materials. The public log-in and print management software has been upgraded on all the public computers. Kudos to Michael McEvoy and Tyler Vitale for getting this equipment operational so quickly and for updating all of the instructional materials for patrons.

Public Library Association (PLA) Conference: Laura and three other NDL librarians attended the PLA Conference in Columbus, Ohio earlier this month. Laura met with several of NDL's vendors and attended workshops on censorship, marketing and communication, and program evaluation.

Security Incident: A patron who appeared to be having a mental health episode visited the Library this past Tuesday and locked himself in the staff bathroom on the first floor. The Northville Police Department was called and they were able to get the patron to exit the bathroom and to leave the building. As a result of this incident, additional security door swipes will be installed on both levels of the library.

Space Feasibility Study: Quinn Evans will be presenting the Space Feasibility Study results to the Library Board at the May Board meeting. They will also present the results to the Facility Committee. After the presentation to the Library Board the study will enter its next phase which is focus groups with the public.

Vacation: Laura will be on vacation from April 29th to May 3rd. Maria Williams will be on site all week.

3.2 Friends of the Northville District Library report: Friends Vice President Denise Stacer reported that the Friends Board have new name tags that were made in the MakeIT space by Tyler Vitale using the laser printer. Name tags were also made for the Book Cellar volunteers. The Friends treated the Library staff to snacks and drinks on April 4th for National Library Week. The 4th annual Volunteer Fair will be held in October. Donations to the Library for the 1st quarter include the Battle of the Books, Book Page magazine subscription, sponsorship for three evening programs and gift book reimbursements. March Book Cellar sales totaled \$1,400.85. The Friends are holding a special Mother's Day used book sale on Saturday, May 11th from 10:30 a.m. to 2:00 p.m. in the Carlo Meeting Room. The Friends are partnering with Sweet Brew Café' who will be selling beverages and donating a portion of their proceeds to the Friends. There will also be a raffle for a centerpiece donated by the Northville Country Garden Club. A kids only used book sale is being planned for June. Used Book Sale volunteers held a get together at the Sports Den on April 23rd.

4. **ILS System-Request for Proposal:** The ILS system (online catalog) of the NDL is provided by The Library Network (TLN) and it is a shared ILS system used by many of its member libraries. TLN purchased the CARL ILS system for its membership in 2018 and the NDL has been using it since that time. The CARL system has not proved to be a good fit for the NDL as it simply does not have the functionality necessary for the staff to perform their job duties in an efficient manner. Moreover, the CARL system does not have many features available in other commercial ILS systems that would allow the NDL to serve its patrons more effectively. TLN's contract with CARL expired this year and despite known issues with the CARL system, TLN renewed their contract. In light of this decision by TLN, Laura has decided it would be important for the NDL to see what other ILS products might have to offer. A Request for Proposal (RFP) document was prepared for a new ILS system and Laura was able to give the RFP to six ILS vendors at the PLA conference earlier this month. Vendors have until May 3rd to submit bids after which staff will begin a comprehensive review of the bids.
5. **Board Elections-Vice Chair and Secretary:** With the resignations of Robert Sochacki and Thomas Thompson the Board officer positions of Vice Chairperson and Secretary are open. **MOTION:** Deborah Stanifer made a motion to nominate Carol Doyle for Vice Chairperson and Alan Somershoe as Secretary. Thomas Thompson seconded the motion. Motion passed.
6. **Board Vacancies:** The Board discussed how they wished to fill the vacancies open due to the resignations of Robert Sochacki and Thomas Thompson as well as potential candidates for the open positions.

7. **May Board Meeting Date:** Quinn Evans would like to present the results of the Space Feasibility Study to the Board at the next Board meeting. Laura has a conflict with the May 25th meeting date. The May regular Board meeting will be held on Tuesday, May 21, 2024.
8. **Budget and Finance Review:**
 - 8.1 **Bills over \$1,000 for approval:** Thomas Thompson presented the List of Bills over \$1,000 for April 2024. **MOTION:** Thomas Thompson made a motion to approve these bills in the amount of \$213,505.45 for payment. Deborah Stanifer seconded the motion. Motion passed.
 - 8.2 **Financial Report:** The fiscal year is 33% complete and the Library has received 98% of its tax revenue to date. Total revenue is at 96% of budget.
9. **Presentation to Thomas Thompson:** Thomas Thompson is resigning from the Library Board effective April 30, 2024. The Board thanked Thomas for his years of service to the Library, from 1998-2002 and from 2019 until now.
10. **Announcements and Comments:**
 - 10.1 The next Facilities Committee meeting is scheduled for Wednesday, May 15, 2024 at 10:00 a.m.
 - 10.2 The next Finance Committee meeting is scheduled for Tuesday, May 21, 2024 at 10:00 a.m.
 - 10.3 The next Library Board Meeting will be held on Tuesday, May 21, 2024 at 7:00 p.m.

The meeting was adjourned at 8:12 p.m.

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