

NORTHVILLE DISTRICT LIBRARY (NDL) BOARD OF TRUSTEES

Regular Meeting Minutes

Tuesday, May 21, 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 7:01 p.m.
  - 1.1 **Roll Call:** Present: Trustees Carol Doyle, Alan Somershoe, Deborah Stanifer, 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; Ann Dilcher, Quinn Evans Architects and Daniel Stys, PEA Group. Absent: Trustee Joe Corriveau.
  - 1.2 **Approval of the Agenda:** **MOTION:** Deborah Stanifer made a motion to approve the agenda. Alan Somershoe seconded the motion. Motion passed.
  - 1.3 **Approval of the Regular Meeting Minutes-04/25/24:** **MOTION:** Carol Doyle made a motion to approve the regular meeting minutes for the April 25, 2024, meeting as presented. Deborah Stanifer seconded the motion. Motion passed.
  - 1.4 **Citizens Comments:** None.
2. **Correspondence:** None.
3. **Presentation-Quinn Evans Space Feasibility Study-** Ann Dilcher from Quinn Evans Architects and Daniel Stys from the PEA Group presented the results of the Space Feasibility Study to the Board. The Board directed the Facilities Committee to review the study and to make a recommendation to the full Board. The Board also requested Laura Mancini contact Plante Moran to have them conduct a financial analysis of the various options outlined in the study.
4. **Reports to the Board:**
  - 4.1 **Northville District Library Director's Report-**
    - Bank Transition:** Laura Mancini reported that NDL has begun the process to transition its bank accounts from Comerica to Chase. Much progress has been made; the process will take a few months to complete. For now, the Library has funds in both institutions.
    - Board Member Interviews:** Interviews for new Library Board members are scheduled for June 18<sup>th</sup> starting at 4:00 p.m. As of now, two candidates have been scheduled. If Board members have other prospective candidates in mind let Laura know so that she can schedule interviews with them.
    - Carlo Meeting Room Renovation:** The Carlo Meeting Room construction project is nearly complete. O'Neal Construction needs to address some punch-list items. In the meantime, the staff has already started to hold programs in the room, and it will reopen to the public for reservation on June 1<sup>st</sup>. In addition to being able to conveniently store meeting tables and chairs, the technology has been significantly upgraded and will provide a better user experience in the room.
    - ILS Proposal:** The NDL received five proposals from ILS vendors in response to its RFP document. The Department Heads will be evaluating each proposal and will seek the input of each of their teams. In June, the vendors will be visiting the Library to provide demonstrations of their products and to interview other libraries that have their products. The Library is planning to make a decision regarding the ILS in late July or early August so that any potential changes can be included in the 2025 budget.
    - Library Programs:** This past month was a big one for programming. The Library hosted a Taylor Swift party at the Community Center that was attended by 110 youths. The Library also held its 4<sup>th</sup> annual Local Author Fair this past Saturday. Because of the

growth of the program, it was held at the Community Center this year. This past week the Library held a painting program for adults that had a waiting list of 40 people. The Librarians have great ideas for programming that is of interest to the community. Our space is no longer sufficient to hold large programs.

**Michigan Library Association Conference:** Laura will be attending the second part of the Michigan Library Association ThinkSpace conference on Thursday and Friday this week on Mackinaw Island. The conference is designed for public library directors and the theme of the conference is future ready libraries.

**Tree Carving Project:** The Northville Tree Champions have adopted the remains of an elm tree in the park next to City Hall and NDL. They are creating a tree sculpture which has been approved by the City of Northville and is paid for with grant funding. The Library has been receiving a number of comments from members of the public who think that this is a library project being paid for with millage funds. Staff have been working hard to correct this misconception, including social media posts.

**4.2 Friends of the Northville District Library report:** Friends President Martha Nork reported that May is the Friends membership month. The Friends have received approximately 100 new and renewal memberships. The Friends have a display in the Library display case this month with artwork by Pam Unsworth. The Book Cellar had \$1,226 in sales in April. The Friends held a special Mother's Day sale in the Carlo Meeting room on May 11<sup>th</sup>, which was successful and had a steady crowd of attendees. Sweet Brew Café attended as a vendor, selling beverages and pastries which added a nice element, and they donated a portion of their proceeds to the Friends. A floral centerpiece donated by the Northville Country Garden Club was also raffled off. A Kids Only book sale is being planned. This sale will include books for kids and teens only and the Friends will also offer a kids craft. The Friends selected three high school seniors as the recipients of the Friends annual scholarship. The winners were announced last evening at the Northville High School awards program. All three winners are members of the Library Teen Advisory Board (TAB) and have volunteered in the past with the Friends or with TAB, which is one of requirements of the scholarship. All three winners will attend the Friends June Board meeting for a brief presentation.

## 5. **Budget and Finance Review:**

**5.1 Bills over \$1,000 for approval:** Deborah Stanifer presented the List of Bills over \$1,000 for May 2024. **MOTION:** Deborah Stanifer made a motion to approve these bills in the amount of \$198,329.38 for payment. Carol Doyle seconded the motion. Motion passed.

**5.2 Financial Report:** The fiscal year is 42% complete and the Library has received 98% of its tax revenue to date. Total revenue is 97% of the budget.

## 6. **Announcements and Comments:**

**6.1** The next Facilities Committee meeting is scheduled for Wednesday, June 19, 2024, at 10:00 a.m.

**6.2** The next Finance Committee meeting is scheduled for Tuesday, June 25, 2024, at 10:00 a.m.

**6.3** The next Library Board Meeting will be held on Thursday, June 27, 2024, at 7:00 p.m.

The meeting was adjourned at 8:43 p.m.

05/28/24

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