

NORTHVILLE DISTRICT LIBRARY (NDL) BOARD OF TRUSTEES

Regular Meeting Minutes

Tuesday, June 27, 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, and Nick Vlisides. Also present: Laura Mancini, Library Director; Maria Williams, Assistant Library Director; Denise Stacer, Friends of NDL Vice President.
 - 1.2 **Approval of the Agenda:** **MOTION:** Alan Somershoe made a motion to approve the agenda. Carol Doyle seconded the motion. Motion passed.
 - 1.3 **Approval of the Regular Meeting Minutes-05/21/24:** **MOTION:** Carol Doyle made a motion to approve the regular meeting minutes for the May 21, 2024, meeting as presented. Alan Somershoe seconded the motion. Motion passed.
 - 1.4 **Citizens Comments:** Anna Sarkisian, a former Board Trustee and participant in the planning and implementation of the NDL's building in the mid-1990s spoke to the Board. She asked about the future of the building. Trustee Vlisides briefly explained the various challenges related to the NDL's current space and the Board's effort to begin solving them. At this time, the Library Board is very early in its research process and no decisions have been made. Ms. Sarkisian shared some of the original considerations and expressed a strong desire for the Library to remain in its current location. The Board thanked her for her comments.
2. **Correspondence:** None.
3. **Reports to the Board:**
 - 3.1 **Northville District Library Director's Report-**

Board Elections - the filing deadline to run for the Board of Trustees is Thursday, July 18 at 4:00 PM. Trustees wishing to run again should visit the Wayne County Elections Office in the City-County Building in Detroit to file.

Chess Club - NDL has started a Chess Club for Adults. The first meeting was held Monday, June 17th and was well attended.

ILS Update - The ILS selection committee has seen 5 vendor demonstrations and has met with three libraries using other ILS systems to hear their opinions and experiences. The committee will continue its evaluation and scoring of the proposals throughout July.

LGBT Books - The same patron who checked out all of the books from the Library's Pride Month display in 2023 in order to prevent the community from accessing these titles has repeated her actions this year. She is currently in possession of 13 books from a Pride Month display. If she does not return the books by their due date they will eventually be marked lost and she will be invoiced for the titles. The NDL will purchase replacement copies.

Personnel - Carla Eggert, Business Operations Specialist, has announced her retirement. Carla has been with the NDL for 12 years, her last day will be Friday, July 26th. She will be greatly missed. Amy Orsburn has been promoted from Circulation Associate to Head of Circulation Services. Amy is a great fit for the new role and

everyone is delighted that she accepted the position. Cathrine Trautman, Youth Services Librarian, has been selected as the recipient of the Erik Jones Reading Champion Award for 2024. The award, a collaboration between the Michigan Humanities Council and the Erik Jones Foundation, recognizes individuals who support the development of literacy and passion for reading. Cathrine has worked on a number of projects at the NDL to expand literacy outreach efforts, including developing the Dyslexic Collection and the Sensory Core Boards.

Summer Reading Program - The Touch A Truck kickoff event was held at Northville High School on June 22, and 1,117 people attended. Despite the excessive heat, this represents a 34% increase in attendance from last year. Featured vehicles included DPW trucks from the City and Township, fire trucks, police vehicles, and an ambulance. As of this week, the Library has 620 individuals registered for Summer Reading, with more being added every day. Summer Reading runs through August 7.

Technology Updates - New computers and monitors were purchased and installed for all public workstations. We retired two public copy machines, the fax machine, and the public printer, and replaced all of those with a Multi-Function Print Station which performs all of these functions, as well as scanning. Both of the NDL's credit card payment stations were switched from Comerica to Chase Bank. New upgraded equipment has been purchased for the digital conversion lab. The NDL is also continuing the second phase of its cybersecurity training.

Director Vacation - Laura will be on vacation from July 9-15.

3.2 Friends of the Northville District Library report: Friends Vice President Denise Stacer reported to the Board.

Friends Scholarship - 2 of the 3 winners attended the June 20th Friends Board meeting. All 3 students attend Northville High School, and all were members of TAB for part of their middle or high school years.

Bookmark Content - The Board decided to hold another Bookmark Contest for kids in the Fall. Entries will be accepted starting in early September and the winners will be announced at Cider on Sunday in October.

Used Books - Used book sales for the month of May were \$1,951.15, which includes the revenue from the special Mother's Day Sale.

Kids Only Sale - The Kids Only Used Book Sale will take place this coming Sunday, June 30, from 1-4 PM. Adults must be accompanied by a child to attend. A fun craft will be offered.

4. **Library Board Appointments:**

MOTION: A motion to appoint Karren Yurgalite to the vacant term expiring in December 2026 was made by Doyle, seconded by Stanifer. Motion passed by unanimous roll call vote.

MOTION: A motion to appoint Barry Puckett to the vacant term expiring in December 2024 was made by Stanifer, Seconded by Doyle. Motion passed by unanimous roll call vote.

5. **Space Planning Update:** Per the Board's request, Laura has met with Plante Moran's real estate division. They will prepare a service proposal for the Library to consider.

6. **Budget and Finance Review:**
 - 6.1 **Bills over \$1,000 for approval:** Deborah Stanifer presented the List of Bills over \$1,000 for June 2024.
MOTION: Deborah Stanifer made a motion to approve these bills in the amount of \$183,445.89 for payment. Alan Somershoe seconded the motion. Motion passed.
 - 6.2 **Financial Report:** Deborah Stanifer presented the June financial report to the Board.
 - 6.3 **Second Quarter Budget Amendments:**
MOTION: A motion to transfer \$25,000 from the Reserve Fund for Technology Infrastructure to the Technology line item in the operating budget to cover new equipment purchases for 2024 was made by Deborah Stanifer, seconded by Joe Corriveau, motion passed unanimously.
MOTION: A motion to amend Housekeeping Supplies by \$1,500 taking the total to \$8,500 due to price increases was made by Deborah Stanifer, seconded by Carol Doyle, motion passed unanimously.
MOTION: A motion to amend Public Relations by \$2,000 taking the total to \$47,000 due to increased newsletter costs was made by Deborah Stanifer, seconded by Alan Somershoe, motion passed unanimously.
 - 6.4 **Accounting Proposal:**
MOTION: Upon recommendation by the Finance Committee, a motion to accept the Professional Services Agreement for accounting services as proposed by Plante Moran was made by Corriveau, seconded by Stanifer, motion passed unanimously.

7. **Announcements and Comments:**
 - 7.1 The next Facilities Committee meeting is scheduled for Wednesday, July 17, 2024, at 10:00 a.m.
 - 7.2 The next Finance Committee meeting is scheduled for Tuesday, July 23, 2024, at 10:00 a.m.
 - 7.3 The next Library Board Meeting will be held on Thursday, July 27, 2024, at 7:00 p.m.

The meeting was adjourned at 7:45 p.m.

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