

NORTHVILLE DISTRICT LIBRARY (NDL) BOARD OF TRUSTEES

Regular Meeting Minutes

Tuesday, July 25, 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, Barry Puckett, Alan Somershoe, Deborah Stanifer, Nick Vlisides, and Karren Yurgalite. Also present: Laura Mancini, Library Director; Maria Williams, Assistant Library Director.
 - 1.2 **Approval of the Agenda:** **MOTION:** Carol Doyle made a motion to approve the agenda. Deborah Stanifer seconded the motion. Motion passed.
 - 1.3 **Approval of the Regular Meeting Minutes-06/27/24:** **MOTION:** Carol Doyle made a motion to approve the regular meeting minutes for the June 27, 2024, meeting as presented. Alan Somershoe seconded the motion. Motion passed.
 - 1.4 **Citizens Comments:** None.
2. **Correspondence:** Laura Mancini read to the Board an email sent to the Library from Dakota Wright with a request that additional study rooms be added for patron use.
3. **Reports to the Board:**

3.1 Northville District Library Director's Report

Business Operations Transition – Due to an emergency family matter Carla Eggert had to retire sooner than expected. Her last day was Friday, July 12th. Her major responsibilities have been allocated on a temporary basis to Laura Mancini, Maria Williams, and Michael McEvoy. Laura Mancini is working closely with Plante Moran to transition accounting duties, which will include the adoption of an electronic bill payment system. This transition will begin August 1. A revised posting for the Business Operations Specialist will be posted in August.

Farmer's Market Update - Mayor Turnbull announced at the Rotary Club meeting this week that the City and the Township have entered into an agreement to purchase the former McDonnell Ford property on 7 Mile Rd to be a new location for the Farmer's Market. No official public announcement has been made by the City or the Township.

New Board Member Orientation and Board Elections – Orientation has been completed for the new Trustees. The filing dates for candidates running for the Library Board in the November election was July 18th. The candidate list from Wayne County should be available by the next board meeting.

New Lower Level Signage and New Youth Activities - New signage was installed in the lower level of the library to help better identify the location of several of the non-fiction collections. The Youth Department also put out a collective coloring sheet for youth patrons to work on when they are in the Library and it is proving to be popular.

Staff Appreciation Day - This year's staff appreciation luncheon will be held on Tuesday, August 20th at 2:00 p.m. Service awards will be given to those staff members who have accumulated 5, 10, 15, 20 and 25 years of service. This year the Library has five honorees. Other fun activities are planned for the staff. The luncheon this year will be generously paid for by the Northville Rotary Club as their way of saying thanks to the library staff for all that they do to serve the community.

Summer Reading Finale Party - This year's Summer Reading finale party is on Wednesday, August 7th at 7:00 p.m. in the park in front of the Library. There will be treats, children's activities and entertainment. Please stop by that day if you have time.

3.2 Friends of the Northville District Library report: No report.

4. Library Board Committee Appointments:

MOTION: A motion to appoint Barry Puckett to the Policy Committee and Karren Yurgalite to Finance Committee was made by Joe Corriveau, seconded by Deborah Stanifer. Motion passed.

5. Space Planning Update – Plante Moran Proposal: Plante Moran's real estate division prepared a proposal for consulting services per the Board's request. The Board reviewed and discussed the proposal and requested clarification on several points, and for Plante Moran to attend the August meeting of the Board of Trustees.

6. Budget and Finance Review:

6.1 Bills over \$1,000 for approval: Deborah Stanifer presented the List of Bills over \$1,000 for July 2024.

MOTION: Deborah Stanifer made a motion to approve these bills in the amount of \$66,000.98 for payment. Joe Corriveau seconded the motion. Motion passed.

6.2 Financial Report: Deborah Stanifer presented the July financial report to the Board.

6.3 FY2025 Draft Budget: The fiscal year 2025 Proposed Operating Budget was distributed to the Board. The budget will be presented at a Public Hearing prior to the Board meeting next month.

6.4 Resolution on Public Hearing for FY2025 Budget: Secretary Alan Somershoe presented Resolution 2024-02, which calls for a Public Hearing regarding the proposed 2024-2025 Library Operating Budget and the publication of the legal notice of the Public Hearing.

MOTION: Alan Somershoe made a motion to adopt Resolution 2024-02; the Resolution was adopted by a unanimous roll call vote.

7. Announcements and Comments:

7.1 The next Facilities Committee meeting is scheduled for Wednesday, August 21, 2024, at 10:00 a.m.

7.2 The next Finance Committee meeting is scheduled for Tuesday, August 20, 2024, at 10:00 a.m.

7.3 A Public Hearing on the 2024-2025 Operating Budget will be held on Thursday, August 22, 2024 at 6:30 p.m.

7.4 The next Library Board Meeting will be held on Thursday, August 22, 2024, at 7:00 p.m.

MOTION: Barry Puckett made a motion to adjourn the meeting at 8:06 pm. Karren Yurgalite seconded the motion. Motion passed.

08/06/24

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