

NORTHVILLE DISTRICT LIBRARY (NDL) BOARD OF TRUSTEES

Regular Meeting Minutes

Tuesday, August 22, 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; Martha Nork, President of the Friends of the Northville District Library; Andy Fountain, Principal, Plante Moran Realpoint, L.L.C.
 - 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-07/25/24:** **MOTION:** Barry Puckett made a motion to approve the regular meeting minutes for the July 25, 2024, meeting as presented. Karren Yurgalite 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

Continuing Education for Trustees – The Library of Michigan is offering a workshop for Library Trustees on Public Funds and Finances on Thursday, August 29, 2024, at 1:00 PM. It is an online webinar. All Board members are encouraged to attend if they are able. Those interested may contact Laura to get signed up.

Garbage Pick-up – The NDL shares a garbage receptacle with the Community Center and the Fire Station. GFL is contracted by the City of Northville to pick up the garbage three times a week. Over the past month there have been issues with the garbage not getting picked up on a consistent basis. Laura continues to work with the City to get this resolved.

Library Board Elections – Four candidates have filed to run for election to the Library Board in November. They are incumbents Joe Corriveau, Nick Vlisides, and Barry Puckett, as well as Jennifer Gustafson. There are three seats up for election this year.

Financial Operations – The library went live on its electronic bill payment system on August 1st. Plante Moran was extremely helpful in getting this system operational. Bills are loaded into this system and are then approved by Laura and Deborah Stanifer as required. Plante Moran handles the debiting and payment end of this process. Laura continues the process of changing the library's bank accounts from Comerica to Chase. All of our accounts have been opened with Chase and two of our five accounts have been closed with Comerica. This is a timely process. In the absence of the Business Operations Specialist, Laura is verifying all the library's bills, tracking their payments, and verifying and issuing credit card payments. She is also doing all the liaison work with Plante Moran and handling all revenue deposits. Finally, she is also handling most of the Human Resources functions. Both Michael and Maria are performing other functions of Carla's job, and their support has been essential to keep operations running smoothly.

ILS Update – The ILS committee is in the final stages of evaluating the five proposals it received for a new ILS system. If all goes as scheduled, Laura hopes to inform the Board in September of the final decision.

Personnel – Lucas Kane has been promoted from Circulation Clerk to Circulation Associate. He will do an excellent job in this new role. The NDL's three high school students who are Shelving Pages all graduated this year and will be going away to college next month. Everyone on staff wishes Katie, Nila, and Zahra well. Three new pages have been hired this month, Marissa Frango, Marisa Ma, and Izabelle Hagen. The Business Operations Specialist position will be posted next week.

Staff Recognition Party – On Tuesday, August 20th the NDL had its second annual staff recognition event. The Rotary Club of Northville graciously provided support to cater the event and the Friends of the NDL provided additional funding. Service honorees this year were Rita Kochan (25 years), Joe White (20 years), Sarah Milroy (10 years), Pam Chiesa (5 years), and Laura Mancini (5 years). A huge thank you goes to Maria Williams for organizing this event!

Summer Reading Program – The NDL concluded its annual Summer Reading Program, and this year was a smashing success. The number of participants from last year increased by 23%. The library had 1,297 adults, teens and youth sign up for this year's program with a 76% completion rate. These are the highest Summer Reading numbers since Laura has been here at NDL. The Summer Reading finale party was on August 7th in the green space next to the library and was attended by over 220 people. They were treated to tattoos, two bounce houses, balloons, and Kona ice. A good time was had by all, and our incredible librarians deserve a huge round of applause for their work on this year's program, which was once again generously sponsored by the Friends of NDL.

Unemployment Claim – One of the library's part-time employees held another position at H&R Block. She was laid off from this position and filed for unemployment. The state's unemployment agency is charging the NDL for a portion of her unemployment benefits even though she remains an active employee at the library. Laura has filed a formal protest with the UIA and if this is not successfully addressed, she will need to bring in legal counsel to handle the matter.

Youth Department Updates – The Youth Department has added a country cottage in its main floor area for kids to play in. It is proving to be a big hit with our youth patrons. Parents regularly request more options for play at our library and the Youth Department has been working creatively to try to meet this need while dealing with the challenge of the area's lack of space. Kudos to them for this great idea!

3.2 Friends of the Northville District Library Report

New Meeting Rhythm – The Friends have changed their meeting rhythm from the third Thursday of the month to the second Thursday of the month, beginning in September. Hopefully this way they will not conflict with the Library Board meetings during the holiday season.

Friends Accomplishments – Martha Nork presented a report of the Friends' accomplishments year to date.

4. **Space Planning Update – Plante Moran Proposal:** Andy Fountain, Principal with Plante Moran Realpoint, spoke with the Board about proposal for consulting services. A goal of the proposed project is to validate the Quinn Evans study’s findings; analyze the NDL’s options for renovation and expansion in various ways; and make a final presentation of these findings to the Library Board. Chair Nick Vlisides requested focus on a determination of what the library can actually afford, and how it might finance its eventual plan. Trustees Alan Somershoe and Karren Yurgalite reiterated this requested emphasis, and a discussion with Mr. Fountain provided further clarification. Mr. Fountain will provide an updated engagement proposal for the Board’s consideration in September.

5. **Budget and Finance Review:**

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

MOTION: Deborah Stanifer made a motion to approve these bills in the amount of \$59,776.36 for payment. Carol Doyle seconded the motion. Motion passed.

5.2 Financial Report: Deborah Stanifer presented the August financial report to the Board.

5.3 Approve FY2025 Budget: **MOTION:** Deborah Stanifer made a motion to approve the fiscal year 2025 Operating Budget as presented. Karren Yurgalite seconded the motion. Motion passed.

6. **Resolution on Millage Rate:** Secretary Alan Somershoe presented Resolution 2024-03, the resolution to certify the millage rate at 1.0926 for fiscal year 2024-2025. The resolution was seconded by Deborah Stanifer. The resolution was approved by unanimous roll call vote.

7. **Committee Reports**

7.1 Facilities Committee

Project Updates: Alan Somershoe provided brief updates on several current projects and issues, including the problems with garbage collection, the issue with cars continuing to drive over the porch, and an unofficial update about the proposed site for the new Farmers Market.

Future Projects: Interior painting has not been completing in years, quotes for the work will be solicited and presented for consideration at a later date. The New Books area is in need of an upgrade/update, proposals and quotes will be requested and presented for consideration at a later date. Vending machines have been installed in the main floor alcove, that area might need some modification. Lastly, the Staff Lounge and Administration offices have never been updated and still have the original furniture, they may require some refurbishment as well.

8. **Announcements and Comments:**

8.1 The next Board Facilities Committee meeting is scheduled for Wednesday, September 18, 2024, at 10:00 a.m.

8.2 The next Board Finance Committee meeting is scheduled for Tuesday, September 24, 2024, at 10:00 a.m.

8.3 The next Library Board Meeting will be held on Thursday, September 26, 2024, at 7:00 p.m.

MOTION: Alan Somershoe made a motion to adjourn the meeting at 8:28 pm. Carol Doyle seconded the motion. Motion passed.

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