

NORTHVILLE DISTRICT LIBRARY (NDL) BOARD OF TRUSTEES

Regular Meeting Minutes

Tuesday, September 26, 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, and Nick Vlisides. Also present: Laura Mancini, Library Director; Maria Williams, Assistant Library Director. Absent: Karren Yurgalite.
  - 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-08/22/24:** **MOTION:** Alan Somershoe made a motion to approve the regular meeting minutes for the August 22, 2024, meeting as presented. Joe Corriveau seconded the motion. Motion passed.
  - 1.4 **Citizens' Comments:** Cathrine Trautman, NDL Youth Services Librarian and NDLEA Treasurer greeted the Board.

2. **Correspondence:** None.

3. **Reports to the Board:**

**3.1 Northville District Library Director's Report**

**Beautification Commission Award** – The Northville Beautification Commission awarded the NDL and the Country Garden Club of Northville a 2024 Certificate of Recognition for the garden on the Library's front and side porches. Alan Somershoe accepted the award on behalf of the NDL at the ceremony on September 24th.

**Northville Bicentennial Committee** – Laura attended another meeting of the Northville Bicentennial Committee last week. The committee is now being co-chaired by John Carter and Rick Ward. They gave a presentation regarding all the activities being planned for the bicentennial celebration, which will run from July 4<sup>th</sup> through the Victorian Festival in 2027. The NDL was not mentioned and there was no suggestion for programs or partnerships with the Library. Laura informed the new co-chairs that the Library wants to be a partner and a participant in the official celebrations.

**Building Enhancements** – New toilet seats have been purchased for all the toilets in the building. Many of the seats dated back to the opening of the building and were showing their age with staining and other wear and tear.

**Cybersecurity** – Michael McEvoy, Head of IT, would like to conduct a special training session on cybersecurity for Library Board members that would last one hour. Michael is available to schedule a session on nights or weekends, at the convenience of the Board.

**Integrated Library System Update** – The NDL will be leaving the TLN shared ILS system, CARL, in 2025. The Library will be purchasing the Koha system through a company called Bywater. The new system will enable staff to operate much more efficiently and will enable the NDL to introduce new features for patrons, and also to be in compliance with new ADA rules regarding the display of electronic information by government entities.

**Library Card Design Contest** – It is time to freshen up the design of the NDL’s Library Card. The NDL is holding a special contest for members of the public to redesign the card. Submissions will be accepted throughout the month of September for an adult card and a youth card. A special jury will review all design submissions and select a winner. New library cards will be printed with the winning designs.

**Michigan Supreme Court Ruling** – The Michigan Supreme Court ruled that the referendum passed by Michigan voters in 2018 to raise the minimum wage and to award paid sick time to employees was unconstitutionally amended by the state legislature. In February 2025, minimum wage will increase to \$12.48 per hour and paid sick leave will be provided to employees. For its unionized staff, the labor contract will still apply regarding wage rates and sick leave accrual. For half of the NDL staff, wage rates will need to be adjusted. This scenario was planned for in the FY2025 budget passed by the Board of Trustees last month. Laura will work with the Library’s attorney and the Board Finance Committee on the creation and implementation for a sick leave policy for the non-unionized staff. This plan will be presented to the full Board sometime this fall.

**Erik Jones Foundation Award Event** – As previously reported, Youth Services Librarian Cathrine Trautman was given a literacy champion award from the Erik Jones Foundation and the Michigan Humanities Council. Erik Jones is a professional NASCAR driver from Michigan and his foundation works to promote literacy. Cathrine was interviewed this week by NASCAR regarding her award and what she has done to promote literacy in the Northville communities. Congratulations to Cathrine!

**ALA’s Banned Books Week** – September 22-28 is recognized by the American Library Association as Banned Books Week. Laura’s column in the Fall newsletter covered book banning. To her surprise, she received several responses from the community. All but one of the letters was supportive of the need to protect the freedom to read. Trustee Somershoe requested that Laura read the letter and her response to it aloud to the Board.

**Personnel Updates** – The Business Operations Specialist position was posted earlier this month. Laura and Maria will be conducting interviews in October. Jodi Strzalkowski, the Library’s Technical Services Clerk, left employment last week after 12 years of service to the NDL. Her position will need to be replaced. There are also vacancies in the Circulation Department, the IT Department, and the Youth Department. Interviewing for all these positions will take place throughout the fall and Laura will be involved in most of them.

**3.2 Friends of the Northville District Library Report** – No report.

4. **Space Planning Update – Plante Moran Proposal:** Andy Fountain, Principal with Plante Moran Realpoint, spoke with the Board about the revised proposal for consulting services. Trustees Vlisides and Puckett asked some clarifying questions, and Director Mancini encouraged timely execution of this plan so that the Library can be informed and prepared if and when opportunities may arise.

**MOTION:** Joe Corriveau made a motion to approve the proposal with Plante Moran Realpoint in an amount not to exceed \$25,000. Deborah Stanifer seconded the motion. Motion passed.

5. **ILS Selection:** Laura Mancini reviewed the evaluation process that the staff ILS committee undertook in response to the RFP that was issued in the spring. The committee scored each bid and the Library's current vendor against the requested criteria; evaluated the overall costs of each bidder's system and the Library's current system; and carefully assessed pros and cons. Additionally, the committee interviewed current users of each system, and every bidding vendor made either an in-person or virtual presentation of their product to staff. Ultimately the committee voted to exit the TLN shared automation group and adopt a standalone ILS, to be provided by ByWater Solutions. The migration is tentatively scheduled for the Spring.

6. **Budget and Finance Review:**

**6.1 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 \$213,494.99 for payment. Alan Somershoe seconded the motion. Motion passed.

**6.2 Financial Report:** Laura Mancini presented the August financial report to the Board.

**6.3 3<sup>rd</sup> Quarter Budget Amendments:** **MOTION:** Deborah Stanifer made a motion to approve the following budget amendments in the amount of \$64,848.73:

Amend the Membership Fees budget by \$2,000, taking the total to \$7,000

Amend the Payroll Service budget by \$1,500, taking the total to \$10,000

Amend the Building/Equipment Maintenance budget by \$10,000, taking the total to \$137,000

Amend the Technology budget by \$15,000, taking the total to \$96,000

Amend the Maker Space Expenses budget by \$3,500 taking the total to \$8,500

Amend the Accounting Services-Plante Moran budget by \$20,000 taking the total to \$32,000

Amend the Public Relations budget by \$3,000 taking the total to \$50,000

Amend the Bank Fees budget by \$2,000 taking the total to \$3,000

Amend the Space Feasibility Study by \$30.26 taking the total to \$42,780.26

Amend the Meeting Room Renovation Project budget by \$7,818.47 taking the total to \$190,818.47

Alan Somershoe seconded the motion. Motion passed.

**MOTION:** Deborah Stanifer made a motion to transfer \$30.26 from the Fund for Facility Preservation to the Space Feasibility Study budget. Alan Somershoe seconded the

Motion. Motion passed. **MOTION:** Deborah Stanifer made a motion to transfer

\$7,818.47 from the Fund for Facility Preservation to the Meeting Room Renovation Project budget. Carol Doyle second the motion. Motion passed.

7. **Committee Reports**

**7.1 Facilities Committee**

**Legal Opinion on Building Ownership:** Alan Somershoe shared the legal opinion from attorney John Brennan of FSBP regarding the Library's ability to sell its property given the right of entry which is held by the Northville Public Schools.

**Brownfield Tax Captures:** The Library's millages are currently subject to partial capture by three Brownfield authorities in Northville Township, totaling approximately \$90,000 per year. The City is seeking to create two new Brownfield authorities, which, if established, will capture additional millage dollars from the Library's millages.

**Main Street Parking Lot Proposal:** The City of Northville is moving forward with a plan to repair and resurface the parking lot located on Main Street between City Hall, the Community Center, and the Library. The City estimates the total project cost at

\$120,000 and is proposing to pay half the cost, with the remaining half shared equally by Northville District Library, Northville Township, and Northville Public Schools, which would make the Library's share \$20,000. **MOTION:** Joe Corriveau made a motion to approve the City of Northville's proposal to repair and resurface the Main St. parking lot next to the Library, with a total cost to the Library not to exceed \$20,000. Barry Puckett seconded the motion. Motion passed.

**8. Announcements and Comments:**

**8.1** The next Board Facilities Committee meeting is scheduled for Wednesday, October 9, 2024, at 10:00 a.m.

**8.2** The next Board Finance Committee meeting is scheduled for Tuesday, October 22, 2024, at 10:00 a.m.

**8.3** The next Library Board Meeting will be held on Thursday, October 24, 2024, at 7:00 p.m.

**MOTION:** Carol Doyle made a motion to adjourn the meeting at 8:22 pm. Alan Somershoe seconded the motion. Motion passed.

09/28/24

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