

NORTHVILLE DISTRICT LIBRARY (NDL) BOARD OF TRUSTEES  
Regular Meeting Minutes  
Tuesday, October 24, 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 Roy 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 NDL.
  - 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-09/26/24:** **MOTION:** Deborah Stanifer made a motion to approve the regular meeting minutes for the September 26, 2024, meeting as presented. Barry Roy Puckett seconded the motion. Motion passed.
  - 1.4 **Citizens' Comments:** Anne Mannisto spoke to the Library Board about the repair of the parking lot between the Northville Community Center and the Northville Fire Department. She also spoke about the NDL's ILS system and how important it is for Northville patrons to be able to borrow library materials from other area libraries in the TLN consortium.

2. **Correspondence:** None.

3. **Reports to the Board:**

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

**Building Materials Return Slots** – New books and materials returns for both the exterior and interior of the building have been ordered. Installation will take place later this year.

**Business Operations Specialist Update** – The candidate pool for this position has been narrowed down to three finalists. Second interviews for the position will take place next week. We hope to have someone hired for the role prior to the next Library Board meeting.

**Garbage Collection** – Garbage collection continues to be an issue. The Library shares a garbage receptacle with the Community Center and the Fire Station. Priority Waste is supposed to collect trash three times per week, but that has not been happening consistently. The City of Northville is aware of the situation.

**National Friends of the Library Week** – This week is National Friends of the Library Week. The Library has been spotlighting the activities and accomplishments of the Friends of the NDL on social media, even recorded a video in their honor. An email also went out to every NDL cardholder that has an email address on file with us about the Friends and how they make a difference at the NDL. Congratulations Friends and thank you for all you do!

**Outreach Events** – The Library was invited to have a booth at the Northville Twp. Fire Department's Open House at the end of September. Library staff spoke to over 250

members of the community and handed out a lot of NDL branded swag. Additionally, the Township's Department Heads held one of their regular meetings here at the NDL on October 16<sup>th</sup> and were given a tour of the building. They were impressed by the wide array of services offered to the community. The NDL will also participate once again in Streets of Treats on Saturday, October 28, at which up to 3,000 children are expected to Trick-or-Treat. Staff will dress festively and hand out candy.

**Parking Lot Reconstruction** – Construction has begun in the parking lot between the fire station and the Community Center. The construction has at times been disruptive at the Library. A portion of the Library's brick work around the lot has been affected by the deteriorating curb and may need to be replaced when the construction is completed, and the weather allows.

**Space Planning Update** – Work has begun on the space planning financial analysis study. There will be biweekly meetings with Plante Moran until the end of the year.

**Staff News** – Our fantastic team continues to excel. Katie Rothley, Marketing Librarian, has been invited by the Rutgers University-New Brunswick Library Science Department and the Omicron chapter of the Bet Phi Mu Honor Society to be their 2024 Speaker of the Year. She will be speaking about market research in public libraries, a topic on which she has published articles in the past. The annual Michigan Library Association conference was last week in Traverse City. Youth Librarians Whitney Jones and Cathrine Trautman did a presentation on how they incorporate technology in their Youth Story Time programs. Cathrine did a second presentation on how she created a dyslexia font-friendly collection for young readers. Last but not least Michael McEvoy participated in a Maker Guild Exhibition booth at the conference where he promoted makerspaces to the library community.

**3.2 Friends of the Northville District Library Report** – Martha Nork presented a list of the Friends accomplishments year to date, and highlighted some upcoming donations, expenses, and programs.

4. **Event Notices to the Library Draft Letters Review:** The Board reviewed and finalized letters to be sent to the Northville City Council and the Northville Public Schools Board requesting improved communication about events which will impact the Library's parking lot or building access from Cady St.
5. **Budget and Finance Review:**
  - 5.1 **Bills over \$1,000 for approval:** Deborah Stanifer presented the List of Bills over \$1,000 for September 2024.  
**MOTION:** Deborah Stanifer made a motion to approve these bills in the amount of \$59,738.14 for payment. Carol Doyle seconded the motion. Motion passed.
  - 5.2 **Financial Report:** Laura Mancini presented the September financial report to the Board. Penal fine revenue is expected next month.
  - 5.3 **Audit Proposals:** We are seeking a new financial auditing firm; the Finance Committee will review proposals.

**6. Committee Reports**

**6.1 Facilities Committee**

**Lighting Proposals:** Alan Somershoe shared the various proposals for upgrading the Library's light fixtures. **MOTION:** Alan Somershoe made a motion to accept the proposal from Shaw Construction in an amount not to exceed \$145,000, to be paid out of the Fund for Building Preservation in the NDL's reserve account. Deborah Stanifer seconded the motion. Motion passed.

**7. Announcements and Comments:**

**7.1** The next Board Facilities Committee meeting is scheduled for Wednesday, November 13, 2024, at 10:00 a.m.

**7.2 The** next Board Finance Committee meeting is scheduled for Tuesday, November 19, 2024, at 10:00 a.m.

**7.3 The** next Library Board Meeting will be held on Thursday, November 21, 2024, at 7:00 p.m.

**MOTION:** Karren Yurgalite made a motion to adjourn the meeting at 8:28 pm. Joe Corriveau seconded the motion. Motion passed.

11/12/24

MW