

NORTHVILLE DISTRICT LIBRARY (NDL) BOARD OF TRUSTEES
Regular Meeting Minutes
Tuesday, November 21, 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:** Barry Roy Puckett made a motion to amend the agenda by changing item #3 from a presentation by Northville Mayor Brian Turnbull to a comment by Northville Public Schools Superintendent Dr. RJ Webber and NPS Board member Lisa McIntyre, and comment by Northville City Councilwoman Laura Genitti. Alan Somershoe seconded the motion. Motion passed. **MOTION:** Carol Doyle made a motion to approve the agenda as amended. Karren Yurgalite seconded the motion. Motion passed.
 - 1.3 **Approval of the Regular Meeting Minutes-10/24/24:** **MOTION:** Carol Doyle made a motion to approve the regular meeting minutes for the October 24, 2024, meeting as presented. Alan Somershoe seconded the motion. Motion passed.
 - 1.4 **Citizens' Comments:** None.

2. **Correspondence:** None.

3. **Northville Public Schools and Northville City Council Comment – NPS**
Superintendent Dr. RJ Webber and NPS Board member Lisa McIntyre, and Northville City Councilwoman Laura Genitti spoke with the Board about the letters that were sent to them by the NDL Board of Trustees concerning the need for better communication about special events that may affect access to the Library's building and parking lot.

4. **Reports to the Board:**
 - 4.1 **Northville District Library Director's Report**

Carlo Meeting Room – The roof over the Carlo Meeting Room leaked during the past week's rainstorms. Our roofing maintenance company came out and remounted several shingles which had leaks.

Dyslexic Collection – Cathrine Trautman, one of the NDL's Youth Librarians, established a dyslexic children's collection last year and presented it at the Michigan Library Association's conference. She received emails from several attendees of her presentation expressing their appreciation for the resources she shared. This is just another example of the small and powerful ways libraries can change people's lives for the better.

Freedom to Read Legislation – Freedom to Read legislation has been introduced in the Michigan House of Representatives. This legislation will strengthen the right to read for all Michiganders and, if adopted, will provide uniform standards for book challenges.

There is a version of this legislation that is applicable to district libraries. Board members are urged to contact Representative Matt Koleczar to voice their support for this bill.

Holiday Parade – Tomorrow night is the Northville annual Holiday Lighted Parade. As a result of the letter the Library Board sent to City Council, the Library was invited for the first time to a City parade planning meeting and we're so grateful to have a spot at the table. The Library will also be hosting a booth at the Holiday Greens Market in town square after the parade.

Holiday Programming – The last week of October featured special programming for the holidays. The NDL featured a program on the Diwali holiday, which is of sacred importance in the Hindu religion. The Library hosted a dance troupe who performed some of the special dances associated with the celebration. The Library's service area has a significant population of Asian Americans and we are trying to offer more programming that is targeted to this community. Halloween featured a Mini-Monster Bash in the NDL and trick-or-treat stations were set up for children throughout the library. A great time was had by all.

Internet Outage – The NDL's telephone and internet access were down for about 48 hours last week. The NDL gets its internet access from TLN, who purchases it through Merit, which contracts with AT&T to provide internet access to educational institutions and libraries. The problem was ultimately traced back to AT&T. The backup systems put in place by TLN did not function as expected. Michael McEvoy is going to investigate the cost of purchasing a backup internet access provider for the NDL to prevent this sort of incident from occurring again.

Library Card Redesign – The NDL's cards needed a design refresh. The Library had a contest for patrons to design a new card. The winners of the contest were Matt Reneker for the adult card design and Jaeyeon Journey Kwon for the youth card design. Both winners have been notified and the Winter newsletter will prominently feature the new cards. The cards will be available for patrons to obtain starting in December.

Patron Incident – A patron was banned from the NDL due to several violations of the Library's Code of Conduct over the course of several disruptive incidents. A special thanks goes to the Northville Police Department for their assistance with this individual.

Personnel – I am delighted to be able to announce that Debra Pace has been hired to fill the Business Operations Specialist position. Debra will be starting on Monday, December 2nd. Debra comes to the NDL with a long career in Human Resources, and we are all looking forward to having her join the team. When any Board members are in the building next month, please stop by the administrative offices and I will introduce you to her.

Other new NDL hires include Michelle Meloche, Julie Richert, and Kim McKnight in Circulation, and Jenny Rasmussen in Technical Services. The NDL is also recruiting candidates for a part time Youth Librarian and an IT Assistant for MakeIT.

4.2 Friends of the Northville District Library Report – Martha Nork discussed the Library wish list which was presented by Laura to the Friends at their last Board

meeting. Martha reported that the used books operation has garnered \$20,000 in revenue for the year. She also highlighted some upcoming Friends activities, including a staff appreciation event and a sponsored program in December.

5. Budget and Finance Review:

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

MOTION: Deborah Stanifer made a motion to approve these bills in the amount of \$141,935.32 for payment. Joe Corriveau seconded the motion. Motion passed.

5.2 Financial Report: Laura Mancini presented the October financial report to the Board.

5.3 Fourth Quarter Budget Amendments: Deborah Stanifer presented a list of proposed budget amendments to the Board as follows:

- Amend Continuing Education/Training/Mileage by **\$2,200.00** taking the total budget to **\$20,200.00** due to increased number of staff members attending professional conferences this year
- Amend Payroll Services by **\$500.00** taking the total budget to **\$10,500.00** due to vendor price increases
- Amend Electric by **\$3,800.00** taking the total budget to **\$63,800.00** due to vendor price increases
- Amend Building and Equipment Maintenance by **\$20,000.00** taking the budget to **\$157,000.00** to cover additional building repairs and furniture purchases
- Amend Housekeeping by **\$9,330.00** taking the total budget to **\$51,600.00** due to special deep cleaning work performed in the Library
- Amend Water by **\$522.00** taking the budget to **\$9,522.00** due to vendor price increases
- Amend Books and Subscriptions by **\$9,000.00** taking the budget **\$220,000.00** to cover increased collection purchases
- Amend Maker Space Expenses by **\$100.00** taking the budget to **\$8,600.00** to cover additional supplies purchase
- Amend Auto Circ System Fees by **\$572.00** taking the budget to **\$49,572.00** to cover vendor price increase
- Amend Telecommunications by **\$4,500.00** taking the budget to **\$12,500.00** to cover new service purchases

- Amend Accounting Services by **\$3,000.00** taking the budget to **\$35,000.00** to cover final bill charges for the fiscal year
- Amend Special Programs by **\$3,000.00** taking the budget to **\$38,000.00** due to increased programming for the public
- Amend Bank Fees by **\$100.00** taking the budget to **\$3,100.00** to cover November bank charges
- Amend Meeting Room Renovation by **\$1002.50** taking the budget to **\$192,823.47** cover the final changes for the Carlo Meeting Room Renovation project

Total Budget Amendments: **\$57,626.50**

MOTION: Deborah Stanifer made a motion to approve the budget amendments totaling \$57,626.50. Barry Roy Puckett seconded the motion. Motion passed.

MOTION: Deborah Stanifer made a motion to transfer \$1,002.50 from the Fund for Facility Preservation to the Meeting Room Renovation Budget to fund the final charges for the Carlo Meeting Room Renovation project. Alan Somershoe seconded the motion. Motion passed.

5.4 Audit Proposal: The Finance Committee reviewed proposals from three firms to provide financial auditing services to the Library. After reviewing the proposals, the recommendation is to approve the proposal from Gabridge & Co. **MOTION:** Deborah Stanifer made a motion to approve the proposal from Gabridge & Co. to provide financial auditing services to the Library. Alan Somershoe seconded the motion. Motion passed.

6. Announcements and Comments:

6.1 The next Board Facilities Committee meeting is scheduled for Wednesday, December 11, 2024, at 10:00 a.m.

6.2 The next Board Finance Committee meeting is scheduled for Tuesday, December 17, 2024, at 10:00 a.m.

6.3 The next Library Board Meeting will be held on Thursday, December 19, 2024, at 7:00 p.m.

MOTION: Carol Doyle made a motion to adjourn the meeting at 8:16 pm. Barry Roy Puckett seconded the motion. Motion passed.

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