

NORTHVILLE DISTRICT LIBRARY (NDL) BOARD OF TRUSTEES
Regular Meeting Minutes
Thursday, December 19, 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, Barry Roy Puckett, Alan Somershoe, Deborah Stanifer, Nick Vlisides, and Karren Yurgalite. Also present: Laura Mancini, Library Director; Maria Williams, Assistant Library Director; Debra Pace, Business Operations Specialist; and Linda Schwelnus, Treasurer of the Friends of NDL. Absent: Carol Doyle.
1.2 Approval of the Agenda: **MOTION:** Barry Roy Puckett made a motion to approve the agenda. Karren Yurgalite seconded the motion. Motion passed.
1.3 Approval of the Regular Meeting Minutes-11/21/24: **MOTION:** Karren Yurgalite made a motion to approve the regular meeting minutes for the November 21, 2024, meeting as presented. Deborah Stanifer seconded the motion. Motion passed.
1.4 Citizens' Comments: None.
2. **Correspondence:** None.
3. **Library Card Design Winners Presentation** – The winners of the patron contest to redesign the NDL's library card introduced themselves to the Board of Trustees and were photographed with Board President Nick Vlisides and Director Laura Mancini. The winners were patron Matt Renneker and patron Jaeyeon Journey Kwon.
4. **Friends of Northville District Library Report** – Friends of NDL Treasurer Linda Schwelnus presented a report of recent activities to the Board. The Friends sponsored the City Lights Chorus performance which was held next door at the Northville Community Center, and the Youth Services department's Winter Extravaganza, and also sponsored a "Salty and Sweet" spread of treats for the staff. Director Mancini presented the annual Wishlist and the Friends reviewed it. The agreement between the Friends and the Library was also reviewed and updated for the upcoming year.
5. **Wayne County Penal Fines Payment-Closed Session** – **MOTION:** Nick Vlisides made a motion to go into closed session to discuss an issue with the annual payment of Wayne County Penal Fines with legal counsel from Fahey Schultz Burzych Rhodes PLC at 7:17 p.m. per MCL 15.268. Barry Roy Puckett seconded the motion. Motion passed. The motion passed by unanimous roll call vote. **MOTION:** Barry Roy Puckett made a motion to return to regular session at 8:08 p.m. Alan Somershoe seconded the motion. Motion passed. **MOTION:** Joe Corriveau made a motion to authorize the Library's legal counsel at FSBR to seek information by letter from the Library of Michigan regarding the issue of misallocated penal fines. Deborah Stanifer seconded the motion. Motion passed.
6. **Library Director's Report**
Business Operations Specialist: Debra Pace began her position on Monday, December 2nd. She is settling in nicely and has spent time in each of the Library's different departments learning about their operations. Debra is a wonderful addition to

the team!

Fiscal Year-End Closure: The NDL's fiscal year 2024 ended on November 30. Laura Mancini is working with Plante Moran to close out the year and prepare for the financial audit. Every two years the Library's retiree health benefits are required to be audited and 2024 is one of those years. Laura is working with CBIZ to complete this audit. The Library's regular financial audit will take place in late January and early February.

Freedom to Read Legislation: Michigan's Right to Read legislation was passed by the Michigan House of Representatives. It is uncertain whether there will be a quorum in the state Senate in order to pass the bill, but if it passes the bill will establish a uniform statewide process for library collection challenges. Please contact Senator Rosemary Bayer's office to urge her to vote yes on this important bill.

Holiday Programming: The NDL held two big programs this week to celebrate the holidays; we hosted the City Lights Chorus at the Community Center with more than 100 people in attendance, and the third annual Winter Extravaganza featured many performers and activities and was attended by more than 410 people. Kudos to the NDL librarians for planning and executing the events, and to the Friends of NDL for sponsoring them.

ILS Migration: The NDL is coordinating with The Library Network and ByWater Solutions, its new ILS provider, to migrate its data to the new system. All parties are cooperating well with one another. The new system is tentatively expected to go live sometime in April. Before that happens, communications will be released to patrons about the change. Should Board members hear from community members about this change please feel free to refer them to Laura so she can follow up. Please also reassure them that they will still be able to borrow materials from other libraries when the new system goes live.

Paid Sick Leave/Minimum Wage Increase Legislation: There is a political battle in the state legislature about increasing the minimum wage and implementing paid sick time for all employees. The NDL is already in compliance with the new minimum wage law – should it take effect – but may need to establish a policy of paid Sick time for part-time non-union employees. The Personnel Committee will need to meet to formulate these policies, please be on stand-by for a January meeting.

Patron NextDoor Post and MakeIT Feedback: Recently a patron posted on NextDoor about how much she and her family love coming to the Library and using our services. Additionally, a patron used MakeIT to engrave a steel tumbler as an anniversary present for his wife. Although books are great and we love them truly, it is so wonderful to see the public recognize all the varied services we provide to the community.

Vacation: Laura Mancini will be on vacation from December 23-January 3. She will be available by email, phone, and text during this time.

7. **Budget and Finance Review:**

7.1 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 \$103,037.02 for payment. Barry Roy Puckett seconded the motion. Motion passed.

7.2 Financial Report: Laura Mancini presented the November financial report to the Board. We have yet to receive the Universal Service Fund Rebate of approximately \$1600.

7.3 Reserve Transfers: MOTION: Deborah Stanifer made a motion to transfer \$17,270.00 from the Fund for Future Unfunded Expenses to fund the one-time migration fees for the ILS system. Due to the timing of the finalization for the FY2025 budget,

these charges were not included. Karren Yurgalite seconded the motion. Motion passed.

MOTION: Deborah Stanifer made a motion to transfer \$20,000.00 from the Fund for Facility Preservation to pay the Library's share of the Main Street parking lot repaving project. Karren Yurgalite seconded the motion. Motion passed.

8. Committee Reports

8.1 Personnel Committee: It is time to review and renew the Library Director's employment contract. **MOTION:** Joe Corriveau made a motion to renew Laura Mancini's employment contract with a 3% increase for the 2025 fiscal year. Alan Somershoe seconded the motion. Motion passed.

9. Set January 2025 Board Meeting Date: After discussion, the Board elected to maintain the normal meeting date and time for January 2025.

10. Presentation to Trustee Barry Roy Puckett: Trustee Puckett's Board service will conclude at the end of December. The Board and Laura Mancini presented him with a gift and thanked him for his service to the Board over the past year.

11. Adjournment

MOTION: Deborah Stanifer made a motion to adjourn the meeting at 8:46 pm. Alan Somershoe seconded the motion. Motion passed.

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