

NORTHVILLE DISTRICT LIBRARY (NDL) BOARD OF TRUSTEES
Regular Meeting Minutes
Thursday, January 23, 2025 – 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, Jennifer Gustafson, Alan Somershoe, Deborah Stanifer, and Nick Vlisides. Also present: Laura Mancini, Library Director; Maria Williams, Assistant Library Director; and Debra Pace, Business Operations Specialist. Absent: Karren Yurgalite.
 - 1.2 **Approval of the Agenda:** **MOTION:** Carol Doyle made a motion to approve the agenda. Deborah Stanifer seconded the motion. Motion passed.
 - 1.3 **Approval of Meeting Minutes-12/19/24:** **MOTION:** Carol Doyle made a motion to approve the regular meeting minutes for the December 19, 2024, meeting as presented. Alan Somershoe seconded the motion. Motion passed. **MOTION:** Alan Somershoe made a motion to approve the meeting minutes for the closed session on December 19, 2024 as presented. Carol Doyle seconded the motion. Motion passed.
 - 1.4 **Election of Officers:** Joe Corriveau made a motion to nominate Nick Vlisides as Chair, Carol Doyle as Vice-Chair, Alan Somershoe as Secretary, and Deborah Stanifer as Treasurer. Alan Somershoe seconded the motion. Motion passed.
 - 1.5 **Appointment of 2025 Board of Trustee Committee Members:** **MOTION:** Joe Corriveau made a motion to retain the existing committee assignments, with the addition of Jennifer Gustafson to the Personnel Committee and Policy Committee. Alan Somershoe seconded the motion. Motion passed.

The following Committees were established for 2025:

 - Finance Committee: Deborah Stanifer (Chair), Karren Yurgalite and Nick Vlisides
 - Policy Committee: Carol Doyle (Chair), Deborah Stanifer and Jennifer Gustafson
 - Personnel Committee: Joe Corriveau (Chair), Alan Somershoe and Jennifer Gustafson
 - Facilities Committee: Alan Somershoe (Chair), Carol Doyle and Deborah Stanifer
 - 1.6 **Board Bylaws Reaffirmation:** **MOTION:** Carol Doyle made a motion to affirm the Library Board of Trustee bylaws. Deborah Stanifer seconded the motion. Motion passed.
 - 1.7 **Resolution 2025-01: Schedule of 2025 Board of Trustee Meeting Dates-** Resolution 2025-01 sets the dates of the regular meetings of the Northville District Library Board of Trustees for the calendar year 2025. **MOTION:** Alan Somershoe made a motion to accept Resolution 2025-01. Carol Doyle seconded the motion. Motion passed by unanimous roll call vote. All regular meetings of the Board of Trustees are on the 4th Thursday of the month except for November and December, when the meetings are held on the 3rd Thursday.
 - 1.8 **Citizens Comments:** None.
2. **Correspondence:** Director Mancini shared with the Board a thank you note that they received from exiting Board Trustee Barry Roy Puckett.

3. Reports to the Board

3.1 Library Director's Report

Audits: There are three audits in progress at this time; the biennial retiree health care benefits audit conducted by CBIZ; the normal financial audit conducted by Gabridge & Co.; and the State Aid report due to the Library of Michigan. Director Mancini is working with the appropriate parties to complete these audits.

Building Updates: The interior lighting upgrade project is underway. Work began during the Library's closure for the MLK Day holiday on January 20 and is continuing overnight to avoid disruption to library staff and patrons. There is already a significant improvement in the areas where work is complete.

Additionally, the new book returns have been installed both inside and out. Special thanks goes to Library Design & Associates who completed this work on one of the coldest days of the year.

NDL Board: Jennifer Gustafson joins the NDL Board as its newest Trustee. Director Mancini has conducted her orientation and Ms. Gustafson was sworn in tonight. She is eager to begin her tenure on the Board and will be a great asset to the NDL with her extensive background in libraries. Welcome, Jennifer!

Community Awards Dinner: The annual Northville Community Awards Dinner will be held on Thursday, February 6th. The NDL will be honoring its Volunteers of the Year, Chuck and Andrea Murdock. Any Board members who wish to attend should notify Director Mancini before Monday, January 27th.

ILS Migration: The library has begun working with ByWater Solutions, who will support the new ILS and the migration from the TLN system. ByWater will be on site for a week in March to conduct staff training.

MIOSHA Complaint: In December a patron used MakeIT to sublimate a photo onto some puzzles for a holiday gift. It was the biggest project of this kind attempted to date in MakeIT and unfortunately produced an unpleasant smell which upset staff and patrons alike. The MakeIT team will handle projects like that differently going forward. A member of the NDL staff made an anonymous complaint with MIOSHA regarding the fumes from MakeIT, and the cramped condition of the lower level storage room. MIOSHA responded by conducting a surprise inspection on Friday, January 10th and requested follow-up information regarding the materials use in MakeIT. Management is fully cooperating with MIOSHA and is awaiting the report of their findings. In the meantime, some proactive steps have been taken, including updating the Safety Data Sheets, engaging our HVAC vendor to see if ventilation in MakeIT can be improved, contacting an industrial hygienist in case further consultation is needed, and cleaning up the lower level storage room. The lack of appropriate storage space continues to be an issue.

Northville Bicentennial Committee: Director Mancini continues to represent the Library's interests on this committee.

Plante Moran Study: The Plante Moran team is nearly done with its financial analysis of the Library's position as it relates to its space needs. They will present their results to the Finance Committee in February, and to the full Board at the February meeting.

Sick Time Benefits: The changes to Michigan's sick time leave for employees are slated to go into effect on February 21st. It is still possible for the legislature to revise these changes. Director Mancini will work with Debra Pace and the library's legal counsel to establish an appropriate accrual schedule for the relevant employees.

Youth Department: The Youth Services department continues its streak of innovative and fun programming for the community. On January 4th they transformed the Carlo Meeting Room into a lava obstacle course. 170 kids came to brave the molten

challenge! The annual Battle of the Books competition will take place on Tuesday, February 25th at Northville High School.

Lastly, Lily Wiest began her position as a part time Youth Services Librarian on January 13th, making this the first time the department has been fully staffed in over a year.

3.2 Friends of Northville District Library Report – Martha Nork, President of the Friends of NDL provided a brief report to Director Mancini via email. The Friends are hosting a Valentine/Groundhog’s Day sale on Sunday, February 2 from 1:30-4:30 in the Carlo Meeting Room. They will have a variety of books and media and also some wrapped books for “Blind Date with a Book.” Sweet Brew Café will join to sell hot beverages.

4. **Wayne County Penal Fines Payment-Closed Session** – **MOTION:** Carol Doyle made a motion to enter closed session in order to discuss an issue with the annual payment of Wayne County Penal Fines and advice of legal counsel from Fahey Schultz Burzych Rhodes PLC at 7:48 PM per MCL 15.268. Jennifer Gustafson seconded the motion. Motion passed by unanimous roll call vote. **MOTION:** Jennifer Gustafson made a motion to return to regular session at 8:09 PM. Joe Corriveau seconded the motion. Motion passed by unanimous roll call vote.

5. **Budget and Finance Review:**

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

MOTION: Deborah Stanifer made a motion to approve these bills in the amount of \$119,993.41 for payment. Carol Doyle seconded the motion. Motion passed.

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

6. **Announcements and Comments:**

6.1 The next Facilities Committee meeting is scheduled for Wednesday, February 19, 2025 at 10:00 a.m.

6.2 The next Finance Committee meeting is scheduled for Tuesday, February 25, 2025 at 10:00 a.m.

6.3 The next Library Board Meeting will be held on Thursday, February 27, 2025 at 7:00 p.m.

7. **Adjournment**

MOTION: Alan Somershoe made a motion to adjourn the meeting at 8:29 pm. Carol Doyle seconded the motion. Motion passed.

2/21/25

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