

NORTHVILLE DISTRICT LIBRARY (NDL) BOARD OF TRUSTEES

Regular Meeting Minutes

Thursday, February 27, 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 7:04 p.m.
1.1 Roll Call: Present: Trustees Joe Corriveau, Carol Doyle, Jennifer Gustafson, Alan Somershoe, Deborah Stanifer, Nick Vlisides, and Karren Yurgalite. Also present: Laura Mancini, Library Director; Maria Williams, Assistant Library Director; and Martha Nork, President of the Friends of NDL.
1.2 Approval of the Agenda: MOTION: Alan Somershoe made a motion to remove the agenda item pertaining to Wayne County Penal Fines and approve the amended agenda. Carol Doyle seconded the motion. Motion passed.
1.3 Approval of Meeting Minutes-1/23/2025: MOTION: Carol Doyle made a motion to approve the regular meeting minutes for the January 23, 2025, meeting as presented. Deborah Stanifer seconded the motion. Motion passed.
MOTION: Carol Doyle made a motion to approve the meeting minutes for the closed session on January 23, 2025, as presented. Deborah Stanifer seconded the motion. Motion passed.
1.4 Citizens Comments: None.
2. **Correspondence:** None.
3. **Plante Moran Capital Improvements Study Presentation**
Andy Fountain and Rick Erickson of Plante Moran Realpoint presented their Space Needs Assessment report to the Board. The presentation included an overview of current capabilities, benchmark comparisons with other comparable communities, and a summary of current and anticipated needs. Several project scenarios were reviewed, with three viable options emerging: renovating and expanding the existing library building; purchasing, renovating and expanding an existing building in an alternate location; and purchasing vacant land and constructing a new building. Funding scenarios for each option were presented, with options for varying timelines between 15 and 30 years. The Board then discussed next steps, which might include conversations with officials in both the City and Township, bond counsel, and community members.
4. **Reports to the Board**
4.1 Director's Report:
Audit Update – CBIZ has completed the retiree health care audit and has provided that information to Gabridge, who is completing the financial audit. A presentation on the financial audit is expected at the March Board meeting.
Battle of the Books – On February 25th the 19th annual Battle of the Books was held at Northville High School. Sixteen teams participated. The winning team was the Read's Mill Page-tries, from Meads Mill Middle School. It was once again sponsored by the Friends of NDL, and so we thank them for all of their support in helping to make this happen nineteen times.
Human Resource System – We are in the process of implementing a new HR system called Bamboo HR. All of our HR systems and recordkeeping, with the exception of part of the payroll process, is done by hand and on paper. This system will allow us to digitize and automate a number of manual processes and create greater efficiency for us. Debra Pace has been leading the implementation.

ILS Migration Update – We’ve elected to delay the implementation of the new ILS from April to July. We want more time to work on the marketing rollout and to customize the settings to our exact specifications.

MakeIT Hours Expansion – We’ve hired two new IT Assistants to work in the makerspace and consequently have been able to expand our hours. MakeIT is now open 40 hours each week, including hours on two evenings and regular Saturday hours. The MakeIT programs continue to be popular, and the equipment is getting booked regularly by patrons.

Outreach and Continuing Education – Earlier in February Laura gave a presentation to the AAUW-Northville Novi about challenges the library is facing. Her presentation covered a number of challenges, including the library’s space limitations, notably our lack of parking. Laura also participated in media training from a crisis communications firm, hired by the Michigan Library Association, due to the increase in materials challenges and other issues facing libraries.

Paid Sick Time Law – As anticipated, the Michigan legislature did revise the earned sick time law at the last minute. The library is working with our law firm to implement a policy that complies with the new law, employers were granted a 30-day grace period. The law covers an additional 23 members of the NDL staff.

Study Room Statistics – We reached a new milestone of more than 200 turnaways from the study rooms in the month of January, which is an increase of 47% from December.

4.2 Friends Report, Presented by Martha Nork – The Friends of NDL paid for 4 items in December from the library’s 2025 Wish List: the Book Page Magazine subscription (\$1200); Cool Reads Winter Reading Program (\$500); Teen Comfort Cabinet supplies (\$1000); Winter Extravaganza (\$2000). This quarter the Friends will donate \$4500 to pay for Battle of the Books expenses. The Friends continue to volunteer monthly to assemble the Youth Craft Kits, which will also be funded by the Friends this year (\$6000). Thanks for the new stickers!

The Friends voted to change the membership year to follow the calendar year. Membership forms will go out in late November.

A Valentine’s Day themed book sale was held on February 2nd. The next special sale will be a military history sale in May. Book Cellar sales for January were \$1,174.

The Friends are donating to the Gift Book Program in memory of Bob Sochacki, Jean Hansen, and Scott Frush.

The Friends’ Annual Meeting is March 13th at 7pm, downstairs in the Friends Community Room. Members of the Board and public are invited.

5. Budget and Finance Review:

5.1 Bills over \$1,000 for approval: Deborah Stanifer presented the List of Bills over \$1,000 for January 2025.

MOTION: Deborah Stanifer made a motion to approve these bills in the amount of \$212,313.45 for payment. Carol Doyle seconded the motion. Motion passed.

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

6. Facilities Committee – Project Updates

Committee Chair Somershoe presented a report to the Board on the various facilities projects. A quote will be solicited to repair cracks and settling of the pavement in the parking lot. Quinn Evans has been engaged to develop a proposal to modify the layout of various elements of the library’s main floor, including the New Books/Materials shelving and the Information Desk, which is overly large. New furniture for the Administrative offices has been ordered. A re-keying of all the library’s doors will take

place so that the library can implement improved key access control. And the lighting upgrade project is expected to conclude tonight. The light in all areas of the library is much improved.

7. Announcements and Comments:

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

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

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

7.4 Trustee Doyle shared that she recently learned that there are no professional, degreed librarians working in any of the Northville Public Schools.

7.5 Trustee Gustafson inquired as to whether the library will have a table at the Northville State of the Community luncheon in April, Director Mancini responded that yes, the library will have a table.

8. Adjournment

MOTION: Joe Corriveau made a motion to adjourn the meeting at 8:34 pm. Debroah Stanifer seconded the motion. Motion passed.

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