

NORTHVILLE DISTRICT LIBRARY (NDL) BOARD OF TRUSTEES

Regular Meeting Minutes

Thursday, March 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 6:59 p.m.
  - 1.1 **Roll Call:** Present: Trustees Carol Doyle, Jennifer Gustafson, Alan Somershoe, Deborah Stanifer, Nicholas Vlisides, and Karren Yurgalite. Absent: Trustee Joe Corriveau. Also present: Laura Mancini, Library Director; Maria Williams, Assistant Library Director; Debra Pace, Business Operations Specialist; Martha Nork, Friends of NDL President.
  - 1.2 **Approval of the Agenda:** **MOTION:** Jennifer Gustafson made a motion to add an item to the agenda for the approval of the minutes of the Special Meeting of the Board which was held on February 18, 2025 and to approve the amended agenda. Karren Yurgalite seconded the motion. Motion passed.
  - 1.3 **Approval of Meeting Minutes-Regular meeting of 02/27/25 and Special meeting of 2/18/2025:** **MOTION:** Alan Somershoe made a motion to approve the February 27, 2025 minutes as presented. Carol Doyle seconded the motion. Motion passed. **MOTION:** Deborah Stanifer made a motion to approve the February 18, 2025 special meeting minutes as presented. Carol Doyle seconded the motion. Motion passed.
  - 1.4 **Citizens Comments:** None.
2. **Correspondence:** None.
3. **FY2024 Financial Audit Presentation-Gabridge & Co.:** Ian Rees of Gabridge & Company, PLC presented the findings of the 2024 fiscal year audit and reviewed the 2024 audit report and opinion letter with the Board of Trustees virtually via Zoom. There were no issues with the audit. The Board thanked Ian for his report. **MOTION:** Deborah Stanifer made a motion to approve the audit. Carol Doyle seconded the motion. Motion passed.
4. **Reports to the Board:**
  - 4.1 **Northville District Library Director's Report-**
    - Chamber of Commerce State of the Community Luncheon:** The annual event will be held on Friday, April 11<sup>th</sup> from 11:30AM to 1:30 PM at Schoolcraft College. A table has been purchased for the Library Board which allows the Board to be listed as a sponsor and have a table in the front. Please let Laura know if you plan to attend.
    - ILS Migration:** ByWater Solutions staff visited the Library March 10-14<sup>th</sup> to train NDL staff on the new catalog system. The new system has many features not currently available to patrons or staff. The ByWater trainers were a delight and helped train staff thoroughly in each specific work function. Staff will now have plenty of time to practice with the new system before going live in July.
    - IMLS Executive Order:** President Trump has issued an Executive Order directing the Institute of Museum and Library Services to scale back operations and only perform the functions that are specifically authorized by statute. It is unknown what that means exactly and what operational changes may result. One of the functions of the IMLS is to issue federal block grants to states for library services. Michigan receives approximately four million dollars via this grant. One of the services funded by IMLS funds is the Michigan Electronic Library (MeL), which provides free research databases to all Michigan residents, as well as the statewide interlibrary loan service known as MeLCat. The Library of Michigan is working on contingency plans for these services if federal funding is eliminated at the end of its fiscal year, which is September 30<sup>th</sup>. Library advocates nationwide are being urged to contact their congressional representatives to request that federal funding for libraries be protected. Please contact Congresswoman Dingell if you are able.

5. **MIOHSA Visit:** MIOHSA visited MakeIT on Tuesday. They measured the air quality in the room and saw several pieces of equipment in action. They took air quality measurements and sent them out to a lab for analysis. They will have to return to the Library for an additional test before they can issue their report.

**Open Meetings Act Training:** Since there are new members on the Library Board, Laura would like to hold a refresher training session on the Open Meetings Act with the Library's attorney, Lizzie Mills. The Board agreed to schedule the training for 6PM on April 24.

**Northville City Parking:** The City of Northville has been enforcing timed parking limits. The lot between the Community Center and the Fire Station is a timed lot with a 3-hour limit. The lot in front of the Library does not have time limits and the City of Northville has spotlighted this lot as a place people can park should need longer term parking. This could exacerbate an already crowded situation in the lot.

**Patron Incidents:** A patron defecated on the floor in front of the door to the main floor men's bathroom. He then proceeded to make a mess in the men's room and left his soiled underwear in the trash. The Library does not have custodial service during the day so the restroom had to be closed and staff had to deal with the mess. Since then, there have been multiple episodes of soiled underwear being left in the men's room.

Since September, the NDL has been having an issue with a group of rowdy teenagers who have been visiting the Library. They have been loud and disruptive, running around and harassing other patrons. Numerous attempts to speak with them regarding the Code of Conduct have been unsuccessful because they run out of the building. On March 11<sup>th</sup>, the group of teens bothered a patron who became quite upset with them and there was some sort of altercation. Laura contacted the police. Two of the boys again ran out of the library. The police detained the two who remained and located the other two boys. All four boys had to have their parents come pick them up and meet with Laura. Laura banned two boys for 90 days in order to demonstrate that they need to follow the Code of Conduct and be respectful while in the library and speaking with staff.

A patron with an apparent mental issue visited the library on March 25 and disrupted Baby Storytime. He indicated that he needed assistance, and the police were called. They came and interacted with him for over an hour in the parking lot. Today he has begun calling the library repeatedly, asking for an employee by name and stating that he needs the police to be called. We did contact the police and they've been here several times. The patron only showed up here once today and he saw the police he immediately drove out of the parking lot, nearly hitting another car. Laura has signed a no-trespass order for him, which the police will serve upon him if he returns to the library. Due to the amount of phone calls he has made, the police advised that we discontinue taking his calls and call 911 if he comes to the library again.

**Penal Fines Update:** None of the public libraries in Wayne County have received any official communication from the Treasurer's Office regarding penal fines. The Wayne County Board of Commissioners' Ways and Means Committee held a hearing on this issue.

**Rise and Write Northville:** The City of Northville's Sustainability taskforce has launched an initiative called Rise and Write Northville for April which is National Poetry Month. The project is designed to promote writing and literature in the community. Susan Halleigh is heading up the project and asked the NDL to serve as a partner organization. Adult Services Librarian Emily Sherman, who has a master's degree in poetry, will be representing the NDL on the project.

**School Board Member Communication:** NPS Board Member, Kim Campbell-Voytal, served as a celebrity reader for March is Reading Month at Amerman Elementary School. She asked Caryn Bartone, Head of Youth Services, to select books for her and turned in a patron comment card thanking Caryn for her assistance, and the NDL for its work.

#### **4.2 Friends of the Northville District Library Report presented by Martha Nork-**

The Friends of NDL hosted their annual meeting on March 13<sup>th</sup> in the Friends Community

Room. All current Friends Board members will retain their positions. The Friends plan to amend their bylaws to reduce the number of Board members required for quorum to 40%. The bookmarks created as part of the bookmark design contest have been reprinted due to popular demand. Martha also shared copies of the 2024 Annual Report, which shares highlights and summaries of the Friends' achievements and contributions over the past year.

## **5. Budget and Finance Review:**

**5.1 Bills over \$1,000 for approval:** Deborah Stanifer presented the List of Bills over \$1,000 for February 2025. **MOTION:** Deborah Stanifer made a motion to approve these bills in the amount of \$268,579.10 for payment. Karren Yurgalite seconded the motion. Motion passed.

**5.2 Financial Report:** The fiscal year is 25% complete and the Library has received 66% of its tax revenue to date. Total revenue received is at 64% of budget.

### **5.3 FY2025 1<sup>st</sup> Quarter Budget Amendments:**

Revenues:

- Create a budget line-item for Maker Space Revenue and assign it a budget of **\$1,000.00**.
- Create a budget line-item for Miscellaneous Revenue and assign it a budget of **\$500.00**.

Total Revenue Budget Amendments= \$1,500.00

**MOTION:** Deborah Stanifer made a motion to amend the revenue budget in the amount of \$1,500.00. Jennifer Gustafson seconded the motion. Motion passed.

Expenses:

- Create a budget line-item for the Lighting Project and assign it a budget of **\$148,000**.
- Amend TLN Delivery Fees to **\$4,023.00** to reflect the expenditures for the year
- Amend Auto Circ System Fees by **\$70,000.00** to reflect the cost of having two ILS systems in the fiscal year, a one-time occurrence

Total Expenses Budget Amendments= \$163,023.00

**MOTION:** Deborah Stanifer made a motion to amend the expense budget in the amount of \$163,023.00. Alan Somershoe seconded the motion. Motion passed.

**5.4 FY2024 Fund Balance:** The NDL has \$128,032.00 remaining fund balance from FY2024. **MOTION:** Deborah Stanifer made a motion to make a special payment to the MERS Defined Contribution (pension) plan in the amount of \$128,032.00. Jennifer Gustafson seconded the motion. Motion carried.

**5.5 Community Fund 2025 Endowment Distribution:** Deborah reported that Library received the annual report for the Library Endowment Fund with the Community Foundation for Southeastern Michigan. As of December 2024 the value of the fund was \$996,983.00. The fund is up \$141,107.00 from last year. Each year the Library is allowed to receive a distribution from the fund which is equal to 4.5% of the prior twelve quarters-end market value. For 2025 this amount is \$38,514. It has been the prior practice of the Board to reinvest the funds eligible for distribution back into the endowment. **MOTION:**

Deborah Stanifer made a motion to reinvest the 2025 endowment distribution in the amount of \$38,514.00 back into the endowment fund. Alan Somershoe seconded the motion. Motion passed.

## **6. Committee Reports:**

**6.1 Facilities Committee:** Quinn Evans will visit the first week of April to start developing a proposal for the reorganized New Materials and self-service holds pickup area. New furniture for the Administrative offices will be installed in mid-April. Redford Lock will perform a re-keying of all locks throughout the library, including exterior doors. Nagle Paving will prepare a quote for repairing the dip in the parking lot. It will be good to get on their to-do list soon so that repairs can be made as soon as weather allows for it. The Facilities Committee recently met with Northville City Manager George Lahanas about the Library's various space issues.

## **7. Announcements and Comments:**

**7.1** The next Facilities Committee meeting is scheduled for Wednesday, April 16, 2025 at 10:00 a.m.

**7.2** The next Finance Committee meeting is scheduled for Tuesday, April 22, 2025 at 10:00 a.m.

**7.3** The next Policy Committee meeting is scheduled for Tuesday, April 22, 2025 at 11:00 a.m.

**7.3** The next Library Board Meeting will be held on Thursday, April 24, 2025 at 7:00 p.m.

The meeting was adjourned at 8:05 p.m.

04/17/25

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