

NORTHVILLE DISTRICT LIBRARY (NDL) BOARD OF TRUSTEES

Regular Meeting Minutes

Thursday, April 24, 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 7:09 PM.

1.1. Roll call: Present: Trustees Joe Corriveau, Carol Doyle, Jennifer Gustafson, Alan Somershoe, Deborah Stanifer, Nicholas Vlisides, and Karren Yurgalite. 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: Carol Doyle made a motion to approve the agenda as presented. Alan Somershoe seconded the motion. Motion passed unanimously.

1.3. Approval of Meeting Minutes: MOTION: Karren Yurgalite made a motion to approve the minutes of the March 27, 2025 meeting as presented. Jennifer Gustafson seconded the motion. Motion passed unanimously.

1.4. Citizen Comments: Several citizens made comments on various topics.

2. **Correspondence:** The Board reviewed correspondence from the Deputy Corporation Counsel of Wayne County, Sue Hammoud, regarding the matter of the payment of penal fines to libraries in Wayne County. **MOTION:** Joe Corriveau made a motion to direct the library's law firm to reply to the letter advising that the requested documentation has already been provided to the county. Jennifer Gustafson seconded the motion. Motion passed unanimously.

3. **Reports to the Board**

3.1. Director's Report: Laura Mancini delivered her report to the Board, topics covered included new furniture, building and grounds maintenance, library publicity, patron and security incidents, the new payroll system, and school outreach. Some March is Reading Month activities were highlighted, and Youth Services staff were commended for their presentations at Spring Institute.

3.2. Friends of NDL Report: Martha Nork delivered her report to the Board, topics covered including staff appreciation, first quarter donations, recent Used Book Cellar revenue, and the newest edition of the newsletter. Highlights and takeaways from the Friends of Michigan Libraries meeting, which Martha attended virtually, were also shared.

4. **Budget and Finance Review**

4.1. Bills over \$1,000 for approval: MOTION: Deborah Stanifer made a motion to approve the bills over \$1,000 in the total amount of \$285,362.90. Carol Doyle seconded the motion. Motion passed unanimously.

4.2. Financial Report: Laura Mancini presented the financial report to the Board. 33% of the FY has been completed. Total revenue received is at 97% of budget. Total expenditures are at 40% of budget.

MOTION: Deborah Stanifer made a motion to pay the invoice from Library Design in the amount \$22,861.00 for the purchase of new furniture for the Administrative offices from the Fund for Facilities Preservation. Alan Somershoe seconded the motion. Motion passed unanimously.

MOTION: Deborah Stanifer made a motion to pay the invoice from Quinn Evans in the amount \$3,762.00 for the first-floor design drawings from the Fund for Facilities Preservation. Karren Yurgalite seconded the motion. Motion passed unanimously.

5. **Facilities Committee – Project Updates:** Alan Somershoe provided updates on various facilities projects, including the rekeying project, the parking lot repair project, and a recent meeting with

Northville City Manager George Lahanas.

- 6. Policy Committee – Policy Reaffirmations:** Carol Doyle presented three policies to be reaffirmed with no changes.

MOTION: Carol Doyle made a motion to reaffirm the Policy on Conduct in the Library. Alan Somershoe seconded the motion. Motion passed unanimously.

MOTION: Carol Doyle made a motion to reaffirm the Policy on Displays, Handouts and Postings. Jennifer Gustafson seconded the motion. Motion passed unanimously.

MOTION: Carol Doyle made a motion to reaffirm the Policy on Budget. Karren Yurgalite seconded the motion. Motion passed unanimously.

- 7. Announcements and Comments:** A meeting of the Personnel Committee will be set a later date.

7.1. The next Facilities Committee Meeting is scheduled for Wednesday, May 14, 2025 at 10:00 AM.

7.2. The next Finance Committee Meeting is scheduled for Wednesday, May 21, 2025 at 10:00 AM.

7.3. The next Policy Committee Meeting is scheduled for Tuesday, May 20, 2025 at 10:00 AM.

7.4. The next Library Board Meeting will be held on Thursday, May 22, 2025 at 7:00 PM.

- 8. Adjournment: MOTION:** Carol Doyle made a motion to adjourn the meeting at 8:03 PM. Alan Somershoe seconded the motion. Motion passed unanimously.

4/26/2025

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