

NORTHVILLE DISTRICT LIBRARY (NDL) BOARD OF TRUSTEES

Regular Meeting Minutes

Thursday, May 22, 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 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; Kathy Fox, Friends of NDL Secretary; Mark Abbo, Northville Township Supervisor.

1.2. Approval of the Agenda: MOTION: Deborah Stanifer made a motion to approve the agenda as presented. Jennifer Gustafson seconded the motion. Motion passed unanimously.

1.3. Approval of Meeting Minutes: MOTION: Alan Somershoe made a motion to approve the minutes of the April 24, 2025 meeting as presented. Jennifer Gustafson seconded the motion. Motion passed unanimously.

1.4. Citizen Comments: None.

2. **Correspondence:** None.

3. **Reports to the Board**

3.1. Director's Report: Laura Mancini delivered her report to the Board, topics covered included the ILS migration, updates on the status of the Institute for Museum and Library Services (IMLS), MakeIT, upcoming presentations at NDL by 2025 Michigan Notable Book authors, and the Summer Reading program starting on June 2. A security incident was also discussed.

3.2. Friends of NDL Report: Kathy Fox delivered her report to the Board, topics covered included a membership update, planned changes to the membership year, and an update on the Used Book Cellar revenue. The Friends also awarded one scholarship to an NHS student in the amount of \$1,000.

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 \$143,513.60. Carol Doyle seconded the motion. Motion passed unanimously.

4.2. Financial Report: Laura Mancini presented the financial report to the Board. 42% of the FY has been completed. Total revenue received is at 98% of budget. Total expenditures are at 47% of budget.

MOTION: Deborah Stanifer made a motion to pay the invoice from Quinn Evans in the amount \$1,881.00 for the first-floor design drawings 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 Plante Moran in the amount \$22,123.75.00 for the balance of the real estate financial assessment from the Fund for Facilities Preservation. Karren Yurgalite seconded the motion. Motion passed unanimously.

5. **Facilities Committee – Project Updates:** Laura Mancini provided updates on various facilities projects, including the rekeying project and the parking lot repair project, both of which are now complete. Flower bells were installed in the upper garden. Quinn Evans submitted a proposal for the first floor reorganization.

- 6. Potential Purchase of Land; Real Estate Negotiation-Closed Session – MOTION:** Alan Somershoe made a motion to enter closed session at 7:40 PM as permitted under the Michigan Open Meetings Act (PA 267) of 1976 or MCL 15.268, Section 8 (D) to consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained. Carol Doyle seconded the motion. Motion passed by unanimous roll call vote. **MOTION:** Jennifer Gustafson made a motion to return to regular session at 8:14 PM. Alan Somershoe seconded the motion. Motion passed by unanimous roll call vote.
- 7. Wayne County Penal Fines Settlement Offer-Closed Session – MOTION:** Karren Yurgalite made a motion to enter closed session at 8:16 PM as permitted under the Open Meetings Act (PA 267) of 1976 or MCL 15.268, Section 8 (E) to consult with the attorney regarding trial or settlement strategy in connection with specific pending litigation. Alan Somershoe seconded the motion. Motion passed by unanimous roll call vote. **MOTION:** Jennifer Gustafson made a motion to return to regular session at 8:23 PM. Karren Yurgalite seconded the motion. Motion passed by unanimous roll call vote. **MOTION:** Jennifer Gustafson made a motion to accept the settlement offered by the Wayne County Corporation Counsel with the counteroffer proposed by the Library's attorney. Alan Somershoe seconded the motion. Motion passed.
- 8. Policy Committee**
- 8.1. Policy Reaffirmations:** Carol Doyle presented one policy to be reaffirmed with no changes.
MOTION: Carol Doyle made a motion to reaffirm the Policy on Staff Development. Deborah Stanifer seconded the motion. Motion passed unanimously.
- 8.2. Policy on Fund Balance-First Reading** Carol Doyle introduced and read the Policy on Fund Balance.
- 8.3. Policy on Keys and Building Access-First Reading** Carol Doyle introduced and read the Policy on Keys and Building Access.
- 9. Announcements and Comments:**
- 9.1.** The next Facilities Committee Meeting is scheduled for Wednesday, June 18, 2025 at 10:00 AM.
- 9.2.** The next Finance Committee Meeting is scheduled for Tuesday, June 24, 2025 at 10:00 AM.
- 9.3.** The next Policy Committee Meeting is scheduled for Tuesday, June 24, 2025 at 11:00 AM.
- 9.4.** The next Library Board Meeting will be held on Thursday, June 26, 2025 at 7:00 PM.
- 10. Adjournment: MOTION:** Deborah Stanifer made a motion to adjourn the meeting at 8:47 PM. Carol Doyle seconded the motion. Motion passed unanimously.

6/3/2025

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