

NORTHVILLE DISTRICT LIBRARY (NDL) BOARD OF TRUSTEES

Regular Meeting Minutes

Thursday, June 26, 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; Martha Nork, Friends of NDL President.

1.2. Approval of the Agenda: MOTION: Alan Somershoe made a motion to approve the agenda as presented. Carol Doyle seconded the motion. Motion passed unanimously.

1.3. Approval of Meeting Minutes: MOTION: Carol Doyle made a motion to approve the minutes of the regular May 22, 2025 meeting as presented. Jennifer Gustafson seconded the motion. Motion passed unanimously. **MOTION:** Carol Doyle made a motion to approve the minutes of the closed sessions on May 22, 2025 as presented. Karren Yurgalite seconded the motion. Motion passed unanimously.

1.4. Citizen Comments: None.

2. Correspondence: Laura Mancini shared an email that was sent to the Board and a copy of her reply to the patron.

3. Reports to the Board

3.1. Director's Report: Laura Mancini delivered her report to the Board, topics covered included the ILS migration, the issues with patron holds during the transition to the new catalog, an update on the Summer Reading Program, and information about the Touch-A-Truck event which was attended by almost 1,400 patrons. The new monthly marketing report was also shared.

3.2. Friends of NDL Report: Martha Nork delivered her report to the Board, topics covered included the winner of the \$1,000 scholarship, the Q2 check request, and the book sale that is scheduled for late August.

4. Penal Fines Settlement Agreement: MOTION: Jennifer Gustafson made a motion to accept the settlement as offered by Wayne County. Joseph Corriveau seconded the motion. Motion passed unanimously. Chair Vlisides directed Laura Mancini to execute and notarize the document and return it accordingly.

5. Patron Ban-Closed Session: MOTION: Alan Somershoe made a motion to enter closed session at 7:23 PM as permitted under the Michigan Open Meetings Act (PA 267) of 1976 or MCL 15.268, Section 8 (E) to consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation. Carol Doyle seconded the motion. Motion passed by unanimous roll call vote. **MOTION:** Alan Somershoe made a motion to return to regular session at 7:42 PM. Karren Yurgalite seconded the motion. Motion passed by unanimous roll call vote.

6. Potential Purchase of Land; Real Estate Negotiation Discussion-Closed Session: MOTION:

Joseph Corriveau made a motion to enter closed session at 7:46 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 lease that real property is obtained. Jennifer Gustafson seconded the motion. Motion passed by unanimous roll call vote.

MOTION: Joseph Corriveau made a motion to return to regular session at 8:15 PM. Jennifer Gustafson seconded the motion. Motion passed by unanimous roll call vote.

The Board of Trustees is continuing to gather facts and perform due diligence regarding options for

addressing the library's space challenges, no decisions have been made.

7. Budget and Finance Review

7.1. Bills over \$1,000 for approval: **MOTION:** Deborah Stanifer made a motion to approve the bills over \$1,000 in the total amount of \$146,349.14. Carol Doyle seconded the motion. Motion passed unanimously.

7.2. Financial Report: Laura Mancini presented the financial report to the Board. 50% of the FY has been completed. Total revenue received is at 97% of budget. Total expenditures are at 57% of budget.

MOTION: Deborah Stanifer made a motion to pay the invoice from Redford Lock Security Solutions in the amount \$8,522.24 for the re-keying project from the Fund for Facilities Preservation. Carol Doyle seconded the motion. Motion passed unanimously.

MOTION: Deborah Stanifer made a motion to amend the following revenue budget in the total amount of \$16, 278.00. Alan Somershoe seconded the motion. Motion passed unanimously.

MOTION: Deborah Stanifer made a motion to amend the Special Pension Payment budget line-item by \$128,032.00 taking the total to \$128,032.00. Karren Yurgalite seconded the motion. Motion passed unanimously.

MOTION: Deborah Stanifer made a motion to amend the Telephone line-item by \$17,000.00 taking the total to \$0.00 and transfer the \$17,000.00 allocation to Telecommunications along with \$1,884.10 in expenditures. Joseph Corriveau seconded the motion. Motion passed unanimously.

MOTION: Deborah Stanifer made a motion to create a Technology-Hardware line-item with a budget of \$20,940.00 and a Technology-Software line-item with a budget of \$50,223.00, to move the appropriate hardware and software costs from the Technology line-item into the new budgets, deleting the Technology line-item. Jennifer Gustafson seconded the motion. Motion carried unanimously.

MOTION: Deborah Stanifer made a motion to amend Auto-Circ fees by \$7,000.00 taking the total to \$77,000.00. Karren Yurgalite seconded the motion. Motion passed unanimously.

MOTION: Deborah Stanifer made a motion to amend Telecommunications by \$17,000.00 taking the total to \$25,000.00. Alan Somershoe seconded the motion. Motion carried unanimously.

8. Policy Committee

8.1. Policy on Fund Balance: **MOTION:** Carol Doyle made a motion to adopt the Policy on Fund Balance. Deborah Stanifer seconded the motion. Motion passed unanimously.

8.2. Policy on Keys and Building Access: **MOTION:** Carol Doyle made a motion to adopt the Policy on Keys and Building Access. Karren Yurgalite seconded the motion. Motion passed unanimously.

8.3. Study Room Policy-First Reading: Carol Doyle introduced and read the Study Room Policy.

8.4. Volunteer Policy-First Reading: Carol Doyle introduced and read the Volunteer Policy.

9. Announcements and Comments:

9.1. The next Facilities Committee Meeting is scheduled for Wednesday, July 16, 2025 at 10:00 AM.

9.2. The next Finance Committee Meeting is scheduled for Tuesday, July 22, 2025 at 10:00 AM.

9.3. The next Policy Committee Meeting is scheduled for Tuesday, July 22, 2025 at 11:00 AM.

9.4. The next Library Board Meeting will be held on Thursday, July 24, 2025 at 7:00 PM.

10. Adjournment: MOTION: Karren Yurgalite made a motion to adjourn the meeting at 8:49 PM. Alan Somershoe seconded the motion. Motion passed unanimously.

7/1/2025

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