

NORTHVILLE DISTRICT LIBRARY (NDL) BOARD OF TRUSTEES

Regular Meeting Minutes

Thursday, August 28, 2025 – 7:00 p.m.

Carlo Meeting Room, Northville District Library

1. **Call to order:** Chair Nicholas Vlisides called the Regular Meeting to order at 7:01 PM.

1.1. Roll call: Present: Trustees Joseph Corriveau, Carol Doyle, Jennifer Gustafson, Alan Somershoe, Deborah Stanifer, and Nicholas Vlisides. Also present: Laura Mancini, Library Director; Maria Williams, Assistant Library Director; Debra Pace, Business Operations Manager; Martha Nork, President of the Friends of NDL. Absent: Trustee Karren Yurgalite.

1.2. Approval of the Agenda: MOTION: Carol Doyle made a motion to approve the agenda as presented. Jennifer Gustafson 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 July 24, 2025 meeting as presented. Alan Somershoe seconded the motion. Motion passed unanimously.

1.4. Citizen Comments: None.

2. **Correspondence:** The Board shared and discussed correspondence.

3. **Reports to the Board**

3.1. Director's Report: Laura Mancini delivered her report to the Board, topics covered included the 2025 Beautification Award, recent pest remediation actions in the Used Book Cellar, and the ILS migration. A summary of the successful 2025 Summer Reading Program was also shared.

3.2. Friends of NDL Report: Martha Nork shared an update from the Friends of NDL, including a successful used book sale on August 23 and the upcoming children's bookmark design contest.

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 \$116,293.11. Alan Somershoe seconded the motion. Motion passed unanimously.

4.2. Financial Report: Laura Mancini presented the financial report to the Board. 67% of the FY has been completed. Total revenue received is at 104% of budget. Total expenditures are at 69% of budget.

4.3. FY2026 Budget: MOTION: Deborah Stanifer made a motion to approve the fiscal year 2026 Operating Budget as presented. Joseph Corriveau seconded the motion. Motion passed unanimously.

5. **Resolution on Millage Rate:** Secretary Alan Somershoe presented Resolution 2025-03 to certify the millage rate at 1.0796 mills for fiscal year 2025-2026. The resolution was seconded by Carol Doyle. The resolution was approved by unanimous roll call vote.

6. **MIOSHA Inspection Report:** Laura Mancini shared the MIOSHA inspection report and discussed it with the Board.

7. **Policy Committee**

7.1. Policy on Internet Access: MOTION: Carol Doyle made a motion to adopt the Policy on Internet Access. Jennifer Gustafson seconded the motion. Motion passed unanimously.

7.2. Library of Things Policy: MOTION: Carol Doyle made a motion to adopt the Library of Things Policy. Alan Somershoe seconded the motion. Motion passed unanimously.

8. Announcements and Comments:

- 8.1. The next Facilities Committee Meeting is scheduled for Wednesday, September 17, 2025 at 10:00 AM.
- 8.2. The next Personnel Committee Meeting is scheduled for Thursday, September 18, 2025 at 10:00 AM.
- 8.3. The next Finance Committee Meeting is scheduled for Tuesday, September 23, 2025 at 10:00 AM.
- 8.4. The next Policy Committee Meeting is scheduled for Tuesday, September 23, 2025 at 11:00 AM.
- 8.5. The next Library Board Meeting will be held on Thursday, September 25, 2025 at 7:00 PM.

9. **Adjournment: MOTION:** Jennifer Gustafson made a motion to adjourn the meeting at 8:16 PM. Alan Somershoe seconded the motion. Motion passed unanimously.

9/5/2025
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