

NORTHVILLE DISTRICT LIBRARY (NDL) BOARD OF TRUSTEES
Regular Meeting Minutes
Thursday, September, 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 7:00 PM.
 - 1.1. **Roll call:** Present: Trustees Joseph 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, President of the Friends of NDL.
 - 1.2. **Approval of the Agenda: MOTION:** Karren Yurgalite made a motion to approve the agenda as presented. Carol Doyle seconded the motion. Motion passed unanimously.
 - 1.3. **Approval of Meeting Minutes: MOTION:** Alan Somershoe made a motion to approve the minutes of the special meeting on August 21, 2025 as presented. Deborah Stanifer seconded the motion. Motion passed unanimously. **MOTION:** Carol Doyle made a motion to approve the minutes of the regular meeting on August 28, 2025 as presented. Karren Yurgalite 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 a recurring patron behavior/security issue, a status update on the State of Michigan's and the federal government's budget negotiations, an update on the new ILS and patron support efforts, an update on the MIOSHA citations, and an update on the Quinn Evans Circulation department reconfiguration project. There was also an update on the implementation of the new Volunteer Policy.
 - 3.2. **Friends of NDL Report:** Martha Nork shared an update from the Friends of NDL, including an update on the annual bookmark contest, the sponsored Manhattan Shorts Film Festival, and the Gilmore Girls fan party. Cider on Sunday is on October 19 from 1:30-4pm. The Friends did outreach at the Northville Farmers Market today.
4. **Community Forums:** The Board discussed the plan for the upcoming Community Forums.
5. **Budget and Finance Review**
 - 5.1. **Bills over \$1,000 for approval: MOTION:** Deborah Stanifer made a motion to approve the bills over \$1,000 in the total amount of \$156,424.56. Carol Doyle seconded the motion. Motion passed unanimously.
 - 5.2. **Financial Report:** Laura Mancini presented the financial report to the Board. 75% of the FY has been completed. Total revenue received is at 105% of budget. Total expenditures are at 78% of budget.
 - 5.3. **Third Quarter Budget Amendments:** Deborah Stanifer presented the revenue budget amendments. **MOTION:** Deborah Stanifer made a motion to approve the revenue budget amendments in the amount of \$200,816.00. Carol Doyle seconded the motion. Motion passed unanimously. Deborah Stanifer presented the expenditure budget amendments. **MOTION:** Deborah Stanifer made a motion to approve the expenditure budget amendments in the amount of \$104,000.00. Joseph Corriveau seconded the motion. Motion passed unanimously.

6. **Personnel Committee - Closed Session: MOTION:** Joseph Corriveau made a motion to enter closed session. Deborah Stanifer seconded the motion. Motion passed by unanimous roll call vote. **MOTION:** Joseph Corriveau made a motion to return to open session. Karren Yurgalite seconded the motion. **MOTION:** Joseph Corriveau made a motion to refer the issue to the Library's Business Operations Manager for an HR inquiry and report back to the Personnel Committee with the findings and recommendations, including HR best practices. Karren Yurgalite seconded the motion. Motion passed unanimously.
7. **Announcements and Comments:**
- 7.1. The Community Forum on Space planning is scheduled for Tuesday, October 14, 2025 at 7:00 PM. The Board will meet at 6:00 PM.
 - 7.2. The next Facilities Committee Meeting is scheduled for Wednesday, October 15, 2025 at 10:00 AM.
 - 7.3. The next Finance Committee Meeting is scheduled for Tuesday, October 21, 2025 at 10:00 AM.
 - 7.4. The next Policy Committee Meeting is scheduled for Tuesday, October 21, 2025 at 11:00 AM.
 - 7.5. The next Library Board Meeting will be held on Thursday, October 23, 2025 at 7:00 PM.
8. **Adjournment: MOTION:** Alan Somershoe made a motion to adjourn the meeting at 8:40 PM. Carol Doyle seconded the motion. Motion passed unanimously.

9/25/2025
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