

NORTHLVILLE DISTRICT LIBRARY (NDL) BOARD OF TRUSTEES

Regular Meeting Minutes

Thursday, November 20, 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 7:02 PM.

1.1. **Roll call:** Present: Trustees 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 Manager; Martha Nork, President of the Friends of NDL.
Absent: Trustee Joseph Corriveau.

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:** Alan Somershoe made a motion to approve the minutes of the regular meeting on October 23, 2025 as presented. Karren Yurgalite seconded the motion. Motion passed unanimously. **MOTION:** Deborah Stanifer made a motion to approve the minutes of the closed session on October 23, 2025 as presented. Carol Doyle seconded the motion. Motion passed unanimously.

1.4. **Citizen Comments:** Citizen comments were made.

2. Correspondence: None.

3. Reports to the Board

3.1. **Director's Report:** Laura Mancini delivered her report to the Board, topics covered included recent building maintenance issues, a reminder about the upcoming Holiday Lighted Parade, an update on the MeLCat implementation project, and an update about demand for Study Rooms. Director Mancini also noted some upcoming professional development plans.

3.2. **Friends of NDL Report:** Martha Nork shared an update from the Friends of NDL, including an update on the year-to-date expenses and donations by the Friends, an update on the annual consideration of the Library's wishlist, and progress on their annual budget.

4. Community Forum Recap: The Board discussed the Community Forum which was held on November 10 at Northville Township Hall. The next step is to conduct a community survey, which take place in the first quarter of 2026.

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 \$140,061.65. Carol Doyle seconded the motion. Motion passed unanimously.

5.2. **Financial Report:** Laura Mancini presented the financial report to the Board. 92% of the FY has been completed. Total revenue received is at 101% of budget. Total expenditures are at 87% of budget.

5.3. **Fourth 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 \$18,508. Alan Someshoe 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 \$33,934. Karren Yurgalite seconded the motion. Motion passed unanimously.

5.4. **Audit Letter:** Director Mancini presented the letter from accounting services firm Gabride & Co. confirming the terms of the financial audit for fiscal year 2025.

6. **Personnel Committee:** No report.

7. **Announcements and Comments:**

- 7.1. The next Facilities Committee Meeting is scheduled for Wednesday, December 10, 2025 at 10:00 AM.
- 7.2. The next Finance Committee Meeting is scheduled for Tuesday, December 16, 2025 at 10 AM.
- 7.3. The next Policy Committee Meeting is scheduled for Tuesday, December 16, 2025 at 11:00 AM.
- 7.4. The next Library Board Meeting will be held on Thursday, December 18, 2025 at 7:00 PM.

8. **Adjournment:** **MOTION:** Jennifer Gustafson made a motion to adjourn the meeting at 8:01 PM. Karren Yurgalite seconded the motion. Motion passed unanimously.

11/26/2025

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