

NORTHLVILLE DISTRICT LIBRARY (NDL) BOARD OF TRUSTEES

Regular Meeting Minutes

Thursday, December 18, 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; Linda Schwelnus, Treasurer of the Friends of NDL.
- 1.2. **Approval of the Agenda: MOTION:** Joseph Corriveau made a motion to approve the agenda with the addition of a closed session for the Personnel Committee discussion in item 6. 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 regular meeting on October 23, 2025 with one type-o correction in item 3.1. Jennifer Gustafson seconded the motion. Motion passed unanimously.
- 1.4. **Citizen Comments:** None.

2. Correspondence: Director Mancini read correspondence to the Board.

3. Reports to the Board

- 3.1. **Director's Report:** Laura Mancini delivered her report to the Board, topics covered included recent building repairs, an update on the MIOSHA citations, some legal updates, and the upcoming financial audit. Director Mancini also provided an update on the status of the federal Institute of Museum and Library Services (IMLS).
- 3.2. **Friends of NDL Report:** Linda Schwelnus shared an update from the Friends of NDL, including an update on the final budget and the approved wishlist for the upcoming year.

4. Community Survey Proposal: MOTION: Karren Yurgalite made a motion to approve the proposal from The Ivy Group to conduct a community survey regarding the library's space options. Carol Doyle seconded the motion. Motion passed unanimously.

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 \$143,037.72. Alan Somershoe seconded the motion. Motion passed unanimously.
- 5.2. **Financial Report:** Laura Mancini presented the financial report to the Board. 100% of the FY has been completed. Total revenue received is at 101% of budget. Total expenditures are at 95% of budget.

6. Personnel Committee

- 6.1. **Director Evaluation and FY2026 Salary Rate: MOTION:** Per MCL Section 15.268 (a) To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of, a public officer, employee, staff member, or individual agent, if the named individual requests a closed hearing, Joseph Corriveau made a motion to convene a closed session at 7:55 PM. Jennifer Gustafson seconded the motion. Motion passed by unanimous roll call vote. **MOTION:** Joseph Corriveau made a motion to return to regular session at 8:26 PM. Jennifer Gustafson seconded the motion. Motion passed by unanimous roll call vote.

7. Announcements and Comments:

- 7.1. A special meeting of the Library Board will be held on Monday, December 29, 2025 at 1:00 PM.
- 7.2. The next Facilities Committee Meeting is scheduled for Wednesday, January 14, 2026 at 10:00 AM.
- 7.3. The next Finance Committee Meeting is scheduled for Tuesday, January 20, 2026 at 10 AM.
- 7.4. The next Policy Committee Meeting is scheduled for Tuesday, January 20, 2026 at 11:00 AM.
- 7.5. The next regular Library Board Meeting will be held on Thursday, January 22, 2026 at 7:00 PM.

8. Adjournment: **MOTION:** Joseph Corriveau made a motion to adjourn the meeting at 8:39 PM. Deborah Stanifer seconded the motion. Motion passed unanimously.

01/07/2026
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