

NORTHVILLE DISTRICT LIBRARY (NDL) BOARD OF TRUSTEES  
Regular Meeting Minutes  
Thursday, February 26, 2026 – 7:00 p.m.  
Carlo Meeting Room, Northville District Library

1. **Call to order:** Chair Carol Doyle 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, 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:** Nicholas Vlisides made a motion to approve the agenda as presented. Alan Somershoe seconded the motion. Motion passed unanimously.
  - 1.3. **Approval of Meeting Minutes:**  
**MOTION:** Deborah Stanifer made a motion to approve the minutes of the regular meeting on January 22, 2026. Karren Yurgalite seconded the motion. Motion passed with 6 in favor. Jennifer Gustafson abstained.  
**MOTION:** Alan Somershoe made a motion to approve the minutes of the closed session of the regular meeting on January 22, 2026. Deborah Stanifer seconded the motion. Motion passed with 6 in favor. Jennifer Gustafson abstained.
  - 1.4. **Citizen Comments:** None.
2. **Correspondence:** The Board of Trustees reviewed their correspondence.
3. **Reports to the Board**
  - 3.1. **Director's Report:** Laura Mancini delivered her report to the Board, topics covered included the forthcoming Battle of the Books event for middle school students, the Community Awards celebration hosted by the Chamber of Commerce, the upcoming Community Survey on Space Planning, the financial audit, and new collection items. Director Mancini also provided an update on some building maintenance issues and the reinstatement of funding to the federal Institute of Museum and Library Services (IMLS).
  - 3.2. **Friends of NDL Report:** Friends of NDL President Martha Nork shared that 2025 revenue from the used book operations was \$24,000+, January sales were about \$1,100. Volunteers continue to help assemble the Youth Craft Kits and the Friends will sponsor a music program with performer Enda Reilly in March. Martha invited the Board Trustees to attend the Friends' Annual Meeting in March and shared that they will have a fundraiser with Buddy's Pizza during National Library Week in April.
4. **Community Survey Communication Plan and Meeting Assignments:** Director Mancini presented the communication plan for the upcoming community survey. The Trustees scheduled who would attend upcoming public meetings to promote the survey.
5. **Budget and Finance Review**
  - 5.1. **Bills over \$1,000 for approval: MOTION:** Karren Yurgalite made a motion to approve the bills over \$1,000 in the total amount of \$173,509.32. Deborah Stanifer seconded the motion. Motion passed unanimously.
  - 5.2. **Financial Report:** Laura Mancini presented the financial report to the Board. 17% of the FY has been completed. Total revenue received is at 53% of budget. Total expenditures are at 17% of budget.

**6. Facilities Committee**

- 6.1. **HVAC Server Operating System Upgrade: MOTION:** Alan Somershoe made a motion to accept the proposal from Limbach to upgrade the HVAC server operating system with a not-to-exceed amount of \$24,000, to be paid out of the Reserve Fund for Technology Infrastructure. Jennifer Gustafson seconded the motion. Motion passed unanimously.
- 6.2. **Firewall Switch Upgrade: MOTION:** Alan Somershoe made a motion to accept the proposal from CTC Technologies to upgrade the firewall switches with a not-to-exceed amount of \$24,000, to be paid out of the Reserve Fund for Technology Infrastructure. Nicholas Vlisides seconded the motion. Motion passed unanimously.

**7. Announcements and Comments:**

- 7.1. The next Facilities Committee Meeting is scheduled for Wednesday, March 18, 2026 at 10:00 AM.
- 7.2. The next Finance Committee Meeting is scheduled for Tuesday, March 24, 2026 at 10 AM.
- 7.3. The next Policy Committee Meeting is scheduled for Tuesday, March 24, 2026 at 11:00 AM.
- 7.4. The next regular Library Board Meeting will be held on Thursday, March 26, 2026 at 7:00 PM.

8. **Adjournment: MOTION:** Karren Yurgalite made a motion to adjourn the meeting at 7:49 PM. Jennifer Gustafson seconded the motion. Motion passed unanimously.

03/20/2026  
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