

NORTHVILLE DISTRICT LIBRARY (NDL) BOARD OF TRUSTEES
Regular Meeting Minutes
Thursday, March 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 7:00 PM.
 - 1.1. **Roll call:** Present: Trustees Joseph Corriveau, Carol Doyle, Jennifer Gustafson, 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; Denise Stacer, Vice President of the Friends of NDL; and Ian Rees, Audit Manager from Gabridge & Co. (attending virtually)
Absent: Trustee Alan Somershoe
 - 1.2. **Approval of the Agenda: MOTION:** Karren Yurgalite made a motion to approve the agenda as presented. Nicholas Vlisides seconded the motion. Motion passed unanimously.
 - 1.3. **Approval of Meeting Minutes:**
MOTION: Nicholas Vlisides made a motion to approve the minutes of the special meeting on February 17, 2026. Joseph Corriveau seconded the motion. Motion passed unanimously.
MOTION: Joseph Corriveau made a motion to approve the minutes of regular meeting on February 26, 2026. Karren Yurgalite seconded the motion. Motion passed unanimously.
 - 1.4. **Citizen Comments:** None.
2. **Correspondence:** None.
3. **FY2025 Financial Audit Presentation Gabridge & Co.:** Audit Manager Ian Rees of Gabridge & Company, PLC presented the findings of the 2025 fiscal year audit and reviewed the 2025 audit report and opinion letter with the Board of Trustees virtually via Zoom. There were no issues with the audit. The Board thanked Ian for his report. **MOTION:** Karren Yurgalite made a motion to approve the audit. Joseph Corriveau seconded the motion. Motion passed unanimously.
4. **Reports to the Board**
 - 4.1. **Director's Report:** Laura Mancini delivered her report to the Board, topics covered included the Battle of the Books events for teens and adults; the Cool Reads Winter Reading Program; upcoming delivery changes for MeLCat items; and new collection items. Director Mancini also provided an update on a recent water shut off due to maintenance by the City, and status updates on some building projects.
 - 4.2. **Friends of NDL Report:** Friends of NDL President Martha Nork and Vice President Denise Stacer reviewed the annual agreement with the Friends which is due for renewal; shared the 2025 Annual Report; and reminded the Board of the upcoming fundraiser with Buddy's Pizza during National Library Week on Wednesday, April 22.
5. **Community Survey Update:** Director Mancini provided an update on the status of the engagement with the Community Survey on Space Planning. Response to the survey has been strong. The survey remains open for participation until April 15th. The Ivy Group will present the results to the public on Thursday, May 21 at 7:00 PM at the Northville Community Center.
6. **Appeal of Lost Book Fee:** Director Mancini presented a request from a patron to the Board to reconsider her decision not to waive a fee incurred when the patron lost a book that had been

borrowed via interloan from another library. **MOTION:** Jennifer Gustafson made a motion to uphold Director Mancini's decision not to waive the fee. Joseph Corriveau seconded the motion. Motion passed unanimously.

7. **Jennifer and John Gustafson Donor Thank You Dinner:** The Board discussed the generous offer by Trustee Gustafson and her husband, John, to honor longtime donors to the Library by inviting them to a dinner at American Harvest restaurant at Schoolcraft College in September.

8. **Budget and Finance Review**

8.1. **Bills over \$1,000 for approval:** **MOTION:** Karren Yurgalite made a motion to approve the bills over \$1,000 in the total amount of \$133,065.13. Deborah Stanifer seconded the motion. Motion passed unanimously.

8.2. **Financial Report:** Laura Mancini presented the financial report to the Board. 25% of the FY has been completed. Total revenue received is at 60% of budget. Total expenditures are at 26% of budget.

8.3. **FY2026 1st Quarter Budget Amendments:** **MOTION:** Karren Yurgalite made a motion to amend the expenditure budgets by \$6,000. Jennifer Gustafson seconded the motion. Motion passed unanimously.

8.4. **FY2025 Fund Balance:** The NDL has \$72,196.00 remaining fund balance from FY2025. **MOTION:** Karren Yurgalite made a motion to make a special payment to the MERS Defined Benefit (pension) plan in the amount of \$72,196.00. Jennifer Gustafson seconded the motion. Motion passed unanimously.

8.5. **Community Foundation 2026 Endowment Distribution:** **MOTION:** Karren Yurgalite made a motion to reinvest the 2026 Community Fund Endowment distribution amount of \$40,966.00. Jennifer Gustafson seconded the motion. Motion passed unanimously.

9. **Announcements and Comments:**

9.1. The next Facilities Committee Meeting is scheduled for Wednesday, April 15, 2026 at 10:00 AM.

9.2. The next Finance Committee Meeting is scheduled for Tuesday, April 21, 2026 at 10 AM.

9.3. The next Policy Committee Meeting is scheduled for Tuesday, April 21, 2026 at 11:00 AM.

9.4. The next regular Library Board Meeting will be held on Thursday, April 23, 2026 at 7:00 PM.

10. **Adjournment:** **MOTION:** Joseph Corriveau made a motion to adjourn the meeting at 8:36 PM. Deborah Stanifer seconded the motion. Motion passed unanimously.

04/10/2026

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