NORTHVILLE DISTRICT LIBRARY (NDL) BOARD OF TRUSTEES
Regular Meeting Minutes
Thursday, June 25 2026 – 7:00 p.m.
Friends Community 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, 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: <u>MOTION:</u>** Deborah Stanifer made a motion to amend the agenda by moving Correspondence after the Policy Committee and approve the agenda as amended. Jennifer Gustafson seconded the motion. Motion passed unanimously.
   1.3. **Approval of Meeting Minutes: <u>MOTION:</u>** Karren Yurgalite made a motion to approve the minutes of regular meeting on May 28, 2026. Alan Somershoe seconded the motion. Motion passed unanimously.
   1.4. **Citizen Comments:** None.

2. **Reports to the Board**
   2.1. **Director's Report:** Laura Mancini delivered her report to the Board, topics covered included an update on the number of active library cardholders, information about a recent emergency water repair, recent library outreach efforts and community partnerships, and the Library's participating in the Michigan Notable Books Program. Director Mancini provided an update on the Staff Survey which concluded on June 19th with excellent participation, and shared the success of this year's Summer Reading Program so far.
   2.2. **Friends of NDL Report:** Friends of NDL President Martha Nork shared the two recipients of the Friends scholarships this year, both seniors at Northville High School. Martha also provided an update about the successful used book sale in early June and recent networking activities.

3. **Proposed Library Expansion Update:** Trustees Doyle and Somershoe and Director Mancini provided an update on recent meetings with the City of Northville regarding the Library's desire to use part of the green space next door for an expansion project. The initial meeting was positive, and more meetings will take place over the summer.

4. **Budget and Finance Review**
   4.1. **Bills over $1,000 for approval: <u>MOTION:</u>** Karren Yurgalite made a motion to approve the bills over $1,000 in the total amount of $173,503.27. Nicholas Vlisides seconded the motion. Motion passed unanimously.
   4.2. **Financial Report:** Laura Mancini presented the financial report to the Board. 50% of the FY has been completed. Total revenue received is at 97% of budget. Total expenditures are at 53% of budget.
   4.3. **FY2026 2nd Quarter Budget Amendments: <u>MOTION:</u>** Karren Yurgalite made a motion to amend the expenditure budgets by $60,350.00. Joseph Corriveau seconded the motion. Motion passed unanimously.

5. **Policy Committee**

5.1. **Policy on Meeting Rooms – Second Reading: <u>MOTION:</u>** Jennifer Gustafson made a motion to adopt the revised Policy on Meeting Rooms. Nicholas Vlisides seconded the motion. Motion passed unanimously.

5.2. **Code of Conduct – Second Reading: <u>MOTION:</u>** Jennifer Gustafson made a motion to adopt the revised Code of Conduct. Alan Somershoe seconded the motion. Motion passed unanimously.

5.3. **Policy on Access to Employee File Information – First Reading:** Trustee Gustafson offered the first reading of the Policy on Access to Employee File Information.

5.4. **Policy on MakeIT – First Reading:** Trustee Gustafson offered the first reading of the Policy on MakeIT.

6. **Correspondence:** The Board reviewed its correspondence.

   6.1. **<u>MOTION:</u>** 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, Karren Yurgalite made a motion to convene a closed session at 7:45 PM. Alan Somershoe seconded the motion. Motion passed by unanimous roll call vote. **<u>MOTION:</u>** Karren Yurgalite made a motion to return to regular session at 8:16 PM. Alan Somershoe seconded the motion. Motion passed by unanimous roll call vote.

7. **Announcements and Comments:**

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

   7.2. The next Finance Committee Meeting is scheduled for Tuesday, July 21, 2026 at 10:00 AM.

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

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

8. **Adjournment: <u>MOTION:</u>** Karren Yurgalite made a motion to adjourn the meeting at 8:33 PM. Alan Somershoe seconded the motion. Motion passed unanimously.

07/10/2026
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