NORTHVILLE DISTRICT LIBRARY (NDL) BOARD OF TRUSTEES
Regular Meeting Minutes
Thursday, July 23, 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, Alan Somershoe, Deborah Stanifer, Nicholas Vlisides and Karren Yurgalite. Also present: Laura Mancini, Library Director; Maria Williams, Assistant Library Director.
   - 1.2. **Approval of the Agenda: MOTION:** Alan Somershoe made a motion to approve the agenda as presented. Jennifer Gustafson seconded the motion. Motion passed unanimously.
   - 1.3. **Approval of Meeting Minutes: MOTION:** Karren Yurgalite made a motion to approve the minutes of regular meeting on June 25, 2026. Deborah Stanifer seconded the motion. Motion passed unanimously. **MOTION:** Deborah Stanifer made a motion to approve the minutes of the closed session on June 25, 2026 as presented. Alan Somershoe seconded the motion. Motion passed unanimously.
   - 1.4. **Citizen Comments:** None.

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

3. **Reports to the Board**
   - 3.1. **Director's Report:** Laura Mancini delivered her report to the Board, topics covered included an update on the work toward a potential building expansion, information about how the air quality from the recent Canadian wildfires impacted the library, a parking issue that occurred due to the Northville Concours D'elegance car show at Mill Race Village on July 12th, and recent security and staff office changes and improvements. Director Mancini provided an update on the annual Summer Reading Program and also plans for upcoming all staff training in October.
   - 3.2. **Friends of NDL Report:** No report.

4. **2026 Employee Survey:** Director Mancini provided an update on the Employee Survey. Conducted by The Ivy Group, the survey took place from June 1-22. 51 employees – or 86% of staff – participated. The Ivy Group will present the results of the survey to the Board at their August meeting.

5. **Draft Building Expansion Timeline:** Director Mancini presented a draft timeline for a potential building expansion, with anticipated steps and milestones taking place over the next four years.

6. **Budget and Finance Review**
   - 6.1. **Bills over $1,000 for approval: MOTION:** Karren Yurgalite made a motion to approve the bills over $1,000 in the total amount of $129,270.72. Alan Somershoe seconded the motion. Motion passed unanimously.
   - 6.2. **Financial Report:** Laura Mancini presented the financial report to the Board. 58% of the FY has been completed. Total revenue received is at 100% of budget. Total expenditures are at 60% of budget. **MOTION:** Karren Yurgalite made a motion to transfer $44,752.32 from the Fund for Future Unfunded Expenses to the Fund for Facility Preservation. Nicholas Vlisides seconded the motion. Motion passed unanimously.
   - 6.3. **FY2027 Draft Budget:** Laura Mancini presented the draft of the FY2027 budget to the Board.

6.4. **Resolution on Public Hearing for the FY2027 Budget:** Alan Somershoe presented Resolution 2026-02. **MOTION:** Alan Somershoe made a motion to adopt Resolution 2026-02. Deborah Stanifer seconded the motion. The Resolution was adopted by unanimous roll call vote.

7. **Policy Committee**
   7.1. **Policy on MakeIT – Second Reading: MOTION:** Jennifer Gustafson made a motion to adopt the revised Policy on MakeIT. Alan Somershoe seconded the motion. Motion passed unanimously.
   7.2. **Policy on Access to Employee File Information – Second Reading: MOTION:** Jennifer Gustafson made a motion to adopt the Policy on Access to Employee File Information. Deborah Stanifer seconded the motion. Motion passed unanimously.
   7.3. **Policy on Pre-Employment Screening – First Reading:** Trustee Gustafson offered the first reading of the Policy on Pre-Employment Screening.

8. **Announcements and Comments:**
   8.1. The next Facilities Committee Meeting is scheduled for Wednesday, August 19, 2026 at 10:00 AM.
   8.2. The next Finance Committee Meeting is scheduled for Tuesday, August 25, 2026 at 10:00 AM.
   8.3. The next Policy Committee Meeting is scheduled for Tuesday, August 25, 2026 at 11:00 AM.
   8.4. The next regular Library Board Meeting will be held on Thursday, August 27, 2026 at 7:00 PM.

9. **Adjournment: MOTION:** Joseph Corriveau made a motion to adjourn the meeting at 7:59 PM. Jennifer Gustafson seconded the motion. Motion passed unanimously.

08/21/2026
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