

NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES
Regular Meeting Minutes
Thursday, January 23, 2014 – 7:30 p.m.
Northville District Library Carlo Meeting Room

1. **Call to Order:** Chair Bob Sochacki called the Regular Meeting to order at 7:30 p.m.
 - 1.1 **Roll Call** - Present: Trustees Bob Sochacki, Mike DeFrancesco, Paul Snyder, and Alan Somershoe. Also present: Julie Herrin, Library Director; Anne Mannisto, Assistant Library Director; Carla Eggert, Administrative Assistant; Carol Oldenburg, Friends of the Northville District Library President; Wendy Mutch, Library staff member. Absent: Trustees Jean Hansen, Joe Corriveau and Jim Morché.
 - 1.2 **Approval of the Agenda:** **MOTION:** Paul Snyder made a motion to accept the agenda as amended. Alan Somershoe seconded the motion. Motion passed.
 - 1.3 **Approval of Meeting Minutes, 12-19-13:** **MOTION:** Mike DeFrancesco made a motion to approve the minutes as submitted. Paul Snyder seconded the motion. Motion passed.
 - 1.4 **Election of 2014 Officers:** Robert Sochacki nominated Alan Somershoe for Chair. Paul Snyder seconded the motion. Alan Somershoe was elected. Robert Sochacki nominated Paul Snyder for Vice-Chair. Mike DeFrancesco seconded the motion. Paul Snyder was elected to the position of Vice-Chair. Paul Snyder nominated Jean Hansen for Treasurer. Mike DeFrancesco seconded the motion. Jean Hansen was elected Treasurer. Paul Snyder nominated Robert Sochacki for Secretary. Alan Somershoe seconded the motion. Robert Sochacki was elected Secretary.
 - 1.5 **Resolution 2014-01-Schedule of 2014 Board of Trustee Meeting Dates:** Robert Sochacki read Resolution 2014-01 which sets the dates of the regular meetings of the Northville District Library Board of Trustees for the calendar year 2014. The Resolution passed by a unanimous roll call vote, with three Trustees absent. All regular meetings of the Board of Trustees are on the 4th Thursday of the month with the exception of November and December, which are scheduled for the 3rd Thursday, due to the Thanksgiving and Christmas holidays.
 - 1.6 **Appointment of 2014 Board of Trustee Committee Members:** It was decided to defer the appointment of the Trustees to Committees until the February meeting. Robert asked Julie Herrin to send the listing of new officers and past committee assignments to each Trustee and ask that they volunteer for the Committee they wish to be on.
 - 1.7 **Citizen Comments:** None.
2. **Correspondence:** None
3. **Director's Report:**

Statistics: Julie reported that circulation was down 5.3% for the month. Downloads were down by 10%. Both Tumblebooks and Freegal usage are down but Download Destination usage was up by 30%. We will be featuring Tumblebooks and Freegal in our Spring Newsletter as their usage continues to be down from last year. Database usage was up 12% for sessions and up by 21% for searches. We have added website analytics to the statistics report. Website visits for the month were up by 7.8%. The meeting room and study rooms were used 312 times last month. Public computer usage for the Public Internet and Youth computers was lower last month, though the usage of wireless continues to be high.

Youth Programming: January is a slower month and bad weather played a part in program attendance for the month. There were 11 programs for youth with 190 attendees.

Adult Programming: There were five programs for adults with 65 attendees.

Staff: We have hired a new computer page to fill a hole in the schedule. Dorie attended a webinar on Download Destination.

Facilities: While we were closed on Monday for the Martin Luther King Jr. holiday, Allied Building Service was here and repaired the leak in the entryway by removing the mat and sealing the cracks in the cement. They also repaired and repainted the ceiling in the Book Cellar. We had an electrician out to give us an estimate on adding lighting around the fireplace area and to look at changing the light fixtures in the Gift Shop. The Friends have approved funding to replace the chairs in the Youth area as well as the chairs around the public computer terminals. We are working on getting bids for the HVAC work recommended in the report by the SHW Group.

Technology: Michael McEvoy has installed Google Chromecast as a wireless solution for use with the meeting room projector.

Development Committee: We have currently raised \$11,657.50 from 76 donations in response to our Annual Giving Campaign mailing. In comparison last year we raised about \$5,000. In 2011, we used a donation envelope in the newsletter and raised about \$17,000 though there was still a tax credit from the State of Michigan for donations to libraries that year.

4. **Friends of the Northville District Library Report:** Carol Oldenburg, Friends President, reported that the Friends Board has approved the 2014-2015 budget with an estimated reduction in revenue of 10%. Support for the Library Wish List for 2014 was also approved with a total budget allocation of \$23,272. The Friends Nominating Committee met to develop a slate of officers for 2014. The slate of officers is the same except for the addition of Deborah Stanifer who is replacing Denise Stacer as Treasurer. The Friends received notification yesterday evening that Mission-Based Books (MBB) is going out of business. MBB currently has about 5,000 of our used books. The Friends have until February 4 to choose one of the following options:

- 1) Leave the books with MBB to be donated to their Teacher's Day book give-away with leftovers being recycled;
- 2) Have MBB return the books to us;
- 3) Contract with another vendor to take the books and sell them.

The Friends are currently reviewing all options. There is also an urgent need to find a recycling location for our used books that cannot be sold, as we have a huge recycle volume and no space to store materials for future recycling.

5. Budget and Finance Review:

- 5.1 **Bills over \$1,000 for approval:** Mike presented the List of Bills over \$1,000 for January 2014. **MOTION:** Mike DeFrancesco made a motion to approve these bills in the amount of \$64,810.58 for payment. Robert Sochacki seconded the motion. Motion passed.
- 5.2 **Financial Report:** Mike reported that we are waiting for the audit to be finalized which may impact the final financial statements. The final audit information should be available by the February Board Meeting. The credit amount of \$27.51 that is showing in the Public Relations account is proceeds from the sale of Geek T-shirts.

6. Committee Reports

- 6.1 **Report on the Director's Evaluation:** Due to the absence of the Personnel Committee Chair, this report will be presented at the February meeting.

- 6.2 **Personnel Committee Report:** The Board of Trustees discussed the Public Relations Librarian position that is currently part-time. With the increased focus on public relations, the Personnel Committee approved making this position full-time, as well as adding a part-time temporary Intern to support this position. Robert mentioned that using staff from Library schools such as Wayne State for Intern positions would be a good idea. **MOTION:** Paul Snyder made a motion to approve changing the part-time Public Relations Librarian position to full-time. Mike DeFrancesco seconded the motion. Motion passed. **MOTION:** Paul Snyder made a motion to create a part-time Public Relations Intern position. Robert Sochacki seconded the motion. Motion passed.
- 6.3 **Facilities Committee Report:** Mike distributed a listing of facilities maintenance needs for 2014. The first six items on the list under mechanical systems are priorities that we going to get bids on now, with the hope of having the work done in the first quarter of the year. We are currently working on preparing these bids. When contacted to give an estimate, Tommy Tree Company trimmed the bushes on the side of the Library for free.
- 6.4 **Policy Committee:** Paul Snyder presented the Policy on Conduct in the Library with changes for the second reading. **MOTION:** Paul made a motion that the Board of Trustees accept the Policy on Conduct in the Library for the second reading. Robert seconded the motion. Motion passed. Paul presented the Policy on Internet Access with changes for the second reading. **MOTION:** Paul made a motion that the Board of Trustees accept the Policy on Internet Access for the second reading. Robert Sochacki seconded the motion. Motion passed.

7. Announcements and Comments:

- 7.1 The next Finance Committee Meeting is scheduled for Tuesday, February 25, 2014 at 1:30 p.m. in the Carlo Meeting Room.
- 7.2 The next Board Meeting will be on Thursday, February 27, 2014 at 7:30 p.m. in the Carlo Meeting Room.

8. **Adjourn Regular Meeting:** **MOTION:** Robert Sochacki made a motion to adjourn the January Regular Board Meeting. Paul seconded the motion. Motion passed. The meeting was adjourned at 8:40 p.m.

Respectfully Submitted,

Robert Sochacki, Secretary
01/30/14