

NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES
Regular Meeting Minutes
Thursday, March 26, 2015 – 7:30 p.m.
Northville District Library Carlo Meeting Room

1. **Call to Order:** Chair Alan Somershoe called the Regular Meeting to order at 7:30 p.m.
 - 1.1 **Roll Call** - Present: Trustees Alan Somershoe, Jean Hansen, Mike DeFrancesco, Robert Sochacki, Paul Snyder, and Joe Corriveau. Also present: Julie Herrin, Library Director; Anne Mannisto, Assistant Library Director; Carla Eggert, Administrative Assistant. Absent: Trustee Jim Morché.
 - 1.2 **Approval of the Agenda:** **MOTION:** Robert Sochacki made a motion to approve the agenda. Mike DeFrancesco seconded the motion. Motion passed.
 - 1.3 **Approval of Meeting Minutes, Feb. 26, 2015:** **MOTION:** Jean Hansen made a motion to approve the minutes as corrected. Paul Snyder seconded the motion. Motion passed.
 - 1.4 **Citizen Comments:** None.

2. **Correspondence:** None.

3. **Director's Report:**

Julie reported that Library staff had a meeting with our medical insurance agent regarding changes to the health insurance that will begin with the new policy year in July 2015. Blue Cross has lowered the rates by 3.2% and lowered the deductible from \$1,000 to \$750. However, the maximum out of pocket cost has increased from \$1,000 to \$6,600. There was discussion about the rate changes and the stipend currently given to employees. The Finance Committee will discuss this at their next meeting and present to the Board at the April meeting. Julie reported that we have sold 49 tickets to the fundraiser so far. We have also received \$2,750 in sponsorships from local businesses.

Statistics: Julie reported that downloads were up by about 45% over last year. However, circulation, the door count, and computer usage were down for the month. Zinio had 629 checkouts for the month. Jean Hansen asked about the remote usage numbers which are down by almost 50%.

Programming: Youth had 19 programs with 382 attendees. Youth had a "March is Reading Month" promotion, for which 116 youth registered to keep a log of books read during the month to receive a prize. Adult had 3 programs with 114 attending. The Computer Help and iPad class had a total of 21 attending. We will not have computer classes in the summer but will resume them in the fall. The Battle of the Books was held on March 18. There were 28 teams who participated with a total of 140 contestants, as well as 43 team managers, 280 audience members, 20 volunteers and 7 staff members. The winning team was the Curry Crushers from Meads Mill Middle School. Teen also held a Film Maker workshop on March 7 with 46 attendees.

Collections: Heritage Quest, which is the genealogy database that is available for remote usage from home, has added census records to its collection. Overdrive was purchased by a conglomerate with Japanese roots. They have said that there will be no change in the service or the management of Overdrive.

Staff: The Library was closed on Friday, March 20 for a staff in-service day which was attended by all of the staff. In the morning there was a presentation by the Northville Fire Chief and two firefighters on fire and medical emergencies. Staff were given instruction on how to use the defibrillator (AED) that is located in the Library. In the afternoon a video was shown on Active Shooter Response followed by a discussion on police situations with

Captain Krueger from the Northville Police Department. We also reviewed staff polices and discussed usage of databases and catalog applications.

Training: Julie reported that Anne and Patricia Garavoglia took a webinar on the new Heritage Quest changes. Patricia also attended webinars on Value Line and a Booklist webinar on genealogy. Nancy Clarizio also took a webinar on Value Line. Julie took a webinar entitled "Learn from the Past and Prepare for the Future". Julie and Anne attended a webinar entitled "How to respond to a Security Incident in Your Library". Michael McEvoy and Wendy Mutch attended an Enterprise meeting at TLN. Michael and Sarah Milroy attended a Zinio meeting at the Canton Library. Wendy also attended the Historical Society of Michigan's Local History Conference that was held in Sterling Heights. Vicki Dixon attended a Novelist webinar entitled "Meeting Your Community's Demand for Books". Lisa Bachman attended a TLN workshop on linking. Dorie Freebury will attend Spring Institute for Children's Librarians tomorrow.

Technology: Julie reported that we are working on the development of a new website. Our current site is six years old and the version of the software used to develop and maintain it is no longer supported. We are developing the new website with Word Press rather than Joomla. Also, we are no longer hosting our site on the TLN server but have contracted with a company out of Lansing called Liquid Web to host it. The new website will be responsive and adjust to display based on the type of device you are using. We are hoping to go live with the new website near the middle of May.

4. Friends of the Northville District Library Report: No report this month.

5. Budget and Finance Review:

5.1 **Bills over \$1,000 for approval:** Jean presented the List of Bills over \$1,000 for March 2015. **MOTION:** Jean Hansen made a motion to approve these bills in the amount of \$81,951.77 for payment. Mike DeFrancesco seconded the motion. Motion passed.

5.2 **Financial Report:** Jean reported that we are 25% through our fiscal year and have collected 68% of our tax revenue. The amount of \$192.13 showing on the balance sheet as Fund Balance-Prior Year needs to be transferred to the Reserve Fund in order for that funds current balance to conform with the 2014 audit figures. **MOTION:** Jean Hansen made a motion to transfer \$192.13 from the Operating Fund to the Reserve Fund. Paul Snyder seconded the motion. Motion passed. Line items for beverage machine revenue and expenses and for the HVAC renovations have been added to the Income Statement as approved at the February Board meeting. Jean reported that the last payment for the Library Bonds is due to US Bank. **MOTION:** Jean Hansen made a motion to transfer \$448,800 from the Debt Fund to US Bank. Robert Sochacki seconded the motion. Motion passed. The current balance of the Debt Fund is \$449,194.20. Martin Olejnik, our accountant from Plante Moran, has advised us that the remaining balance after the final payment may go into the General Fund as we have no other outstanding debt or bonds.

6. Community Foundation Distribution: Julie reported that she received a report from the Community Foundation for the year. Our total balance in December was \$495,515 and the amount that may be taken out as a distribution is \$20,645. We may take out the entire distribution, a portion of it, or leave the money in the fund. Robert asked how the amount of \$20,645 was determined to be the distribution amount. Julie stated that the distribution amount is 4.75% of the end market value of the 12 previous quarters. There was discussion about the Endowment Fund and the goal originally established at the inception of the Fund to use it to pay for 20% of acquisitions and special programs in the future.

MOTION: Jean Hansen motioned to forgo the distribution from the Endowment Fund this year. Joe Corriveau seconded the motion. Motion passed.

7. Committee Reports

- 7.1 **Policy Committee:** Paul Snyder presented the Policy on the Disposal of Furniture, Equipment and Supplies for the second reading. **MOTION:** Paul Snyder made a motion that the Board of Trustees accept the Policy on the Disposal of Furniture, Equipment and Supplies for the second reading. Mike DeFrancesco seconded the motion. Motion passed.

8. Announcements and Comments:

- 8.1 The next Finance Committee Meeting is scheduled for Tuesday, April 21, 2015 at 2:00 p.m. in the Carlo Meeting Room.
- 8.2 The next Board Meeting will be on Thursday, April 23, 2015 at 7:30 p.m. in the Carlo Meeting Room.

- 9. Adjourn Regular Meeting:** **MOTION:** Mike DeFrancesco made a motion to adjourn the March Regular Board Meeting. Robert Sochacki seconded the motion. Motion passed. The meeting was adjourned at 8:45 p.m.

Respectfully Submitted,

Robert Sochacki, Secretary
04/02/15