

NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES  
Regular Meeting Minutes  
Thursday, May 22, 2014 – 7:30 p.m.  
Northville District Library Carlo Meeting Room

1. **Call to Order:** Chair Alan Somershoe called the Regular Meeting to order at 7:35 p.m.
  - 1.1 **Roll Call** - Present: Trustees Alan Somershoe, Mike DeFrancesco, Paul Snyder, Jean Hansen, Joe Corriveau, Jim Morché and Robert Sochacki. Also present: Julie Herrin, Library Director; Anne Mannisto, Assistant Library Director; Carla Eggert, Administrative Assistant; Nancy Clarizio, Library staff member; Judy DeFrancesco, Friends Board Member.
  - 1.2 **Approval of the Agenda: MOTION:** Jean Hansen made a motion to accept the agenda. Jim Morché seconded the motion. Motion passed.
  - 1.3 **Approval of Meeting Minutes, April 24, 2014: 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. **Northville District Library Director's Report:**

**Statistics:** Julie reported that circulation was down by 5.69% while downloads were up 14%. Circulation with downloads added is about the same as last year. Database use was down while website use was up. Computer use is low compared to last year though wireless Internet use was up. Brainfuse was used 390 times. Freegal was used by 101 patrons to download 591 songs. There was discussion about the monthly statistics page and the meaning of various terminology. Jean asked what "website analytics" referred to. Julie stated that this is a measure of website visits. Jean asked if the name could be changed on the report to "website visits". Jean also asked what "database clicks" referred to. Anne responded that it is a measure of visitors to the Library website who click on the database page and is a way to measure "in library" versus remote database usage. Jean would like to see this statistic compared to last year. Jim asked for clarification on the difference between database clicks and usage. Anne explained that for database usage, different vendors measure this differently. Most report sessions, but some report only searches. Jim stated it would be helpful to have list of definitions for terms used in the statistics report.

**Programming:** There were 19 programs for youth with 510 attendees. There were six programs for adults with 100 attending. The Museum Adventure Pass, which provides admission or discounts on admission to various local cultural institutions, has begun again and includes passes to Mill Race Village this year. The Michigan Big Green Gym program, formerly known as the Park and Read program, which provides a free one-day pass to Michigan State Parks, has also begun again for the summer.

**Staff:** Julie and Anne attended a TLN presentation on the current state of library automation products. The contract for the TLN shared automation system, which includes the public catalog plus circulation and other modules, is up in two years and TLN is beginning to look at replacement products. Julie reported that four Board of Trustee members have terms expiring December 31. July 17 is the last day for those trustees who are running for reelection to pay their \$100 filing fee or turn in 40 to 100 valid signatures on an election petition to the Wayne County Clerk. Julie asked if the Board would like this to be publicized and the Board agreed that an article should be submitted to the Northville Record about the election.

**Facility:** Julie reported that she sent out four requests for bids to replace the carpeting in the public areas of the Library. She received two bids back. One of the vendors is about \$8,000 less than the other; however Julie has concerns about the lower bidder's ability to move the public desks and lift the book stacks effectively in order to carpet under them. Julie also was unable to verify references for carpet installation, particularly at the two libraries listed on the lower bidder's references. The higher bidder has two pages of verifiable references for carpet installation at other libraries. **MOTION:** Mike DeFrancesco made a motion to accept the bid of Library Design to carpet the public areas of the Library for \$108,853. Jim Morché seconded the motion. Motion passed. The Library will be closed for two days in August for a portion of the carpet replacement. The remaining replacement will be done while the Library is open.

4. **Friends of the Northville District Library Report:** Julie Herrin presented the Friends report. Julie distributed a list that the Friends have prepared on the history of the Friends donations to the Library. From 1969 to 2013, the Friends gave the Library \$576,314.63. The data was compiled from past Friends minutes and annual reports. There are currently 194 members of the Friends which is very good. The Gift Store revenues continue to be low. The Friends are encouraging the giving of gift books for upcoming holidays such as Mother's Day and Father's Day as well as graduations, with articles about gift books in both the Northville Record and the Friends online mailing. The Friends received their first payment of \$220 from Look at a Book, the vendor who took some of the Friends books from Mission-Based Books to sell. The Friends Spring Used Book Sale is next week, May 29 (preview night)-June 1.

5. **Budget and Finance Review:**

- 5.1 **Bills over \$1,000 for approval:** Jean Hansen presented the List of Bills over \$1,000 for May 2014. **MOTION:** Jean Hansen made a motion to approve these bills in the amount of \$70,159.43.12 for payment. Paul Snyder seconded the motion. Motion passed.
- 5.2 **Financial Report:** Jean reported that we are 42% of the way through our fiscal year and have received 98% of our tax revenue. We have received our first State Aid payment of \$10,065. The second payment should be close to the same amount as the first. There is a revenue category, Grants, on the income statement that is funded with \$3,000. These funds are from the award Librarian Wendy Mutch won from Gale Cengage for the Local History portion of our website. The line item for Liability and Property Insurance has been changed to correctly reflect the amount spent for the year. There is a credit in the Operating Supplies account due to a credit received for RFID tags that were returned to 3M. The amount spent for Special Programs is a bit over budget. The money in the J Fund Accounts with Comerica for the Reserve and Debt Funds have been moved to money market accounts as discussed at last month's meeting. The financial statements will be updated to reflect the new accounts. Jean stated there is a need to increase the budgeted amount for Electronic Products. **MOTION:** Jean Hansen made a motion to reduce the budgeted amount for Books and Subscriptions from \$198,604 to \$194,604 and to increase the amount budgeted for Electronic Products from \$50,000 to \$54,000. Mike DeFrancesco seconded the motion. Motion passed.

6. **Grants Committee:** Paul Snyder reported that he has taken a course on grant writing. There are many types of grants that can be applied for, including those through the federal government, non-profit organizations, foundations and other private groups. The application process is not easy and there are often reporting requirements after the grant is

received. We would also want to make sure that we pursue those grants that match closely with our programming. Jim stated that he has several years' experience with grants as well and would be available to assist Paul. Jim would like to see a Grants Committee established. Jean stated that this type of committee might be a better fit as a sub-committee of the Development Committee with contributions from staff and community members as well. There was discussion about how the committee might function as a sub-committee of the Development Committee. There is a Development Committee meeting scheduled for June 9 at 7p.m.

## **7. Committee Reports:**

- 7.1 **Facilities Committee:** Mike DeFrancesco reported that, when approached for an estimate on changes to our heating and cooling system, Long's directed us to an engineering consulting firm, Sellinger Associates. Steve Benaske from this company met with Mike and Julie on May 15. He felt that the Library boilers should last for another 10 to 15 years and that the variable speed motors suggested by SHW Group in their building assessment report would not make much difference in energy efficiency. A second, smaller boiler, for use in running only the cooling system, would be a possible direction to go in. If we used the engineering firm's services, which would run between \$10,000 and \$20,000, they would assist us with preparing plans as well as permits for the project. Mike has also found another local engineer, Tom Barry, who lives in Northville and works for the firm Limbach Facilities Services. He has approached Mr. Barry about providing an estimate for similar services. Robert was concerned that the information on these changes recommended initially by the SHW Group in their report were not specific enough as to what is needed and what it would cost. There was discussion about the SHW Group report as well as the need to have an engineer consult.

## **8. Announcements and Comments:**

- 8.1 The next Finance Committee Meeting is scheduled for Tuesday, June 24, 2014 at 1:30 p.m. in the Carlo Meeting Room.
- 8.2 The next Board Meeting will be on Thursday, June 26, 2014 at 7:30 p.m. in the Carlo Meeting Room.

9. **Adjourn Regular Meeting: MOTION:** Mike DeFrancesco made a motion to adjourn the May Regular Board Meeting. Robert Sochacki seconded the motion. Motion passed. The meeting was adjourned at 9:00 p.m.

Respectfully Submitted,

Robert Sochacki, Secretary  
05/29/2014