

NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES

Regular Meeting Minutes

Thursday, July 25, 2013 – 7:30 p.m.

Northville District Library Carlo Meeting Room

1. **Call to Order:** Chair Robert Sochacki called the Regular Meeting to order at 7:35 p.m.
 - 1.1 **Roll Call** - Present: Trustees Robert Sochacki, Jean Hansen, Joe Corriveau, Paul Snyder, Alan Somershoe and Jim Morché. Also present: Julie Herrin, Library Director; Anne Mannisto, Assistant Library Director; Carla Eggert, Administrative Assistant. Staff member Patricia Garavoglia was in the audience. Absent: Trustee Mike DeFrancesco.
 - 1.2 **Approval of the Agenda:** **MOTION:** Jim Morché made a motion to accept the agenda as amended. Paul Snyder seconded the motion. Motion passed.
 - 1.3 **Approval of Meeting Minutes, 6-27-13:** **MOTION:** Paul Snyder made a motion to approve the minutes as submitted. Alan Somershoe seconded the motion. Motion passed.
 - 1.4 **Citizen Comments:** None.
2. **Correspondence:** None
3. **Director's Report:**

Statistics: Julie Herrin reported that circulation was steady with an increase of .32%. The door count was down by almost 5%. Downloads were up by 50%. Freegal was accessed 100 times with 555 songs downloaded. Brainfuse had a total usage of 351 with 44 unique visits. Database usage was up over 20% and the usage of the children's public computers was at an all-time high of 955.

Youth Programming: The Youth Summer Reading Program has 947 children registered. The total for the entire summer last year was 827 children. There were twenty programs for children with 1,281 attendees.

Adult Programming: The Summer Reading Program for adults has 233 people signed up compared to 222 for last year. There were four programs held with a total attendance of 139. A class was held on tablet usage and registration was full. We will repeat this class due to its popularity but will hold one class for iPad users and another class for Android users, as it was difficult to cover everything for both types of users in one class.

Teen Programming: The Summer Reading Program for teens has 227 teens signed up compared to 175 for last year's program. The Teen after-hours lock-in, with the theme of the popular book, The Hunger Games, was held on Friday, July 19 with 33 teens attending.

Staff: Our new Digital Services Librarian Kristine Towne has started. She is experienced in Joomla, the software used for the Library website. Kristine is currently employed part time at the Plymouth Library as well. Wendy Mutch has been invited to join the Northville Historical Society Archives Study Committee. Patricia Garavoglia attended a workshop on MERS and a webinar on weeding. Julie reminded the Trustees that the Just Desserts volunteer recognition party is being held on August 13 at the Library.

Facilities: Julie Herrin reported that the bid document from Goretski Construction for replacement of the concrete curbing in front of the Library was amended to include the requirement that the project meet the City of Northville sidewalk specifications. Joe Corriveau reviewed the document and advised that it be attached to our response. We attached a copy of the sidewalk specifications with the signed bid acceptance document that was returned to Goretski Construction.
4. **Friends of the Northville District Library Report:** Julie reported that the Friends did not meet in July and will not meet in August. The next Friends meeting is scheduled for September.
5. **Phone System:** Julie Herrin reported that six companies submitted bids for the replacement of the Library telephone system. Demonstrations were presented by each company that submitted a bid. One of the bids was disqualified as it only offered a monthly lease option and we would never own

the equipment. Two of the bids were disqualified for price and one for questions about reliability based on Better Business Bureau reviews. The final two companies were very close in price. The company chosen was CTS Communications who installed the original phone system in the Library 16 years ago that has been very reliable. CTS was chosen because of their reliability and because there should be less of a learning curve for the staff, as the new phone is an updated version of the current model we are using. The price is \$15,659 and includes 28 telephones, an operator console, a server, a voicemail server, a five-year warranty and two training sessions for Library staff members.

MOTION: Jean Hansen made a motion to accept the telephone system bid from CTS Communications in the amount of \$15,659. Jim Morché seconded the motion. Motion passed.

6. Budget and Finance Review:

- 6.1 **Bills over \$1,000 for approval:** Treasurer Jean Hansen presented the List of Bills over \$1,000 for July 2013. **MOTION:** Jean Hansen made a motion to approve these bills in the amount of \$70,464.65 for payment. Paul Snyder seconded the motion. Motion passed.
- 6.2 **Financial Report:** Jean Hansen presented the Financial Report. We are 58% through our fiscal year and 97% of our revenue has been received from the City and Township. We have received a check for \$71,730.91 from Wayne County for delinquent taxes. The check will be divided between the debt and operating accounts and between the City and the Township. We also received the penal fines check from Oakland County in the amount of \$4,290. Both of these checks will be applied next month.
- 6.3 **2014 Budget:** There was discussion regarding the 2014 Budget that will be presented at the August meeting. The amount allocated for legal fees was increased to \$6,000 as 2014 will be a contract negotiation year with the union. The projected revenue shortfall for the 2014 fiscal year totaling \$118,361, will come from the Reserve Fund. The \$60,000 allocated for building preservation will go into the Reserve Fund.
- 6.4 **Resolution for Public Hearing:** Secretary Paul Snyder presented Resolution 2013-02, which calls for a Public Hearing regarding the 2013-2014 Proposed Operating Budget and the publication of the Legal Notice of the Public Hearing. **MOTION:** Paul Snyder made a motion to adopt Resolution 2013-02; Jim Morché seconded the motion. The Resolution was adopted by a unanimous roll call vote of the Trustees present.

7. Committee Reports: None.

8. Announcements and Comments :

- 8.1 Paul Snyder discussed two items to be added to the agenda of a future Board meeting. Mr. Snyder is planning to attend a Trustee Alliance meeting in October that will focus on Library Services and Technology Act (LSTA) grants and would like to discuss ideas for using grant money with the Board. Mr. Snyder reported that he was approached by a Library patron who uses a wheelchair but still drives. The patron would like to see the Library install a drive-up book drop. Mr. Snyder would like the Board to consider this issue. Robert Sochacki suggested scheduling a Facilities Committee meeting to discuss it. Julie Herrin reported that in the interim Mr. Snyder could advise the patron that the Novi Library does have a drive-up window for returning books and Northville Library patrons may return their books at the Novi Library as well.
- 8.2 The next Finance Committee Meeting is scheduled for Tuesday, August 20, 2013 at 1:30 p.m. in Carlo Meeting Room.
- 8.3 The Public Hearing on the Budget will be held on Thursday, August 22, 2013 at 7:00 p.m., just prior to the regular August Board of Trustees Meeting
- 8.4 The next Board Meeting will be on Thursday, August 22, 2013 at 7:30 p.m. in the Carlo Meeting Room.

MOTION: Jim Morché made a motion to adjourn the July Regular Board Meeting. Paul Snyder seconded the motion. Motion passed. The Meeting was adjourned at 8:30 p.m.

Respectfully Submitted,

Paul Snyder, Secretary

CE 07/30/13