

NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES

Regular Meeting Minutes

Thursday, August 25, 2011 – 7:30 p.m.

Northville District Library Carlo Meeting Room

1. Chairperson Joe Corriveau called the Regular Meeting to order at 7:30 p.m.
  - 1.1 Roll Call - Present: Trustees Joe Corriveau, Jean Hansen, Paul Snyder, Jim Morché, and Mike DeFrancesco  
Also present: Julie Herrin, Director; Anne Mannisto, Assistant Director; Judith Williams, Administrative Assistant; and Joe Thomas, Board Member of the Friends. Staff member Patricia Garavoglia and local patron Claudia Moore were present in the audience.  
Absent: Trustees Suzanne Miller and Robert Sochacki.
  - 1.2 Approval of the Agenda: Jim Morché requested the addition of an item to the Agenda under Committee Reports. **MOTION:** Jim Morché then made a motion to approve the agenda as amended. Jean Hansen seconded the motion. Motion passed.
  - 1.3 Approval of the Regular Board Meeting Minutes for July 28, 2011: **MOTION:** Jim Morché made a motion to accept the minutes for the Board Meeting of July 28, 2011 as corrected. Mike DeFrancesco seconded the motion. Motion passed.
  - 1.4 Citizen Comments: Friends Board Member Joe Thomas addressed the Trustees regarding the need to provide funding to the Development Committee. He suggested that, rather than requesting funds from the Friends, a portion of the private donations given to the Library without any designated purpose be given to the Development Committee as a budget for projects or expenses. The Board responded that any project planned by the Development Committee would require Board approval prior to implementation, and thus funding would be provided with that approval if needed.
2. **Correspondence:** None
3. **Director's Report:**

**Statistics:** Julie Herrin reported that the circulation statistics have normalized with a slight increase for July. Computer and e-book usage numbers are high and database usage is also up.

**Youth Programming:** The Youth Summer Reading Program has ended. This year's registration was 4.7% higher than last year with 891 children enrolled. A total of 2,216 attended the Summer Reading Programs in July and August. The Final Party, held on Wednesday, August 17, hosted 100 attendees.

**Teen:** The total registration for the Teen Summer Reading Program was also up this year, with 175 teens participating this summer compared to 159 in 2010. The Teen Summer Reading Final Party was held on Friday, August 19.

**Adult Programming:** A total of 220 individuals enrolled in the Adult Summer Reading Program this year, up from 206 last year.

**Public Relations:** The Library will have tables to promote the services of the Library at elementary and middle-school Open House events. Julie requested assistance from Board members for the events at Winchester Elementary, Ridgewood Elementary, Amerman Elementary, and Meads Mill and Hillside Middle Schools. The other schools have not as yet scheduled their Open Houses.
4. **Friends Report:** Joe Thomas, Board Member of the Friends, gave the Friends report. He reported that the Friends Wine Tasting and Silent Auction, which took place on Wednesday, August 17 at Rocky's restaurant, raised \$2,167. The upcoming Fall Used Book Sale will run from Friday, September 30 through Sunday, October 2, with a Friends only preview night from 5 to 9 p.m. on Thursday, September 29. The Friends will also participate in the First Friday event at the Art House and plan to sell books at the church at Mill Race Village during the Victorian Festival. The Friends have been invited to join the Library group marching in the Victorian Festival Parade on Friday, September 16.

5. **Budget and Finance Review:**

- 5.1 **MOTION:** Treasurer Jean Hansen made a motion to approve payment of the Northville District Library List of Bills over \$1,000 for August 2011. Mike DeFrancesco seconded the motion. Motion passed.
- 5.2 Jean distributed the July 2011 Financial Reports. She reported that the Fiscal Year expenses are on track. She commented that approximately 98% of revenue for the Library budgeted for the year has been received.
- 5.3 **MOTION:** Jean Hansen made a motion to electronically transfer \$9,524.33 from the Operating Fund to the Debt Fund to make the adjustment for the delinquent taxes due to the Debt Fund. Mike DeFrancesco seconded the motion. Motion passed.
- 5.4 **MOTION:** Jean Hansen made a motion to electronically transfer \$64,000 from the Operating Fund to the MERS Retiree Health Care Funding Vehicle, as budgeted for this Fiscal Year. Paul Snyder seconded the motion. Motion passed.
- 5.6 **MOTION:** Jean then made a motion to electronically transfer \$50,000 from the Operating Fund to the Reserve Fund designated for Facilities Preservation, as budgeted for this Fiscal Year. Paul Snyder seconded the motion. Motion passed.
- 5.6 **RESOLUTION 11-03:** Board Secretary Mike DeFrancesco read Resolution 11-03 certifying the tax levies for the operating and debt millage and approving the 2011-2012 Budget for the Northville District Library. Jim Morché supported the Resolution. Resolution 11-03 passed by a unanimous roll call vote by the attending Trustees.

6. **Committee Reports:**

- 6.1 The Policy on the Request for Library Records from Law Enforcement Officers was presented for a second reading. **MOTION:** Jean Hansen made a motion to accept the Policy as presented. Paul Snyder seconded the motion. Motion passed.
- 6.2 The By-Laws for the Board of Trustees of the Northville District Library were presented for reaffirmation. **MOTION:** Jean Hansen made a motion to accept the By-Laws as presented. Mike DeFrancesco seconded the motion. Motion passed.
- 6.3 Jim Morché raised an issue that was discussed at a training session for non-profits that he and Paul Snyder attended. The issue concerns someone running for a Library Board position if a relative of the candidate is employed by the Library. It was determined that the Policy Committee would investigate this.

7. **Announcements and Comments**

- 7.1 The next Finance Committee Meeting will be held on Tuesday, September 20, 2011 at 10:00 a.m. in the Carlo Meeting Room.
- 7.2 A Policy Committee Meeting will be scheduled at the next Regular Board Meeting.
- 7.3 The next Board Meeting will be on Thursday, September 22, 2011 at 7:30 p.m. in the Carlo Meeting Room.

**MOTION:** Jim Morché made a motion to adjourn the Regular Meeting. Paul Snyder seconded the motion. Motion passed. The Meeting was adjourned at 8:38 p.m.

Respectfully Submitted,

Mike DeFrancesco, Secretary  
JW 9/1/2011