

NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES  
Regular Meeting Minutes  
Thursday, November 20, 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 7:30 p.m.
  - 1.1 **Roll Call** - Present: Trustees Alan Somershoe, Joe Corriveau, Mike DeFrancesco, Jean Hansen, Jim Morché, Robert Sochacki and Paul Snyder. Also present: Julie Herrin, Library Director; Anne Mannisto, Assistant Library Director; Carla Eggert, Administrative Assistant; Carol Oldenburg, Friends President, Lynne Hirschelman, Library staff member.
  - 1.2 **Approval of the Agenda: MOTION:** Jim Morché made a motion to accept the agenda. Robert Sochacki seconded the motion. Motion passed.
  - 1.3 **Approval of Meeting Minutes, October 23, 2014: MOTION:** Robert Sochacki made a motion to approve the October 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 Herrin reported that October circulation was down 7% from last year but downloads were up by 82%. We have added 218 Advantage eBooks to the Overdrive collection since 2011. Advantage is a plan we subscribe to that triggers a purchase of additional eBook/audiobook copies once a title has four or more holds. The Library Network (TLN) is no longer hosting the server for our website at their location. The server was moved to an offsite location. This transition caused problems with our web page. The counter for website and database usage was not working for ten days and two of the databases were not counted at all, so the statistics are lower for the month. Brainfuse usage (17 visits, 104 total usage) is down significantly from last year when we did a lot of publicity about it. Zinio showed 545 "checkouts" by 44 users. Wi-Fi and public computer usage is up from last year.

**Programming:** Julie reported that the Youth Department had 19 programs with 412 attending. The drop-in Thanksgiving craft had 133 attendees. Adult Services had six programs with 224 attendees. Seven patrons had one-on-one computer tutoring. Teen had two programs with 55 people attending, including an International Game Day program which had adult, children and teens attend and included a Minecraft video game.

**Collections:** Julie went to a presentation at TLN about Odilo, which is a platform and software for hosting eBooks owned by a Library as opposed to the leasing model used by Overdrive. TLN will pay the start-up costs for Odilo, as well as the platform fee for the first three years. The Library's costs are only 11 cents per checkout. Odilo titles will show up in our catalog similarly to Overdrive titles, but you will not have to go to a separate web page to download them. Jean asked if Odilo titles would only be available to Library district residents. Julie will find out about this.

**Technology:** Julie reported the new security cameras have been installed. We now have 16 security cameras and an upgraded DVR which will allow us to keep up to one month of security footage. The cameras only record when there is movement, which will conserve space on the DVR as well. There was discussion about the new cameras and it was decided that a new policy on the security cameras should be discussed at the next Policy Committee meeting. As mentioned earlier, TLN moved our website to a third party host site which caused numerous problems for our website for several days. Our online forms and website counters were not working correctly for ten days. The problems have now been

fixed. Julie attended a TLN meeting on telecommunications at which they announced that TLN has renewed its contract with AT&T at significantly lower prices. We currently have a 10mg line that is maxed out nearly every day and requires us to throttle back some Wi-Fi users. We should be able to get a 50mg line for the same price under the new plan.

**Staff:** Julie reported that we have hired a former Computer Page, Sarah Milroy, as our new Digital Services Librarian. Julie attended a webinar on year-end reviews and reminders for health insurance. Anne Mannisto attended a webinar on ProQuest's Research Companion. Five youth librarians attended a webinar on tween programming entitled Between Storytime and the Prom. Vicki Dixon hosted the International Collections Librarians Roundtable, a gathering of foreign language and English as a Second Language librarians. The Staff Holiday Party is Tuesday, December 9 from 12:00 p.m. to 2:00 p.m.

4. **Friends of the Northville District Library Report:** Friends President Carol Oldenburg reported that, with the help of many volunteers, the Friends had another successful Used Book Sale. Total revenue was \$1,757.12 with 202 bags sold at \$5 each. The Friends were also able to obtain 22 new memberships at the event, bringing the total membership to 284. Carol distributed a Used Book Sale summary report of the last four Used Book Sales. This was the most successful book sale of the last four. Joe Corriveau has agreed to write a letter to Mission Based Books regarding the outstanding balance owed to the Friends. The next Friends Board meeting is December 11.

#### 5. **Budget and Finance Review:**

- 5.1 **Bills over \$1,000 for approval:** Jean Hansen presented the List of Bills over \$1,000 for November 2014. **MOTION:** Jean Hansen made a motion to approve these bills in the amount of \$76,794.05 for payment. Mike DeFrancesco seconded the motion. Motion passed.
- 5.2 **Financial Report:** Jean noted that we are 92% through our fiscal year. Our new fiscal year begins Dec. 1. We have received all of our revenue for the year except for monies received for fines, rentals and printing in November. We are over budget on revenue received. Tax refunds last year were over \$70,000 compared to \$8,627.16 so far this year. We are under budget on expenses for the year. Wages and Fringe Benefits are down for the year. The Building and Equipment account is over budget. Jean mentioned that we are showing over budget on Private Donations. She asked if something had been booked incorrectly in this account that should have come from Fundraising. Julie will look into this.

#### 6. **Committee Reports:**

- 6.1 **Policy Committee:** Paul presented the Policy on Non-Harassment with changes for the second reading. **MOTION:** Paul Snyder made a motion that the Board of Trustees accept the revised Policy on Non-Harassment with changes for the second reading. Mike DeFrancesco seconded the motion. Motion passed. Paul presented the Policy on Staff Development with changes for the second reading. **MOTION:** Paul Snyder made a motion that the Board of Trustees accept the revised Policy on Staff Development with changes for the second reading. Robert Sochacki seconded the motion. Motion passed. Paul presented the Policy on Displays, Handouts and Postings with changes for the second reading. **MOTION:** Paul Snyder made a motion that the Board of Trustees accept the revised Policy on Displays, Handouts and Postings with changes for the second reading. Jean Hansen seconded the motion. Motion passed. The next Policy Committee meeting is Monday, Dec. 1 at 7:00 p.m.

**7. Closed Session for Union Discussion: MOTION:** Paul Snyder made a motion to adjourn into a closed Executive Session for the purpose of Contract negotiations discussion. Robert Sochacki seconded the motion. Motion passed. Meeting adjourned to a closed Executive Session. The Regular Board Meeting was reconvened following the Executive Session.

**8. Announcements and Comments:**

- 8.1 The next Finance Committee Meeting is scheduled for Tuesday, December 16, 2014 at 1:30 p.m. in the Carlo Meeting Room.
- 8.2 The next Board Meeting will be on Thursday, December 18, 2014 at 7:30 p.m. in the Carlo Meeting Room.
- 8.3 The Director's Evaluation meeting will be held on Monday, January 5, 2015 at 7:00 p.m. in the Carlo Meeting Room. Julie will email blank evaluations and her self-evaluation to the Board.

**9. Adjourn Regular Meeting: MOTION:** Robert Sochacki made a motion to adjourn the November Regular Board Meeting. Paul Snyder seconded the motion. Motion passed. The meeting was adjourned at 8:50 p.m.

Respectfully Submitted,  
Robert Sochacki, Secretary  
11/25/14

NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES  
Executive Session Meeting Minutes  
Thursday, November 20, 2014  
Northville District Library Carlo Meeting Room

The closed Executive Session was called to order at 8:10 p.m. Present: Trustees Alan Somershoe, Joe Corriveau, Robert Sochacki, Jean Hansen, Jim Morché, Paul Snyder and Mike DeFrancesco. Also present: Julie Herrin, Director; Anne Mannisto, Assistant Director; and Carla Eggert, Administrative Assistant.

Julie Herrin reported that negotiations with the Northville District Library Employees Association were held on November 13, 2014. They are requesting increases in the amount of 4% per year for the next three years. There was discussion about other issues raised during negotiations.

The Board determined that maximum allowable amount for raises would be 2% per year for the next three contract years though the Board agrees to a one-time contract signing bonus for staff of \$1,000 for full time and \$500 for part time staff.

**MOTION:** Robert Sochacki made a motion to adjourn the closed Executive Session and return to the Regular Meeting. Paul Snyder seconded the motion. Motion passed.

Executive Session adjourned at 8:50 p.m.