

# NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES

## Regular Meeting Minutes

Thursday, November 21, 2013 – 7:30 p.m.

Northville District Library Carlo Meeting Room

- 1. Call to Order:** Chair Bob Sochacki called the Regular Meeting to order at 7:35 p.m.
  - 1.1 Roll Call** - Present: Trustees Bob Sochacki, Jean Hansen, Mike DeFrancesco, Paul Snyder, Alan Somershoe and Jim Morché. Also present: Julie Herrin, Library Director; Anne Mannisto, Assistant Library Director; Carla Eggert, Administrative Assistant; Carol Oldenburg, Friends of the Northville District Library President; Patricia Garavoglia, Library staff member; community member Marilyn Randall. Absent: Trustee Joe Corriveau.
  - 1.2 Approval of the Agenda:** **MOTION:** Jim Morché made a motion to accept the agenda. Mike DeFrancesco seconded the motion. Motion passed.
  - 1.3 Approval of Meeting Minutes, 10-24-13:** **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:**

**Statistics:** Julie Herrin reported that circulation was down 3% for the month. The monthly circulation average for the year is down by less than 1%. Download Destination usage is up by 11%, with increases for both audiobooks and eBooks. There were 376 audiobooks and 2,119 eBooks downloaded last month. The usage of both Tumblebooks and Freegal were down from last year. Freegal was used by 67 patrons to download 373 songs. Brainfuse was used 1,488 times by 125 unique visitors. Internet and children's computer usage was up from September. Wireless usage was again at an all-time high.

**Youth Programming:** There were 14 programs and storytimes held for children, with 341 children participating.

**Adult Programming:** There were five programs for adults with 225 attendees. The Foreign Film was attended by 71 and the program on Michigan Legends and Lore had 75 attendees. The Community Reads author visit with Mark Binelli at the Novi Public Library had 150 attendees, about a third of whom were Northville Library patrons.

**Teen Programming:** There were two programs for teens with a total of 47 attending. The National Games Day Program, which featured both electronic and board games for teens and adults to play, had an attendance of 43.

**Technology:** The public fax machine, through the company Fax24, has been installed and is operational. Patrons can either use a debit or a credit card or purchase a fax card from the circulation desk to pay for faxing. The two new public copy machines have also been installed. Patrons are able to make copies or to scan a document to either a USB drive or an email address. There is no charge for scanning.

**Collections:** Librarians added 1,414 items to the collection last month and discarded 950 items. Julie reported that the video game collection is expanding as new video game systems are coming out.

**Staff:** Anne attended a webinar on eBooks from the American Library Association. Dorie Freebury and Nancy Clarizio will be judges for the annual Northville Public Schools Parent Teacher Association "Reflections" contest.

**Public Relations:** The Library is going to decorate a Christmas tree at the Community Center. The Community Center has asked six non-profit groups to decorate a Christmas tree to be displayed in the Community Center lobby. Librarian Wendy Mutch is very creative and she has helped us design ornaments for our tree. The ornaments will be made out of discarded book pages.

4. **Friends of the Northville District Library Report:** Carol Oldenburg, Friends President, reported that the next meeting of the Friends will be held on December 5. The Friends Finance Committee will meet on November 26. The Friends will pay for the Holiday Luncheon for Library staff members. Friends Board members are invited to attend the luncheon.
5. **Budget and Finance Review:**
  - 5.1 **Bills over \$1,000 for approval:** Treasurer Jean Hansen presented the List of Bills over \$1,000 for November 2013. **MOTION:** Jean Hansen made a motion to approve these bills in the amount of \$85,900.60 for payment. Paul Snyder seconded the motion. Motion passed.
  - 5.2 **Financial Report:** Jean Hansen presented the Financial Report. We received another tax refund bill of \$7,124.85 in November. This will put our total tax refunds for the year at close to \$70,000, which is considerably over budget and is the worst year the Library has had for tax refunds. The Library's fiscal year ends on November 30; it looks like we will not be over budget for the year as expenses are down, though the Building Maintenance account is over budget. **MOTION:** Jean Hansen made a motion to transfer \$315.22 of delinquent taxes from Northville Township that was sent to the Debt Fund to the Operating Fund. Mike DeFrancesco seconded the motion. Motion passed.
6. **Download Destination Agreement:** Julie reported that we currently have a group subscription through The Library Network (TLN) for Download Destination that we have been part of for the last nine years. The rate that we pay is based on our population. We paid \$6,000 for the current year. This does not include the Advantage program for which we pay Overdrive directly. The agreement states that we will pay TLN and they will pay Overdrive. TLN would like an agreement approved by the Board of each participating library. **MOTION:** Jim Morché made a motion for a resolution to approve the Library Network Download Destination Participating Library Service Agreement. Paul Snyder seconded the motion. The resolution passed by a unanimous roll call vote of the Trustees present.
7. **Committee Reports**
  - 7.1 **Policy Committee:** The Policy Committee met on November 4 to review four Library policies. Jean Hansen presented the Policy on Investments with changes for the first reading. **MOTION:** Paul Snyder made a motion that the Board of Trustees accept the revised Policy on Investments with changes for the first reading. Mike DeFrancesco seconded the motion. Motion passed. Paul presented the Policy on the Safety and Well-being of Children at the Library with changes for the first reading. **MOTION:** Paul made a motion that the Board of Trustees accept the Policy on the Safety and Well-being of Children at the Library with changes for the first reading. Alan Somershoe seconded the motion. Motion passed. Paul presented the Policy on Social Security Number Privacy. **MOTION:** Paul made a motion to reaffirm the Policy on Social Security Number Privacy. Mike seconded the motion. Motion passed. Paul presented the Policy on Budget with changes for the first reading. **MOTION:** Paul made a motion that the Board of Trustees accept the revised Policy on Budget with changes for the first reading. Jim seconded the motion. Motion passed. There was discussion regarding the Michigan State Supreme Court's decision not to review the issue of firearms in libraries. There are still two bills in the state legislature to add libraries to places in which firearms are prohibited as part of the Open Carry Law. The Library currently has a Code of Conduct that includes a prohibition on firearms in the building. The Policy Committee will meet on December 2 and discuss this issue.
  - 7.2 **Development Committee:** Julie reported that the Development Committee met last evening, November 20. On November 14 the Annual Giving Campaign Sub-committee

mailed out 550 letters to a combined mailing list of millage supporters, Friends of the Library, and previous donors to the Library Endowment. Each letter was personalized with a handwritten salutation and an added note to those who are personal acquaintances. We have received four contributions totaling \$350 so far. The Fundraising Subcommittee has decided that the Library Annual Fundraiser will be a wine tasting event held on Friday, April 4, 2014 in the wine cellar at Cantoro's Italian Market. Tickets will be \$45 each, of which \$35 will come to the Library. We also hope to get sponsors for the event and to raffle off gift baskets to generate additional revenue for the Library. The goal is to raise \$10,000. Last year's fundraiser raised \$6,400.

**8. Announcements and Comments:**

- 8.1 The next Finance Committee Meeting is scheduled for Tuesday, December 17, 2013 at 1:30 p.m. in the Carlo Meeting Room.
- 8.2 The next Board Meeting will be on Thursday, December 19, 2013 at 7:30 p.m. in the Carlo Meeting Room.

**9. Adjourn Regular Meeting: MOTION:** Jim made a motion to adjourn the November Regular Board Meeting. Paul seconded the motion. Motion passed. The meeting was adjourned at 8:45 p.m.

Respectfully Submitted,

Paul Snyder, Secretary

CE 11/26/13