

NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES
Regular Meeting Minutes
Thursday, December 19, 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, Joe Corriveau, 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; Kathleen Nelson and Patricia Garavoglia, Library staff members.
 - 1.2 **Approval of the Agenda: MOTION:** Paul Snyder made a motion to accept the agenda. Jim Morché seconded the motion. Motion passed.
 - 1.3 **Approval of Meeting Minutes, 11-21-13: MOTION:** Paul Snyder made a motion to approve the minutes as corrected. Mike DeFrancesco 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 1.5% for the month. Downloads were down by 26%. Download Destination usage was up by 3%, but Tumblebooks is down considerably from last year so we will be featuring it on the main page of our website. Database sessions were also down but the number of searches was up for the month. The door count was down by almost 6%. Public computer usage continues to decline, though youth computer usage and wireless usage were up.

Youth Programming: There were 12 programs with 265 children attending.

Adult Programming: There were four programs for adults with 108 attendees.

Teen Programming: There was one program held for teens that had 10 attendees.

Technology: We have purchased Microsoft Office 2013 for the public and staff computers.

Collections: Librarians added 991 items to the collection last month and discarded 845 items.

Staff: Julie reported that 44 staff, Trustees and Friends members attended the holiday luncheon that was held on Wednesday, Dec. 11. A former library staff member Varun Shekhar was a contestant on Jeopardy three nights this week.

Facilities: We have received the building assessment report back from the SHW Group. Mike has organized the information in a spreadsheet. The Facilities Committee will schedule a meeting to discuss the report and prioritize the next two years of recommended repairs. We have asked the Friends to replace the wooden chairs around the public computer work stations. We met with Library Design and they recommended a chair currently used by the Novi Library called a Sit-On-It chair. It is very durable and has a lifetime warranty.

Development Committee: We have currently raised \$8,502 from 51 donations to our Annual Giving Campaign mailing.

Public Relations: Julie, Anne and Karen Fehl attended the Chamber of Commerce holiday party which was held at the Northville Community Center. The Christmas tree decorated by Library staff members was featured in the Northville Record and on the Northville Patch.

Millage: Michele Fecht has agreed to be the Chair of the Millage Campaign Committee and Deborah Stanifer will serve as Treasurer. Once paperwork is filed to establish the Committee, the campaign will not be able to be discussed at Board meetings. Julie and Anne will also not be able to use their Library email accounts to discuss the millage campaign. Julie has set up a Google Email Group for this purpose and will send invitations to the Board.

4. Friends of the Northville District Library Report: Carol Oldenburg, Friends President, reported that the Friends Board has approved earmarking \$2,500 from the 2013 Friends Budget in support of the Millage Campaign. There may also be additional funds available in 2014 if needed. The Friends have asked for any unused funds to be returned. Denise Stacer has submitted her resignation as Friends Treasurer. Deborah Stanifer has been appointed the acting Friends Treasurer and will run for re-election in March. The Friends are beginning to plan their 2014-15 budget. The Friends revenue will be impacted by changes to the contract with Mission-Based Books (MBB). The contract with MBB is up for renewal in March 2014. A subcommittee was formed to review all options in regards to renewing the contract. Although revenue will be lower with the new agreement, the subcommittee recommended renewing the contract and the Board approved. The Friends are budgeting approximately \$6,000 less than last year from used book operations. The next contract with MBB will be for a two-year period. We will also ask MBB to return books to us that have not sold but are in good condition, so that we may try to sell them. There are currently 278 Friends members. Revenue from the Gift Store's Member Shopping Days was \$250 higher than last year. A letter of appreciation was received from The Children's Center in Detroit for the enormous donation of books they received from the Friends. Books for both tweens and teens were donated to this center that provides services to children with limited resources. The Friends Archive has been organized and is now complete; it will be stored in the filing cabinets in the sorting room downstairs. Joe Oldenburg will maintain the archive.

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 December 2013. **MOTION:** Jean Hansen made a motion to approve these bills in the amount of \$143,883.44 for payment. Paul Snyder seconded the motion. Motion passed.

5.2 **Financial Report:** Jean Hansen presented the Financial Report for November 2013 which is the end of the Library Fiscal Year. There are likely to be additions to the November financial statements as they are reviewed by the auditors. Jean reported that tax refunds for the year totaled \$71,604.19 so far, which is higher than they have ever been. **MOTION:** Jean Hansen made a motion to transfer \$1,706.40 of Private Donations to the Endowment Fund. Mike DeFrancesco seconded the motion. Motion passed. Jean reported that we have expenses that are due in December and we do not receive our tax revenue until January, February and March of next year. **MOTION:** Jean made a motion to transfer \$100,000 from the Reserve Fund to the Operating Fund for cash flow purposes. Jim Morché seconded the motion. Motion passed. The funds will be returned to the Reserve Fund when tax revenues are received.

6. Committee Reports

6.1 **Facilities Committee:** Mike reported that the Facilities Committee got an estimate from Mike's Tree Service in Plymouth to trim trees on the side of the Library. An estimate will also be requested from Tommy's Trees. Mike has taken the report from SHW Group and made a spreadsheet of the priority 1 and 2

repairs recommended by them. The total cost of these recommended repairs over the two-year period is estimated at \$315,500. The Facilities Committee will meet to discuss the report and go over the spreadsheet to prioritize repairs. Paul asked about the earlier discussion regarding adding a drive-up book return. Mike explained that the Library will not be adding a drive-up book return as it would require additional staff to keep it emptied; patrons might be more likely to use the drive-up return, creating a lot more work to get materials back on the shelves quickly for others to use. Mike stated that Northville Library patrons can return their books to the Novi Library which does have a drive-up book return. Paul asked if we could find out the cost of having the directional arrows repainted in the Library parking lot. The paint on the existing arrows has faded making it very difficult to see them. There are often people driving the wrong way in the lot because of this and that could potentially be a safety issue. Julie will look into this.

- 6.2 **Policy Committee:** Paul presented the Policy on Conduct in the Library with changes for the first reading. There was discussion about the policy and it was decided to add the statement “without prior approval” to the end of the sentence “Therefore, the Board of Trustees prohibits the following activities within the Library or on Library property”. **MOTION:** Paul Snyder made a motion that the Board of Trustees accept the revised Policy on Conduct in the Library with changes for the first reading. Joe Corriveau seconded the motion. Motion passed.

Paul presented the Policy on Investments for the second reading. **MOTION:** Paul made a motion that the Board of Trustees accept the Policy on Investments with revisions for the second reading. Alan Somershoe seconded the motion. Motion passed.

Paul presented the Policy on Budget with changes for the second reading. **MOTION:** Paul made a motion that the Board of Trustees accept the revised Policy on Budget with changes for the second reading. Jean seconded the motion. Motion passed.

Paul presented the Policy on the Safety and Well-being of Children at the Library with changes for the second 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 revision for the second reading. Joe seconded the motion. Motion passed.

Paul presented the Policy on Internet Access with changes for the first reading. **MOTION:** Paul made a motion that the Board of Trustees accept the Policy on Internet Access with changes for the first reading. Jean seconded the motion. Motion passed.

7. Announcements and Comments:

- 7.1 The Directors Evaluation and a Personnel Committee meeting were scheduled for Tuesday, January 7, 2014 at 7:00 p.m. in the Carlo Meeting Room.
- 7.2 A Facilities Committee meeting was scheduled for Monday, January 13, 2014 at 7:00 p.m. in the Carlo Meeting Room.
- 7.3 The next Finance Committee Meeting is scheduled for Tuesday, January 21, 2014 at 1:30 p.m. in the Carlo Meeting Room.
- 7.4 The next Board Meeting will be on Thursday, January 23, 2014 at 7:30 p.m. in the Carlo Meeting Room.

8. Adjourn Regular Meeting: MOTION: Jim made a motion to adjourn the December Regular Board Meeting. Paul seconded the motion. Motion passed. The meeting was adjourned at 9:10 p.m.

Respectfully Submitted,

Paul Snyder, Secretary
12/27/13