1. Call to Order: Vice Chairperson Robert Sochacki called the Regular Meeting to order at 7:32p.m.

1.1 Roll Call - Present: Trustees Robert Sochacki, Jean Hansen, Paul Snyder, Suzanne Miller and Mike DeFrancesco. Also present: Julie Herrin, Director; Anne Mannisto, Assistant Director; Judith Williams, Administrative Assistant. Staff member Patricia Garavoglia was present in the audience.
Absent: Joe Corriveau and Jim Morché,
1.2 Approval of the Agenda: **MOTION**: Jean Hansen made a motion to accept the agenda as presented. Mike DeFrancesco seconded the motion. Motion passed.
1.3 Election of 2012 Officers: Paul Snyder nominated Robert Sochacki for Chairperson for 2012. Nomination was seconded by Mike DeFrancesco. Robert Sochacki was elected. There were 2 names entered into nomination for Vice Chairperson. Jean Hansen nominated Joe Corriveau, seconded by Mike DeFrancesco. Robert Sochacki nominated Paul Snyder, seconded by Suzanne Miller. Paul Snyder was elected to the position of Vice Chair Person. Mike DeFrancesco nominated Jean Hansen for Treasurer; the motion was seconded by Paul. Jean was elected by unanimous acclaim. Robert Sochacki nominated Joe Corriveau for Secretary. Paul Snyder seconded the nomination. Joe Corriveau was elected Secretary; in his absence Jean made a motion for Mike DeFrancesco to serve as Acting Secretary for this meeting. Paul seconded the motion. Motion passed.
1.4 Resolution 2012-01: Mike DeFrancesco read Resolution 2012-01 which sets the dates of the Regular Meeting of the Northville District Library Board of Trustees for the calendar year 2012. The Resolution passed by a unanimous roll call vote, with two Trustees absent. All regular meetings of the Board of Trustees are on the 4th Thursday of the month with the exception of November and December, which are scheduled for the 3rd Thursday, due to the Thanksgiving and Christmas holidays.
1.5 Committee Appointments: The following committees were established for Calendar Year 2012:
• Finance Committee: Jean Hansen (Chair), Robert Sochacki, Mike DeFrancesco & Jim Morché.
• Policy Committee: Suzanne Miller (Chair), Joe Corriveau, Robert Sochacki, & Jean Hansen.
• Facilities Committee: Mike DeFrancesco (Chair), Robert Sochacki, Paul Snyder, & Joe Corriveau.
• Personnel Committee: Paul Snyder (Chair), Joe Corriveau, Suzanne Miller & Jim Morché.
1.6 Approval of Meeting Minutes 12/15/2011: Jean Hansen suggested changes to the minutes of December 15. Paul Snyder made a motion to approve the minutes as amended. Suzanne Miller seconded the motion. Motion passed.
1.7 Approval of Executive Session minutes of 12/15/2011: Paul Snyder made a motion to accept the minutes as amended. Jean Hansen seconded the motion. Motion passed. The Executive Session minutes were collected and it was noted that future Executive Session minutes would not be emailed to the Trustees but would be passed out at the Board Meeting instead.

1.8 Citizen Comments: None.

2. Correspondence: None.

3. Director's Report

Statistics: Julie Herrin reported that the circulation statistics have increased 13.5% over last year with the door count up 3.39%. E-book usage was up over 200% compared to last year. Database usage is also up from last year.

Youth Programming: There were 11 Youth programs last month with a total of 348 children attending.

Adult Services Programming: The Book Discussion had 18 participants this month and 50 individuals attended the Foreign Film. The E-book Program had 70 attendees. The afternoon DIA Program on the current Rembrandt exhibit was attended by 70 individuals. The evening DIA presentation has been postponed until February 9. The Program on Investments had 32 attendees.
Teen Services: The Teen Craft Program had 16 participants. At the present time there are 31 teams that will participate in the Battle of the Books competition on March 7, in the Northville High School cafeteria. Suzanne Schimanski-Gross and Julie Ramsden have made presentations at Hillside, Meads Mill, Our Lady of Victory and St. Paul Lutheran schools to promote the Battle of the Books.

Technology: Michael McEvoy has replaced the 6-year old computers and monitors in the Local History Room. He is also preparing for the offering of wireless printing for Windows applications beginning on Monday, January 30.

Annual Giving: The total spent on the Annual Giving Campaign for 2011 was $2,500. This was funded by the Friends ($1,000) and a private donation ($1,500). The solicitation was sent out as an additional page of the Newsletter to 18,000 Northville and Northville Township households There was also a mailing of 101 individual letters that were sent to previous

Endowment donors. The campaign resulted in $4,935 in private donations to the Library and $14,840 in donations to the Endowment. There were 108 donors in total - 48 first time donors and 60 returning donors. This was the last year for the Michigan Tax Credit and was a very successful campaign overall.
PR: Karen Fehl is working on a 60-day free trial of Constant Contact, a subscription service to email users regarding Library events and services.

Collections: The Library has been granted copyright clearance to digitize the Northville Record from 1869 to the present. The Library is requesting funds for the digitization from the Friends.

Staff: Librarian Julie Ramsden and Assistant Director Anne Mannisto attended a Reference USA Webinar this past month.

4. Friends Report: Friends Board Chairperson Linda Schwelnus reported on recent activities of the Friends. She noted that the Friends 2012-2013 Fiscal Year will begin on March 1. During this FY the Friends have donated close to $70,000 to the Library. The Friends Annual Meeting will be held on Wednesday, March 28, in the Carlo Meeting Room at the Library.

5. Budget and Finance Review:

5.1 **MOTION**: Treasurer Jean Hansen presented the List of Bills over $1,000 for January 2012. She made a motion to approve these bills for payment. Mike DeFrancesco seconded the motion. Motion passed.
5.2 Jean distributed the December 2011 Draft Financial Report. She reported that these Financial Reports are incomplete and will be amended to include a line for the Universal Service Fund, adjusting the budget to reflect the receipt of this money. The Audit of Fiscal Year 2010-2011 will be presented at the February Board Meeting.
5.3 Jean Hansen made a motion to transfer the $100,000 borrowed from the Library's Reserve Fund, in order to cover expenses until tax revenues were received in late December, back into the Reserve Fund. Paul Snyder seconded the motion. Motion passed.
5.4 Jean Hansen distributed Draft copies of the 2011 Audit to the Board Members for review prior to the official presentation by Plante Moran at the February meeting. She noted that the pages of most interest would be page 27 and 28. The 2011 Fund Balance of $142,099 will be added to the Reserve Fund.
5.5 Mike DeFrancesco read Resolution 2012 -02 which relates to assigning funds within the Reserve Fund. The Resolution was passed by a unanimous roll call vote, with 2 Trustees

absent.

6. Committee Reports

6.1 Personnel Committee:
Robert Sochacki reported that the data presented at the Director's Performance Evaluation for 2011, held on Thursday January 5, 2012, had not been completely compiled at this point. This topic needs to be tabled until the February meeting.
6.2 Development Committee:
The information on the Annual Giving Campaign was reported as part of the Director's report. Julie noted that the Development Committee was exploring possible special fundraising events. Possibilities that are being investigated are an evening at the Tipping Point Theater, Genitti's, or Brick's. The next meeting of the Development Committee will be held on Tuesday, February 7, at 7:00 p.m. at the Northville Square, on the upper level.

7. Announcements and Comments

7.1 The February Finance Committee Meeting is scheduled for Tuesday, February 21, 2012 at 10:00 a.m. in the Carlo Meeting Room.
7.2 The next Personnel Committee Meeting will be held prior to the next regular meeting of the Board, Thursday, February 23, at 7:00 p.m. in the Carlo Meeting Room.

7.2 The next Board Meeting will be on Thursday, February 23, 2012 at 7:30 p.m. in the Carlo Meeting Room.

MOTION: Mike DeFrancesco made a motion to adjourn the January Regular Board Meeting. Paul Snyder seconded the motion. Motion passed. The Meeting was adjourned at 8:20 p.m.

Respectfully Submitted,

Mike DeFrancesco, Acting Secretary
JW 2/1/2012