1. Call to Order: Vice Chairperson Paul Snyder called the Regular Meeting to order at 7:31p.m.and noted that there was not a quorum in attendance.

1.1 Roll Call - Present: Trustees Jean Hansen, Paul Snyder, and Mike DeFrancesco. Also present: Julie Herrin, Director; Anne Mannisto, Assistant Director; Judith Williams, Administrative Assistant. Plante Moran representative Chris Jones and Jamie Montague were in attendance to present the 2011 Audit. Staff member Patricia Garavoglia was in the audience.

Absent: Joe Corriveau, Suzanne Miller, Robert Sochacki, and Jim Morché.

2. Audit Presentation:

Chris Jones presented the audit of the Library for 2011 and once again it was "unqualified". He asked the Board members in attendance for any questions they might have about the Audit. He discussed the fact that Headlee will only allow property taxes to increase at a slow and measured rate, even though the tax values dropped at a much more rapid rate. In response to a question about the recommended size of the Reserve Fund given the economic climate, he stated that it would depend on future building needs, but that 20 to 35% of the budget was a good rule of thumb. He also discussed the Retiree Health Care liability and steps that the Library might consider to reduce the amount of the liability. He also stated that it is required that the Retiree Health Care liability be assessed every 3 years.

Mr. Jones directed the Board's attention to the definitions on page 12 of the Audit, with particular emphasis on the distinction between "committed" and "assigned". He suggested that the Board should consider if they wish to use the term "committed" for any Fund Balance. If so, this should be done before the end of the Fiscal Year.

No action could be taken to accept the Audit at this time without a quorum.

3. Director's Report

Statistics: Julie Herrin reported that the circulation statistics have increased 2% over last year with the door count up 4.68%. E-book usage was up over 95% compared to last year. Database usage is also up from last year and it is believed that the recent Database classes was factor.

Youth Programming: There were 36 Youth programs last month with a total of 839 children attending.

Adult Services Programming: There were 9 Adult Programs this past month with a total of 211 people participating. Programs included the Adult Book Discussion; a program on How to Select a Financial Advisor; Digital Photography Basics; Reference USA; a program on Savvy Travel Tips; and the DIA Speaker on the Rembrandt exhibit there.

Teen Services: 32 high school students and parents attended a Real Research program. Preparations continue for The Battle of the Books, which will be held on March 7 at the Northville High School.

Collections: The Library has been granted copyright clearance to digitize the Northville Record from 1869 to the present. The Friends have agreed to contribute $36,000 to fund this project. Library staff will be interviewing vendors for the project on February 29. The Library is also adding Play Station 3 games to its growing electronic games collection.

Staff: Assistant Director Anne Mannisto and Director Julie Herrin attended an OCLC Webinar on Your Library's Future.

Facilities: The metal halide light fixtures on the pillars around the atrium need to be replaced. One of the globes from a fixture disintegrated and part of the fixture has been removed. We have been working with Gasser Bush, the original supplier of the fixtures when the Library was built, regarding replacing the fixture and a possible warranty due to the nature of the fixture's failure. The initial estimate for replacement is around $1,600 per fixture for 16 fixtures. Replacement fixtures should be much better for energy conservation than the current metal halide ones.

Public Relations: The Library will be participating in a community based public awareness campaign, "Geek the Library". This campaign will help the Library realize part of the Strategic Plan to promote the relevance of the Library in the community, as well as raise awareness of the critical need for financial support. The program is funded by the Gates Foundation and OCLC and provides materials and a manual to assist in the facilitation of the campaign. Julie will be presenting the details of the campaign to the staff on March 1 at a Staff Meeting. It is hoped that it will be rolled out during National Library Week in April. Board Members who volunteered for the Strategic Planning Relevance Committee will be on the "Geek the Library" Committee.

4. Friends Report: Friends Board member Judy DeFrancesco reported on recent activities of the Friends. She noted that the Friends Annual Meeting will be held on Wednesday, March 28. The Book and Author Luncheon featuring Kevin Boyle, author of "Arc of Justice," will be held on May 29. Tickets will be on sale from April 15 to May 15 here at the Library. Judy reported she is cross checking the Books for Babies Program with new Library Cards to evaluate the success of the program during its first year. She also reported that the Gift Store will soon be offering gift certificates.

5. Budget and Finance Review:

5.1 Treasurer Jean Hansen was unable to present the List of Bills over $1,000 for February 2012, as a motion for payment could not be made without a quorum.
5.2 Jean distributed the January 2012 draft Financial Report. Motions regarding the Financial Report will be presented at the next Board Meeting.

6. Committee Reports

6.1 Personnel Committee:
Jean Hansen presented the Director's Performance Evaluation for 2011, held on Thursday January 5, 2012, and reported that all of the marks were 4.8 or better for all areas on a scale of 1 to 5. The official copy of the Director's Performance Evaluation will be placed in her personnel file.
6.2 Development Committee:
Julie reported that the Development Committee met and decided to proceed with a fundraiser with Genitti's. This will be sometime in October to coincide with the Library's 16th birthday.

7. Announcements and Comments

7.1 A Special Board Meeting was scheduled for Monday, February 27 at 7:30 p.m. in the Youth Storytime Room to complete required official Board Meeting business. Julie will contact Board Members to assure that a quorum is able to attend.

Respectfully Submitted,

Mike DeFrancesco, Acting Secretary
JW 2/24/2012