1. Call to Order: Vice Chairperson Paul Snyder called the Special Meeting to order at 7:30 p.m.

1.1 Roll Call - Present: Trustees Joe Corriveau, Jean Hansen, Paul Snyder, and Mike DeFrancesco and Suzanne Miller. Also present: Julie Herrin, Director; Anne Mannisto, Assistant Director; Judith Williams, Administrative Assistant. Staff member Patricia Garavoglia was in the audience.
Absent: Trustees Robert Sochacki, and Jim Morché.
1.2 Approval of the Agenda: **MOTION**: Mike DeFrancesco made a motion to approve the agenda as presented seconded by Jean Hansen. Motion passed.
1.3 Approval of the Regular Board meeting Minutes for January 26, 2012: **MOTION**: Mike DeFrancesco made a motion to accept the minutes for the Regular Board Meeting of January 26,2012. Joe Corriveau seconded the motion. Motion passed.
1.4 Approval of the Meeting Minutes from the Regular Meeting of February 23, 2012 will take place at the next Regular Board Meeting.
1.5 Citizens' Comments: none

2. Budget and Finance Review:

2.1 **MOTION**: Treasurer Jean Hansen made a motion to approve payment of the Northville District Library List of Bills over $1,000 for February 2012. Suzanne Miller seconded the motion. Motion passed.
2.2 Jean distributed the January 2012 Financial Reports. She noted that liability Insurance which was paid in full for the year was much lower than budgeted, coming in at $13,605 due to a credit received from the prior year. In light of this and with clearer information regarding several revenue items, she proposed three amendments to the 2012 Operating Budget.
MOTION
: Jean Hansen moved to reduce the Budget for State Aid from $15,000 to $10,000. Mike DeFrancesco seconded the motion; motion passed.
MOTION
: Jean Hansen moved to reduce the Interest Income from $3,000 to $200. Suzanne Miller seconded the motion. Motion passed.
MOTION
: Jean Hansen moved to reduce the expenditure for Liability Insurance from $24,000 to $13,605. Mike DeFrancesco seconded the motion. Motion passed.
2.3 Jean noted that the Audit from Plante Moran had been reviewed at the Regular Meeting on February 23, 2012, with auditor Chris Jones present. **MOTION**: Jean Hansen moved to accept

the Audit for the 2010-2011 Fiscal Year. Mike DeFrancesco seconded the motion. Motion passed. **MOTION**: Jean Hansen made a motion to move the $142,097.88 remaining in the FY 2011 Fund Balance to the Reserve Fund with $25,302 to go into Building Preservation and the remainder to go into the Future Unfunded Expenses. Mike DeFrancesco seconded the motion. Motion passed. **MOTION**: Jean Hansen moved to distribute the $51,247.24 to Future Unfunded Expenses. Suzanne Miller seconded the motion. Motion passed. Jean also noted that Chris Jones stated that, in these uncertain economic times, he recommended that the Reserve Fund be at 20% - 35% of Operating Income.

3. Director's Evaluation

MOTION: Jean Hansen moved to accept the Director's Evaluation for 2011 as presented at the Regular Meeting on February 23, 2012. Suzanne Miller seconded. Motion passed.

4. Committee Report: Personnel Committee

Paul Snyder reported that the Committee recommended that the 3 non-union staff, Julie Herrin, Anne Mannisto, and Judith Williams, all receive a $1,000 one-time payment as well as an offset stipend to cover the increased Health Care Premium for the amount they will pay in excess of the current 10%. **MOTION**: Jean Hansen moved to pay the non-union staff of Director, Assistant Director, and Administrative Assistant a one-time sum of $1,000 and the offset stipend for Health Care that will increase as of June 2012. The motion was seconded by Joe Corriveau. Motion passed.

5. Executive Session: **MOTION**: Jean Hansen made a motion to move to a closed Executive Session for the purpose of discussing contract negotiations. Motion was seconded by Paul Snyder. The motion was passed by unanimous roll call vote and the Bpard moved to a Closed Session at 7:50 p.m.

6. Announcements and Comments:

6.1 The next Board Meeting will be on Thursday, March 22, 2012 at 7:30 p.m. in the Carlo Meeting Room.

6.2 The next Finance Committee Meeting will be held on Tuesday March 20k 2012 at 10:00 a.m. in the Carlo Meeting Room.

MOTION: Joe Corriveau made a motion to adjourn the Special Meeting, seconded by Mike DeFrancesco. Motion passed. The Special Meeting was adjourned at 8:15 p.m.1

Respectfully Submitted,

Joe Corriveau, Secretary
JW 3/8/12