1. Call to Order: Chairperson Robert Sochacki called the Regular Meeting to order at 7:35 p.m.

1.1 Roll Call - Present: Trustees Robert Sochacki, Jean Hansen, Paul Snyder, Joe Corriveau and Jim Morché. Also present: Julie Herrin, Library Director; Anne Mannisto, Assistant Library Director; Carla Eggert, Administrative Assistant. Staff member Dorie Freebury was in the audience. Absent: Trustees Mike DeFrancesco and Suzanne Miller.

1.2 Approval of the Agenda: **MOTION**: Jim Morché made a motion to accept the agenda as amended. Paul Snyder seconded the motion. Motion passed.
1.3 Approval of Regular Board Meeting Minutes of 6-28-12: **MOTION**: Jean Hansen made a motion to approve the minutes as corrected. Paul Snyder seconded the motion. Motion passed.

1.4 Citizens' Comments: None.

2. Correspondence: Julie Herrin shared with the Board of Trustees a thank you note received from Judith Williams for the watercolor of the Library that the Library gave her as a retirement gift.

3. Director's Report

Statistics: Julie Herrin reported that the circulation statistics are steady, but we have almost doubled the amount of items going out to other libraries through ILL (Inter-Library Loan), with 1,780 checkouts so far this year compared to 981 last year. However, our patrons continue to borrow more items through ILL than we are loaning out, so we are still a net borrower. The door count is down 8.5% this month, while eBook use is up 23% and NDL database searches are up 64% compared to last year.

Youth Programming: The Summer Reading Program is continuing. We have 803 youth registered and 1,018 youth have attended the 17 programs held so far. Almost all of the youth

programs have sold out with attendance at over 100.

Adult Services Programming: There are 203 adults registered for the Adult Summer Reading Program. The Foreign Film hosted 61 and the Book Discussion had 15 participants. The Etsy Program had 35 attendees. Eight people attended Drop-in Computer Tutoring. Allison is holding tutoring sessions on Thursday evenings for eBooks; so far fourteen people have attended.

Teen Services: The Teen Summer Reading Program has 184 registrants. There have been 5 teen programs held with attendance of 72. On Friday, July 20, there was a Mystery Lock-in Program for teens that was very successful.

Collections: The Library will add two new online services to our collection. The first is called Freegal which allows patrons to download music MP3s for free. The other is called Brainfuse, which is a homework help site providing live tutoring via chat for students from 2-11p.m. daily, as well as extensive online skill-building features.

Victorian Festival: The Victorian Festival is Friday, Sept. 21 through Sunday, Sept. 23, 2012. The Library will march in the parade on that Friday but we are also considering getting a booth at the Festival. However, this would require volunteers to staff the booth Friday night, and all day Saturday and Sunday. There was discussion about the feasibility of having a booth at the Festival and it was decided to forgo this idea and concentrate on the parade.

Electrical Event on Saturday, July 7, 2012: There was a bad neutral wire in one of our electrical panels that caused some electrical faults in the building. This damaged the handicap accessible doors and two change machines in the building. The surge suppressor stopped the problem with the neutral wire from damaging other equipment as well as our electrical panel, but now the surge suppressor needs to be replaced.

Staff: Our Serials Clerk Catie Carleton resigned her position to take an almost full-time position at The Henry Ford. We have hired a new staff member, Lisa Bachman, who is the current Serials Clerk at Redford Library, to take Catie's place. Lisa will start on August 6, 2012. Wendy Mutch attended a webinar on Digitization and Oral History.

PR: A portrait of William H. Maybury, which is on semi-permanent loan to the Library from the U.S. General Services Administration Fine Arts Program, was hung in the Local History Room. There will be articles in the Northville Record and online in the Northville Patch regarding the artwork.

Digitization Project: We have received the digitized copies of the Northville Record from 1980 to 1983. Michael has purchased the server that will be used for the digitized editions and it should be installed by the end of September.

4. Friends Report: The Friends Board did not meet in July so there was no report.

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 July 2012. **MOTION**: Jean Hansen made a motion for the approval of payment. Jim Morché seconded the motion. Motion passed.

5.2 Financial Report: Jean Hansen distributed the June 2012 Financial Reports. Jean reported that the Library is about 60% through our fiscal year. We are going to be over budget on Tax Refunds but we are doing well on Wages and Fringe Benefits. We have received the penal fines check from Wayne County and it is about $400 less than last year. We should be receiving the penal fines check from Oakland County soon. **MOTION**: Jean Hansen made a motion to amend the 2012 Budget to indicate that $1000 from the Endowment Fund is being budgeted to be used for acquisitions; seconded by Paul Snyder. Motion passed.

5.3 2013 Budget: Jean Hansen distributed the 2012- 2013 Proposed Budget and the five-year plan. The Proposed Budget for next year has been changed since last month to show an increase in revenue projection from the City as well as an increase in acquisition costs to 10% of projected revenue which matches the five-year plan. There was discussion regarding transfers to the Reserve Fund and how they appear on the Proposed Budget for next year. There was also discussion related to the five-year plan and whether or not millage projections should be included. It was decided to keep the column for a renewed millage in the

spreadsheet.

5.4 Resolution for Public Hearing: Secretary Joe Corriveau presented Resolution 2012-04, which calls for a Public Hearing regarding the 2012-2013 Proposed Operating Budget and the publication of the Legal Notice of the Public Hearing. **MOTION**: Joe Corriveau made a motion to adopt Resolution 2012-04; Jim Morché seconded the motion. The Resolution was adopted by a unanimous roll call vote of the Trustees present.

5.5 Internal Funds Transfer Service Agreement: Julie Herrin reported that Comerica Bank is requiring more documentation for internal fund transfers. They have sent additional paperwork to be completed and approved by the Board allowing Julie and Anne to make transfers of funds between the Library's bank accounts. **MOTION**: Paul Snyder made a motion to allow Julie Herrin and Anne Mannisto to make transfers between bank accounts, seconded by Jean Hansen. Motion passed.

6. Committee Reports

6.1 Development Committee: The Development Committee met on July 19, 2012. The fundraiser at Genitti's will be held on Saturday, Oct. 13, 2012. The Committee worked on the mailing that is going out to all Chamber of Commerce members on August 1, 2012, soliciting sponsors for the fundraiser. Various forms of recognition go along with sponsorship, including having the company's name listed on the event program. Committee members will meet again on July 30, 2012 to stuff envelopes in preparation for the mailing. At the meeting scheduled for August 8, 2012 the Committee will work on a logo and designing the invitation.

7. Announcements and Comments

7.1 Confirm Meetings:
The next Regular Board of Trustees Meeting will be on Thursday, August 23, 2012, at 7:30 p.m. in the Carlo Meeting Room. The Public Hearing on the Budget will be held on Thursday, August 23, 2012 at 7:00 p.m., just prior to the regular August Board of Trustees Meeting.
The next Finance Committee Meeting will be held on Tuesday, August 21, 2012 at 10:00 a.m.

in the Carlo Meeting Room.

7.2 External Signage: Jim Morché reported that there is a sign directing patrons to the Library at the intersection of Main Street and Wing Street but there is not a sign at the intersection of Wing Street and Cady Street. Mr. Morché stated that he had spoken with the Department of Public Works for the City of Northville and they are willing to install the sign if the Library purchases one. **MOTION**: Paul Snyder made a motion to purchase a library sign and ask DPW to install it at the corner of Wing Street and Cady Street, seconded by Jim Morché. Motion passed.

MOTION: Jim Morché motioned to adjourn the July Regular Board Meeting. Joe Corriveau seconded the motion. Motion passed. The Meeting was adjourned at 9:10 p.m.

Respectfully Submitted,

Joe Corriveau, Secretary
CE 07/31/12