NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES
Regular Meeting Minutes
Thursday, May 26, 2011 – 7:30 p.m.
Northville District Library Carlo Meeting Room

1. Chairperson Joe Corriveau called the Regular Meeting to order at 7:33 p.m.

1.1 Roll Call - Present: Trustees Joe Corriveau, Jean Hansen, Paul Snyder, Jim Morché, Mike DeFrancesco, Robert Sochacki and Suzanne Miller. Also present: Julie Herrin, Director; Anne Mannisto, Assistant Director; Judith Williams, Administrative Assistant; and Jennifer Gustafson, President of the Friends. Staff member Patricia Garavoglia was also present in the audience. Absent: None.

1.2 Approval of the Agenda: MOTION: Robert Sochacki made a motion to approve the agenda. Mike DeFrancesco seconded the motion. Motion passed.

1.3 Approval of the Regular Board Meeting minutes for April 28, 2011: Jim Morché identified needed corrections to the minutes. MOTION: Jean Hansen made a motion to accept the minutes for the Board Meeting of April 28, 2011 as corrected. Jim Morché seconded the motion. Motion passed.

1.4 Citizen Comments: None **2. Correspondence:**
Julie Herrin distributed copies of Invitations to the Public Library Trustee Association of Oakland County Annual Dinner as well as membership forms. She noted that while the Northville Library District is mostly located in Wayne County, there is no Wayne County equivalent organization. Membership in this Association is discretionary. **3. Director's Report:**
Statistics: Julie reported that the circulation statistics and the door count for the month of April 2011 are still significantly lower than 2010, due to the Novi Library factor. The number of checkouts for April 2010 from Novi was 12,735, while those for April 2011 from Novi are 3,299, a difference of 9,506. She again stated that our circulation statistics will continue to be down for the next several months compared to a similar period of time last year because of this. Jim Morché requested that an asterisk with an explanation be placed in all of the statistical reports, including the 2010 reports that were affected by the closing of the Novi Library, so that there is concise information to explain the extreme changes in usage numbers during that time.

Youth Programming: 422 children attended 19 Library Programs for Youth this month. This includes 54 for the Mother's Day Crafts and 55 for Drop-in Storytime.

Adult Programming: There were 26 individuals in attendance at the Book Discussion. The Foreign Film hosted 56 viewers. The Program on Lost Detroit had 75 in attendance and the Downloading eBooks presentation had 19 people. The Adult Summer Reading Program, sponsored by the Friends of the Library, begins on June 1.

Teen: 19 Teens participated in the How to be a Zombie Program. The application process for the Summer Teen Corps closed on Sunday, May 15. The Teen Summer Reading Program,

also sponsored by the Friends of the Library, begins on June 17.

Public Relations: The Summer Newsletter will be delivered to Northville residents the first week of June. The Farmers Market is sponsoring a booth for different non-profit groups this year. The Library has requested one of the dates in June. The booth would need to be staffed from 8:00 a.m. to 3:00 p.m. Julie will be contacting the Friends and Board Members for assistance at the booth when a date is known.

Staff: Julie reported that the Library has another position to fill. Circulation Clerk Cher Swearengin is retiring on June 3. Interviews to fill her position will be scheduled shortly thereafter. Several staff members have attended webinars and workshops this past month. Anne Mannisto attended a webinar on Reference Sources for Students. Patricia Garavoglia and Catie Carlton attended training on Automated Serials Management. Wendy Mutch, Patricia Garavoglia and Jeannine Davidson attended a workshop on the Directors Station statistical package for reports from the catalog and circulation. Cynthia Simpson attended a workshop on the Job and Career Center database from Learning Express. There were 52 volunteer hours this past month. **4. Friends Report:**
Jennifer Gustafson reported that her family was being transferred to Germany for 2 years and she would therefore be resigning as Friends President. She noted that the Spring Used Book Sale made $939, and 110 volunteer hours were used. She reported that the Book & Author Luncheon on May 23, held in cooperation with the Friends from Plymouth, Canton, and Novi, was very successful. The Friends are planning a Wine Tasting and Silent Auction event in August and are considering a bookmark design contest. The Friends donated 100 plastic bags to the Northville Chamber of Commerce for their golf outing in June. The Friends are continuing to work with the Library Administration and the Development Committee for the continued benefit of the Library. **5. Budget and Finance Review:**
5.1 Jean distributed the April 2011 Financial Reports. She reported that the Fiscal Year is approximately 42% over and the expenses are on track. She noted that the revenue figures reflect State Aid that is greater than anticipated this year. Tax Refunds are under budget so far this year.

5.2 MOTION: Treasurer Jean Hansen made a motion to approve payment of the Northville District Library List of Bills over $1,000 for May 2011. Robert Sochacki seconded the motion. Motion passed. **6. Committee Reports:**
6.1 The Policy Committee met on Wednesday, May 25. Chair Suzanne Miller reported that the Committee reviewed the Code of Conduct and determined that is was acceptable as is. MOTION: Suzanne made a motion to reaffirm the Code of Conduct. Robert Sochacki seconded the motion. The motion to reaffirm this policy passed.

6.2 The Committee reviewed and advised amending the Policy on Library Cards to state that the Northville District Library does not sell non-resident Library Cards. MOTION: Paul Snyder made the motion to amend the Policy on Library Cards, adding the statement: The Library does not sell cards to non-residents. Jim Morché seconded the motion. Motion passed. This is the first reading of the amended Policy on Library Cards.

6.3 The Committee discussed and developed a Policy of Library Support of the American

Disabilities Act as required by the Library of Michigan for Enhanced status under the Quality Standards (QSAC). This new policy was presented for a first reading. MOTION: Jim Morché made a motion to adopt this Policy for first reading. Paul Snyder seconded the Motion. Motion passed.

Julie expressed the need to schedule another Policy Committee Meeting to develop a Policy on Planned Giving and Endowments to meet the Quality Standards for Enhanced Library status. This Committee consists of Joe Corriveau, Jean Hansen, Robert Sochacki and Chair Suzanne Miller. The Policy Committee Meeting is scheduled for Wednesday, June 22 at 7 p.m. and Committee members will be reminded by email. **7.□□□ Announcements and Comments**
7.1 Anne Mannisto explained the article in the Northville Record about her daughter. Jessie has been selected as an Intern with the American Library Association in Washington D.C. beginning in early June. This is quite an honor as there were many candidates and very few selections.

7.2 Paul Snyder suggested that the Library develop coordinated community outreach initiatives with the Senior Center and consider sponsoring events such as Medicare Sign-Up Options for Enrollment for Part D, or loaning meters that monitor electrical use. Paul will investigate these options.

7.2 The next Board Meeting will be on Thursday, June 23, 2011 at 7:30 p.m. in the Carlo Meeting Room.

7.3 The next Finance Committee Meeting will be held on Tuesday, June 21, 2011 at 10:00 a.m. in the Carlo Meeting Room.

7.4 MOTION: Robert Sochacki made a motion to adjourn the Regular Meeting. Paul Snyder seconded the motion. Motion passed. The Meeting was adjourned at 8:30 p.m.

Respectfully Submitted,
Mike DeFrancesco Secretary
JW 6/2/2011