NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES
Regular Meeting Minutes
Thursday, April 28, 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, and Mike DeFrancesco. Also present: Julie Herrin, Director; Anne Mannisto, Assistant Director; Judith Williams, Administrative Assistant; and Linda Schwelnus representing the Friends. Staff members Wendy Mutch and Cynthia Simpson were present in the audience.
Absent: Trustees Robert Sochacki and Suzanne Miller.

1.2 Approval of the Agenda: MOTION: Paul Snyder made a motion to approve the agenda. Jim Morché seconded the motion. Motion passed.

1.3 Approval of the Regular Board Meeting minutes for March 24, 2011: Paul Snyder identified needed corrections to these minutes. MOTION: Jean Hansen made a motion to accept the minutes for the Board Meeting of March 24, 2011 as corrected. Jim Morché seconded the motion. Motion passed.

1.4 Citizen Comments: Julie Herrin introduced new Adult Services Librarians Wendy Mutch and Cynthia Simpson to the Trustees. **2. Correspondence: None. 3. Director's Report:**
Statistics: Julie reported that the circulation statistics and the door count for the month of March 2011 are down from 2010. She stated that the higher numbers last year were due to the Novi Library factor. A significant number of Novi residents placed holds on materials that were delivered here during the migration to the new Novi Library. 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.

Youth Programming: Over 800 children attended 38 Library Programs for Youth this month.

Adult Programming: There were 26 individuals in attendance at the Book Discussion. The Foreign Film hosted 41 viewers. The Program on the Rouge River had 48 in attendance and the Blogging Class had 17 people.

Teen: The Battle of the Books was a huge success with over 200 students competing and a total attendance of over 550. A total of 10 staff members worked to put this event together. Applications for the Summer Teen Corps will be available on Friday, April 15 and are due on Sunday, May 15.

Staff: Julie reported that the Library is back to full staff again. The Head of Youth Services Dorie Freebury returned from medical leave last week, and the new Serials Clerk, Catie Carlton, started on April 4, 2011. Julie is hopeful that plans that were put on hold can now be resumed;

this includes developing additional database classes and proceeding with the renovation of the Teen area. Head of Technical Services, Patricia Garavoglia attended a Serials workshop at TLN and Allison Brueckner attended an e-Book Program. Julie also reported that there were over 65 hours of volunteer help in the Library this month.

Technology: The Print Control Center is now operational. There was some confusion and a little downtime, but the computer pages and librarians have responded well. We have already noticed that less paper is being used and more money is being collected. **4. Friends Report:**

Friends Board Member Linda Schwelnus gave the report in the absence of Friends President Jennifer Gustafson. She noted that the Friends have committed $20,000 toward the renovation of the Teen Area. She commented that the Friends will contribute over $34,000 to the Library this year. She reminded the Library Trustees about the Book & Author Luncheon on May 23rd. and the Friends Spring Used Book Sale to be held on Saturday, May 14, and Sunday, May 15. The Friends "members only" preview sale will precede this on Friday evening, May 13. **5. Budget and Finance Review:**

5.1 Jean distributed the March 2011 Financial Reports. She reported that the Fiscal Year is approximately 1/3 over and the expenses are on track. Jean reported that the Blue Cross Blue Shield premium for the year starting June 2011 will increase 27% and the TLN fees are running higher due to the cost of Delivery.

5.2 MOTION: Treasurer Jean Hansen made a motion to approve payment of the Northville District Library List of Bills over $1,000 for April 2011. Mike DeFrancesco seconded the motion. Motion passed.

5.3 Jean distributed the 5-year plan that the Finance Committee revised at their last meeting. She noted that amendments in the current budget year will need to be approved by the Board. MOTION: Jean made a motion to lower the current year figures for Interest Income from $3,000 to $1,500 and to lower revenue from Library Fines from $65,000 to $50,000. Mike DeFrancesco seconded the motion. Motion passed.

5.4 Jean stated that based on discussions with the Auditors the Library should make contributions to the MERS Retiree Health Care Fund of $64,000 this year, rather than the planned $80,000. This will make up for the Library not making a contribution to the fund last year, but would put us back on track to contribute $32,000 per year going forward as recommended by Plante & Moran to lower the GASB liability. She also recommended that two other amendments to the 2011 Budget be made: 1) increase Facilities Preservation to $50,000 from $40,000; and 2) increase Payroll Services from $5,407 to $6,200. MOTION: Jean made a motion that these changes be made to the current Budget. Jim Morché seconded the motion. Motion passed.

5.5 MOTION: Jean Hansen made a motion to reallocate $5,275 in funds identified as Strategic Planning in the Reserve Fund to Future Unfunded Expenses. Paul Snyder seconded the motion. Motion passed.

5.6 Jean reported that the Revised 5-Year Plan also reflects new figures provided by Northville Township which project higher than initially estimated tax revenues. The Library's revenue will still be lower in 2015 than it was in 2008. 2015 is also the year that the millage that was passed in 2010 will expire. Since the Library's acquisitions should be held to a specific percentage of revenue to maintain State Quality Standards, the new Strategic Plan objective to increase revenues from non-tax sources by 20% for Collections and Programs is extremely important. **6. Committee Reports:**
The Development Committee met on Monday, March 28.. Current permanent Committee members are Mary Ellen King (chair), Jean Hansen, Paul Snyder, Suzanne Miller, Barbara Glover, Erin Mc Dermott, Ward Malisch, Joe Thomas, Jim Morché (not attending), Anne Mannisto and Julie Herrin. The first meeting was attended by several people who gave input for just the one meeting. One-time visitors included Bob Anthony, Doug Bingham and Anna Sarkisian. The attendees discussed: the Strategic Plan, finances of the Library, past Endowment efforts, Friends fundraising, and ideas for future fundraising.

Julie expressed the need to schedule a Policy Committee Meeting. This committee consists of Joe Corriveau, Jean Hansen, Robert Sochacki and Suzanne Miller. The Policy Committee Meeting is scheduled for Wednesday, May 25 at 7 p.m. and Committee members will be reminded by email. **7. Announcements and Comments**
7.1 Jim Morché asked that a reminder be added to the Library's Newsletter that patrons consider including the Library in their Estate Planning.

7.2 The next Board Meeting will be on Thursday, May 26, 2011 at 7:30 p.m. in the Carlo Meeting Room.

7.3 The next Finance Committee Meeting will be held on Tuesday, May 24, 2011 at 10:00 a.m. in the Carlo Meeting Room.

7.4 MOTION: Jean Hansen made a motion to adjourn the Regular Meeting. Mike DeFrancesco seconded the motion. Motion passed. The Meeting was adjourned at 8:23 p.m.

Respectfully Submitted,
Mike DeFrancesco Secretary
JW 5/9/2011