NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES
Regular Meeting Minutes
Thursday, March 24, 2011 – 7:30 p.m.
Northville District Library Carlo Meeting Room

1. Chairperson Joe Corriveau called the Regular Meeting to order at 7:30 p.m.
1.1 Roll Call - Present: Trustees Joe Corriveau, Jean Hansen, Paul Snyder, Robert Sochacki, Suzanne Miller, and Mike DeFrancesco. Also present: Julie Herrin, Director; Anne Mannisto, Assistant Director; Judith Williams, Administrative Assistant; Staff member Patricia Garavoglia was present in the audience. Absent: Trustee Jim Morché.

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

1.3 Approval of the Regular Board Meeting minutes for February 24, 2011: MOTION: Jean Hansen made a motion to accept the minutes for the Board Meeting of February 24, 2011 as corrected. Robert Sochacki seconded the motion. Motion passed.

1.4 Citizen Comments: None **2. Correspondence:**
Julie reported that she had received an email from the Friends of Michigan Libraries Trustee Alliance regarding upcoming workshops that will be held at the Kentwood Branch of the Kent District Library, Grand Rapids, on April 28. One of the workshops is aimed at informing new Trustees about their obligations and responsibilities. Paul Snyder encouraged Board Members to attend if possible. **3. Director's Report:**
Statistics: Julie reported that the circulation statistics and the door count for the month of February 2011 are down from 2010. She stated that the higher numbers last year were due to the closing of the Novi Library and that a significant number of Novi residents placed holds on materials that were delivered here during the migration to the new Novi Library. She commented 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 the Novi factor. Julie also commented on the 2010 Census figures that were released this week. While the population of the City of Northville has decreased 7.6% since the census of 2000, the Township's population increased 35% during the same time frame. This means that the Library is currently serving a population of 34,367, up from 27,495 in 2000, a 25% increase. She also noted that during this time period the circulation grew by over 50%, our collection grew 78%, and computer use grew over 200%.

Youth Programming: There were 20 Library Programs for Youth this month, with 300 children attending. These figures do not include the 170 who attended the magic show today.

Adult Programming: There were over 100 individuals in attendance at the Gardening in Small Places Program featuring Janet Macunovitch that was held at the Senior Center. The D.I.A. presentation on Fakes, Forgeries and Mysteries hosted a total of 80 at two presentations, an afternoon and an evening repeat. The Program featuring the Kitchen Assistant had 43 attendees and the Program on Digital Photography had 35.

Technology: New Software is being installed and the Print Control will be implemented in early April. The new Print Control will require patrons to have a PIN to utilize the public computers and to print documents from them. They will also have to put money on their library card in order to print. Signage is now being displayed to inform patrons of this change in the printing process.

Staff: Julie reported that all three open positions have now been filled. She distributed an updated copy of the Library Organizational Chart. Wendy Mutch, the new full-time Adult Services Librarian, started on Monday, March 14. Cynthia Simpson became the new part-time Adult Services Librarian on Monday, March 21, and Catherine Carlton will begin on Monday, April 4, as the new Serials Clerk. Several staff members have participated in continuing education opportunities during this past month. Anne Mannisto participated in a Webinar on Digital Reverence Sources and is attending a workshop in Farmington on Friday, March 25. Julie reported that the Head of Technical Services, Patricia Garavoglia, attended a Serials Class, and the Head of Adult Services, Jeannine Davidson, attended a demo on the Nook . Allison Brueckner and Michael McEvoy attended a conference on Computers in Libraries. Youth Librarians Nancy Clarizio, Julie Ramsden and Mary Brissette, along with Teen Services Librarian Suzanne Schimanski-Gross, attended Spring Institute, ,an MLA workshop on youth services. **4.□□□ Friends Report:**
President of the Friends Jennifer Gustafson reported on the Friends Annual Meeting held on Sunday, March 20, in the Carlo Meeting Room of the Library. There were approximately 30 attendees at the Annual Meeting, which featured a presentation by Michele Fecht about her recent book on Northville history. Music, refreshments and a Business Meeting followed. She stated that her goal as President this year was to increase the current membership from 300 to 600. To that end, she has challenged each Board Member of the Friends to bring in 10 new members. Jennifer reported that the Friends had contributed over $36,000 to the Library this year. The Friends Spring Book Sale will 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 MOTION: Treasurer Jean Hansen made a motion to approve payment of the Northville District Library List of Bills over $1,000 for March 2011. Robert Sochacki seconded the motion. Motion passed.

5.2 Jean distributed the February 2011 Financial Reports. She reported that the Fiscal Year is at 25% and the expenses are pretty much on track. She pointed out areas where the expense percentages were over 25% and explained that in most cases this represented expenses for the entire year. Jean reported that the Blue Cross Blue Shield premium notice effective June 2001 has been received and there is a 27% increase in the premium cost. Last year’s increase was much less; however, the deductible amount for coverage was significantly increased. **6.□□□ Committee Reports:**
The Personnel Committee met prior to the regular Board Meeting and determined that the Library was unable to offer wage increases to the Administrative Staff this year due to the on-going financial stress that the Library faces; even with the passage of the millage, property tax revenues continue to be lower. Committee Chair Robert Sochacki thanked the Administrative Staff for their continued hard work and dedication to the Library as well as their

extra effort during the millage campaign. **7. Announcements and Comments**
7.1 Julie updated the Board on the Battle of the Books, noting there are a record number of Teams this year at 48 and over 220 students. The questions have been written and Julie will send an email reminder to the Board about the event on Wednesday, April 6.

7.2 Paul Snyder asked that the Library consider emailing the Board packets to the Trustees. Some members prefer the mailed packet. The colored statistical information may not print well on home printers. Julie agreed to an experiment of both emailing and postal service mailing the packets for a period of time. Folding the documents and using standard business envelopes would also save postage costs.

7.3 Judith distributed the new name tags for the Board Members.

7.4 The next Finance Committee Meeting will be held on Tuesday, April 26, 2011 at 10:00 a.m. in the Carlo Meeting Room.

7.5 The next Board Meeting will be on Thursday, April 28, 2011 at 7:30 p.m. in the Carlo Meeting Room

7.6 MOTION: Robert Sochacki made a motion to adjourn the Regular Meeting. Mike DeFrancesco seconded the motion. Motion passed. The Meeting was adjourned at 8:10 p.m.

Respectfully Submitted,
Mike DeFrancesco Secretary
JW 3/25//2011