NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES
Regular Meeting Minutes
Thursday, February 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, and Mike DeFrancesco, Also present: Julie Herrin, Director; Anne Mannisto, Assistant Director; Judith Williams, Administrative Assistant; Christopher Jones and Kathleen Ciantar from Plante & Moran. In the audience: Library staff member Patricia Garavoglia and later, Suzanne Schimanski-Gross Absent: Trustees Robert Sochacki, Suzanne Miller, and Jim Morché

1.2 Approval of the Agenda: MOTION: Mike DeFrancesco made a motion to approve the agenda as amended. Jean Hansen seconded the motion. Motion passed.

1.3 Approval of the Regular Board Meeting minutes for January 27, 2011: MOTION: Jean Hansen made a motion to accept the minutes for the Board Meeting of January 27, 2011 as corrected. Mike DeFrancesco seconded the motion. Motion passed.

1.4 Citizen Comments: None

2. Correspondence: None.

3. Audit Presentation by Plante & Moran:
Chris Jones presented the Audit for FY 2010 to the Board. He stated that GASB 45, regarding the reporting of future Retiree Health Care costs, has now been adopted, and GASB 54 would be implemented next year. GASB 54 will require changes in how certain areas of the Library Funds will be reported in the Audit. No changes to the Library's monthly Financial Statements will be necessary. He reported that the Audit for 2010 went very well, is accurate, and that the Standard Letter was issued. He noted that the Library, while not required to, has done well in funding for Retiree Health Care, to the extent that it is now overfunded. He stated that payments to the Retiree Health Care funding vehicle of $32,000 per year will continue to control this liability.

4. Director's Report:
Statistics: Julie reported that the circulation statistics and the door count for the month of January 2011 are up slightly. Computer and WIFI usage is also up from the past month. The annual MELCAT InterLibrary Loan numbers were significantly higher in 2010 over 2009. These figures went from 231 in 2009 to 1,015 in 2010. Julie also reported that improved statistics are now available on the usage of online resource databases. Information regarding specific databases will also be available. Totals showing database sessions and searches, as well as audio and e-book checkouts, will appear monthly on this report.

Youth Programming: There were 24 Library Programs for Youth this month, with 782 children attending.

Adult Programming: The Book Discussion had a total of 18 participants. The Foreign Films also hosted 18 viewers. There were 36 individuals in attendance at the Skype Program this month.

Teen: Librarians spoke to about 700 Middle School students about the Battle of the Books, which is scheduled for Wednesday, April 6 at Northville High School. A record number of teams (50) are registered for the Battle this year.

Facilities: Julie reported on the installation of the new carpet tiles in the Meeting Room on Friday, February 11, 2011. The project went very smoothly and was completed in about 4 hours. The carpet that was removed from the Meeting Room will be recycled and used as replacement tiles in areas of the Library that are badly worn. Julie also reported that the second phase of the Teen Area renovation was done on Thursday, February 17. Shelving frames along the exterior wall of the Local History Room in the Teen Area were replaced with higher frames to accommodate additional shelf space. The third phase of the Teen Area renovation will take place later this year.

Public Relations: Julie announced that the Library and the Friends of the Library would be participating in the Taste of Northville on Saturday, March 5, and she invited Board members to attend and participate if they were available. Joe Corriveau commented that participating in this event was one of the stated objectives of promoting the relevancy of the Library in the community. Julie also reported that the Library Program featuring Janet Macunovich would actually be held at the Community Center on Monday, March 7. This program has always been a sellout event and moving it to the Community Center will allow for a significantly larger audience than the Carlo Room. The Parks and Recreation Department and the Library will be co-sponsoring and sharing the cost of a summer series of Friday night movies in the park adjacent to Library. The Friends will be helping to underwrite the cost of these events.

Staff: Julie reported that Patricia Garavoglia, a Northville Adult Services Librarian, was hired as Head of Technical Services. Wendy Mutch was hired to fill the opening created by Patricia's promotion. Interviews for the part-time Adult Services Librarian will begin next week. Julie reported that two staff members attended workshops this month and three of the Youth Librarians and the Teen Services Librarian will be attending Spring Institute. Julie also reported that Dorie Freebury would be on medical leave for 6 weeks beginning Tuesday, March 1.
Technology: Michael has installed the new firewall that was purchased for the Library.

Endowment Report: Julie distributed copies of the Endowment Report submitted by Barbara Glover. The report highlighted Endowment Committee activities during the past year and reported that 67 donors contributed a total of $12,400 this year. The Donor Recognition Party, held on Sunday, January 30, was attended by about 60 people. Donors were presented with their copy of the signed and numbered linocut print by local artist Mike Mullen. **5.**

Friends Report:

In Jennifer Gustafson's absence, Paul Snyder reported that the Friends Annual Meeting will be held on Sunday, March 20, at 5:30 p.m., after the Library closes. The event will feature refreshments from Genitti's, with a presentation by Michele Fecht about her recent book on

Northville history. 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.

6.□□□ Budget and Finance Review:

6.1 MOTION: Jean Hansen moved that the Board accept the Audit as presented by Plante & Moran earlier in the meeting. Mike DeFrancesco seconded the motion. Motion passed.

6.2 MOTION: Treasurer Jean Hansen made a motion to approve payment of the Northville District Library List of Bills over $1,000 for February 2011. Paul Snyder seconded the motion. Motion passed.

6.3 Jean distributed the January 2011 Financial Reports. She reported that with two months of the Fiscal Year passed, the Financial Reports are on track. The expenses for Operating Supplies are slightly higher than expected due to the purchase of the RFID tags. Jean reported that it was likely that this line might need to be adjusted to cover this annual expense.

6.4 MOTION: Jean Hansen made a motion to transfer $96,527.07 from Operating to the Reserve Fund to comply with the Fund Balance figures in the Audit. Paul Snyder seconded the motion. Motion passed.

6.5 MOTION: Jean Hansen made a motion to authorize the payment of the Debt installment of $410,500 due by April 1, 2011. Mike DeFrancesco seconded the motion. Motion passed. **7.□□□ Committee Reports:** There were no committee reports. The Personnel Committee Meeting was postponed due to 3 members being unable to attend.

8.□□□ Announcements and Comments

8.1 The next Finance Committee meeting will be held on Tuesday, March 22, 2011 at 10:00 a.m. in the Carlo Meeting Room.

8.2 The Personnel Committee Meeting is rescheduled for Thursday, March 24, at 7 p.m.

8.2 The next Board Meeting will be on Thursday, March 24, 2011 at 7:30 p.m. in the Carlo Meeting Room

8.3 MOTION: Paul Snyder made a motion to adjourn the Regular Meeting. Mike DeFrancesco seconded the motion. Motion passed. The Meeting was adjourned at 8:45p.m.

Respectfully Submitted,
Mike DeFrancesco Secretary
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