NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES
Regular Meeting Minutes
Thursday, January 27, 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, Robert Sochacki, Jean Hansen, and Mike DeFrancesco,. Also present: Julie Herrin, Director; Anne Mannisto, Assistant Director; Judith Williams, Administrative Assistant; and Trustees-elect Suzanne Miller and Paul Snyder. In the audience: Library staff member Al Smitley and Nancy Kelsey from Patch.com Absent: Trustee Jim Morché

1.2 Swearing in of new Board Members: Trustees Jean Hansen and Mike DeFrancesco were sworn in for their new terms as Trustees, and Trustees-elect Suzanne Miller and Paul Snyder were sworn in for their first terms and welcomed to the Board.

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

1.4 Election of 2011 Board Officers: Joe Corriveau was nominated to serve as Chairperson again this year by Jean Hansen. Robert Sochacki seconded the nomination. The Board approved by unanimous acclaim. Mike DeFrancesco nominated Robert Sochacki to serve as Vice-chair; seconded by Paul Snyder. The Board approved by unanimous acclaim. Jean Hansen was nominated to serve as Treasurer by Robert Sochacki, seconded by Mike DeFrancesco; this passed by unanimous acclaim. Mike DeFrancesco was nominated to serve as Secretary by Jean Hansen, seconded by Robert Sochacki, and this passed unanimously.

1.5 Mike DeFrancesco read Resolution 2011-01, listing the dates for the Board of Trustee Meetings during the calendar year 2011. Meetings will be held on the fourth Thursday of each month through September; then in October, November and December, the meetings will be held on the third Thursday due to the MLA Annual Conference in October and the holidays in November and December. MOTION: Mike DeFrancesco made a motion to adopt Resolution 2011-01. Paul Snyder seconded the motion. The motion passed by a unanimous roll call vote.

1.6 Committee Appointments: The following committees were established for Calendar Year 2011:

- Finance Committee: Jean Hansen (Chair), Paul Snyder, and Mike DeFrancesco.
- Policy Committee: Robert Sochacki (Chair), Joe Corriveau, Jim Morché, and Suzanne Miller.
- Facilities Committee: Mike DeFrancesco (Chair), Robert Sochacki, Paul Snyder, and Joe Corriveau.
- Personnel Committee: Robert Sochacki (Chair) Joe Corriveau, Suzanne Miller and Jim Morché.
- Development Committee: while not an official Board Committee, this will include of Jean

Hansen, Suzanne Miller, Jim Morché, and Paul Snyder, with Mary Ellen King, who headed the recent millage campaign, serving as Chair.

Board Members were reminded that any Committee Meeting may be attended by all Board Members.

1.7 Approval of the Regular Board Meeting minutes for December 16, 2010: MOTION: Jean Hansen made a motion to accept the minutes for the Board Meeting of December 16, 2010 as corrected. Robert Sochacki seconded the motion. Motion passed.

1.8 Citizen Comments: Al Smitley distributed a flyer about a website to benefit fund raising for the Northville Historical Society and Mill Race Village while making online purchases at over 900 stores. He asked Library Board Members to consider using this website to help the Historical Society.

2. Correspondence: None.

3. Director's Report:

Statistics: The circulation statistics and the door count for the month of December 2010 are down from last December, which is typically the slowest month of the year. The snowy weather this year has contributed to these lower numbers. Even Database accesses were down.

Youth Programming: There were 11 Library Programs for Youth this month, with 300 children attending. The Animals of the Rain Forest Program drew a crowd of 124.

Adult Programming: Two Book Discussions held since the last Board meeting had a total of 35 participants. The Foreign Films (2) hosted a total of 74 viewers. There were 21 individuals who received tutoring on the computers and/or attended Internet Classes this past month. The 2 Investment Programs had an attendance of 57. Our Facebook presence now has 225 followers and 95 follow us on Twitter.

Teen: Librarians are visiting the Middle Schools to promote the Battle of the Books, which is scheduled for April 6 at Northville High School. The first managers meeting was held on January 25, with a second meeting scheduled for February 16.

Endowment: Julie reported that 58 donations of $100 or more have been received through The Roots of Wonder incentive campaign. An evening to recognize the donors and distribute the signed and numbered prints is scheduled for Sunday evening, January 30. The event, Night of Wonder, will provide an opportunity to meet and greet our generous donors and will feature wine, cheese, and desserts from local bakery Sweet 220.

Staff: Julie reported that Youth Librarians attended an ALA Webinar "Battling Bullying with Books." Adult Librarians attended a Webinar on Learning Express. Julie displayed the very nice article about Al Smitley's retirement from the Library in the Northville Record. She also reported that Denise LaMotte extended her employment through the end of January to assist with the serials projects. Interviews to fill the Head of Technical Services position have been completed

and a decision will be made shortly. Interviews will then be scheduled to fill the Part-time Reference Clerk position, and following that, interviews will be scheduled for the Part-time Adult Services Librarian position that was formerly held by Mike Postula.

Technology: The Universal Service Fund rules remain the same as last year which means that no changes to the Library's filtering policy will need to be considered. Michael has notified Julie that a new firewall needs to be purchased for the Library.

Facilities: Julie reported that new carpeting for the Carlo Meeting Room will be installed on Friday, February 11. Some of the old carpet will be salvaged for use in badly worn areas of the Library.

Chamber of Commerce: The Chamber of Commerce will be hosting its "Lunch and Learn" series at the Library. The first session for this year was held today and had 29 participants. This event will be held every other month on the fourth Thursday throughout 2011. **4.□□□ Friends Report**
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In Jennifer Gustafson's absence, Paul Snyder reported that there was no Friends Meeting on January 20, due to lack of a quorum. **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 January, 2011. Robert Sochacki seconded the motion. Motion passed.

5.2 Jean distributed the December 2010 Financial Reports. She reported that the actuarial assessment of the Library's financial obligation of $2,000,000 for Retiree Health Care has been lowered and we are currently overfunded. The Library will need to only fund this liability at the rate of $32,000 per year to meet the projected obligation. This will have an effect on the 5-year budget. The current amount held in the Reserve Fund is $1,261,104. The transfer for 2010 will increase the Fund Reserve by $91,000.

5.3 MOTION: Jean Hansen made a motion to transfer $100,000 from Operating to the Reserve Fund to pay back funds that were needed to cover December expenses and payroll. Mike De Francesco seconded the motion. Motion passed.

5.4 Jean Hansen reported that the Financial Audit would be presented to the Board at the February meeting by our Auditor Chris Jones of Plante & Moran.

6.□□□ Committee Report

6.1 Robert Sochacki inquired about the Library's policy on cell phone use. Julie explained that there are designated areas where patrons are allowed to use cell phones in the Library and this is covered in the Code of Conduct. No additional policy for cell phone use is needed. **7. □□□ Announcements and Comments**

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

7.2 A Personnel Committee Meeting was scheduled for Thursday, February 24 at 7:00 p.m. prior to the Regular Board of Trustees Meeting.

7.3 A Board Study Session was set for Thursday, February 10 at 7:00 p.m. in the Youth Storytime Room. At this Study Session the Board of Trustees should be prepared to set goals for the Board and differentiate the goals and responsibilities of the Director from those of the Board. Julie will develop an agenda for the Study Session and send it to the Trustees prior to the meeting. The goals of the Strategic Plan will be reviewed and issues will be discussed to develop an Action Plan for Trustee involvement.

MOTION: Paul Snyder made a motion to adjourn the Regular Meeting. Robert Sochacki seconded the motion. Motion passed. The Meeting was adjourned at 8:35p.m.

Respectfully Submitted,
Mike DeFrancesco Secretary
JW 2/8/2011