NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES
Regular Meeting Minutes
Thursday, June 23, 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, 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 Dorie Freebury was also present in the audience. Absent: None.

1.2 Approval of the Agenda: MOTION: Jim Morché requested the addition of a discussion point to review a proposal for goals for the Board under item number 7 of the agenda. Mike DeFrancesco made a motion to approve the agenda with the addition. Robert Sochacki seconded the motion. Motion passed.

1.3 Approval of the Regular Board Meeting Minutes for May 26, 2011: MOTION: Jean Hansen made a motion to accept the minutes for the Board Meeting of May 26, 2011 as corrected. Paul Snyder seconded the motion. Motion passed.

1.4 Citizen Comments: None

2. Correspondence: None

3. Director's Report:

Statistics: Julie reported that the circulation statistics and the door count for the month of May 2011 are still significantly lower than 2010, due to the closing and reopening of the Novi Library. She also stated that the door count reflected lower numbers due to the battery failure that was discovered late in the month. All of the statistical reports that were affected by the closing of the Novi Library have now been identified with an asterisk to explain the atypical circulation numbers.

Youth Programming: 600 children have already signed up for the Youth Summer Reading Program this year. The Youth Department reached more children when it sent notices to local residents through the Northville Public School Listserv. Julie thanked the Friends of the Library for their assistance in registering Summer Reading participants. Many of the Tween activities are already full. The first Summer Reading activity had 175 attendees, while the craft activity had 135.

Adult Programming: There are 155 individuals enrolled in the Adult Summer Reading Program. The Foreign Film hosted 56 viewers. The Book Discussion had 26 participants.

Teen: 42 teens participated in the Creative Cupcakes Program. There are 111 signed up for the Teen Summer Reading Program.

Staff: Julie reported that the open Circulation Clerk position has been filled. Elizabeth Erdody, a former substitute clerk, has been hired to fill this position and will start on June 30. Several staff members have attended webinars and workshops again this past month. Anne Mannisto and Julie Herrin attended the American Library Association Town Hall webinar. Julie also attended an Ebook webinar and Patricia Garavoglia attended a Sky River webinar for cataloging. There were 82 volunteer hours this past month.

Public Relations: The Summer Newsletter was 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 will have a booth on June 30. Julie requested Board Members to help staff the booth from 8:00 a.m. to 3:00 p.m. Staff members will also assist. The first of three joint programs with Parks and Recreation, Fun Friday Flicks, will be held in the park at the east side of the Library on June 24. The rain location is the Community Center.

State of Michigan News: State Aid has been increased from $0.1890 per capita to $0.2219 per capita. This means that there will be an increase in State Aid from $5,196 to $7,648 this year based on population. Julie also noted that $950,000 in state funds has been allocated for Michigan E-Library (MELCAT and MEL databases).

Technology/Facilities: Julie reported on a power event that was experienced in the Library on June 6 that burned out data switches and data cards on each of the printers in the building at a replacement cost of $3,600. An assessment of the electrical system in the Library has identified a need for new surge suppressors for the power line into the building and at each of the circuit boxes, as well as a Universal Power Source (UPS) for the Server Room. The Library is seeking competitive bids for the required equipment. The Friends have paid for several energy-saving upgrades to the building and grounds. The Library has replaced the parking lot lights with more efficient bulbs and replaced the timer with a photo cell. The timer for the soffit lights near the staff entrance has also been put on a photocell. The Library has also installed a rain gauge that will control the underground sprinklers.

4. Friends Report:

Jennifer Gustafson reported that the Friends are volunteering at the Art House for their events weekend on June 25th. The Friends will be sending certificates to the businesses that sponsored the printing of the Summer Reading T-shirts. She reported that the Friends assisted with registration for Summer Reading for the first 3 days. Planning for the Wine Tasting and Silent Auction event in August is underway. It will be held at Rocky's on 7 Mile on Wednesday, August 17, from 7 to 9 p.m. Tickets will go on sale on July 15th. The Friends will work with Librarians to have a bookmark design contest, possibly in the fall. The Friends are also

developing a listserv to promote better communication among all the NDL Friends. The Friends are continuing to work with the Library Administration and the Development Committee for the continued benefit of the Library. To that purpose, the Friends have developed a policy statement regarding their support of Development activities and their focus on funding activities to the Library. Jennifer encouraged the Library Administration to ask the Friends to fund the surge suppressors and UPS needed for the Library's electrical system.

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 June 2011. Paul Snyder seconded the motion. Motion passed.

5.2 Jean distributed the May 2011 Financial Reports. She reported that the Fiscal Year is approximately half over and the expenses are on track. She commented on the potential loss of approximately $80,000 in tax revenue that would be the result of the elimination of the Personal Property Tax.

6. Committee Reports:

6.1 The Policy Committee met on Wednesday, June 22, to continue development of new and review of existing policies. MOTION: Committee Vice-chair Robert Sochacki presented the Policy regarding ADA compliance for a second reading and made a motion to accept it. Paul Snyder seconded the motion. Motion passed.

6.2 Robert presented the revised Policy on Library Cards, which states that the Northville District Library does not sell non-resident Library Cards, for a second reading. MOTION: Jean Hansen made the motion to adopt the revised Policy on Library Cards. Robert Sochacki seconded the motion. Motion passed.

6.3 Robert presented a draft of the Committee's newly developed Policy on Endowments. Jean Hansen suggested a slight revision. This draft, expressing the purpose of and support for the Endowment, was presented for first reading. MOTION: Mike DeFrancesco made a motion to adopt this policy for first reading. Jim Morché seconded the motion. Motion passed.

6.4 The Policy on Citizens Comments to the Library Board of Trustees Meetings was reviewed and it was determined that no changes were required. MOTION: Paul Snyder made a motion to reaffirm the policy. Mike DeFrancesco seconded the Motion. Motion passed.

6.5 The Policy on Appeals to the Board of Trustees was also reviewed and the determination was that no changes were required to this Policy. MOTION: Jean Hansen made a motion to reaffirm the policy; Suzanne Miller seconded the Motion. Motion passed.

The next Policy Committee Meeting is scheduled for Wednesday, July 27, at 7 p.m. in the Youth

Storytime Room to review the Policy on the Request for Information by Law Enforcement (including the Patriot Act) and the Board of Trustees By-Laws. Committee members will be reminded by email.

7. Announcements and Comments

7.1 Julie reported that she will be attending a seminar in Cleveland on July 28, which is the scheduled July Board Meeting Date, and Anne will be giving the Directors Report in her absence.

7.2 Jim Morché read several items for consideration by the Board as Goals for Board achievement. After discussion the Board agreed that Trustees will participate in community activities that will identify them as Library Board Members. Promoting the relevance of the Library is also a goal of the Strategic Plan.

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

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

7.5 Jean Hansen inquired about the Institutional Membership for the Library in MLA. Julie responded that last year the Library only had an Institutional Membership; however, this year funding has allowed the Library to support Individual Memberships for the Librarians. Jean stated that the Institutional Membership allowed a discount on the Individual Memberships that may be worthwhile. Jennifer Gustafson stated that the Friends may be able to fund the cost of individual memberships in MLA.

MOTION: Robert Sochacki made a motion to adjourn the Regular Meeting. Mike DeFrancesco seconded the motion. Motion passed. The Meeting was adjourned at 8:37 p.m.

Respectfully Submitted,
Mike DeFrancesco Secretary
JW 6/29/2011