**Northville Public Library**

**Board of Trustees**

**September 19, 2023 Minutes**

**Present:** Michael Burnett (Director), Stella Williams, John Knapp, Beth Junquera, Mike Feldman, Shirl

Doherty, Richard Cole, Cristen Shepard

Stella Williams (President) called the meeting to order at 6:30pm.

 **Secretary’s Report:** Minutes from the July meeting were approved. (Knapp, Shepard)

**Treasurer’s Report:** The July and August reports were approved unanimously. (Knapp, Cole)

**Director’s Report:** Mr. Burnett provided attendance and circulation stats for July and August. The

Annual Financial Report was completed. Three contractors were contacted regarding a security system, two provided quotes and Mahoney Alarms was accepted. The NYS Construction Grant and the “Dream & Do” Grant may be applied to the security system cost. CDPHP offers a Medicare Advantage Zero Premium plan that offers full coverage to an employee with no cost to the employer. (this will need more scrutiny) The Libby App will soon feature improved access for magazine usage. The Central Library Aid plan for 2024 will offer MVLS libraries use of new

e-resources such as KANOPY Streaming Service and Universal Class. Director’s Report unanimously approved. (Williams, Knapp)

**Building and Grounds:** The Building and Grounds Committee set a date of October 3rd for a walking

inspection of the library building and grounds. As a structural engineer, Tom Doherty has offered to provide an assessment and to offer suggestions for improvement.

**Policies:** Shirl Doherty inquired if there was a policy in place concerning staff and patron security if a

verbally or physically threatening situation occurred. Mr. Burnett will check with MVLS.

**Old Business:** Richard Cole has been researching CDs and had suggested having an established

statement on the library web page asking for donations and bequests. A 501C3 will be established to accept charitable donations to the library. The matter was tabled for the October meeting. Mr. Burnett discussed what he has researched about the insurance offered by CDPHP. A motion was made by Williams, seconded by Knapp that Northville Public Library will provide health insurance for retired employees until the employee begins to receive Medicare benefits. Vote was unanimously yes, with 7 ayes and no abstentions. Cheryl Miller submitted a letter of resignation from the board which Stella Williams accepted with regret. With the loss of a board member, again the question was raised concerning the number needed for the board to best operate. Richard Cole made a motion to reduce the number of Board Trustees to seven, motion seconded by Feldman and with all voting aye. The bylaws will be changed to reflect this decision. Mr. Burnett presented a listing of financial paperwork issues that will need to be addressed such as the library credit card and signature cards on the bank accounts.

**Friends:** The Book Sale brought in $3510, the Ice Cream Social $328, and the Raffle $1231. The annual

Volunteer Luncheon will be held September 29th at Sport Island.

**Search Committee:** Stella Williams explained that the committee would begin the interview process via

Zoom, with six applicants being considered.

**Next Meeting:** Tuesday,October 17, 6:30

**Adjourned:** 7:05 pm

Respectfully submitted, Beth Junquera(secretary)