**Northville Public Library**

**Board of Trustees**

**October 17, 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 6:25pm.

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

**Treasurer’s Report:** The September report was approved unanimously. (Knapp, Cole)

Rich Cole asked about the existence of the Memorial Fund as a separate working account. He believes that because it contains non-tax dollars, it should be included in the Endowment Fund.

**Motion** made by Junquera that expenditures be paid with all voting aye. (Cole, Doherty)

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

Services Committee 2023 Construction Grant awarded $6657, which will cover 59% of the security system cost. The Friends donated $1008 toward the Security system. Mr. Burnett was asked to be the pronouncer for the NCS Spelling Bee in December. Stella Williams announced that Mr. Burnett was recognized at the MVLS Annual Meeting. Director’s Report was unanimously approved. (Knapp, Shepard)

**Budget and Finance:** Mr. Burnett explained that the fiscal year ends on June 30th, but the school tax

funds are not available until October. Money often has to be transferred from the Reserve Fund into the operating account to cover the expenses incurred July through September.

**Building and Grounds:** The Building and Grounds Committee, with structural engineer, Tom Doherty,

met on October 3rd for a walking inspection of the library building and grounds. The most pressing issue is the replacement of the large windows on the west side of the building. The roof needs to be scraped and painted. Scheduled maintenance needs to be established with Rich Cole suggesting implementation of a digital calendar. Discussion also included redoing the front door for emergency egress and possibly the need for a handicap accessible push pad opener.

**Old Business:** Stella Williams addressed the need for a new Vice President due to the new configuration

of the Board. Mike Feldman nominated John Knapp for the position, seconded by Cole, with all voting Aye. John Knapp had suggested the title for the new 501C3 be “The Northville Public Library Foundation”; Feldman made a motion that it be accepted. Motion seconded by Knapp with all in agreement. Feldman made a motion to pay the set up fee for The NPL Foundation from the monies in the Endowment Fund, not to exceed $500. The motion was seconded by Doherty with all voting Aye. Consideration for the need of a Travel Reimbursement Policy was the next order of business. Feldman agreed that a policy might be needed for speakers or educational staff training but did not feel that it should be extended to job applicants. Cole had a dissenting opinion that it should be extended as a courteously to a second round interviewee. The issue was tabled, with it being established that a policy should be set up however the money should not come from taxpayer funds, a maximum amount along with mileage parameters will need to be specified.

**New Business**: Stella Williams suggested a donation be made to Mr. Burnett as he retires, conversation was tabled. Mr. Burnett stated that Shirl Doherty had 17 kids of various ages at the last Story Time.

Stella Williams formerly announced Alisha Rivera-Holmes to the Board, as the candidate selected to take retiring Director Burnett’s position. Her resume was presented and the search committee members explained why she was selected from the top three interviewees via Zoom. She met with the committee October 9th for an interview and library tour and was favorably received. After a bit of deliberation, Mike Feldman made the motion to accept Alisha River-Holmes and that she be presented with a job offer letter, seconded by Cole with all voting a relieved Aye.

**Next Meeting:** Tuesday,November 21, 2023.

**Adjourned:** 7:35 pm

Respectfully submitted, Beth Junquera(secretary)