



Board of Directors Meeting
Thursday, September 17, 2015

Minutes

Members Present:

Carol Oldenburg, Martha Nork, Linda Bolam, Sandy Walts, Julie Herrin, Claire Kreher, Chris Litka, Regina Mingela, Jim Morche

Members Absent:

Deborah Stanifer, Judy DeFrancesco, Linda Schwelnus, Betty Kaiser, JoAnn Kissel

Guest Member:

Marilyn Randall

- I. Call to Order
Meeting called to order at 7:00 P.M. by President, Carol Oldenburg.
- II. Approval of Agenda
The agenda was APPROVED.
- III. Approval of Meeting Minutes of June 6, 2015
The minutes were APPROVED with no corrections.
- IV. Treasurer's Report - Deborah Stanifer (per Carol Oldenburg)
 - A. We are at 69% of budget to date.
 - B. Under "Donations to the Library", Julie Herrin had requested a laminator be added to the library wish list. The laminator came in over the budgeted request of \$2,060.00, at \$2,305.00.
 - o The additional \$245.00 cost for the laminator was approved.
 - C. The financial report, as of August 31, 2015, was approved.
- V. Library Director's Report - Julie Herrin
 - A. Statistics
 - o Circulation has continued to decline over the summer while downloading was up in general. Other libraries were surveyed and most are also down for circulation for the past year.

- Programs were well attended and computer tutoring was full.
- Use of databases has been steady over the past three months.

B. Programs

- Summer Reading
 - a. Total Summer Reading was up 9% over last year, with 957 youth, 252 teens and 286 adults. A total of 1495 participants were registered. Last year registrations were 957 Youth, 233 Teen, and 226 Adult, with total of 1416.
 - b. Three parties were planned this year, including an Adult party for the first time.
 - c. Thank you Friends for all your help.
- Community Reads
 - a. Our title this year is: Lisette's List, and the author will be here at Novi on November 17th. The Friends provide funds. Sign up for the program is on the Novi Library website.

C. Collections

- Ebooks and downloadable audiobooks are \$.22 per circulation.
- Ebooks are 5% of circulation, 4% of budget.
- We have 36 Book Club Kits that are circulating. The Friends donated the bags used for the program.
- Little Pim, language learning for very young children, provides instruction in 10 languages, including English.
- Gale courses include hundreds of online courses on subjects related to professional or personal development, led by expert instructors. These courses are free to library cardholders.
- Lucky Day collection replaces the rental collection. A book can be held out for one week.

D. Facilities

- HVAC work is finished. Training is set for September 23rd for library staff.
- The library building is paid off and all bonds have been paid off.

E. Public Relations

- An article on databases (Brainfuse) was written for Northville Today magazine.
- New library welcome folders will include information on the library and on the Friends.
- The library staff will be marching in the Victorian Parade on September 18th and has invited Friends to join them.
- 10 staff and board members have attended recent Open Houses.
- Volunteers are needed on Thursday, October 8th, to staff the Michigan Libraries for Life Organ and Tissue Donation

information table, from 11 AM to 7 PM, in one-hour shifts. Let Julie Herrin know if you can volunteer to help.

- F. The Development Committee will meet on Monday, September 21st at 7 PM.

VI. President's Report – Carol Oldenburg

- A. Letters of appreciation
 - A letter was received from the Children's Center for books donated for the children they service.
 - Dorie Freebury, Head of Youth Services, thanked the Friends for their help and support with the Youth Summer Reading Program.
- B. Carol announced that the person who was to head the Used Book Sales has declined the position in order to take another position. New announcements regarding the open position will be published in the Northville Record, and an announcement will be posted at the October Book Sale, and also in the next Friends Newsletter.
- C. MBB Follow-up
 - MBB owes FNDL \$1,966.41. Lawyer, Joseph Corriveau, has sent a certified letter to MBB, which could not be delivered. He will continue pursuing delivery of the certified letter. Marilyn Randall suggested the MBB has changed their name to MBB USA.
- D. Carol Oldenburg thanked Sandy Walts for her work setting up the UBS volunteers for the upcoming sale, on October 1 – 4.
- E. Dates for the 2016 Spring Book Sale are: May 18th for set-up, May 19th Preview Night, and May 20, 21, and 22, sale days. A coordinator is needed to organize the sale. Possible contact of parents of Northville students was questioned. Such contact would need approval of the Northville School Board. It was suggested that flyers regarding the coordinator position be put into bags on the days of the Fall Used Book Sale.
 - Discussion of continuing used book sales followed. Sales of books in the Book Cellar and from the book carts are more profitable than the UBS. The volume of books does necessitate storage space, which has become crowded. Could books be donated to servicemen? Jim Morche will check on this program.

VII. Committee Reports

- A. Membership – Regina Mingela
 - There are 261 paid memberships as of this date.
- B. Gift Store – Martha Nork
 - The profit on sales so far this year is \$2,343.05, which is an increase of \$189.00 year-to-date over 2014. August was a very

good sales month. The income and expense report was submitted.

- Jim Morche noted that years ago the Livonia Library converted its gift store to a used book boutique, which generated more than the gift store had. Jim suggested that Martha visit the Livonia used book boutique and talk with them about its operation.
- Membership Shopping Days are November 12-15th.

C. Gift Books – Claire Kreher

- Since June 18, 2015, we have received ten gifts, seven Memorial and three Honor, for a total of \$500.00.
- Twenty-three (23) books and one DVD have been added to the library collection.

D. Newsletter – Sandy Walts

- The deadline for the next newsletter is October 16th.
- Sandy would like to include an ad for a new coordinator for the Used Book Sales.

E. Read to Me – No report

F. Programs – Jim Morche

- The August 27th program, “A Century of Jazz Song,” had 108 participants registered with 98 actually attending. Held at the Northville Community Center, it was co-sponsored by the FNDL, the Northville Community Center and Maple Manor Rehabilitation Center of Novi. The daytime hours worked well.
- “Historic Railroad Stations of Michigan”, the September 22nd program, has 39 registered thus far.
- On November 10th, the program is “Sinking of the Edmund Fitzgerald”. So far 54 have registered to attend.
- The “12th Night Singers’ on December 1st has 27 registered.

G. Public Relations – Chris Litka

- Five emails were sent out over the summer. Press releases go out regularly.

H. Development Committee – Chris Litka

- The committee’s first meeting is Monday, September 21st.

I. Used Book Operations - Carol Oldenburg

- The Used Book Sales Report was circulated.
- Our new vendor, LAAB, has been very reliable with monthly checks.

VIII. New Business

- A. Donations to Friends – Regina Mingela
- Letters have been sent out to thank families and acknowledge donations.
 - The need for a new, separate donation envelope was suggested. It could be used in addition to one used for our Gift Book Program. Regina Mingela and Carol Oldenburg will work on envelope design.
- B. Sundaes on Sunday will be Sunday, October 18th. Chris Litka will chair the event. At the June meeting, Judy DeFrancesco and Linda Schwelnus volunteered to help with this activity.

Next meeting is October 15 at 7 P.M.
There is NO meeting in November.
The December meeting is December 10th.

The meeting adjourned at 8:29 P.M.

Respectfully submitted,
Linda Bolam
Secretary

