



Board of Directors Meeting  
Thursday, March 17, 2016

Minutes

Members Present:

Carol Oldenburg, , Martha Nork, Linda Bolam, Julie Herrin, Deborah Stanifer, Judy DeFrancesco, Claire Kreher, Chris Litka, Regina Mingela, Scott Frush, and Doug Witt

Members Absent: Linda Schwelnus, Sandy Walts, Betty Kaiser, JoAnn Kissel, and Jim Morche'

- I. Call to Order  
Meeting called to order at 6:58 P.M. by President, Carol Oldenburg. The 2015 Annual Report was distributed to the Board of Directors and attending guests. Doug Witt was introduced as the new Member-at-Large.
- II. Approval of Agenda  
The agenda was APPROVED.
- III. Approval of Meeting Minutes of January 21, 2016  
The minutes were APPROVED with no corrections.
- IV. Treasurer's Report – Deborah Stanifer
  - A. February Financial Report was distributed. The report of income to date is 137% above budget. Membership dues are above expectations, Used Book Sales and Gift Store income are also above budget expectations. Expenses are as targeted. The February Financial report was APPROVED.
  - B. Changes in Projected Budget for 2016-2017:
    - o Income is projected to be \$1,800 less than last year. This is impacted by discontinuation of the Book and Author Luncheon, and both the Spring and Fall Used Book Sales will also be discontinued with a projected loss of \$3,500 in sales.
    - o Book vendor sales expectations are projected up from 2015-2016.
    - o "Reserves brought forward" from the bank account can be used if necessary to cover any resulting shortfall.

- Discussion of special request added to 2016/17 NDL Wish List for purchase of new meeting room chairs and reupholstery of chairs and sofas in the fireplace area. This would add \$22,595 to the request, for a grand total of \$39,175. The revised NDL Wish List was APPROVED.
- The budget for fiscal year 2016-2017 was APPROVED.
- C. Changes to the Fiscal Year for FNDL
  - It was proposed to change the fiscal year to coincide with the calendar year. This would eliminate confusion we currently experience with the differing NDL fiscal year.
  - The next fiscal year would be March to December 2016, and the following fiscal year would be January to December 2017.
  - The goal would be for the Friends to work closely with the NDL on accomplishing the “Wish List” expenditures by the end of December. The Gift Store accounting can coincide with these changes.
  - The change in the FNDL fiscal year was APPROVED.
- V. Library Director’s Report – Julie Herrin
  - A. Statistics
    - February was a good month, with many days of good weather.
    - Circulation was up by 8%
    - Downloads were up 14%
    - Door count was up by 12%
    - Database Searches were up a dramatic 75-100%
    - Computer use is up
    - Wi-Fi use is steady
  - B. Programs
    - Programming is doing well so far this year and attendance is up.
    - March programs –
      - 10: Gardening with Janet Macunovich - full
      - 15: Studebaker, Packard, Nash and Hudson with Russell Dore-full
      - 21: Art Deco Architecture of Detroit with Rebecca Savage-full
      - 31: Sustainable Landscapes with Drew Lathin
    - April programs –
      - 4: Make Vegan Sushi with Ming
      - 13, 20, 27: Money Matter\$ with Mark Robinson
      - 18: Michigan County by County with Barb VanderMolen
  - C. Planning
    - First session had 24 people in attendance.
    - Three main topics were discussed:
      - a. Outreach (schools, township), going out to the community
      - b. Space

- c. Marketing
      - The Library Board will meet to discuss on March 22 at an open meeting.
  - D. Village Workshop Partnership
    - Half off on classes is being offered with presentation of your Northville Library Card.
    - Partnership will be publicized in April and in the Summer Newsletter.
  - E. National Library Week, April 10-16, 2016
    - Julie requested that Chris Litka send a letter regarding National Library Week to the Northville Record.
    - Banners proclaiming the week will be hanging throughout downtown Northville.
- VI. New Business
- A. Bylaws Review – Judy DeFrancesco
    - The revised Bylaws were distributed and reviewed.
    - All changes were APPROVED with the exception of Section 1.b. which will remain as it was previously.
  - B. Election of FNDL Officers – Carol Oldenburg
    - The slate of nominees to the Board of Directors was presented. Officers: President – Martha Nork, Vice-president – Scott Frush, Treasurer – Deborah Stanifer, Secretary – Linda Bolam, Directors for 2-year term (2016-2018): Read to Me Program – Judy DeFrancesco, Gift Books – Claire Kreher, Gift Store Treasurer – Linda Schwelnus, Newsletter – Sandy Walts, Directors for 2-year term (2015-2017, no vote required) are Public Relations – Chris Litka, Membership – Regina Mingela, and Used Book Operations – Carol Oldenburg.
    - All nominees to the FNDL Board of Directors were APPROVED as presented on the ballot.
- VII. Committee Reports
- A. Membership Committee – Regina Mingela
    - As of February 29, 2016 we have 297 paid members.
    - Current March 31, 2016 membership is 310.
  - B. Gift Store – Martha Nork
    - This past year the Gift Store donated \$4,250.00 to FNDL. This was more than had been committed in the Friends’ budget.
    - It has been an excellent year! The Christmas season was very successful. Improvement is possibly due to changes in merchandise new lighting, and to the email “blasts” sent out by Chris Litka to advertise sales.
    - The popular new coloring books are now available in the Gift Store.
  - C. Gift Books – Claire Kreher
    - Since January 21, 2016 we have received six gifts: five Memorial, one gift, for a total of \$225.00.

- Nineteen book and three DVD's have been added to the library collection.
- Several donations were made to the Friends on behalf of Keith Mannisto. Anne Mannisto will be consulted regarding an appropriate permanent memorial.
- D. Read to Me – Judy DeFrancesco
  - Eighteen bags were passed out at the last gathering.
  - New books will be needed by March and are now on order.
- E. Public Relations – Chris Litka
  - The Friends did not participate in the Taste of Northville this year.
  - There has been very good input on the Library Planning Survey.
- F. Used Book Operations – Carol Oldenburg
  - The annual fiscal report for Used Book Operations was distributed.
    - a. There was a significant increase in all areas of sales. \$800.00 was sold to the vendor this past month.
    - b. 47% increase over last year in overall used book sales.
    - c. Carts are again the best income source this last year.
  - Changes have recently been made in the Book Cellar. An additional day has been added, and the Cellar is open additional hours. New volunteers have been added.

The President thanked the entire Board for their support during her term.

The meeting was adjourned at 8:30 P.M.

The next meeting will be April 21, 2016 at 7 P.M.

Respectfully submitted,

Linda Bolam  
Secretary



