



Board of Directors Meeting  
Thursday, December 10, 2015

### Minutes

#### Members Present:

Carol Oldenburg, , Martha Nork, Linda Bolam, , Sandy Walts Deborah Stanifer, JudyDeFrancesco, Claire Kreher, Chris Litka, Regina Mingela, Linda Schwelnus, Jim Morche, Anne Mannisto, Betty Kaiser, JoAnn Kissel

#### Members Absent:

Julie Herrin

#### Guest Members:

Joe Oldenburg, Marilyn Randall

- I. Call to Order  
Meeting called to order at 7 P.M. by President, Carol Oldenburg.
- II. Approval of Agenda  
The agenda was APPROVED.
- III. Approval of Meeting Minutes of October 15, 2015  
The minutes were APPROVED with no corrections.
- IV. Treasurer's Report – Deborah Stanifer
  - A. Vendor sales, membership dues, and used book sales are all above budget projections.
  - B. Donations are up, partially due to “found money” from a donated book.
  - C. The treasurer's report was APPROVED.
- V. Library Director's Report: Anne Mannisto (for Julie Herrin)
  - A. Statistics
    - Circulation of both books and eBooks has increased, 1.7% in October and .5% in November.
    - Downloading is up by 26.5% in October and 13% in November.
    - Computer use has also increased.

## B. Facilities

- There have been no temperature problems with the new HVAC. A thermostat has been put on the Book Cellar wall.
- Tree replacement in front of the Library is done; trees have been trimmed and fertilized.
- New diaper stations have been installed.
- Thank you to the FNDL for their support of the Library Staff Holiday Party.

## C. Programs

- A new program, Coloring for Grownups, will be once a month from 1-3 PM.
- A new winter reading game has begun.
- Battle of the Books is March 16, 2016. Sign-up began December 1; titles are in the Library Newsletter.

## D. Technology

- Nine catalog computers were replaced. They were 5 years old.

## E. Planning Program timeline

- Public Survey – need help publicizing January event.
- Public Forum – need help publicizing the 7 P.M. February 2<sup>nd</sup> event.
- Planning Day with Library Board, staff, Friends and community representative is on February 27. Space is limited.

## F. Gale Courses

- Various free 6 week classes offered, including Windows 10, personal development, and professional development. Classes are done at home on your own time. There are two classes per week and begin the second Wednesday of each month.

## G. Public Relations

- The Library Angel Tree is set up to benefit the Salvation Army.
- The Winter 1015-16 Library newsletter has been delivered.
- Community Reads book title is: Lisette's List by Susan Vreeland. There were 205 checkouts of the book. 172 participated in the program with the author at the Novi Library.

## H. Annual Giving Campaign

- Mailings went out in November. Thus far 22 donors have given \$2925.00 to the campaign.

## I. United for Libraries state-wide login for Friends and Trustees

- The Library of Michigan has purchased a statewide membership for Friends and Library boards of all Michigan libraries. Membership includes access to Trustee training, and Friends resources.
- The FNDL Board was given information for online access to the United for Libraries' website.

J. Wish List

- The wish list is being developed.

VI. President's Report – Carol Oldenburg

A. MBB

- The lawsuit was dropped and a check has been received for the full amount of the money owed to us.
- Thank you to Joe Corriveau for his assistance with this legal process and also for donating the majority of his legal fees.

B. Donation process

- A thank you note from Judith Costigan was circulated at the meeting.

C. Nominating Committee

- Regina Mingela gave the report of the Nominating Committee. She presented the slate of nominees to the Board of Directors that will be voted on at the 2016 Annual Meeting. A question was raised regarding the term of the Directors and whether it was accurate, and should be staggered. Linda Schwelnus volunteered to check past terms and clarify.

VII. Old Business

A. Bylaws Review – Judy DeFrancesco

- Recommendations for terms of office for the President, Vice-president, Secretary, and Treasurer.
  - a. The President is elected for a 2- year term and can be re-elected for a second 2-year term.
  - b. The Vice-president will customarily succeed to the position of President subject to their election upon the end of the President's term or their resignation.

B. Used Book Sales – Carol Oldenburg

- Storage space for the Friends' used books will be provided by the Library to replace the former storage space in the Northville DPW shed. We recognize that this space is library "expansion space" and may be reclaimed in the future.
- Leadership for the Used Book Sales has been sought and two persons have expressed interest in leading the sales.
- Options for future used book sales were discussed. It was voted that we discontinue the spring Used Book Sale for the present. The plan is to begin increasing the hours the Book Cellar is open and better advertise expanded hours and ongoing used book sales. A campaign will begin to obtain additional volunteers to staff the Cellar.

VIII. Committee Reports

A. Membership – Regina Mingela

- We currently have 296 paid memberships.

B. Gift Store – Linda Schwelnus/Martha Nork

- The total income for November was \$2,968.73. This was our best sales month ever! The Gift Store should be able to make their budget commitment to the Friends by the end of the year and may even be able to give beyond their commitment.
  - Several new seasonal items from the Gift Store were presented.
- C. Gift Books – Claire Kreher
- Since October 15, 2015 we have received 4 gifts – one Memorial, one Honor, and two gifts, for a total of \$205.00.
  - We have added 53 books, 6 DVDs and 1 Blu-ray to the Library collection.
- D. Newsletter – Sandy Walts
- The next newsletter will be in March.
- E. Read to Me – Judy DeFrancesco
- There is no Storytime this month.
  - We are awaiting a new supply of bibs for the gift bags.
- F. Programs - Jim Morche
- The October 2015 “Sinking of the Edmund Fitzgerald” had 86 attendees, a new record!
  - “Twelfth Night” program had 146 registered and 132 attendees at the Community Center, also a new record. The Center has asked us to limit future registrations to 120, which is Fire Code. We will limit registrations to 132 based on our experience that there will be 10% “no shows”.
  - For 2016:
    - a. May 10 – Hubble Telescope, in the Carlo Room at 7 P.M.
    - b. Sept. 20 – Jesse Lee Mason and brother, playing Bluegrass Music, in the Carlo Room at 7 P.M.
    - c. Dec. 6 – Twelfth Night Singers, in the Community Center at 7 P.M.
  - Not yet scheduled:
    - a. Lori Ferat: “Pirates of the Great Lakes”
    - b. Picks & Sticks, featuring Morgan and Sherry Hume rather than the previous 4-member group.
    - c. November: Veteran’s Day Observance
- G. Public Relations – Chris Litka
- Five emails have been sent out.
  - PR for all our programs, although all submissions have not been published by the Northville Record.
- H. Used Book Operations – Carol Oldenburg
- Michael continues to be most helpful installing new computers for our scanning efforts.
  - Great cooperation and timely checks are being received from Look-at-a-Book.
  - Additional volunteers have been added to help with scanning operations.
- I. The meeting adjourned at 8:48 P.M.

The next meeting is January 21, 2016 at 7 P.M.

Respectfully submitted,  
Linda Bolam,  
Secretary

