



Board of Directors Meeting  
Thursday, May 19, 2016

Minutes

Members Present:

Martha Nork, Scott Frush, Deborah Stanifer, Linda Bolam, Carol Oldenburg, Judy DeFrancesco, Claire Kreher, Regina Mingela, Betty Kaiser, JoAnn Kissel, Doug Witt, Jim Morche, and Julie Herrin, Library Director

Members Absent:

Chris Litka, Linda Schwelnus, Sandy Walts

- I. Call to Order  
President, Martha Nork, called the meeting to order at 7:00 P.M.
- II. Approval of Agenda  
The agenda was APPROVED as presented.
- III. Approval of Meeting Minutes of April 21, 2016  
The minutes were APPROVED with minor corrections.
- IV. Library Director's Report – Julie Herrin
  - A. Statistics
    - Circulation was up 1.15%
    - Door Count was up
    - Use of our databases was up
    - Computer use and Wi-Fi- use is steady
  - B. Programs
    - As part of the planning survey the Board wants more programs away from the Library. It can be difficult using other equipment and depending on other personnel in off site venues.
    - The December 14<sup>th</sup> program will be held at the Northville Township Hall.
  - C. Personnel
    - We hired a new clerk, Jordan Taylor.

- Patricia is retiring after having many roles at the Library, where she is head of technical services.
  - D. Technology
    - We have a new firewall.
  - E. Planning
    - A contract has been signed with Kimberly Bolan and Associates for space study planning.
    - A nine-member committee of Library staff and Administration, Board and Friends will work with them.
    - Martha Nork and Deborah Stanifer are representing the Friends on the committee.
    - Planning will begin July 12 and end by January 31, 2017.
  - F. Facilities
    - The parking lot has been painted and new signs have been put up.
    - We looked at the second Goal for the Plan – Community Awareness
      - a. Non-user participation
      - b. Use of wider range of resources by current users
      - c. Work with the schools
      - d. 20<sup>th</sup> Anniversary Party – an invitation will be mailed to all households in the district.
  - G. Public Relations
    - The Library Newsletter is going out the last week of May.
    - The partnership with Village Workshop begins June 1<sup>st</sup>.
- V. President's Report – Martha Nork
- A. A meeting was held with Karen Fehl regarding the Friends Portal and revision of our membership application form.
    - Regina Mingela, Judy DeFrancesco, Deborah Stanifer, and Linda Bolam will help with the revision.
    - Assistance with graphic design and form layout may be sought from Sarah Milroy of the Library staff.
  - B. Friends' presence in the library "Welcome Packet" was discussed. The idea of a two-sided, half page was suggested. The Membership form would be on the back. The Board approved these suggestions.
  - C. Martha attended a Chamber of Commerce networking meeting on May 11<sup>th</sup> and promoted the Summer Reading Program.
    - They asked about Book Club Bags.
    - We were asked if FNDL were participating in the Heritage Festival, September 16-18<sup>th</sup>. This would require volunteers and an exciting goal for the participation.
  - D. Martha requested a volunteer to attend the Trustee meeting on May 26, 2016. Judy DeFrancesco will attend for Martha.
  - E. Scott Frush will chair the June meeting in Martha's absence.

VI. Treasurer's Report

- A. The treasurer's report was distributed and is attached to the minutes.
- We are doing well. Revenue increased the past two months as a result of membership dues.
  - Our Beginning Balance as of 4/1/16 was \$78,218.61. The Ending Balance as of 4/30/16 was \$80,926.20.

VII. Secretary's Report – Linda Bolam

- A. A Thank You note from Carol Oldenburg was read.

VIII. Committee Reports

A. Used Book Sales – Carol Oldenburg

- Vendor and Cellar sales were down slightly from the previous month. Cellar sales were down because we had a promotion sale in the cellar in March.. Cart sales were strong, with \$200.00 more sales than the previous month. Total sales for April were \$2,173.44, up 8% over last year.
- Martha Nork put a posting about the FNDL Book Cellar on Facebook and got the best response to any posting to date.

B. Membership – Regina Mingela

- We currently have 172 paid Memberships.

C. Gift Store – Martha Nork

- The total income for the month of April was \$1479.93.
- Total expenses, which include credit card fees, phone bill, and new merchandise purchases, were \$1468.16.
- Member Shopping Days at the beginning of the month were well attended. Sales were \$465.47 for the 4 days. In 2015, that total was \$245.82. E-mail blasts and Facebook advertising have been helpful.
- The Gift Store will participate in Downtown Development Sidewalk Sales, July 29<sup>th</sup> through July 30<sup>th</sup>. An outside location will be used if weather allows.

D. Newsletter – Sandy Walts

- No report.

E. Gift Books – Claire Kreher

- Since 4/21/16 no Gifts were received.
- Three books were added to the library collection.

F. Read to Me – Judy DeFrancesco

- Our program will restart in September.
- Judy will be checking on various ideas of replacement items to for the gift bags.

G. Programs – Jim Morche

- Programs for 2016:
  - a. May 10 – Jesse Lee Mason presented Hubble Telescope at 7 P.M. in the Community Center. 144 had registered for the program, although only 95 actually showed up,

possibly due to the rain and the fact that part of the program was to have been held outdoors. Nonetheless, audience response was very favorable and Jesse has been booked for two more solar system presentations in the next two years.

- b. Sept. 20 – Jesse Lee Mason and brother, Kelly Mason will present Bluegrass Music at 7 P.M. in the Carlo Room.
  - c. Oct. 4 – “Pirates of the Great Lakes” with presenter Lori Feret, at 7 P.M. in the Carlo Room.
  - d. Nov. 8 – “How Detroit won the War; the Willow Run Story”, presenter Randy Hotton, Board Member of the Yankee Air Museum. Program is at 7 P.M. in the Carlo Room.
  - e. Nov. 22 – Picks & Sticks and Friends, at 7 P.M. in the Carlo Room.
  - f. Dec. 6 – 12<sup>th</sup> Night Singers, at 7 P.M. in the Community Center.
- Programs for 2017:
    - a. “Rosie the Riveter”, about the women who worked in the factories during World War II. At the Community Center, date to be set.
    - b. “The Planets”, presentation by Jesse Lee Mason. At the Community Center, date to be set.
    - c. Silver Strings Dulcimer Concert, in the Carlo Room. Date to be set.
    - d. 12<sup>th</sup> Night Singers, in the Community Center. Date to be set.
  - Programs for 2018:
    - a. “The Big Bang Theory”, presentation by Jesse Lee Mason. In the Community Center, date to be set.
    - b. 12<sup>th</sup> Night concert, in the Community Center. Date to be set.

H. Publicity – Chris Litka

- No report.
- Great email blasts have been going out!

The meeting was adjourned at 7:55 P.M.

Scott Frush will chair the next meeting, June 16, at 7 P.M.

Respectfully submitted,

Linda Bolam, Secretary



