



Board of Directors Meeting
Thursday, June 19, 2016

Minutes

Members Present:

Scott Frush, Deborah Stanifer, Linda Bolam, Judy DeFrancesco, Chris Litka, Regina Mingela, Linda Schwelnus, Sandy Walts, JoAnn Kissel, Jim Morche, and Julie Herrin, Library Director

Members Absent:

Martha Nork, Claire Kreher, Carol Oldenburg, Betty Kaiser, Doug Witt

- I. Call to Order
Vice-President, Scott Frush, 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 May 19, 2016
The minutes were APPROVED with minor correction. Under item IV, E, last point, date should be 2017
- IV. Library Director's Report – Julie Herrin
 - A. Statistics
 - Circulation and Door Count are up from last year.
 - Database use and computer use are down.
 - WiFi and Meeting Room use are steady.
 - B. Summer Reading begins June 17th.
 - Theme is “On Your Mark, Get Set, Read”.
 - Very grateful for Friends help for registration.
 - Youth/Teen program is the same as last year.
 - Adult change in prizes: 1 and 2 small gifts, 3 coffee cards, grand prize is \$50 gift certificate to Next Chapter.
 - C. Staff
 - Patricia Garavagiolia is retiring June 24th.
 - Lynne Hirschelman is also retiring on August 26th after 27 years.

- Hiring Maureen Simari who has worked in Novi and at Schoolcraft Community College.

D. Facilities

- American Flag – The Library has never had a flag in the meeting room. A flag was requested, approved, and purchased, and will be placed next to the fireplace.
- Reupholstery – Hopefully the chair reupholstery will be completed in time for the Anniversary Celebration.

E. Library Board of Trustees Election

- Three incumbents are up for election to the Board of Trustees: Joseph Corriveau, James Morche, and Robert Sochacki.
- Anyone wishing to run for Trustee position must file a petition by July 21. Forty (40) signatures must be on separate petition forms for Northville, Northville Township, and Oakland Co. In lieu of signatures, a candidate may pay \$100 to Wayne County.

F. Public Relations

- Sunday, October 16th, is the Library 20th Anniversary Celebration. Suggest that Friends have a table for membership promotion. Entertainment is planned. Chris Litka is working on food.
- August 3rd is the Volunteer Recognition Party. Lists of names and addresses for invitations are needed by June 27th.
- September 16th the Library staff will be marching in the Heritage Festival in Victorian dress. All Friends board members are invited to participate.
- The September Newsletter deadline is July 27th.
- Kroger Program explained.

V. Vice-President's Report – Scott Frush

- A. Scott is working on the Friends calendar and it will be ready by the September meeting.

VI. Treasurer's Report – Deborah Stanifer

- A. Copies of the report were distributed. The May report shows a beginning balance of \$80,926.20. The ending balance as of 5/31/16 was \$81,976.90.

VII. Secretary's Report – Linda Bolam

- A. No report.

VIII. Committee Reports

A. Used Book Sales – read by Scott Frush for Carol Oldenburg

- Vendor sales were down slightly from the previous month.
- Cart and Cellar sales were strong for the month.
- Total sales were \$2,318.84, 7% increase from last month, and 30% over the same month last year.

- B. Membership – Regina Mingela
 - Seventy-four (74) second request/reminders to renew have been sent out. Twenty-four (24) have been received in response.
 - Other sources of memberships this month are: store – 1, Program – 1, other – 1.
 - Total memberships are 204.
- C. Gift Store – Linda Schwelnus
 - From March 1st to May 31st, the Gift Store had an income of \$4,020.39, and expenses of \$3,059.06.
 - The Friends Gift Store will participate in Sidewalk Sales, July 29th and 30th.
- D. Gift Books – Claire Kreher
 - One Gift was received this month. Two new books were added to the Library collection.
- E. Newsletter - Sandy Walts
 - Sandy suggested that the Newsletter be delayed until August. This will allow for more information and publicity on upcoming fall events.
 - Sandy will send out an email regarding the deadline for August.
- F. Programs – Jim Morche
 - The November 8th program, “How Detroit won the War: the Willow Run Story”, will be moved to November 10th due to conflict with Election Day on the 8th.
- G. Public Relations – Chris Litka
 - The Library 20th Anniversary Celebration is October 16th from 2-4:30 P.M.
 - Prizes - the library will supply several small prizes. It was suggested that an iPad be the Grand Prize that Friends would donate. Discussion followed with concerns expressed. Suggestion to the Planning Committee was made and voted on that Friends donate a \$500 gift certificate (VISA).
 - Volunteers will work from 2-4:30 P.M. Regina Mingela, JoAnnKissel, Judy DeFrancesco, Linda Schwelnus, and Deborah Stanifer volunteered.
 - A visual timeline (going back to the 1800”s) will be created for the Library. It was suggested that a similar visual timeline be created about the Friends.
 - a. We will inquire what colors are being used.
 - b. Joe Oldenburg to be contacted regarding Friends archives.
 - Jim Morche urged the Friends to display their list of the more than \$600,000 in gifts to the Library in the Friends alcove.

VII. Old Business - none

IX. New Business – none

The meeting was adjourned at 7:42 P.M.
The next meeting will be September 15, 2016.

Respectfully submitted,

Linda Bolam, Secretary

