



Board of Directors Meeting  
Thursday, December 8, 2016

Minutes

Members Present:

Martha Nork, Linda Bolam, Carol Oldenburg, Judy DeFrancesco, Claire Kreher, Chris Litka, Regina Mingela, Linda Schwelnus, Sandy Walts, Betty Kaiser, Jim Morche, and Julie Herrin, Library Director

Members Absent:

Doug Witt, Deborah Stanifer, Scott Frush, JoAnn Kissel

Guests:

Marilyn Randall, Mike DeFrancesco

I. Call to Order

President, Martha Nork, called the meeting to order at 7:02 P.M.

II. Approval of Agenda

The agenda was APPROVED as presented.

III. Approval of Meeting Minutes of October 20, 2016

The minutes were APPROVED as submitted.

IV. Library Director's Report – Julie Herrin

A. Statistics

- All statistical measures are down, except for high demand meeting and study rooms.
- The Express computer was taken down because it was used only 27 minutes in one month.
- More computers will be taken down as demand diminishes, making room for new technology and low vision equipment. Patrons are bringing their own equipment and looking for places to sit and use it.

B. Programs

- Youth – 18 programs held with a total 429 attendees.
- Adult – 15 programs held with total of 255 attendees.

- The movie night at Township Hall had 50 attendees. Problems encountered included lack of DVD player, and an image burned into the camera lens.
  - The December 15 Planet D Nonet Jazz concert was also held at Northville Township Hall.
  - The 2016 Community Reads Event with author and film was presented thanks to Friends' generous donation, and had 216 attendees.
  - Teen – Battle of the Books will be March 15, 2017.
- C. Facility
- New chairs arrive on December 9, 2016. We are selling the old chairs to Jackson prison for \$5 a chair. We are keeping about 10 of the old chairs.
- D. Finances
- November 30 is the end of our fiscal year. We are pulling together year-end numbers and have the audit scheduled for January 4, 2017.
- E. Collections
- One of the things that the planning process made clear is that we have too many physical items, mainly books.
  - We have known for a while that our shelves are full and some collections, like DVD's have no room and items remain on carts.
  - Other collections have many books that have not been used in 2 or 3 years, and we cannot afford to keep these on the shelves. Room is needed for new books, AV items, new technology, and areas for people to meet and study.
- F. Public Relations
- The Newsletter went out last week. Publication is now being done in house.
  - We continue to meet at least quarterly with Sandra Brock, Director of Instructional Programs and Service, Northville Public Schools.
  - A suggestion was made to put notification of movie showings on Facebook just prior to the event.
- V. President's Report – Martha Nork
- A. The letter from Julie Herrin thanking the Friends for their contributions to the Anniversary Party was shared.
- B. Highlights from the FOML (Friends of Michigan Library) November 9<sup>th</sup> conference in Tecumseh were shared.
- Fundraising ideas – Terri Lynn nuts for sale around holidays, "Rally to Read" golf outing, Gift baskets with raffle tickets.
  - Volunteer of the Year – recognize the work of a Friends volunteer annually.
  - Used books ideas – give out coupon for bag of books to patrons getting a new library card, give out coupon for used books at programs.
  - Tour of the newly renovated Tecumseh Used Book store. A monthly Saturday sale held in this space. Martha called the Used Book manager. They reportedly make about \$10-12,000 a year on used book sales.

Also have a few shelves by the front door, but nothing valuable because of theft.

- C. The nominating committee, composed of Linda Schwelnus, Sandy Walts and Claire Kreher, will determine the open board positions and obtain candidates for those positions. The ballot will be presented for voting at the Annual meeting in March.
- D. Martha Nork proposed a book donation in memory of Margaret Eminger's husband, Gordon, who passed away in September. Margaret was a long-time Friends store volunteer and manager of the Used Book Cellar. The proposal was accepted and PASSED by the Board.
- E. Chris Litka suggested we consider ideas presented by Martha from the FOML conference.

VI. Treasurer's Report – Deborah Stanifer (report submitted)

- A. As of November 30, 2016 we have a balance of \$51,480.92. Certificates of Deposit for \$10,000 were purchased at Community Federal Credit Union on 8/21/2016, 9/20/2016, and 10/22/16.
- B. Correction to Library Wish List regarding purchase of meeting room chairs – cost amended to \$9463.00.
- C. The Treasurer's Report was APPROVED as amended.
- D. Presentation of Proposed FNDL Budget for 1/1/17 – 12/31/17
  - o Discussion of 2017 Library Wish List
    - a. All annual requests were APPROVED.
    - b. The Special Request for new furniture for new meeting rooms was put on hold until plans for library revisions are finalized.
    - c. A motion was made to approve the 2016-17 Budget; with the exception of the \$25,000 "one time only" supported programs. The motion was APPROVED.

VII. Committee Reports

A. Programs – Jim Morche

- o The November 10<sup>th</sup> program, "How Detroit Won the War; the Willow Run Story", had 87 registered, with 74 attendees. A book was purchased for the library with Friends funds and then donated.
- o On November 22<sup>nd</sup> there were 88 registered for "Pick & Sticks", only 44 attended.
- o Final program on December 6<sup>th</sup> was 12<sup>th</sup> Night Singers.
- o Planned programs for 2017:
  - a. Our Splendorous Solar System with Jessie Lee Mason, at the Community Center.
  - b. Prohibition in Detroit with Joe Oldenburg.
  - c. Picks & Sticks, with Community Center as co-sponsor.
  - d. 12<sup>th</sup> Night Singers.

B. Public Relations – Chris Litka

- o Email blasts were sent out regarding the Kroger Rewards program. A banner on the Library website will explain the registration process.

- An Email blast was also sent to thank local businesses for their support of the Friends.
- C. Used Book Operations – Carol Oldenburg
- Total November Sales were \$1225.08 from Carts and Cellar, and \$203.00 from Annie’s Books in Manistee, for a total of \$1428.08. The Look-at-a-Book check was delayed due to the Thanksgiving Holiday, so was not received until December 1 (deposited 12/5/16).
  - Comparing just cart and Cellar sales and last year sales, we are up 8%. Comparing total sales against last year’s total sales would not be a true comparison since last years figures included the repayment of \$1,966.41 by Mission Based Books.
  - Donations continue to increase and recycle continues to be a challenge. We have added a ‘free book’ cart. Also starting to send books to the jail again. There has been an increase in donations from the library as well as recycles.
  - Joe Oldenburg will resume running of used book sales when Carol has surgery.
- D. Membership – Regina Mingela
- Deborah Stanifer, Regina Mingela, Linda Bolam, Judy DeFrancesco, and Doug Witt attended the November Membership meeting.
  - We currently have 236 members. Two joined just to shop the Friends’ Only Sale, one from Oakland, MI.
  - New members will be getting a coupon for a bag of books along with their membership card.
  - Discussion regarding the dates for the membership drive and the membership year. Decision to change the FNDL membership date to May. The Friends of Maybury gave up the May display case, which is their Membership Month, to the Friends. The publication of the Newsletter will need to be adjusted to coincide with the membership drive in May.
  - A question arose regarding the status of a volunteer who isn’t a Friends member. It was decided to let them work if they wish.
- E. Gift Store – Linda Schwelnus
- November has been the best month of the year so far with an income of \$2,550.17. Expenses were \$2,891.12. We had the best ever Member Shopping Days.
  - If the Gift Store is closed it will impact the (1) leased credit card machine with the chip reader, and (2) insurance on the Gift Store.
- F. Newsletter – Sandy Walts
- The next issue of the newsletter will be out in April.
- G. Gift Books – Claire Kreher
- Since 10/20/16 we have had one gift – Memorial, for \$25. We have added two books.
- H. Read to Me – Judy DeFrancesco
- Judy is looking for someone to work with her and eventually take over the program. The program is now ten years old.

- There are many new attendees at every meeting, some from out of the district. Numbers range from 30-50 attendees.

VIII. New Business

- A. A Festival of Trees at the Community Center. Participation to be considered later in the year. Betty Kaiser is interested in chairing the event for Friends.
- B. Annual Meeting: Anne Mannisto had been proposed as a speaker for our annual meeting in March. After some discussion, the Board decided to hold our annual meeting in March with our previously used format. It was decided to retain Anne Mannisto as a speaker on the history of the Northville Library as previously suggested, but at a different time when more volunteers would be available for planning and preparation.

Meeting adjourned at 8:45 P.M.

Next meeting is January 19,2017 at 7 P.M.

Respectfully submitted,  
Linda Bolam  
Secretary