



Board of Directors Meeting  
Thursday, February 16, 2017

Minutes

Members Present:

Martha Nork, Scott Frush, Linda Bolam, Carol Oldenburg, Judy DeFrancesco, Claire Kreher, Doug Witt, Linda Schwelnus, Sandy Walts, Anne Mannisto, Assistant Director of Library, and Julie Herrin, Library Director

Members Absent:

Deborah Stanifer, Regina Mingela, Betty Kaiser, JoAnn Kissel, and Jim Morche

Guests: Joe Oldenburg, Mike DeFrancesco, and Jennifer Gustafson

- 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 December 8, 2016  
The minutes were APPROVED as submitted.
- IV. Library Director's Report - Julie Herrin
  - A. Special Report: Library Board of Directors
    - o The Library Board of Trustees had a Special Board Meeting on February 4, 2017. We talked about space planning issues and the need for more room for the Library. They decided that the area where the Friends book carts reside is needed for the expansion of the Library collections. They voted on a motion that Friends book carts be moved from any public space and located in either the Friends space now used for the Gift Store or in the Book Cellar downstairs. They asked me to tell you that they strongly recommend that the current Gift Store be used as a bookstore. They also asked me to remind you that the Library expansion space currently housing the Book Cellar is going to be used sometime in the future.

- The Board decided to pursue the expansion under the overhang into Library space. They asked a local architect to quote a price for producing drawings for this 20' X 40' area that can be taken to the city prior to going out for bid for a contractor.
- They also decided to have Chris DeBear of Library Design draw up plans to remove the wall and design a space for new items in the area between the stair railing (where the book carts are currently) and the back wall (where the paperbacks are currently).
- He was also asked to redesign the area near the fireplace and behind the Information desk with smaller furniture to make more room for soft seating and tables for the public.

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V. Presidents Report – Martha Nork

- A. The January Friends Board meeting was cancelled due to lack of attendance.
- B. President, Martha Nork, attended the Library Trustee's meeting on January 26<sup>th</sup> and presented our income and donations to the Library for 2016.
- C. Martha Nork, Deborah Stanifer, Judy DeFrancesco, Joe and Carol Oldenburg attended a library space-planning workshop on January 7<sup>th</sup>.
- D. Annual Reports are due. Several have already been turned in.
- E. The Northville Business Showcase, Saturday, March 18<sup>th</sup>, is from 11 AM to 2 PM. Do we want to attend? We did not attend in 2016.
  - Titled "Simply Northville", it will cost \$100.00 to participate. It will be held in the Northville High School cafeteria. We will need a table skirt and our large banner.
  - There is interest in participating. Scott Frush volunteered to carry books over for us. Judy DeFrancesco, Linda Schwelnus, Claire Kreher and Doug Witt are willing to work that day.
- F. Martha has attended several Chamber of Commerce "Rise and Shine" gatherings to hand out Friends brochures and talk about our programs, such as the Summer Reading Program and Battle of the Books. The next meeting is Wednesday, March 8<sup>th</sup> from 8 to 9 AM. Doug Witt volunteered to attend for the Friends that day.
- G. The upcoming Battle of the Books is March 15<sup>th</sup> at Northville High School, at 6 PM. All are invited to attend this program sponsored by the FNDL.
- H. Martha showed us a possible fundraiser idea. It is a t-shirt inside of a book cover that could be printed with Friends' logo or another idea related to Friends. A description of the promotion was presented along with the sample. Martha would like a leader for this if we decide to take on a fundraiser.

VI. Treasurer's Report – submitted by Deborah Stanifer

- A. Revenues/Expenditures: March 1-December 31, 2016 (see attached report for details)
  - Beginning CFCU Account Balance was \$51,480.92
  - Ending Balance was \$37,017.24
  - The report was APPROVED.
- B. Report for January 1-31, 2017 (see attached report for details)

- Beginning CFCU Account Balance was 37,017.24
  - Ending Balance was \$38,810.37.
  - Total Expenditures included \$184.45 for transport of unwanted books to recycling, and \$470.00 for postage purchase.
  - A \$1,000.00 General Donation was received.
  - The report was APPROVED.
  - C. Proposed Budget for January 1, 2017 – December 31,2017
    - The submitted budget was reviewed and APPROVED.
- VII. Committee Reports
- A. Read to Me – Judy DeFrancesco
    - There was a very large turnout in January, with 15-18 bags given out.
    - February we had to cancel due to illness of staff.
    - Our program has received many “thank you” notes.
  - B. Programs – Jim Morche (absent)
    - a. The Friends have scheduled six programs for 2017. The first two are: May 2 – Splendiferous Solar System, with Jessie Lee Mason. This program will be in the Senior Center.
    - b. June 6 – Prohibition in Detroit, with Joe Oldenburg. This program will be in the Library.
  - C. Development Committee – Scott Frush
    - There have been no scheduled meetings of the committee.
  - D. Used Book Operations – Carol Oldenburg
    - January Sales: Cart sales were \$683.25; Cellar sales were \$526.50, for total sales of \$1,209.75. The vendor check was \$691.35. Grand total sales were \$1,901.10. Sales were 26% down from January 2016 sales.
    - LAAB (Marketplace Commission):
      - a. We have been notified by LAAB that Amazon is making significant pricing changes. They are raising their basic sales charges. Probably within 5-6 weeks we should have additional information. There is the potential that the combined costs could double on a per book basis. This will impact our earnings from LAAB. This impacts everyone that is selling used books and may result in decreased sales revenue.
    - Future Plans:
      - a. Used Book Carts are going away. All used book sales will be out of the Book Cellar. Our hope is to renovate the Cellar to make the room more pleasant and user friendly (paint, better lighting, standard bookshelves, etc.) We are also hoping to increase the number of days/hours the Cellar is open.
      - b. We are working to increase the number of volunteers working with the used book operations and also staffing the Cellar. If any of the Board members would like to volunteer or know of anyone who might be interested in volunteering 2-3 hours per week, please approach them and ask them to contact me via email. We are starting an advertising campaign to solicit

volunteers with posters, newsletters, Northville Record and Library website.

E. Membership

- We currently have 237 members.
- The Library Newsletter will have information on our Friends May membership drive and the coupon for a free bag of books being offered with a new or renewal of membership.
- Approximately 19,000 Library cardholders are potential new members.

F. Gift Store – Linda Schwelnus

- December was our best month of the year with \$2,550.17 in total sales.
- We were able to give \$1,000.00 more than anticipated to the Friends, for a total of \$4,500 for the 10-month fiscal year.
- January has also been a good month with \$645.00 in profit for the month.

G. Newsletter – Sandy Walts

- The next Newsletter will be out in April. Deadlines will be announced at the next meeting.

H. Gift Books – Claire Kreher

- Since 12/8/16 we have received 7 Gifts: 6 Memorial, 1 Gift, for total donations of \$420.
- We have been able to add 13 books, 2 CDs and 1 DVD to the Library collection.

There was no old or new business to discuss.  
The meeting was adjourned.

Our next FNDL Board meeting will be on Thursday, March 16, 2017.

Respectfully submitted,

Linda Bolam  
Secretary

