



Board of Directors Meeting  
Thursday, April 20, 2017

Minutes

Members Present:

Martha Nork, Scott Frush, Deborah Stanifer, Linda Bolam, Carol Oldenburg, Claire Kreher, Regina Mingela, Chris Litka, Sandy Walts, Betty Kaiser, Doug Witt, Jennifer Gustafson, Anne Mannisto, Assistant Library Director, and Julie Herrin, Library Director

Members Absent: Judy DeFrancesco, Linda Schwelnus, and Jim Morche

Guests: Marilynn Randall and Carol Murray

- I. Call to Order
  - A. President, Martha Nork, called the meeting to order at 7:01 P.M.
- II. Approval of Agenda
  - A. The agenda was APPROVED as presented.
- III. Approval of Meeting Minutes of April 21, 2016
  - A. The minutes were APPROVED.
  - B. Linda Bolam read a Thank You from Lindsey Butzin of the Northville Chamber of Commerce.
- IV. Library Director's Report: Julie Herrin
  - A. Statistics
    - Circulation is down 3.5%
    - Downloading is up by 4%
    - The door count is up by 2%
  - B. Programs
    - The film, "A Man Called Ove" had 70 attendees at daytime showing and 85 at the evening show.
    - The new Books and Brews program at the Wagon Wheel had 21 attend. The next program is scheduled for June.
  - C. Board of Trustees
    - Deborah Stanifer was named to replace Paul Snyder's position on the Board.
    - A party for Paul Snyder will be held Thursday, April 27 at 6:30 PM before the Board of Directors meeting in the Carlo Meeting Room.
  - D. Planning

- The architect showed two concepts to the Board and one was chosen for further study. The plan added two study rooms and a small meeting room.
- Library Design came out and reviewed changes to the main floor and to the lower level. The plan is to remove the wall between the elevator and stairs where the library catalogs are. This will be the new material area and possible where recently returned DVD's will go. In the fireplace area we hope to replace the three-person sofas with loveseats, put in smaller tables and add some tables and chairs.
- The Historical Commission and the Planning Commission must approve plans before the project can move forward. A bid would then be sent out for Contractors.

E. Services

- Mobile hot spots are ready for circulation for 3-week periods. It allows you to take the Internet anywhere there is a Sprint tower.
- Hoopla, a new service that has audio books, e-books, music and movies, will be added in June.

F. Staff

- Anne Mannisto celebrated her 20<sup>th</sup> year at NDL.
- Shawn DeNooyer, a new circulation clerk, was hired to take Terry's place when she retires the end of May.

G. Summer Reading Program

- Names of the Friends business members for the book bags are needed as soon as possible. (Regina Mingela is already working on the names. The first batch of names has already been given to Roz Fink.)

V. Presidents Report: Martha Nork

- Martha Nork and Deborah Stanifer attended the FOML workshop at Bloomfield Township Public Library on March 23<sup>rd</sup>. Highlights: Randy Riley, State Librarian from the Library of Michigan, reinforced the role of Friends as the public face of the library. He said that we should be more than, "used book sellers" and work to help promote the library as a community center, and dispel the myth that it is just a "book warehouse". We should emphasize the many opportunities and programs at the library. We also learned that we are not alone in the problem with disposing of unusable books.
- A handout was received from the speaker who discussed making programs the best they can be and getting rid of programs/functions that aren't working.

VI. Treasurer's Report: Deborah Stanifer

- A. Our beginning balance 3/1/2017 was \$40,866.99: the ending balance on 3/31/2017 was \$43,285.91. Income continues to come primarily from used book sales. Membership dues are currently lagging. No donations to the library have been made thus far this year although many on the Wish List are anticipated.

B. The Treasurer's Report was APPROVED as submitted.

VII. Committee Reports

A. Gift Books - Claire Kreher

- Since March 2017 we have received three gifts, two Memorials and one Honor, for a total of \$100.
- Ten new books have been added to the library collection.

B. Programs - Martha Nork for Jim Morche

- "The Splendiferous Solar System" will be presented on May 2, 2017, at 7 PM at the Community Center.
- Martha suggested we have a Friend attend the presentation, stand by the door, hand out copies of the Newsletter, and thank people for coming.

C. Public Relations - Chris Litka

- An email has been sent out on "The Splendiferous Solar System".
- The Friends sign for use at various programs is located in the black trash bag on top of the file cabinets in the boiler room.
- Emails will be sent out regarding Friends May Membership Month. Chris will also contact the Chamber of Commerce regarding a notice for their bulletin about Friends Membership Month.

D. Used Book Operations-Carol Oldenburg

- Our March sales were: Carts - \$790.94, the Book Cellar - \$590.50, for Total sales of \$1,381.44.  
Vendor sales were \$879.39, for an increase of 9% from last year.  
Grand Total Sales were \$2,260.83.

Scanning Computers- All new computers, monitors, scanners, and keyboards were received and installed. There were no problems with loading the vendor scanning software. We appreciate Michael's help with obtaining and installing the equipment.

Additional opening of the Cellar announced, beginning April 6<sup>th</sup>. Slow start until patrons realize additional day is available.

E. Membership - Regina Mingela

- The Village Workshop continues to offer discounts to library cardholders. Do we want to offer them Honorary Membership again? The board voted "yes" to this question.
- It was questioned if we should send a free \$5 book coupon to Lifetime Friends members. After a brief discussion, the board voted "yes".
- Regina asked if the Friends would want to recruit new memberships inside the Kroger lobby? We would need a date, table, chairs, and volunteers. No decision was made. Regina will get a date and follow up with volunteers.
- A "thank you" to Chris Litka and Linda Schwelnus for attending our display case planning meeting, and to Sandy for taking on the printing

chore. Our theme is "Friends – Best Buds of the Library". The display case will highlight programs and fundraisers. Please make a note of the tentative date to put up the display case as Sunday, April 30, at 1:00 pm. We need help. Take down will be Tuesday, May 30<sup>th</sup>.

- September is Library Sign-up Month. Dorrie has invited the Friends to include literature, coupon, whatever we'd like, to insert into 125 Read Bags that will be handed out to new cardholders. The deadline is July 1<sup>st</sup>. It was decided to include the Friends new brochure and Book Cellar bookmarks in the bag.
- F. Gift Store – Martha Nork for Linda Schwelnus
  - Income was \$928.96 for the month of March. Minus our expenses, the balance on 3/31/17 was \$670.56.
  - Members Shopping Days will be May 5 – 7.
- G. Newsletter – Sandy Walts
  - The new publication schedule for the newsletter will be May, September, and January.

#### VIII. New Business

- A. October 15<sup>th</sup> event (formerly Sundaes on Sunday)– We have a room reserved from 12:45 to 4:00 PM. We need a committee to work on this. Jennifer volunteered to head the committee. Regina Mingela, Chris Litka, and Linda Bolam will also join the committee..
  - It was noted that there was a decline in attendance this past year. We have considered changing from the ice cream theme to cider and donuts. Perhaps we can highlight some activity, e.g. a scavenger hunt, and have the Book Cellar open that afternoon.
- B. Chris Litka suggested we develop a presentation regarding Friends and library programs, and also resources that could be used when going out to groups in the community for public relations. Emphasis should be on younger families and the business community.

#### IX. Announcements

- A. Jennifer Gustafson informed us that the Northville Schools Media Specialist, Shannon Torres, won a 2-year grant through IMLS to study new leadership ideas.
- B. Julie Herrin reminded us that the annual Library Volunteer Appreciation Evening with desserts is set for Wednesday, August 16<sup>th</sup>.

The meeting was adjourned at 8:01 PM.

The next meeting is May 18, 2017 at 7 PM.

Respectfully submitted,

Linda Bolam, Secretary