



Board of Directors Meeting  
Thursday, May 18, 2017

Minutes

Members Present:

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

Members Absent:

Linda Schwelnus, Jennifer Gustafson

Guest: Marilyn Randall

- 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 20, 2017  
The minutes were APPROVED.
- IV. Library Director's Report – Julie Herrin
  - A. Statistics
    - Circulation is down 0.28%, the smallest monthly drop in a year.
    - Everything else is down, even downloading.
      - a. Tumblebooks usage is way down. Judy DeFrancesco volunteered to talk about the program at the next “Read to Me” session.
      - b. Our number of programs has increased, with 13 adult programs in April.
      - c. Zinio, Freegal, Overdrive, and BrainFuse usage is up.
      - d. Database searching is up, with a huge increase in Heritage Quest.
  - B. Staff

- Joan Hennessey, our Technical Services clerk has retired after 19 years, at 85 years of age. We are taking applications for the successor.
- Terry Snead is also retiring.
- A facility assistant was hired for the 4-7 PM period as an adjunct for maintenance and will also be setting up rooms for meetings. His name is Colin.
- Anne Mannisto and Julie Herrin attended a webinar on Human Resources, including hiring and wages, comp time, exempt and nonexempt employees.
- Sarah Milroy and Julie Herrin attended a webinar on Hoopla.
- Michael attended a conference at the Ann Arbor Public Library.

#### C. Services

- The Library Cooperative has chosen a new online system for circulation, cataloging and the patron catalog.
  - a. It is from the Library Corporation and is called CARL and will be the new software replacing “Enterprise”. It should have increased user friendliness.
  - b. Transferring all item data and patron data to the new system, plus training, will be completed by Spring 2018.

#### D. Summer Activities

- The library will have the Michigan Activity Pass (MAP) offering some free passes and some discounts by May 24. It is available online.
- Summer Reading Program registration starts June 16. The theme is “Build a Better World.”

#### E. Collections

- The Music CDs have been moved downstairs.
- Reference has shrunk, taking up fewer shelves.
- DVDs have expanded to make room on the shelves.

#### F. Planning

- The Library Board conditionally approved Ron Cieslak of Merritt Cieslak Designs to continue with the building process, depending on the approval of a formal contract.
- This includes presenting the design to the Northville Historical Commission and the Planning Commission.
- He will do the construction drawings, the bidding process, and the construction administrative services.
- Chris DeBear of Library Design presented a design for the upper story renovation.
- Julie requested a list of Friends volunteers.

### V. President’s Report – Martha Nork

- A. Thank you extended to the library staff for notice on the library calendar and the Web page to support Friends Membership Month.
- B. Our Facebook presence has been maintained for the last several years, focusing on the Gift Store. Our title has been changed to “Friends of the

Northville District Library". The Library's website will include information on Gift Books – their title, honoree, donor, and brief synopsis.

- C. Martha Nork took a tour of the Canton Library, looking at their Used Book set-up including a deposit area the back of the building.

VI. Treasurer's Report – Deborah Stanifer

- A. Our account beginning balance was \$43,285.91. The ending balance 4/30/2017 was \$54,470.68.
- B. This month's income is up due to an increase in Membership Dues. Thank you Regina for your efforts on this.
- C. We were surprised to be named recipient of \$3,000 from the Kathleen Mitchell Trust. AT & T also made a financial gift of \$240.00. Deborah will write an article regarding these kind gifts.
- D. The Treasurer's Report was APPROVED.

VII. Committee Reports

A. Newsletter – Sandy Walts

- Our next edition of the Newsletter will be in August. An email will be sent out regarding articles.

B. Gift Books – Claire Kreher

- Since April 20<sup>th</sup> we have received one Gift, a Memorial for \$25.00.
- Six books have been added to the library collection.

C. Read to Me – Judy DeFrancesco

- Chris Litka attended the most recent meeting of Storytime with Judy DeFrancesco.
- The next group will be held in September.

D. Programs – Jim Morche

- We had 89 registered for "The Splendiferous Solar System.
- Joe Oldenburg will speak on "Prohibition in Detroit" on June 6<sup>th</sup>. More publicity is needed for this program.
- "Bob-lo Then and Now" is scheduled for October 10<sup>th</sup>.
- Future programs include "Rosie the Riveter", and the 12<sup>th</sup> Night Singers on December 6<sup>th</sup>.
- Idea for 2018: The War Dog Memorial.
- Martha Nork and Betty Kaiser had a FNDL Membership table set up at the last program..

E. Publicity – Chris Litka

- Emails have been sent out to publicize Member Shopping Days, Amazon Smiles, and Prohibition in Detroit.
- Doug Witt attended the Chamber of Commerce meeting at the Red Dot coffee house this month.

F. Development Committee – Scott Frush

- No meetings to report.

G. Membership – Regina Mingela

- We are pleased with the recent increase in Memberships to our current total of 161.
- On Saturday, May 20<sup>th</sup>, at 11 AM, the FNDL will have a Membership table set up at Kroger's on Center Street. Regina Mingela, Betty Kaiser, and Jennifer Gustafson will be at the table.

H. Gift Store – Martha Nork (for Linda Schwelnus)

- We had sales of \$672.69 for Members Shopping Days, an increase from last year. Sales were the best ever for this event.

I. Used Book Operations – Carol Oldenburg

- Donations:
  - a. Donations have been down for a few weeks.
- Volunteers are needed, especially in the summertime, to accommodate vacations.
- The volunteers in the Cellar will be donating to the Gift Book Program in memory of Marvin Fink.
- April Sales:

a. Carts	\$	795.32	
Cellar	\$	788.00	
Total	\$	1,583.32	
Vendor	\$	1,078.53	(+46% LY)
Grand Total	\$	2,661.85	(+23% LY)

VIII. New Business

A. Memorial for Marvin Fink

- A \$50.00 donation will be used to Plant-a-Tree in Israel through Shiva.com. Deborah Stanifer will follow up on a check for this donation.

B. A “Sundaes on Sunday” type of program will be headed up by Jennifer Gustafson with assistance from Carol Murray. The theme and focus to be determined.

The meeting was adjourned at 8:00 PM.

The next meeting is June 15 at 7 PM.

Respectfully submitted,

Linda Bolam  
Secretary

