



Board of Directors Meeting  
Thursday, December 14, 2017

Minutes

Members Present:

Martha Nork, Scott Frush, Linda Bolam, Judy DeFrancesco, Claire Kreher, Regina Mingela, Will Bastien, Linda Bastien, Chris Litka, Betty Kaiser, Carol Murray, Denise Stacer, Jim Morche, Julie Herrin, Library Director, and Anne Mannisto, Assistant Library Director

Members Absent: Jennifer Gustafson, Linda Schwelnus

- 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. Review and Approval of Minutes  
The minutes of October 19, 2017 were reviewed and APPROVED.
- IV. President's Report – Martha Nork
  - A. I have appointed two new people to serve as Members-at-Large on the Friends Board: Denise Stacer and Carol Murray.
  - B. Our past Treasurer, Doug Witt, moved away in October, leaving the Treasurer position open. After consideration, Scott Frush expressed willingness and interest. Our By-laws require a vote for a position that becomes open mid-term, so I sent an email to the Friends Board members on October 31<sup>st</sup>, nominating Scott for the Treasurer's position. Ten votes in favor of the nomination were received via email, making this a unanimous vote. The baton (box of files and flash drive) was passed. Thank you to Denise Stacer and Deborah Stanifer for sharing their knowledge of our financial systems with Scott.
  - C. The President normally asks three members of the Board to serve on the nominating committee. Voting for Board positions will take place at our Annual meeting in March. Because I am unsure of positions that will be open, I am asking for interest in serving on this committee. Interest can be expressed at this meeting or let me know of your interest.

- V. Library Director's Report – Julie Herrin
- A. The library's technical staff set up the Christmas Luncheon. It was a lovely day for everyone.
  - B. Statistics
    - Our circulation is down in all areas.
    - 415 participants attended the History of Northville series given by Mr. Bruce Turnbull.
  - C. Facilities
    - We have a new facilities manager.
    - Today is the first day for the new snow removal service, Green Paradise Landscaping.
    - The Library renovation is complete. A new display cabinet and end tables are in place, and a tree fashioned from books decorates the fireplace reading area.
    - Bids are now in for the proposed Library addition.
  - D. Endowment
    - The Library Endowment has reached a half million dollars.
  - E. Ben Winters, author of "Underground Airlines", spoke at the Novi Library recently as part of the Community Read program.
  - F. Articles for the Northville Library Newsletter need to be in by January 25<sup>th</sup>.
  - G. An Open House to honor retiring Library Director, Julie Herrin will be January 12<sup>th</sup> from 2-5 PM.
- VI. Treasurer's Report – Scott Frush
- A. The October and November Financial Reports were reviewed and APPROVED.
    - Scott Frush reviewed terms used to designate "donations":
      - a. Restricted donations – designated for a specific project.
      - b. Unrestricted donations – to be used as seen fit. This also refers to donations made at programs.
  - B. Review and Approval of Proposed Budget for fiscal year 2018.
    - Will Bastien questioned operating cost for transport of unwanted books to recycling being "Friends expenses" and stated he felt this should be considered a "Library donation." Will's question will be considered by the Friends Board and the Library and a report made back to the Friends.
    - Library Donations
      - a. Julie Herrin presented the 2018 Library Wish List. Special requests were made for a DeVinci Pro HD/OCR – Full Page Text-to-Speech to replace equipment from 1999, Multimedia equipment for the new Conference Room (sound system and projector), and five iPads with a storage unit for Digital Service events.
      - b. Scott will rework the budget based on input and submit it for approval at the February meeting.

- c. Judy DeFrancesco made a motion to approve the three special request items listed on the Library's Wish List. That motion was PASSED.

VII. Old Business

- A. Oldenburg Honor gift update – Julie Herrin
  - o Suggestions presented are:
    - a. An 1896 Collectible from EBay of a trolley part that was made at the Northville Foundry, to be displayed in the Local History Room.
    - b. An antique clock with a pendulum.
  - o A vote was taken and the Board decided on the trolley part for the Oldenburg's gift.

VIII. Committee Reports

A. Used Book Operations – Will and Linda Bastien

- o October Sales:
  - a. Cellar \$1,191.55
  - b. Vendor 455.83
  - Total \$1,647.18
- o November Sales:
  - a. Cellar \$1,238.65
  - b. Vendor 678.79
  - Total \$1,917.44

B. Membership – Regina Mingela

- o We currently have 228 members.

C. Gift Store – Martha Nork for Linda Schwelnus

- o As of November 30<sup>th</sup>, the year-to-date income for the Gift Store was \$13,584.11. Donations to the Friends were \$2,000.00. We expect another amount before the end of December.
- o Member Shopping Days in November were very good with an income of \$1,054.00 for the 3 days.
- o New items in store include Harry Potter themed t-shirts and socks.

D. Newsletter – Sandy Walts

- o An email regarding the deadline for articles for the January Newsletter will be sent out

E. Gift Book Program – Claire Kreher

- o Since 10/19/17 we have received 1 Gift-Honor of \$75.00.
- o One book has been added to the Library collection.

F. Read to Me - Judy DeFrancesco

- o Jennifer Gustafson will work with Judy on the next program, tomorrow, December 15.
- o Judy showed the Board a purse gift item made from books.

G. Programs – Jim Morche

- The 12<sup>th</sup> Night Singers program held at the Community Center had the largest crowd for any program we have held.
- All eight programs for 2018 have been booked, as well as five programs for 2019. Good work Jim!

The 2018 Friends Programs are:

May 29 – “Michigan War Dog Memorial” with founder Phil Westlauf, 7 PM, Carlo Room. This is a tribute to the hundreds of dogs who died in the line of service to this country from World War II and all the wars since then.

June 12 – “The Big Bang Theory” with astronomy/physics tech Jesse Mason, as he presents on the origin of our solar system, 7 PM, the Community Center.

July 24 – “The Challenges of the Aging Process on Your Eyes”, presented by Angela Elam, MD, University of Michigan ophthalmologist and lecturer. She will discuss the diagnosis and treatment of cataracts, glaucoma, macular degeneration, and other vision problems.

Sept. 18 – “How Michigan Became a State: Did We Really Fight a War with Ohio for Toledo?”, with archivist/educator/historian Joe Oldenburg, 7 PM. , Carlo Room.

Oct. 9<sup>th</sup> – “Pick & Sticks & Pals”. 7 PM in the Carlo Room. The group’s composition had changed somewhat, but the rollicking, rhythmic tempo remains the same. You will love this high-energy musical roller coaster ride.

Dec. 11<sup>th</sup> – a capella singers, 12<sup>th</sup> Night, will perform traditional and some not very well-known carols in Renaissance costumes. 7 PM., Community Center.

H. Public Relations – Chris Litka

- Seven emails were sent out since October.
- Martha Nork represented the Friends on October 25<sup>th</sup> at after hours networking for the Chamber of Commerce, held at the Village Workshop.

I. Development – Scott Frush

\$4,600 donations thus far in response to letters sent out regarding the Library Endowment Fund. Mailing of letters was delayed due to staff attendance at funerals.

Martha Nork adjourned the meeting at 8:35 PM.

Our next meeting will be at 7 PM. on February 15, 2018.

Respectfully submitted,  
Linda Bolam, Secretary

