



Board of Directors Meeting  
Thursday, February 15, 2018

Minutes

Members Present:

Martha Nork, Scott Frush, Linda Bolam, Claire Kreher, Will and Linda Bastien, Betty Kaiser, Carol Murray, Linda Schwelnus, Jennifer Gustafson, Anne Mannisto, Library Director and Karen Fehl, Assistant Library Director

Members Absent: Judy DeFrancesco, Chris Litka, Regina Mingela, Sandy Walts, Denise Stacer, and Jim Morche

- 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 14, 2017  
The minutes were APPROVED as submitted.
- IV. President's Report – Martha Nork
  - A. Annual reports for all programs are due and all reports have been received. The 2017 Annual Report will be available at the March meeting.
  - B. Ballot for March Annual meeting has been completed with Jennifer Gustafson agreeing to run for position of vice-president. We are in need of a Board member to do the Newsletter. Will Bastien agreed to assist Sandy Walts with the Newsletter.
  - C. FOML (Friends of Michigan Library) Newsletter is available online. The FOML annual conference is March 8<sup>th</sup> in Southfield. All Friends board members are welcome to attend. The cost is \$20.00 per person. February 23<sup>rd</sup> is the deadline for registration. Please inform Scott Frush if you plan to attend, as he will be sending in our registration form and check. Information from the conference will be shared with Chris Litka.
  - D. Continuation of Cider on Sunday as a fall event was discussed. The Board decided to repeat this successful program again this year and have it coincide with National Friends of the Library Week, October 21-27, 2018. Jennifer Gustafson prepared a report of last year's event that is available for planning purposes. We will book a meeting room for Sunday, October 21<sup>st</sup>.

- E. A board member is needed to attend the Trustee's meeting on Thursday, February 22<sup>nd</sup> at 7:30 PM. Linda Schwelnus volunteered to attend in Martha's absence.
- F. A Thank You note was received from Dorie Freebury thanking the Friends for the two books donated in memory of her mother.

V. Library Director's Report – Anne Mannisto

A. Circulation and Usage

- January circulation of physical materials was down about 7% from January of last year. The overall 2017 circulation was down by 4.5%.
- Downloads for January were up by 2%, with the popular Download Destinations up by 8%. Overall, downloads for 2017 were about 1,000 more than last year. Downloads include: Overdrive/DD, Hoopla, added last Spring, Freegal for downloading songs, and RB Digital for magazine checkouts.
- Database usage is up again this month.

B. Staff

- Karen Fehl is the new Assistant Director. The Library filled the PR position left vacant by Karen's promotion. Stacy Lorence, who previously worked as a PR intern, is our new PR and Services Associate. Karen will still have oversight of Public Relations.
- The Library hosted a very nice retirement party for outgoing director Julie Herrin on January 12<sup>th</sup>.

C. Programs

- Staff is preparing for the annual Battle of the Books, Wednesday, March 14, funded by the Friends. Twenty-eight middle school teams have signed up, three more teams than last year.
- In December we had eight Adult programs with 94 attending. In addition, one on one TechXpert had 11 people getting assistance with digital devices and downloading. Youth had 18 programs with 280 total attendees. There was one Teen program with 42 attendees.
- Twenty-eight people attended a demonstration of our new Digital conversion equipment from September through December.

D. ILS Migration

- Major changes to the Library computer system, ILS, Circulation, Online Catalog, and all other functions.
- The Library will be closed from May 26 – 28, reopening May 29.
- There will be no MetCat Interlibrary loan from April through June.
- There will be changes to PINS and when you are notified about your holds and overdues.
- Part of Shared System of Libraries in the TLN system, which dates to 2004. There will be much staff training in April and May to prepare the staff for migrating the holdings and functions.

E. Facility

- Parking will be impacted as construction on the Old Village School continues. A trench will be dug as underground pipes are worked on. Parking will be limited to the lot closest to the library. There will be

one-way only traffic into and out of the lot. A sidewalk will traverse the lot when the project is completed in Fall 2018.

- The building addition will start in April. This will impact the study rooms and Library workroom for the duration of the project.
- There will be a major reorganization of the Storage area, particularly the extra shelving.
- New area for materials seems popular with patrons and the staff is happy to be able to spread out the crowded collections of movies and TV series on DVD.

F. Programs

- March is Reading Month.
- The Library Newsletter will be out the end of February. Schedule of numerous programs will be included.

VI. Treasurer's Report – Scott Frush

A. December 2017 Financial Report:

- The December 2017 financial report showed a beginning balance on 11/30/2017 of \$53,080.19. The ending balance on 12/31/2017 was \$57,291.68. Total balance at CFCU is \$87,759.80, which includes our three Certificates of Deposit.
- Income for the 2017 Fiscal Year was \$48,054.58. This was 186% over the projected budget.
- Total expenses for the 2017 Fiscal Year were \$27,375.47, which was 108% of projected budget.

B. January 2018 Financial Report:

- Beginning Balance as of 12/31/17 was \$82,604.19
- Total Income for January 2018 was \$2,256.20. The Used Book Sales Tax of \$185.08 will be subtracted and moved to Expenses.
- Total Expenses were \$7,596.69. This does not reflect the addition of the \$185.08 for Used Book Sales Tax as noted in previous item.
- The December 2017 and January 2018 Financial Reports were APPROVED with corrections as noted.

C. Budget Proposal for 2018 was APPROVED.

D. The Library Wish List for fiscal year 2018 was reviewed and APPROVED.

E. Generous donations to FNDL have been received from Karen Hasenstab and from the Mark Guleff and Susan Bolley Fund.

VII. Committee Reports

A. Development Committee – Scott Frush

- No report.

B. Used Book Operations – Linda and Will Bastien

- Used book sales for December 2017 were \$839.60. January 2018 sales total was \$857.60. This total included vendor sales and the Cellar sales.

- We continue to refurbish the Cellar including displays of books and CD's. We have had an increase in CD sales.
- Our vendor, Look-at-a-Book, is leaving the business, but he will work with us to find alternative sources. Anne Mannisto suggested Better World Books.

C. Membership – Martha Nork for Regina Mingela

- We have 215 regular member, 7 Lifetime members, and 6 Business members, for a total membership of 228.

D. Gift Store – Linda Schwelnus

- In the month of January 2018 we had sales of \$1,321.24. After expenses totaling \$750.44, the net total for the month of January was \$570.80.
- The Gift Store donated \$4,750.00 to Friends in 2017.

E. Newsletter – Martha Nork for Sandy Walts

- The January issue of the newsletter was not published.
- Will Bastien will work with current editor, Sandy Walts, to get the March issue published.

F. Read to Me - Jennifer Gustafson

- Judy DeFrancesco has been ill and Jennifer Gustafson has stepped into her role in the program.
- The February meeting was cancelled due to snow. Jennifer will attend the March meeting.
- Books, tissue paper, bags, and bibs are being reordered through the Gift Store to replenish supplies.

G. Programs – Jim Morche (absent)

- No report.

H. Public Relations – Chris Litka

- Martha Nork reported the Northville Chamber of Commerce has held no morning networking programs. None are currently scheduled.

I. Gift Book Program – Claire Kreher

- Since December 14, 2017 we have received seven gifts: 5 Memorial, 2 Honor, for donations of \$235.00.

We have added 15 books to the Library collection

VIII. Old Business

IX. New Business

A. Julie Herrin Honor Gift from FNDL.

- We voted to donate \$100.00 for the gift. The Library staff will advise us on a possible clock, books, or audio selections Julie might prefer.

B. Northville Marketplace

- Saturday, March 17<sup>th</sup> from 11:00 AM to 2:00 PM, at Northville High School.
- Previous tables have included used books, membership forms, and book bags from the Gift Store for sale.
- A tablecloth, the FNDL sign, poster and small Friends membership slips are needed for set-up. Sarah Milroy designed previous poster and Chris Litka had it printed.
- Volunteers are needed to work that day. Four tickets are given with our application and can be used by any workers.

The meeting was adjourned at 8:33 PM.

Our next meeting will be Thursday, March 15, 2018 at 7 PM.

Respectfully submitted,

Linda Bolam  
Secretary

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