



Board of Directors Meeting  
Thursday, April 19, 2018

Minutes

Members Present:

Martha Nork, Linda Bolam, Claire Kreher, Regina Mingela, Jennifer Gustafson, Chris Litka, Linda Schwelnus, Linda Bastien, Will Bastien, Sandy Walts, Carol Murray, Denise Stacer, Karen Fehl, Assistant Library Director, and Anne Mannisto, Library Director

Members Absent: Scott Frush, Betty Kaiser, and Jim Morche

Guest: Judy DeFrancesco

I. Call to Order

A. President, Martha Nork, called the meeting to order at 7:00 P.M.

II. Approval of Agenda

A. The agenda was APPROVED as distributed.

III. President's Report - Martha Nork

- A. Judy DeFrancesco, our retired Read to Me Director, was introduced as a guest. She gave a big "thank you" to the Board for all their cards and prayers during her illness, and updated the Board on her current health status.
- B. A committee to review our By-Laws and the Friends Agreement with the Library needs to be formed. Martha will chair the committee, and Jennifer Gustafson, Carol Murray, and Will Bastien volunteered to work with her.
- C. Martha suggested we name a "Volunteer of the Year", who could be honored, possibly, at Cider on Sunday in the fall. Nominations will be taken and a vote held in September. An article could be written for the Newsletter, and a plaque or other recognition given at Cider on Sunday. The Board agreed with the idea.
- D. Decision on the new meeting room naming has been delayed until the Library Trustees have time for further review. The matter will be discussed at their next meeting and is tabled for now.
- E. Chamber of Commerce update:
  - o Martha attended the "State of Community" luncheon, Wednesday, April 18<sup>th</sup>, with Anne Mannisto and Karen Fehl. Presentations about the new

building projects, school plans for purchases and remodeling were given.

- An after hours mixer is being held Wednesday, April 25<sup>th</sup> at Toll Brothers Montcaret Model Home at 6 Mile and Ridge from 5-7 PM. If anyone would like to attend.
- Aisin, on 5 Mile Road, is sponsoring a Chamber of Commerce golf outing. The company is a strong supporter of community projects.

#### IV. Library Director's Report – Anne Mannisto

- A. Thank You for the National Library Week treats for the Library staff! During the National Library Week, banners were up on Main St. and Center St. We also displayed a “Love Your Library” board and invited community comments on the board.
- B. Circulation and Usage:
  - Check out of physical materials for March was down about 7% from last year at this time. Downloading of econtent (books, magazines, and songs) is up 10%.
  - Room usage for March – 57 meeting room and 375 study rooms’ times were used.
  - Staff, Wendy Mutch, the head of Adult Services, had surgery to remove a benign brain tumor, and is now doing well. We are not sure when she will return.
- C. Programs
  - For Adults: We had a large attendance for Joe Oldenburg’s presentation on the Northville Psychiatric Hospital. There were 130 attending at the Community Center, and 60 attendees at the additional evening in the Library. It was one of the most highly attended events the library has ever had.
  - Three other programs were held in March with 60 in attendance.
  - Youth: There were 20 programs in March with 344 attending. March was also busy with Reading Month and our Book Bingo. The library also participated in a new event, the Winchester Elementary School Family Reading night. Several staff were there hosting a table, talking up the library, and signing kids up for library cards, using our mobile circ unit.
  - The Merlin Elite Pro Low Vision Equipment, paid for by the Friends, has been put out for the public on the first level where the public computers are. We will be promoting this with our brochure and other avenues.
- D. Construction Project
  - The project started on April 17<sup>th</sup> and will continue until late July. No study rooms are currently available for the public. Staff has also been displaced and IT staff is in a small group study room. We will meet biweekly with construction manager and the architect to discuss progress of our plans. Groundbreaking photo will be taken tomorrow!
  - A Construction blog is on our website.

- We are planning on remodeling the Staff workroom for more efficient use of our existing space and will meet with the designer next week.
  - OVS Construction Project – we met with Mary Kay Gallagher from Northville Schools about the parking. The revised parking area will be separated into two lots, divided by a sidewalk. Each section will have a separate entrance/exit and will make it safer for dropping off of preschoolers each day. Resurfacing of the lots will take place in late June or early July, resulting in several days when no parking will be available.
  - The schools own the entire parking area used by the library patrons. They lease a portion to the Community Center, which the Center shares with the library. Staff is currently parking on Cady St., Northville Square or at the Art House.
- E. State of the Community Luncheon is an annual event put on by the Chamber of Commerce. At the luncheon we learned that the Library and the school construction projects are only two of many going on in the community. News of the sale of Northville Downs to a private developer has been announced, but no details are available from the City yet. Many housing developments are happening in the Township as well. Demolition of the former Northville Psychiatric Hospital is also anticipated once asbestos is removed from the buildings. The take away from all this is that the Library will be serving a larger population in the future as all this building takes place.
- F. Battle of the Books – Karen Fehl
- Karen highlighted this major event sponsored by FNDL, which began 12 years ago in 2007. All middle school students in Northville, from grades 6, 7, through 8, can participate in this reading competition. Teams of six or fewer students read seven books chosen by the Youth/Teen librarians. The thirty or so books used in the competition, as well as the prizes, are purchased with Friends money. The teams are questioned on the books, scored, and win prizes for their accomplishments. The wearing of team costumes often adds to the fun.
- V. Treasurer’s Report – Martha Nork (for Scott Frush)
- A. As of March 31, 2018, our total assets held in Certificates of Deposit and Checking Account total \$85,363.82.
  - B. Total year-to-date income is \$6,468.64. We have reached 23% of our budgeted income as of March 31, 2018.
  - C. Total year-to-date expenses are \$8,864.42, which is 25% of our budgeted amount. It is noted that the Read to Me program is at 194% of its budget due to no purchases last year and replenishment of all supplies this year.
  - D. The Treasurer’s report was APPROVED.
- VI. Secretary’s Report – Linda Bolam
- A. Minutes of the March 15, 2018 FNDL Board Meeting were reviewed and APPROVED with minor corrections.

B. A copy of the minutes is posted on the library website.

VII. Committee Reports:

A. Public Relations – Chris Litka

- Emails continue to be sent out to members.
- A letter has been composed with plans for it to be sent out to potential business members of the FNDL. Chris suggested perhaps the Friends could collaborate with the Chamber of Commerce to get these to the new businesses.
- The Board members were asked to get back to Chris by May 5<sup>th</sup> with any suggestions regarding the letter and it's distribution.

B. Used Book Operations – Will & Linda Bastien

- Cellar Sales this month were \$1,322.04. These are the highest sales since the Bastiens took over management of the Book Cellar, and are within a few cents of combined Cellar and bookcart sales. Improvement is partially attributed to changes in the display of CDs and DVDs that have resulted in increased sales.
- It was suggested that higher prices be charged for bigger books. Individual price stickers will identify the books of greater value.
- There have been no vendor sales this past month. We received a check today from Look-at-a-Book. This will be the last sizable check from them as the books they sell for us on Amazon continue to dwindle. Contracts with Goodwill, and Easter Seals of Toledo have been signed. Twenty boxes of books were shipped to them for consignment sale. All of these books are worth at least \$8.00 each.
- Alan Somershoe will take books to Ann Arbor Recycling. They will also take CDs and DVDs that we don't sell.

C. Membership – Regina Mingela

- Sandy Walts will now co-chair this operation with Regina.
- We currently have 233 members.
- Continued Honorary Membership of Parmenters Northville Cider Mill and The Village Workshop were discussed. It was unanimously decided to retain their memberships in recognition of their continued generous support of the FNDL and the Northville District Library.

D. Gift Store – Linda Schwelnus

- In the month of March the store had Total Income of \$1,297.06. Total Expenses for the month were \$1,555.90.
- Members Shopping Days will be May 4, 5, and 6<sup>th</sup>.

E. Newsletter – Sandy Walts/Will Bastien

- Sandy Walts was presented with a bouquet of flowers and thanked for her 11 years of service as editor of the Friends Newsletter. Will Bastien has assumed her role as Newsletter editor.

F. Gift Books – Claire Kreher

- Since March 15<sup>th</sup> we have received one Gift – Honor of \$50.00.
- Seven books have been added to the collection.

G. Read to Me – Jennifer Gustafson

- Sixty persons attended the March gathering. New gift bags were given to each new mother with a child 3 years or younger.
- Our next event is Friday, April 20<sup>th</sup>.
- One of the gift bags will be in the display case during the month of May.

H. Programs – Jim Morche

- No report this month.

VIII. Other Reports

- A. Volunteer Coordinator, Betty Kaiser, is contacting all potential volunteers.
- B. Development Committee Liason – Scott Frush.
  - No report.

IX. Old Business

A. Honor Gifts from the Friends

- Deborah Stanifer and Doug Witt have each had books donated to the Northville District Library in honor of their service to the FNDL Board.
- Judy DeFrancesco will have several children's books selected by Dorie, the Children's Librarian, and donated in her honor. These books will not be circulated but will be used during Storytime.

X. New Business

- A. Denise Stacer will attend the April Library Trustees meeting in lieu of Martha Nork, who will be on vacation.

XI. Adjournment

- A. The meeting adjourned at 8:50 PM.

Our next meeting is May 17, 2018, at 7 PM.

Respectfully submitted,

Linda Bolam  
Secretary