

Friends of the Northville District Library
FRIENDS BOARD MEETING
May 17, 2018

Members Present:

Martha Nork, Regina Mingela, Chris Litka, Will Bastien, Linda Bastien, Sandy Walts, Linda Schwelnus, Claire Kreher, James Morche, Scott Frush, Betty Kaiser, Karen Fehl, Assistant Library Director.

Members Absent: Jennifer Gustafson, Linda Bolam, Carol Murray, Denise Stacer.

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 with the addition of "poster" under new business.

III. Review and Approval of Meeting Minutes from April 19, 2018.

A. Last page of the minutes under "Old Business: A. Honor Gifts from the Friends" the first line should read as follows: "Deborah Stanifer and Doug Witt have each had a book(s) donated....."

B. Minutes from the April 19 meeting were APPROVED AS AMENDED.

IV. President's Report

A. Following our April meeting, the Friends Board held a closed-door meeting and discussed a donation to pay for equipment and furnishings for the new, larger meeting room on the lower level. The Board voted to offer \$40,000. This offer was made via a letter written to the Library Director. The offer was reviewed by the Board of Trustees on April 26th. Discussion ensued about the Trustees reaction to the offer. It was stated they were pleased with the offer but need time to study guidelines for naming rights. They are looking at a July 1 decision.

B. I have asked Karen Fehl to give brief descriptions of the monthly *Book Pages* subscription and the Book Club Kits at our meeting in an effort to keep us informed.

V. Library Director's Report – Karen Fehl

A. The Library Directors were pleased to get the \$40,000 offer from the Friends for the new meeting room, which the Trustees accepted at their last meeting, and hope the Trustees will approve the offer.

B. The flood from the water fountain impacted the library by needing to close for 4 ½ days. Water was in the lobby, hall, store, then migrated down to the Book Cellar and Storage Area destroying some of the historical books in storage. The store experienced loss of puzzles which were sitting on the floor. Documentation is off to the insurance company. Water fountains are closed down and will need to be replaced.

C. Circulation continues to drop. April was a 16% decline compared to the year before.

However, downloads were up 19% which is a trend.

D. There were 8 adult programs attended by 240 people in late April and early May. Eight children's programs were attended by 264.

E. Summer Reading begins on June 15. The theme is "Libraries Rock".

F. ILS Migration is going live on May 29.

G. Construction project going well and may be ahead of schedule.

H. The "Book Page" magazine was presented. One hundred copies each month is being funded by the Friends.

I. The "Book Club Kits" were presented. These are very popular. The Friends funded the first 25 bags and books.

VI. Secretary's Report

A thank you note from Julie Herrin for the mantle clock in her honor was received.

VII. Treasurer's Report – Scott Frush

- As of April 30, 2018, our total assets in Certificates of Deposit and Checking account total \$87,534.93.
- Total year-to-date income is \$8,972.63. We have reached 32% of our budgeted income as of April 30, 2018.
- Total year-to-date expenses are \$9,206.30 which is 26% of our budgeted amount.
- The Treasurer's report was approved.

VIII. Committee Reports:

A. Programs – Jim Morche

- Six programs are lined up for this year. The next program, "Michigan War Dog Memorial" is on May 29 in the Carlo Room at 7:00 p.m.

B. Public Relations – Chris Litka

- Four emails have been sent out to members since last meeting.
- Discussion was held on procuring new business members. This continues to be a work in progress.
- Chamber of Commerce networking. Several members attended events complete with good food and drink to network with community members to promote the Friends. Good contacts were made.

C. Used Book Operations – Will and Linda Bastien

- The flood caused disruption in the Used Book operations. Carpeting and two boxes of books were lost.
- On-line vendor "Look at a Book" sent final settlement checks totaling \$1278.00.
- Sales of \$892.00 were down for April.
- Discussion on how recycled books are being handled was held.
- Will complimented the staff of the library on handling the flood crisis so well.

D. Membership – Regina Mingela and Sandy Walts

- Membership as of 5/17/2018 is 121 including six businesses.
- It was mentioned how nice the display case looks promoting new members.

E. Gift Store – Linda Schwelnus

- The flood caused the store to be closed for 8 days because of wet floors and walls. Working with the insurance company to be compensated for lost sales.
- Sales for April were \$1000 and expenses were \$1100. \$900 profit has been earned for this year so far.

F. Newsletter – Will Bastien

- Deadline will be determined at a later date. The next issue will come out in August.

G. Gift Books.– Claire Kreher

- Since April 19, we have received three gifts – one honor and 2 memorials. Total \$125.00.
- One book was added.

H. Read to Me Program – Jennifer Guftason (by Martha Nork)

- At the last program, eleven bags were handed out. There will be no more programs until fall.

IX. Other reports

A. Volunteer Coordinator – Betty Kaiser

Betty explained how she works with potential volunteers to find jobs for them.

B. Development Committee Liaison – Scott Frush

There has been no meeting as of yet. They are still looking for new members.

X. Old Business

A. Event at Mill Race on June 8

Discussion was held on how to display books at this event. Will and Linda Bastien will be looking for relevant books about World War I for this event.

XI. New Business

A. Poster

Discussion was held on procuring new posters to display at events. They were found at Office Max. The Library also has some of these. Also it was discussed that we need tablecloths for the tables used at like events. It was moved, seconded, and approved to budget \$250 for printed tablecloth.

XII. Adjournment

- A. The meeting adjourned at 8:40 p.m.

Our next meeting is June 21, 2018, at 7:00 p.m.

Respectfully submitted,
Sandy Waits, acting Secretary