



Board of Directors Meeting
Thursday, September 20, 2018

Minutes

Members Present:

Martha Nork,, Linda Bolam, Jennifer Gustafson, Claire Kreher, Regina Mingela, Betty Kaiser, Chris Litka, Linda Schwelnus, Linda Bastien, Will Bastien, Sandy Walts, Denise Stacer and Jim Morche

Absent:

Scott Frush, Carol Murray, Anne Mannisto, Karen Fehl

Guests:

Dorie Freebury, Stephanie Seyfarth, Kathy O'Brien

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 June 21, 2018

The minutes were APPROVED.

IV. President's Report – Martha Nork

- A. New Friends members were introduced, Kathy O'Brien and Stephanie Seyfarth.
- B. A new table cover with the FNDL logo on the front, was brought for discussion. It will match the library design, and will cost \$211.00
It was voted to purchase a teal colored cover with navy lettering.
- B. The Friends of Michigan Library fall workshop will be held at the Delta Township District Library in Lansing. It is Thursday, October 4th at 9:30 A.M.
Cost is \$25.00 per person.
- C. We received a \$1,500.00 donation in July from long-time supporter, Judith Costigan.
- D. Martha needs someone to attend the October 25th Library Trustees meeting.
Linda Bolam volunteered to attend for her.

V. Library Director's Report – Dorie Freebury for Anne Mannisto

- A. Circulation statistics for June: 38,006, down 12%. For July: 42,093, down 8%, and for August: 39,062, down 10%.
- B. Downloading of ebooks and audiobooks is consistently up from 2 to 8%.
- C. The library has added a new online resource called Kanopy, which offers our library users access to a wide array of over 30,000 films, including foreign, classic, and documentaries, through streaming – titles of unique social and cultural value from The Criterion Collection, The Great Courses, Media Education Foundation, and thousands of independent filmmakers. Available on your iOS, Android, Kindle Fire, Apple TV, Roku, Chromecast or use an HDMI Cable to stream from your computer. Stream five videos per month with no holds, waitlists or returns.
- D. Interlibrary Loan through MeLCat is again available.
- E. Summer Reading Program registrants: Adult – 282, Teen – 203, Youth – 735.
- F. Many programs over the summer months. In August alone, Teen had 4 events with 99 attendees, Youth had 4 programs with 265, and Adult had 4 events with 71 attending.
- G. Our Just Desserts event to honor our volunteers was held on August 15th, with about 50 people attending.
- H. Facilities
 - The Library is negotiating a Shared Use Agreement with Parks and Recreation, who holds the lease on the parking lot along with the Community Center. When the agreement is finished, we will do either a full or partial repair of the lot, depending on the availability of the paving company.
 - New drinking fountains have been added to each floor.
 - The entire Staff Workroom on the lower level was renovated. This has given us better use of the existing space.
 - The six study rooms (up from 4) have reopened to the public and are in regular use on a first-come, first-serve basis, with 2-hour limits. New tables and chairs have arrived for these rooms.
 - The Friends Community Room is having finishing touches added, such as new Clarus dry erase/magnetic board, and eventually a slat wall for hanging signs/brochures, as well as Friends recognition plaque. Signage is being worked on for all the new areas. Six new tables should be coming soon. Public can start booking the room in early October. PR Coordinator, Stacy Lorence, is now the contact for booking the meeting rooms.

There will be a Ribbon Cutting Ceremony on October 21st at 2 P.M., during the Cider on Sunday event. Invitations will be sent to all officials of Township and City, Builder, and Architect. Jeff Noble, the state representative who helped obtain the grant for the Library to help pay for the room, will also be attending.

At this event, the Library will kick off the Choose Civility campaign. This is part of a nationwide initiative in some libraries to foster more civil interactions in the public sphere and position the public library as a model of civility. Mission: Valuing diversity we choose respect,

compassion, empathy, and inclusiveness as essential to our quality of life. NDL will support the CC initiative by offering booklists for children, teens, and adults, informational bookmarks about CC, bumper sticker magnets, a monthly kindness calendar and green t-shirts featuring the CC logo for staff to wear. Visit Choosecivility.org for more information.

The Northville Garden Club, who maintains the garden along the east side of the building, is extending a similar garden along the new addition.

- H. The Annual "Community Reads" has started, featuring The Poisoned City, by Anna Clark. The author will be speaking in Wixom on Nov. 9th.
- I. First time event: The Bookwalk in the Park, coordinated by youth librarians, Laura and Julie and PR coordinator, Stacy Lorence, will begin Sun. Sept. 23rd and run for two weeks through October 7th. Refreshments and a raffle of the book, Bear's New Friend by Karma Wilson and a stuffed bear are part of the event.
- J. A committee is working on the search for a new Library Director.

VI. Secretary's Report – Linda Bolam

- A. A letter of appreciation from Dorie Freebury, Head of Youth Services, was read. She thanked the Friends for their support in making the Youth Summer Reading Program a great success.

VII. Treasurer's Report – Martha Nork for Scott Frush

- A. As of August 31, 2018 there are total assets of \$93,137.96 in our checking account and certificates of deposit.
- B. The total Year-to-date income is \$25,975.11, which is 91% of our 2018 budget. The total Year-to-date expenses are \$20,705.70, which is 58% of budgeted amount for the year.
- C. The report was APPROVED.
- D. Scott proposed that we not move cash into a new CD until after the September disbursement of \$40,000 to the library for naming rights for the new community meeting room. This will also allow us to know what is trending in the money market before moving any matured CD funds. The matter will be considered at the October Friends meeting. Scott will be asked to include the interest rates on our CD funds on future Treasurer's Reports.
- E. \$660.00 was APPROVED for the purchase of plants and bulbs for the flowerbed installation surrounding the new building addition.
- F. Martha Nork presented a check for \$40,000 to the library for the furniture and equipment for the new community meeting room.

VIII. Committee Reports

- A. Gift Books – Claire Kreher
 - Since June 21, 2018 we have received 9 Gifts: 3 Honor, 6 Memory, for a total of \$355.00.
 - Twenty-one books have been added to the collection.

- B. Read to Me – Jennifer Gustafson
 - Twenty-four gift bags are being given out to babies from 0-2 years. We may need to obtain more supplies for the bags.
- C. Programs – Jim Morche
 - How Michigan Became a State, with Joe Oldenburg, had 80 registered participants with 62 attendees.
 - Picks and Sticks will not be available as scheduled on October 9th. Vintage Strings will be a replacement for them at the same cost. Chris Litka will send out an email with information on the program change. Will Bastien will include an article in the next Friends newsletter.
 - On December 11th Twelfth Night will return to the Community Center for their holiday program.
 - Living with Low Vision program will be donated by Henry Ford Health System.
- D. Public Relations – Chris Litka
 - Four emails have gone out along with flyers to local businesses.
 - Discussion on continued contacts to businesses to get sponsorships, but offering perks in recognition of support. Suggested that perks could include display of supporter’s business logos.
 - Linda Schwelnus and Chris Litka attended the Chamber of Commerce network at Robertson Brothers model home on Garden Ridge Lane.
- E. Used Book Operations – Will Bastien
 - Plan to start a monthly sale day and will place carts in the new meeting room. Carts will be available on Saturdays only with books that are in good condition and yet haven’t sold. This will begin the last Saturday in November, November 30th.
 - Will questioned a “get together” for Book Cellar volunteers, with appetizers, soft drinks/coffee. Inquired if \$200.00 can be requested from operating expenses or take funds from Cellar sales. Voted to have Will decide the amount he wishes to use from Cellar and list it as an “expense”.
 - Income for June: \$1059.00 – Cellar sales
 \$394.21 – online sales
 July: \$718.45 – Cellar sales
 \$527.67 – online sales
 August: \$1581.35 - Cellar sales
 \$284.44 –online sales
- F. Membership - Regina Mingela, Sandy Walts
 - We have 179 members to date.
- G. Gift Store – Linda Schwelnus
 - Member Shopping Days are planned for November 9, 10, and 11.
 - Overall income year-to-date is \$9,686.61. Overall year-to-date expenses are \$7,884.94. Net income as of 8/31/2018 was \$1,801.87.
- H. Newsletter – Will Bastien

- Problems have been experienced with new software, resulting in delay in newsletter. The next newsletter will be mailed in September. Order to printer will be for 225 folded newsletters and 150 flat newsletters.

IX. Other Reports

- A. Volunteer Coordinator – Betty Kaiser
 - Betty will be calling two volunteers.
- B. Development Committee Liaison
 - A new member is being sought.

X. Old Business

- A. Cider on Sunday
 - Event to be held at Library on Sunday, October 21st from 1:30 to 4:30 P.M. Event will include the Ribbon Cutting at 2:00 P.M.
 - Gluten free baked goods are needed. Betty Kaiser will contact volunteer bakers.
 - Stephanie Seyfarth will work on crafts.
 - Raffle Baskets are being created for the event.
- B. Teen Scholarship
 - Denise Stacer will be working on this with Linda Schwelnus.
 - Requirements will need to be submitted to Northville High School by January 2019. Claire will follow up on requirements.

XI. New Business

- A. Volunteer of the Year
 - Discussion of possible candidates, including Roz Fink, our long-time coordinator on the Summer Reading program, and, Pam Unsworth, who has done the wonderful art work hanging in the Book Celler and also volunteers in the Book Celler, and Jim Morche.
 - Email ballots would be used for voting.
 - Martha Nork will pursue further input on this topic through email contact with the board.
- B. Chamber of Commerce Networking Event to be held on October 10th at the Northville Library. Denise Stacer and Regina Mingela will assist Martha will setup and refreshments.
- C. Future speaker suggestion
 - Jennifer Gustafson suggested a possible speaker for the “Choose Civility” program, an evening program, or combined with Jim’s programming.
 - Further discussion to follow up.

XII. Adjournment

- A. The meeting was adjourned at 8:53 P.M.
- B. Our next meeting is October 18th at 7 P.M.

Respectfully submitted,
Linda Bolam
Secretary

