



Board of Directors Meeting  
Wednesday, November 14, 2018

Minutes

Members Present:

Martha Nork, Scott Frush,, Linda Bolam, Jennifer Gustafson, Jim Morche, Claire Kreher, Regina Mingela, Chris Litka, Linda Schwelnus, Linda Bastien, Will Bastien, Denise Stacer, Stephanie Seyforth, Karen Fehl, Assistant Library Director, and Anne Mannisto, Library Director

Members Absent: Betty Kaiser, Carol Murray

Guests: Suzanne Braverman, Marilyn Randall

- I. Call to Order  
President, Martha Nork, called the meeting to order at 7:03 PM.
- II. Approval of Agenda  
The agenda was APPROVED as presented.
- III. Review of Minutes  
Minutes of the October 18, 2018 FNDL Board Minutes were reviewed and APPROVED.
- IV. President's Report – Martha Nork
  - A. Rain Bags - 5000 bags were ordered last time @\$\$.24/bag, but 6000 bags are now the minimum order @ \$.325/bag. The bags will be included in the 2019 budget and reordered. They are considered a nice service for the Library patrons.
  - B. Agreement between the Friends of the Northville District Library and the Northville District Library
    - a. The word, "preamble" will be removed, and quotation marks around Wish List, noted three times in the document, will also be removed.
    - b. The agreement was APPROVED and will be passed to the Library Board of Trustees for their consideration and approval.
    - c. Will Bastien and Jennifer Gustafson were thanked for their efforts on the review of the agreement.
    - d. This agreement should be scheduled for review again in one year.
  - C. Nomination of Stephanie Seyforth to position of Member-at-large was made and unanimously accepted.

- V. Library Director's Report – Anne Mannisto
- A. Ribbon Cutting Ceremony – photo from the Northville Record was shared. The Friends Community Room is getting a lot of use and is very helpful to have when the library is planning space for meetings. The sign over the door was added last week. Plaques will be going up soon, and the slat wall will be installed.
  - B. Director Search – There were five candidates and now three finalist. Interview committee will meet with them on Wednesday, November 28 and Thursday, November 29 for second interviews. They will meet the staff at that time.
  - C. Community Reads – The author, Anna Clark, visited the Wixom Community Center on Friday, November 9, with dinner prior to her presentation at Volare's restaurant in Wixom, thanks to the Friends.
  - D. Neighborhood Library Association has a new discussion program aimed at children, "Let's Talk About It."
  - E. Library Board Election – Deborah Stanifer and Alan Somershoe re-elected. Suzanne Schimanski Gross and Tom Thompson will be starting 4-year terms in January.
  - F. Building projects continue. Do notice the arborvitae is gone from the front of the building. Parking lot still needs some fixes to get through the winter with the complete redo in May 2019.
  - G. The Annual Giving Campaign – The Annual Appeal Letters have been mailed out.
  - H. New online learning resource called Lynda.com is now in use. Program is basically tutorials aimed at the business world. Kanopy, which offers foreign films and documentaries, had 504 uses in October.
  - I. We are finalizing our Friends expenses for the year and may not be requesting all amounts. The Northville Garden Club planting expenses were only \$427.00 instead of requested \$660.00.
  - J. Wish List 2019 – the Library is asking the insurance company to pay for repair of Microfilm. There was extensive flood damage to Microfilm of the Northville Record, 1869 through the present.
- VI. Secretary's Report – Linda Bolam  
A note from Sandy Walts, announcing her resignation from the board, was shared with the members. No other announcements.
- VII. Treasurer's Report – Scott Frush
- A. As of October 31, 2018, our total assests, held in checking account and CD's, are \$54,450.87. Income, year-to-date, is \$30,211.93. This is 106% of the annual budget.
  - B. Expenses, year to date, are \$63,660.18. We have not yet paid several donations to the library, including those for Battle of the Books, Donor Support mailings, and Book Page subscriptions. Anne Mannisto will let us know if the money is needed for 2018.
  - D. The October 2018 Financial Report was reviewed and APPROVED.

VIII. Committee Reports

A. Scholarships – Denise Stacer

We discussed various ways to get information out regarding the three new scholarships to be available to senior teens who volunteer with the Friends activities.

- The Teen Librarian will get word out to the Teen Board.
- The front page of the Library Newsletter will announce the Scholarships.
- Stacey will be doing a flyer to go out to teens and also be available in the library.
- Chris Litka will post an email on the Friends of the NDL local scholarships.

B. Used Book Operations – Will Bastien and Linda Bastien

- a. Income for the month of October - Cellar sales \$931.50, on line sales \$350.00.
- b. Get together of volunteers was held. We reviewed accomplishments that are showing we are almost compensating for the loss of the book carts. There was a positive reception of the “end of month” sales idea.
- c. The purpose of the book sales is to increase income and sell more books. It is hoped that the Friends Community Meeting Room can be used if it is available. Sales will be the last Saturday of the month, from 10 AM to 2 PM. We could use some teen volunteers.
  - i. Chris Litka will put an email out to advertise the first sale, Saturday, November 24, 2018.

C. Membership – Regina Mingela

- a. As of November 14<sup>th</sup> we have 193 members, including 10 businesses.
- b. Thanks to Chris Litka’s initiative and time, we received one response to her business solicitation letter, a \$1,000.00 Lifetime membership from Genterm, Inc.
- c. Welcome to Carol Murray as Membership Co-chair.

D. Gift Book Program – Claire Kreher

- a. Since October 18<sup>th</sup> we have received five Gifts, all Memorials, for \$230.00. We added two books.
- b. Additionally, the Friends received \$790.00 in Memory of Raymond Halbert. The use is to be decided after contacting the family regarding their wishes.

E. Gift Store – Linda Schwelnus

- a. Sales Income for October was \$1,549.00, the best month of the year! Sales were \$898.00 for Member’s Shopping Days. We had good sales despite the poor weather.

F. Read to Me – Jennifer Gustafson

- a. Beach balls have been placed on order. We will try to stretch current supplies to the end of the year.

G. Programs – Jim Morche

- a. The Lunar Landing presentation will be done on July 23, 2019 instead of July 16, 2019, to accommodate the speaker.
- b. Twelfth Night will be held on Tuesday, December 11<sup>th</sup>, at the Community Center. Forty-six have already signed up. Chris Litka will send out an eblast regarding the program.

H. Public Relations – Chris Litka

- a. The email on “Civility” got the most openings last month.
- b. The Chamber of Commerce Multi-Chamber After Hours Networking at USA Ice Hockey Arena is November 28<sup>th</sup> from 5-7:30 PM. Linda Schwelnus and Chris Litka will attend on behalf of FNDL.
- c. Martha attended the Chamber of Commerce “Non-profit Seminar” on November 13<sup>th</sup>. We will be implementing one suggestion about gathering emails from potential Friends at our evening programs.

I. Development Committee Liaison – Scott Frush

- a. Committee membership is low. We are looking for new members.
- b. Sponsorships for study rooms are available for \$10,000 and \$5,000, depending on the size of the room.

IX. Old Business

A. Cider on Sunday – Jennifer Gustafson

- a. 18 dozen donuts from Parmenter’s were used, as well as cider. We had a fine turnout with many positive comments. Plates and napkins remain for use next year.

B. Review of Program Ideas

- a. Irene Miller will be brought to the library as a speaker in Spring 2019.
- b. Martha attended the Fall Tea at the Wayne Public Library, presented by Victoria’s Tea Salon. It was \$35.00 per person. It could also be a possibility for next year.

C. Slide Show

- a. The idea of a slide show about the Friends was proposed by Jim Morche. Martha reported one estimate she got was \$200 - \$300 to create this type of continuous loop slide show. Question when it would be used? To be discussed at the next meeting.

X. Adjournment

The meeting adjourned at 8:50 PM.

Staff Christmas Luncheon will be Thursday, December 6<sup>th</sup>, from 12 – 2 PM. We are all invited. RSVP.

The next meeting is December 13, 2018 at 7 PM.

Respectfully submitted,  
Linda Bolam  
Secretary

