



Board of Directors Meeting
Thursday, December 13, 2018

Members Present: Martha Nork, Scott Frush, Linda Bolam, Jennifer Gustafson, Jim Morche, Claire Kreher, Regina Mingela, Chris Litka, Linda Schwelnus, Betty Kaiser, Carol Murray, Denise Stacer, Stephanie Seyforth, Karen Fehl, Assistant Library Director, and Anne Mannisto, Library Director

Members Absent: Will & Linda Bastien

Guest: Marilyn Randall, Suzanne Braverman

- I. Call to Order
 - A. The meeting was called to order by President, Martha Nork, at 7:05 P.M.

- II. Approval of Agenda
 - A. The agenda was APPROVED as presented.

- III. Review of Minutes
 - A. The FNDL Board meeting minutes of November 14, 2018 were reviewed and APPROVED with no additions or corrections.

- IV. President's Report - Martha Nork
 - A. The Agreement between the Friends of the Northville District Library and the Northville District Library has been approved by the Board of Trustees of the library. Copies of the agreement were distributed.
 - B. An article appeared in The Ville on graduates of the first Battle of the Books and what has become of them since then.
 - C. A Retirement Farewell for Anne Mannisto will be held in the Carlo Room on Friday, January 11, 2019 from 3 to 5 P.M. We thank Anne for her kind and consistent support of the Friends.

V. Library Director's Report - Anne Mannisto

A. Staff

1. A new Director has been chosen after a long process that began in September. The Board and Staff selected Laura Mancini, who will begin Monday, January 14th. Laura is currently the Director the Oakland County Governmental Library, and also a Trustee on the Board of the Southfield Public Library. She has experience in overseeing library organization, including budgeting and personnel. Laura seems a very good listener, very knowledgeable, with a calm and friendly demeanor. She will meet the Friends at their February Board meeting.
2. Two Board members, Mike DeFrancesco and Jean Hansen, are completing their terms in December and will be retiring.
3. Staff Holiday Party is Thursday, December 6th. Thank you Friends.

B. Programs

1. Recent magic program had 97 attendees.
2. Newsletter went out in late November listing upcoming programs.

C. Facilities

1. The worst holes in the parking lot have been filled and new LED lights have been put up. Final complete repair will be done in the spring.
2. The Friends Community Room now has a slat wall. The Friends can add signs and brochures to it. The room plaque went up last week.
3. Following the Fire Marshal's inspection the storage area underwent a major overhaul and removal of the old vending machine, coat rack, etc. Nothing is to be stored in the hallways, and the electrical and boiler rooms. We are awaiting the inspector's return. The Library will donate a large quantity of DVD's currently stored in the Mechanical Room to the Wayne Public Library. The Library is more organized than ever thanks to Karen Fehl.
4. The Library will be closed on MLK Day, Jan. 21, as always, which will allow a day to install the new Security Gates. In preparation, we will have network wires added on December 18th. Workers may need to access the Book Cellar to reach the wiring in the ceiling.

D. Annual Giving Campaign

1. Response to our November mailing has been good. At this point, four new leaves are to be added on The Giving Tree for donors who have reached the \$1,000 mark.
2. The Development Committee is still looking for members. They will meet again in 2019.

E. Battle of the Books

1. This event is scheduled for Wednesday, March 13, 2019 in the NHS Cafeteria. Seven books have been chosen and are being circulated at a record rate. Teams are organizing and will have a required meeting in January.

F. Damage to the Microfilm

1. Wendy has negotiated the original cost for repair down to \$14,611. The insurance claim payment was \$10,800. We will still need \$3811 to cover costs and would like to add this to the 2019 Wish List.

G. Memorial gifts to Raymond Halbert.

1. We met with his daughter, Susan, and are working on some ideas. \$790 will be spent.

VI. Treasurer's Report - Scott Frush

A. The reports for November and December were distributed and reviewed.

1. The large cash balance suggests it is time to reinvest our CD's. The process of reinvesting the CD's was discussed and a motion made to invest \$10,000 in December, and another \$10,000 in mid-January at Community Federal Credit Union at 2.75%, the 13-month rate. The motion passed.
2. Our income is projected as adequate to cover proposed expenses.
3. Several items on the Library Wish List did not require money to be spent on them, including:
 - a) Microfilm
 - b) Donor support, mailing activities
 - c) Battle of the Books
 - d) Book page subscription.

B. The November report was APPROVED with minor revision of categories related to Gift Books.

- C. The proposed budget for fiscal year 2019 was presented.
 - 1. Six Special Request items are listed for 2019, with a budget of \$10,200. Rain bags for use at the Circulation Desk @ \$2,000.00, and Microfilm restoration @ \$3,811.00 were added.

VII. Committee Reports

A. Gift Book Program - Claire Kreher

- 1. Since November 14, 2018, we have received three gifts - one Honor, and two Memorials, for \$140.00.
- 2. Seven books and two audiobooks were added to the collection.

B. Read to Me - Jennifer Gustafson

- 1. Additional books for the program were discovered in storage, therefore, there is no need to reorder books at this time.
- 2. Our next gathering is Friday, December 13th. Stephanie Seyfarth will attend with Jennifer.

C. Programs - Jim Morche

- 1. The 12th Night Singers had 104 attendees, despite several "no shows".
 - a) We had one new membership that evening.
 - b) The program was dedicated to Judy DeFrancesco.
- 2. Programs for 2019 are all planned.
- 3. Jim will be in Florida from January to May.

D. Public Relations - Chris Litka

- 1. Three emails were sent out this month
 - a) Used Book Blowout
 - b) Two emails for 12th Night Singers
- 2. An email on LYNDA.com will go out in January.
- 3. Chris and Linda Schwelnus attended the last Chamber of Commerce meeting at the USA Hockey Arena on behalf of FNDL.

E. Used Book Operations - Will & Linda Bastien

- 1. \$220.00 was made on the first Used Book Blowout in December.

F. Gift Store - Linda Schwelnus

- 1. Total income for October was \$1,515.19. Expenses totaled \$2,573.76. Overall Total was -\$1,058.57.
- 2. Totals improved in November with income of \$2,194.75. Expenses were \$2,532.83. Overall Total was -\$338.08.

- G. Scholarships - Denise Stacer
 - 1. Three scholarships will be offered.
 - 2. Information will be on the Library website and in the high school local scholarship packet.
 - 3. Martha Nork will do a Facebook posting.
- H. Membership - Regina Mingela
 - 1. We have 200 memberships.
 - 2. Membership envelopes have been updated:
 - a) Lowered the Student Rate from \$10.00 to \$5.00.
 - b) Added a "Business" membership.
 - c) Deleted "years", eliminating the need to update yearly and, therefore, cutting printing costs.
 - 3. Carol Murray will cover for Regina for the next three months.
- VIII. Other Reports
 - A. Volunteer Coordinator - Betty Kaiser
 - 1. One new person will start working in the Gift Store in December.
 - B. Development Committee Liaison - Scott Frush
 - 1. Scott will be leaving the position of Treasurer of FNDL as of March. He is also looking for a replacement on the Library Development Committee.
- IX. Old Business
 - A. Nametags
 - 1. Cost is \$7.75 per tag. Plymouth Connection could make them.
 - 2. Discussion followed and it was expressed that as the board members are changeable, names on tags were not liked. No one wanted last names on tags.
 - 3. Suggested Friends of Northville District Library with library logo. Sarah Milroy will be asked to do a mockup of the tag.
- X. New Business
 - A. ALA - The State of Michigan pays our membership.
 - B. Network for Good donation for \$1,200.00 from Karen Hasenstaub.
- XI. Adjournment
 - A. The meeting was adjourned at 8:22 P.M.
 - B. Our next meeting is February 21, 2019 at 7:00 P.M.

Respectfully submitted,
Linda Bolam
Secretary

