



BOARD OF DIRECTORS MEETING

Thursday, June 15, 2017

MINUTES

Members Present:

Martha Nork, Scott Frush Deborah Stanifer, Carol Oldenburg, Judy DeFrancesco, Claire Kreher, Regina Mingela, Chris Litka, Doug Witt, Jim Morche, Jennifer Gustafson, Linda Schwelnus.

Library Administration: Julie Herrin, Ann Mannisto

Members Absent:

Linda Bolam, Betty Kaiser, Sandy Walts

1. Call to Order

Martha Nork, President, called meeting to order at 7:04 p.m..

2. Approval of Agenda

Agenda was APPROVED as submitted.

3. Review and Approval of Meeting Minutes of May 18, 2017

Minutes were reviewed and APPROVED as submitted.

4. Library Director's Report

– Julie Herrin

A. Statistics

- Circulation is down 4.7%
- Downloading is down, mostly Tumblebooks. Need for greater PR for Tumblebooks.
- Hoopla – new program began June 1. This program is an alternative to Overdrive/Download Destinations. Includes audiobooks, ebooks, music, films and comics
- Database (Ancestry, Value Line) use is higher than last year and door count

B. Programs

- Summer Reading begins June 16, 2017. Administration thanks the Friends for funding this popular program and helping with the participant registration process.
- Library summer Teen Corps is beginning. Approximately 20 teens will be volunteering.
- Library is running a contest this summer called “Corners of Northville”. Participants can pick up a brochure at the library or other locations distributed throughout the city. There are 15 photographs of special locations (‘corners’) throughout Northville. Brochure includes an entry form, which also is where patrons can fill out the name of the buildings or the addresses of where the photographs were taken. Brochures were distributed. Contest runs from June 16 through August 12, 2017. It is for all ages, only one entry per person. Winners will be randomly drawn and prizes are gift cards to local businesses.

C. Planning

- Building plans are going to the Historical Commission for review and approval on June 21st. From there they proceed to the City Planning Commission the following month.
- Upper level renovations are waiting on pricing. Hope to have those costs prior to the Library Board of Trustees meeting. Renovations may begin after the Summer Reading program. Friends will be advised of exact timelines as soon as they are known.

D. Wish List Requests

- With the monetary donations received in memory of Keith Mannisto, the Library purchased digital conversion equipment plus a computer to run it and for editing of videos. The library is asking the Friends to fund the construction of a counter, in the Local History Room, to place the equipment on and two chairs (total \$6,984.00). Since this is considered capital equipment, the request must go to the library Board of Trustees. Friends will await the Board of Trustees decision.
- Equipment is being tested and documentation written.
- Administration requested the Friends consider paying for the reupholstering of the two-wingback chairs by the fireplace. Question was raised regarding cost of reupholstering versus purchasing of new chairs. No comparison costs/bids were provided. The library prefers to keep the chairs since a prominent Northville family donated them. Friends to await more information and directive from Board of Trustees.

E. Miscellaneous

- Library has received \$182.00 for Kroger rewards program.
- Staff changes: Kathleen Philo will be new Technical Services Clerk and Asha Kannaur is new Circulation Clerk.
- Volunteer Appreciation party is August 16, 2017.
- Administration asked for feedback regarding the Friends Board usage of the NDL website. Discussion seemed to note not a great deal of usage. Members were encouraged to utilize the various resource areas on the website. Friends can help with PR to the Friends members regarding the website resources, especially those for kids, 'Readers Corner', booklists, etc.

5. President's Report

– Martha Nork

- A. Thank you note was received from Roz Fink for the gift purchased by the Friends Board in memory of her husband, Marvin Fink, a long time Friend's volunteer.
- B. The President reported receiving a resignation letter from Treasurer, Deborah Stanifer. Deborah will be serving on the Library Board of Trustees. Deborah was thanked for her service as Treasurer and presented with a plant.
- C. A group consisting of Martha Nork, Jennifer Gustafson, Natalie Molnar (Teen Services Librarian), Wendy Mutch and Julie Herrin have met to explore the idea of a scholarship being presented by the Friends to a student volunteer who has worked in the library. Library staff would like to wait until the Teen Advisory group is up and running and they hopefully have more teens involved in the library. Revisit this idea once staff has had time to work on details. Friends Board was supportive of this idea.

6. **Review and Approval Treasurer's Report** – Deborah Stanifer

The Treasurers Report for month ending May 31, 2017, was distributed. (See attached)
Highlighted:

A. **Revenue**

- Membership dues have exceeded budgeted dollars
- Donations exceeded \$4K
- Total income at 109% of budget

B. **Expenditures**

- One outlier was UB Sale Expenses. That was because of the need to purchase two new computers, scanners, and screens to support the used book operations.
- Questions raised:
 - What is the budget for October event: \$ 500.00
 - Why is Summer Reading party expenses so high: \$1,000.00Largest expense is for entertainment, tote bags, snacks and brochures. Last year there were over 900 summer reading participants.
- Treasurers Report was **APPROVED** as submitted.

7. **Committee Reports**

A. **Gift Store** – Linda Schwelnus

Report for month ending May 31, 2017: income was \$1,514.87, expenditures \$881.81 = + 633.06/May. YTD: + 2552.91. Christmas purchasing will begin soon. (Report attached).

B. Newsletter – No Report

C. **Gift Books** – Claire Kreher

Since the beginning of May, six gifts have been received: two honors and four memorials totaling \$385.00. Five books have been added to the library collections. Question was raised regarding a gift book for Joann Kissel. It was noted that a gift was already presented from the Gift Store in her honor. Gift store is where the majority of her time was spent. No further action.

D. **Read to Me** – Judy DeFrancesco

Program is on hiatus. One bag was personally delivered to a neighbor.

E. **Programs** - Jim Morche'

- June 6th program on Prohibition with Joe Oldenburg was well received by 85 attendees.
- September 19 – BobLo presentation with prohibition tie in.
- October 10 - Pix and Stix
- November 14- Rosie the Riveter
- December 5 - 12th Night
- Five programs already scheduled for 2018

- F. **Public Relations** - Chris Litka
 Friend's emails continue to be sent to Friends members. PR highlights programs, gift store sale days, Amazon Smile. Will look into advertising the NDL website more.
1. Chamber of Commerce – the President attended a Chamber meeting on May 24 at a new Northville store, “Dear Prudence”. 25 people attended. Good opportunity to raise awareness of the Friends of NDL. PR could also do an article for the Chamber Newsletter to promote the library and the Friends.
- G. **Development Committee** - Scott Frush
 Committee has not met. Emphasis is being placed on a Grant Writing Sub-Committee. Additional members are needed. Friends members needed as many grants go to 501C3 organizations. It was noted that grant writing is an area of expertise and most writers are paid for their services. Grant writing courses are also available online.
- H. **Used Book Operations** - Carol Oldenburg
1. May Sales:
- | | | | |
|--------------|----|-----------------|--------------|
| Carts | \$ | 746.55 | |
| Cellar | \$ | 575.00 | |
| TOTAL | \$ | 1,321.55 | |
| Vendor | \$ | -0- | |
| MAY TOTAL \$ | | 1,321.55 | (-21 % LY) * |
- *Decreased sales in Cellar and no vendor payment in May. Received a check in June for two-month payment. Vendor arrangements with Amazon continue to be a work-in-progress.
2. Coupons – Membership Drive
 To date we have collected 15 coupons (\$5 ‘gift coupon’ for joining/renewal of Friends membership), which adds up to \$75.00.
- I. **Membership Committee** - Regina Mingela
 Currently the Friends number 183 members and six lifetime memberships. Membership table at Kroger in May brought in 4 new members and \$29.00 in donations.
8. New Business
- A. **Election of New Treasurer**
 Doug Witt's name was placed in nomination for the position of Treasurer. Doug reviewed his financial experience in other organizations. There were no other nominees. A motion was made and CARRIED, electing Doug Witt Treasurer. Comment was made that when NDL employees serve on the Friends Board, they should be reminded that the confidentiality of Friends business must be maintained.

B. Community Federal Credit Union – Summer of Sharing

Each summer the credit union gives away \$1,000/daily grants to community non-profit organizations. The Friends have been recipients in the past. To apply for a 2017 grant, suggestions are needed for how the money would be used. Forward to Linda Schwelnus.

9. Old Business

A. Update on Friends Event in October – October 15, 2017

Jennifer Gustafson, Chair, confirmed committee members. Event will have a Fall theme with a scavenger hunt being considered. Suggestion was made that theme could include “Happy 150th Birthday Northville” (founded in 1867).

10. Adjourn

With no further business, the meeting was adjourned at 8:10p.

Important Dates:

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|----------------------------|------------------------------------|
| • Tuesday, 9.19.17, 7:00p | Friends Program: Bob-Lo Then & Now |
| • Thursday, 9.21.17, 7:00p | Next Friends Board meeting |