



Board of Directors Meeting  
Thursday, January 21, 2016

Minutes

Members Present:

Linda Bolam, Sandy Walts, Julie Herrin, Deborah Stanifer, JudyDeFrancesco, Claire Kreher , Regina Mingela, Betty Kaiser, JoAnn Kissel

Members Absent:

Carol Oldenburg, Chris Litka, Martha Nork, Linda Schwelnus, Jim Morche

Guest Members:

Marilyn Randall, Scott Frush

- I. Call to Order  
Meeting called to order at 7:05 P.M. by Vice-President, Judy DeFrancesco
- II. Approval of Meeting Minutes of December 10, 2015.  
The minutes were APPROVED with no corrections or additions.
- III. Treasurer's Report – Deborah Stanifer
  - A. Membership dues, used book sales, and the bank account interest are all over projections for this year.
  - B. The 2015-2016 Library's Wish List has been completely funded.
  - C. The treasurer's report was APPROVED.
  - D. The proposed budget for March 2016-February 2017 is being established. Input is still needed regarding:
    - Summer Reading Program (Roz Fink)
    - Programs (Jim Morche)
    - Continuation of microfilming of the Northville Record (Wendy – Library staff)
    - Future needs for bags for the Gift Store and the Library
  - E. Deborah raised the issue of changing the fiscal year to correspond with the Library's, which is December 1<sup>st</sup> to November 30<sup>th</sup>. This change would provide for a better coordination with the Library as well as more accurate annual financial reports. This would require a

change in the by-laws. Deborah would work with our accountant to assure compliance with IRS filing regulations if the change was made. The change would make our next fiscal year extend from March 1, 2016 to November 30, 2016, with the regular 12-month period beginning December 1, 2016 and ending on November 30, 2017. Deborah will present the proposal at the annual meeting in March to be voted upon as a by-laws change.

#### IV. Library Director's Report - Julie Herrin

##### A. Statistics

- For 2015, total circulation was down by 1.04%, but downloading was up over 23%
- Database usage was down by 13%
- Computer use was down but Wi-Fi usage was up.
- The number of library cards was down by 2.35%

##### B. Programs

- Attendance is very good for our programs. We had 83 adults for the program on hoarding. We had 77 children for the youth Fire and Ice program, and 62 for Read to Me.

##### C. Planning

- As of January 21, 2106, 371 surveys have been submitted.
- All are encouraged to attend the February 2<sup>nd</sup> public forum at 7:00 P.M. in the meeting room. The information compiled from the surveys will be presented at that time.
- Thank you to Chris Litka for publicity on the library-planning program.

##### D. Staff

- Changes were made in the Youth Department to move Nancy to part-time and Mary to full time.
- Interviewing is in process for a Circulation position and for Page positions.
- By year-end, we had 88 continuing education events, from MLA Conference to webinars.

##### E. Year End Giving

- The Library Endowment Campaign has raised \$9,365.
- Private donations raised \$2,815.

##### F. Collections

- Magazine Giveaway will be the week of February 22.
- Online edition of the Wall Street Journal and the Detroit Free Press are available.
- Gift books presented to the library are now displayed on the portal shelf.

##### G. Public Relations

- The newsletter is changing to eight 8 ½ X 11 pages with full color. This new change will be less expensive than previous newsletters.

V. Old Business

- A. Linda Schwelnus has made the adjustments to the Board election ballot that clarify the Director election rotation. These adjustments will be reflected in the 2016-17 Board Election Ballot.

VI. Committee Reports

- A. Membership Committee – Regina Mingela
  - We currently have 297 memberships.
- B. Gift Store – Martha Nork and Linda Schwelnus (JoAnn Kissel reporting)
  - Total income for December was \$2,748.92. Total income for 3/15 through 12/15 was \$15,252.30.
  - We have a profit of \$4290.00. \$4,000 will be donated to FNDL, which is more than the \$3,500 committed in the FNDL budget.
- C. Gift Books – Claire Kreher
  - Since December 10, 2015, we have received four gifts, three Honor, one Memorial, for a total of \$270.00.
  - One book has been added to the library collection.
- D. Newsletter – Sandy Walts
  - Sandy will be away March 14<sup>th</sup> and would like to publish the next newsletter before then. The next newsletter deadline will be February 25<sup>th</sup>.
  - Sandy will be doing a synopsis of our annual reports for this newsletter and will require the reports by that date.
- E. Read to Me – Judy DeFrancesco
  - Twenty-two gift bags were given out at the last gathering of active young attendees.
  - Martha Nork has developed a nice summary sheet of Read to Me program costs, including the cost of the gift bags (\$5.72/bag).
- F. Programs– no report
- G. Public Relations– no report
- H. Development– no report
- I. Used Book Operations
  - Linda Bolam reported that improvements are underway in the Book Cellar to enhance stability and arrangement of book shelving, provide signage, and increase hours the Cellar is open.
  - Betty Kaiser has interviewed three new volunteers for the Book Cellar and they are ready to begin.

VII. New Business

- A. Library Display Case
  - Regina Mingela will take care of the decoration of the display case for the Friends' time beginning March 1st. Betty Kaiser and Linda Bolam volunteered to help her with this. Other volunteers are welcomed.

B. Taste of Northville

- The date for Taste of Northville is March 19.
- The Friends have not yet committed to participation in the event this year. The matter will be discussed at the February meeting.
- Claire Kreher and Linda Schwelnus volunteered to work the middle shift if it is decided to participate.

C. Introduction of Scott Frush

- The Board welcomed Scott, who is a nominee for the FNDL Board for 2016-17.
- He is currently the chairperson of the Library Development Committee.

The meeting was adjourned at 7:55 P.M.

The next meeting is scheduled for Thursday, February 18, 2016.

Respectfully submitted,

Linda Bolam,  
Secretary

