

**Board of Directors Meeting of the Friends of Northville District Library
January 22, 2014**

Minutes

Members Present:

Carol Oldenburg, Martha Nork, Claire Kreher, Linda Schwelnus, Linda Bolam, Joe Oldenburg, Sandy Walts, Regina Mingela, Julie Herrin, Deborah Stanifer

Members Absent:

Judy DeFrancesco, Chris Litka, Erin McDermott, Jim Morche

I. Call to Order

Meeting called to order at 7 PM by president, Carol Oldenburg.

II. Approval of the Agenda

The agenda was APPROVED.

III. Approval of the Meeting Minutes of December 5, 2013

The minutes were APPROVED with no corrections.

IV. President's Report- Carol Oldenburg

A. Friends received a donation of \$750 from Northville resident, Judith Costigan. Not previously a FNDL member, she was sent a Friends' membership.

B. The annual calendar was reviewed, with the addition of the Taste of Northville Business Showcase on March 8th. "Sundaes on Sunday" will be on October 19th, which is the first day of national Friends Week. The room for this event is already booked

- Discussion of Taste of Northville continued. Erin McDermott will be asked to coordinate the event. An application will be completed to reserve two tables: FNDL Table for Used books that are given to visitors (gardening books, children's books and cookbooks), and the Library Table for publicity use. Two table skirts will be ordered. Twelve free tickets to the event come with the reservation. Erin will be consulted regarding the number of boxes of books needed and the use of the banner. Questioned if candy will be distributed as last year? Will discuss other event chairs at April meeting.

V. Library Director's Report – Julie Herrin

A. Statistics for December showed circulation down by 5% although downloading eBooks and Wi Fi continue to be high. Programs were offered for Affordable Care Act, Downloading eBooks, and Bargain Shopper Mom, but attendance was low due to the weather. February programs, How to Use Your iPad, and How to Use Your Kindle Fire were full. We had 279 groups use the Study rooms and 33 use the Meeting room.

B. Facilities continue to receive attention. A leak in the front entrance was repaired January 20th. Bids have been going out on our 17- year -old building for HVAC upgrade and repair and carpeting of the main floor.

C. As mentioned, Taste of Northville is March 8th from 12 to 3, and the Library will have a presence.

D. As a result of the annual mailing for Development \$11,657.50 has been donated by 76 donors. Last year we received \$5,000 in donations. In 2012 when there was a tax credit and an envelope in the newsletter we had \$17,000 in donations.

E. Youth chairs have been added to the Library Wish List. The desired chairs are maple with 13” legs.

F. A disclaimer will be included on publicity pieces that go out for the Adult Summer Reading Program. After discussion with the PR Librarian and the Head of Adult Services, it was decided that winners of the reading challenge will be put on the Library website.

G. The Director questioned whether tote bags would be given out for the Youth Summer Reading Program. It was noted that the tote bags are a means of advertising contributors and a big hit with participants. Julie will check with Roz Fink to see if they will be used this summer.

VI. Treasurer’s Report – Deborah Stanifer (for Denise Stacer)

A. The budget report through the end of December 2013 was reviewed. The \$8,775.57 decrease noted was due to completion of the Library Wish List. Total income this month was \$3,573.70 from Membership, Used Books, grants/donations and money from the Gift Store. Total expenses: \$12,349.27 due to payment for gift books to library, a couple of music programs, the wish list and stamps.

B. The Treasurer’s Report was APPROVED.

C. Proposed Budget 2014-2015 – The finance committee met. We used numbers provided by each budget line item chair along with the Library Wish List and historical data to create a budget.

- INCOME– Membership did an amazing job this year thanks to Regina and committee. Used Books under Joe Oldenburg’s leadership continues to evolve to get the most for our donations of books. Additional income was derived from the Book and Author Luncheon, Program donations, and the Gift Store. Interest from the bank account and Hillers are continuing to decrease.
- EXPENSES – The Library Wish List was reviewed. Additional Administrative costs were reviewed. It was noted that \$2,500 has been set aside in the 2014 budget in case the Ballot Question Committee requests additional funds.
- The finance committee recommends that the Board approve this budget.

D. The Proposed Budget for 2014-2015 was APPROVED.

E. Denise Stacer sends a special thanks to Deborah for stepping up and taking on duties of treasurer so quickly.

VII. Corresponding Secretary's Report – Linda Bolam

A. No report this month.

VIII. Committee Reports

A. Membership Committee – Regina Mingela

- We currently have 282 members.
- The Friends have the library display case beginning April 1st. A committee comprised of Regina, Martha Nork and Linda Bolam will plan the display. Purpose is to reinforce importance of Friends' membership and emphasize the programs that we support.

B. Gift Store – Martha Nork/Linda Schwelnus

- December income was \$1,900.00. This includes \$67.00 of credit card rewards.
- Income was up \$130.00 over December 2012.
- 4th quarter resale purchases were up this year.
- We spent \$180 from the CFCU Summer of Sharing grant for the new outside store sign. The \$820 remaining from the grant was given to the library for their use.
- \$1,000 was transferred to Friends account in December.

C. C. Newsletter – Sandy Walts

- The next newsletter will be out by March 15th before the Battle of the Books and membership drive. Submissions requested by the end of February.

D. Gift Book Program – Claire Kreher

- Since December 5, 2013 we have received three gifts totaling \$95.00 (2 Memorials, 1 Honor).
- Thirteen books and one DVD were added to the Library.

E. Read to Me – no report

F. Programs – no report

G. Public Relations – no report

H. Development – Julie Herrin for Erin McDermott

- 300 letters have been sent out to solicit sponsors for the April 4th Library Fund Raiser. Overall sponsorships are down from prior years. The question was raised if others are also experiencing this decline in town.
- Tickets for the event go on sale February 10th.

I. Used Book Operations – Joe Oldenburg

- Mission Based Books (MMB) is going out of business as of Feb. 2014. Oct., Nov., Dec. 2013 and Jan. 2014 income is due to us. The \$5000 annual income we anticipated from them will be impacted. MMB currently has approximately 5500 unsold NDL books. We will need to decide what to do regarding this issue by Feb. 4.
- Options:
 - a. Take all books back (300 boxes).
 - b. Tell them to recycle the books.
 - c. They will send us list of valuable books (over \$5 value) and the remainder could go to “Teacher’s Day” event at MBB Canton warehouse.
 - d. We could deal with a Miamisburg, Ohio bookseller, Look At a Book, on all our books or only books of value. They have sent us a proposal to take over from MBB.
- Julie will check with other libraries in Michigan to see if they deal with the Ohio company.
- Problem is going to be dealing with recycles.
- A discussion followed. Motion made and seconded that we let Joe examine the options and decide what he feels is best for Friends. Motion APPROVED.
- Joe will call Waste Management regarding recycle.

IX. Old Business

A. Nominating Committee Report

- The ballot is ready and will be included in the 2013 Annual Report.
- The role of corresponding secretary and recording secretary to be combined in one “Secretary”.

X. New Business - None

Next meeting is February 20, 2014 in the Story Time Room.

Meeting adjourned at 8:15 PM.

Respectfully submitted,
Linda Bolam, Secretary