



Board of Directors Meeting
Thursday, February 19, 2015

Minutes

Members Present:

Carol Oldenburg, Erin McDermott, Linda Bolam, Joe Oldenburg, Sandy Walts, Julie Herrin, JudyDeFrancesco, Claire Kreher, Regina Mingela, Linda Schwelnus,

Members Absent: Deborah Stanifer, Chris Litka, Martha Nork, and Jim Morche

- I. Call to Order
Meeting called to order at 7 P.M. by President, Carol Oldenburg.
- II. Approval of Agenda
The agenda was APPROVED.
- III. Approval of Meeting Minutes of January 15, 2015
The minutes were APPROVED with no corrections.
- IV. Library Director's Report - Julie Herrin
 - A. Statistics
 - Circulation for January 2015 is up 6.79% over January 2014.
 - Downloads for January 2015 are up 44.31% over January 2014.
 - Computer total use for January is 20% more than January 2014.
 - Website Usage in January 2015 is up 6.51% from January 2014.
 - B. Collections
 - Reductions made in Reference Collection as books are becoming less viable than Internet information.
 - Big changes in Youth Department Collection because we needed to make room for the expanding DVD collection and Readers. Parent-Teacher section has moved downstairs. Newberry and Caldecott books, Playaways and games, and Early Non-fiction have all been moved.
 - C. Tax Forms

- Forms limited to 1040, 1040A, and 1040EZ due to state budget cuts. We have instructed more people in online use of the tax forms.
- We also received no instructions with the tax forms this year.

D. Programs

- The program on the Underground Railroad had full registration. About 50 people actually attended.

E. Public Relations

- The Donor Recognition Party provided a lovely evening for about 50 guests. It was a wonderful opportunity to become better acquainted with and thank our generous donors.
- Michigan International Women's Show
 - a. Local libraries have been invited by the event organizers to participate this year. Along with four other libraries we will staff a booth, and Vicki will give a book talk.
- Banners for National Library Week, April 12-18, are being ordered for light posts in downtown Northville. Julie also requested that we write letters regarding the library for the Northville Record and submit the first week of April.

V. President's Report - Carol Oldenburg

A. Correspondence

- A thank you note from Wendy Mutch was read, thanking the Friends for their support of the Local History Collection and Summer Reading Program with our Wish List funds.

B. 2015 Used Book Sale

- Sandy Walts and Regina Mingela will again secure the volunteers needed to staff the book sale. An initial "sign-up" sheet was passed around at the board meeting.

C. JanWay Bag Purchase

- Martha Nork obtained sample of the two bags available from this company who previously provided them for the library. A cream and maroon biodegradable bag would be \$.24 each for 5000. (\$1200) An aqua-colored bag that was slightly heavier in weight but not biodegradable cost \$.27 each for 5000. (\$1350) There will be no charge for set-up because JanWay already has our plate from prior printing of the bags.
 - a. The board voted to purchase the cream-colored bags. Martha will be asked to place the order.
- The purchase of a table runner with the Friends logo was also discussed. JanWay makes a machine washable, cream or maroon colored runner for \$152.00 plus shipping costs. This could be used for "Taste of Northville" or other events when a table is set up and we want to express Friends' sponsorship. It

was decided to purchase a burgundy runner with cream-colored lettering.

VI. Old Business

- A. Nominating Committee Update – Judy DeFrancesco
 - Judy thanked Sandy Walts and Regina Mingela for their fine assistance in developing the ballot. There will be three members-at-large, which could be defined as “members who are loyal friends and wish to be involved in the organization.”
 - The ballot will be voted on at the March Annual Friends Meeting.
- B. Taste of Northville
 - Deborah Stanifer has the tickets for this event.
 - Regina will provide more membership forms for use on the day.
- C. Book and Author Luncheon Update
 - The luncheon will be May 12th. \$25.00 tickets will be available from March 31 to April 28. Chris Zimmerman is the featured author. Deborah Stanifer will have more information at the March meeting.

VII. Committee Reports

- A. Membership Committee – Regina Mingela
 - Regina announced we now have 292 members. The goal is to reach 300 members by the March Annual Meeting.
- B. Gift Store – Linda Schwelnus (for Martha Nork)
 - New lights have been installed in the Gift Store.
 - Member Shopping Days in the store will be May 1-3, the same weekend as the Friends’ Used Book Sale.
 - January was a slow month and the store made \$680. New spring stock is starting to come in.
 - Thanks to Chris Litka for helping with PR for the store.
- C. Gift Books – Claire Kreher
 - Since January 15, 2015, we have received two Memorial gifts totaling \$150.00.
 - Sixteen books have been added to the Library collection.
- D. Newsletter – Sandy Walts
 - Articles for the next newsletter have been received. The newsletter will go to the printer next week.
- E. Read to Me – Judy DeFrancesco
 - Judy was informed that Friends’ memberships signed up at the program would be effective until March 2016.

- More books and bags need to be ordered for the program. Linda Schwelnus will inform Martha regarding the need to order.

F. Development Committee – Erin McDermott

- The Wine Tasting library fundraiser is April 19th. Invitations will be mailed out soon.
- Efforts are being made to increase donations to support the fundraiser.
- Plans are for a brochure with wines listed. Brick oven pizza will be served at the event.

G. Used Book Operations – Joe Oldenburg

- We have received a check for \$930.00 for 2014 sales from Look at a Book.
- Books are ready in the sorting room for the Friends' table at Taste of Northville. Recently there has been a scant selection of donated books to choose from.
- All operations are in place for the Spring Used Book Sale. Many helpers have signed up for helping move books. Also many new people are being trained to work in volunteer positions, such as sorters, scanners, and in the Book Cellar. Volunteers account for 6,000 hours of time each year.

H. New Business

- Insurance coverage for those working in volunteer capacity for Friends is being investigated. Paul Snyder is looking into the issue, but there has been no coverage found.

I. Adjournment of meeting at 8 P.M.

The next meeting will be the Annual Meeting on March 19, 2015 at 7 P.M.

Respectfully submitted,
Linda Bolam
Secretary