

# **Board of Directors Meeting of the Friends of Northville District Library February 20, 2014**

## **Minutes**

### Members Present:

Carol Oldenburg, Erin McDermott, Martha Nork, Linda Bolam, Joe Oldenburg, Sandy Walts, Julie Herrin, Deborah Stanifer, JudyDeFrancesco

### Members Absent:

Claire Kreher, Chris Litka, Regina Mingela, Linda Schwelnus, Jim Morche

### I. Call to Order

Meeting called to order at 7:04 PM by President, Carol Oldenburg.

### II. Approval of the Agenda

The agenda was APPROVED.

### III. Approval of the Meeting Minutes of January 22, 2014

The minutes were APPROVED with no corrections.

### IV. President's Report- Carol Oldenburg

A. Erin has received all but one report for inclusion in the Annual Report. An email reminder will be sent out. Linda Schwelnus will assist with proofreading of the report.

B. Judy DeFrancesco volunteered to attend the Library Board meeting during Carol's absence in March.

### V. Library Director's Report – Julie Herrin

#### A. Statistics

- Circulation was down by over 7%, probably due to the inclement weather.
- Downloading and WiFi use were up.
- Forty-three groups used the meeting room in one month.

#### B. Board of Trustees new officers

- Alan Somershoe – Chair
- Paul Snyder – Vice chair
- Robert Sochacki – Secretary
- Jean Hansen – Treasurer

#### C. Staff

- Karen has been named full time PR Librarian, also a new PR intern has been placed.

- Gale Cengage Award – Wendy Mutch with the help of Michael McEvoy and numerous volunteers, and our Local History Site has won the Gale Cengage Learning Award for Excellence in Reference & Adult Library Services. Not only was the Northville Record digitized, for which we thank the Friends, but also Oral histories and Northville High School yearbooks dating back to 1921.

D. Credit card are now accepted for tickets to the Spring Fund Raiser and for fines and lost items over \$5.

E. Audit is complete and the library had a very good report, ending the year with about \$113,000 to transfer to fund reserve.

F. Classes – “How to Use Your Tablet Computer” classes were full and had very enthusiastic attendees.

G. New Computer Catalog is on its way with no firm delivery date yet. It is quite different and modern.

H. Endowment Giving – Great improvement seen with an increase from \$4,475 in 2012 to \$15,752 in 2013.

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

A. The fiscal year ends on February 28, 2014. All funding requests should be sent per email to Denise Stacer to assist her with closure of the 2013 books.

B. Judy DeFrancesco questioned if the Read to Me budget request was approved. The request was approved.

C. The Treasurer’s Report was APPROVED.

#### VII. Secretary’s Report – Linda Bolam - no report

#### VIII. Committee Reports

A. Membership Committee – Regina Mingela - no report

B. Gift Store – Martha Nork

- Income for January was up by \$20 compared to January of 2013, which was great considering the weather and vacationing volunteers.
- Physical inventory will be done before the end of the fiscal year, with a report submitted to Denise Stacer.

C. Gift Books – Linda Bolam (for Claire Kreher)

- Since January 16th we have received eight gifts (3 Memorials, 4 Honor and one Gift). We received \$375.00.
- Eight books have been added to the Northville District Library collection.

D. Newsletter – Sandy Walts

- Annual reports from committee chairs are due to Sandy for editing and inclusion in the next Newsletter.

E. Read to Me – Judy DeFrancesco

- We gave out 25 gift bags from January to February.
- New membership forms will be included in future bags.
- There will be no story time in March since Judy and Cheryl Pearson will be out of town.
- Our book supply will run out by April and additional books will need to be purchased through the Gift Store. We usually order 100 books.
- The program has had great attendance despite the weather.

F. Programs - Jim Morche – no report

G. Public Relations - Chris Litka – no report

H. Development – Erin McDermott

- Invitations for the April 4th Library Fund Raiser have been mailed. Invitations went out to Friends, library volunteers and previous donors.
- Julie Herrin sent out 500 letters seeking community sponsors. \$3000 has already been received from six sponsors.
- It was suggested that receipts for donations could be improved with a nice design and paper stock instead of just paper receipts.

I. Used Book Operations – Joe Oldenburg

- Used book operations will continue during Joe's upcoming vacation.
- MBB is going out of business February 28. No checks have been received from them yet. They currently have 3400 of our books. "Look at a Book" of Miamisburg, OH has picked up our 650 Books of Value. The books will go on their database and we will receive a

50/50 split on sales. Administrative costs will include a \$39.99 monthly charge from Amazon, and mailing and shipping costs. They will pick up pallets of books from us or UPS can ship books in cartons to them. There is no contract involved. No decisions will be made regarding a vendor replacement until at least April.

- Other national vendors are to be considered. Other local libraries are also looking at possibilities to handle their used book sales.
- Help of two strong men is needed to move about 200 boxes of books from storage to the library the morning of the Member Preview Night for the Spring Used Book sale, May 29th. Help is also needed a few hours a month in picking up books.
- Eagle Scouts, Girl Scouts, and students working on school community projects have been using our gently used books and helping to set up libraries in inner city schools that don't have them.

#### IX. Old Business

A. Erin McDermott is coordinating participation in Taste of Northville on March 8th, from 12 to 3 PM. Boxes of children's books and books on cooking, crafts, and gardening along with the Friends' banner will be readied for transport the Northville High School.

#### X. New Business - None to discuss

The meeting adjourned at 7:50 PM.

Respectfully submitted,  
Linda Bolam, Secretary