



Board of Directors Meeting
Thursday, March 15, 2018

Minutes

Members Present:

Martha Nork, Scott Frush, , Linda Bolam, , Claire Kreher, Will Bastien, Linda Bastien, Chris Litka, Jennifer Gustafson, Carol Murray, Linda Schwelnus, Denise Stacer , Sandy Walts, Karen Fehl, and Anne Mannisto, Library Director

Members Absent: Regina Mingela, Judy DeFrancesco, Betty Kaiser, and Jim Morche
Guests: Deborah Stanifer, Alan Somershoe, Claudia Moore and Mary Lou Broderick

I. Call to Order

President, Martha Nork, called the meeting to order at 7:10 P.M.

II. Approval of Agenda

The agenda was APPROVED with additions under New Business, B. Grant Discussion and C. Wish List item from Library.

III. Review of Minutes

A. The minutes of the February 15, 2018 FNDL Board Meeting were approved with correction to B, Used Book Operations, item #1 to read: " This total included vendor sales and the Cellar sales."

IV. Election of Officers

A. Copies of the ballot were distributed. Chris Litka presented the ballot.

B. There was unanimous approval of the slate of nominees:

- President – Martha Nork
- Vice President – Jennifer Gustafson
- Treasurer – Scott Frush
- Secretary – Linda Bolam
- Gift Books – Claire Kreher
- Read to Me Program – Jennifer Gustafson
- Gift Store Manager – Martha Nork
- Gift Store Treasurer – Linda Schwelnus
- Newsletter – Will Bastien
- Used Book Operation – Will and Linda Bastien

- C. Carol Murray and Denise Stacer were appointed for two years as Members-at-Large. Betty Kaiser was reappointed as a Member-at-Large for two years.
- D. Copies of the 2017 Annual Report were distributed. They contain reports with addition of colored pictures this year.

V. President's Report – Martha Nork

- A. Linda Bastien, Jennifer Gustafson, and Martha Nork attended the FOML conference, Thursday, March 8th, at the Southfield Public Library.
- B. Highlights included the attendance of the mayor of Southfield, who commented “You can tell a lot about a community by the importance they place on their library.”
- C. Speakers from Troy had three ideas we could implement:
 - That every board member know processes of all programs. We will begin a brief description of programs at our board meetings and highlight the work and programs of the various committees.
 - Have a “Meet and Greet” for Friends Board members and library staff.
 - Utilize teen volunteers in the Used Books Program. Volunteers help the teens hold their own used book sales with proceeds going to teens to use for something in the teen area.
- D. Brandon Township Library has a Teen Scholarship program with teens required to volunteer at two Friends events and write an essay about their experience.

VI. Library Director's Report – Anne Mannisto

- A. Circulation and Usage
 - February circulation is down almost 9% from last year. Our most popular download service, Downloads Destinations, is up by 12% in overall circulation this month.
 - Database usage is up again this month compared to last year. This includes online resources used for investment information, online learning courses, business databases like Reference USA, Consumer Reports, and various student oriented research or homework help resources.
- B. Programs
 - The 12th Battle of the Books, held on March 14 at Northville High School, had 29 teams, with a total of 156 middle school students participating.
 - They had delightful costumes and team names and showed an amazing amount of excitement and intensity. Library staff spent many hours preparing for the event, organizing, and finalizing results and photos from the evening. The Friends were thanked for their sponsorship of the event.
 - There were 33 Youth programs this month, including storytimes, craft events, and school visits, with a total of 660 participants.
 - The Teen Advisory Board continues to draw an enthusiastic group to meetings on the first Tuesday.

- Adults had nine programs with 254 in attendance. An average of 9 attend weekly ESL group. Four people participated in TechXpert times. Michael also offers help on the Digital conversion equipment and Computer Page.
 - Demand has been great for the presentation on the Northville Psychiatric Hospital by Joe Oldenburg. It is now scheduled at the Community Center to accommodate the crowd, with a repeat presentation added for March 28th at the Library.
- C. Staff
- Karen Fehl and Adult Services Librarian, Samantha Downes, will be attending the annual conference of the Public Library Association (division of ALA) at the end of next week.
- D. Building Project
- Project is underway following discussion of preliminary issues with the Construction manager. Next, the Board, architect, and construction team will sit down with staff for a more formal pre-construction meeting. We now project an on-site start date of April 16, with excavation and building the exterior walls. The project will affect the staff workroom by late April.
 - We also started the process of having the workroom redesigned for better staff functioning and efficiency.
 - ILS Migration – We want to remind our patrons that there will be no interlibrary loan through MeLCat starting April 2.
 - PINS – If you have a pin that is longer than 6 digits or has letters, you will need to change it to no more than 6 numbers.
- E. Other Changes
- The Gift Book display, formerly in the Portal Area, is now in the Lucky Day area of the NEW book section.
 - A new glass showcase is in our fireplace area. Groups may have it for two months to feature special displays. Currently there is a display of Pop-up Books on loan from Roz Fink.
 - The Library gave a large quantity of excess shelving to the Fowlerville Public Library, as they are equipping a renovated space for a new library and have a limited budget. This was part of the clean up of the Storage area.
 - Low Vision Equipment has been purchased and is on the back wall counter of the lower level. The Merlin Elite Pro desktop with a full HD video magnifier and full-page text-to-speech functionality will be added to the Public computer area. Public unveiling will be in late March after staff are fully trained. It will be promoted to various organizations that service people with visual disabilities.

VII. Secretary Report – No report.

VIII. Treasurer's Report – Scott Frush

- A. As of February 28, 2018 we have total assets of \$83,910.52. This total includes our three Certificates of Deposit, and the Checking Account at Community Federal Credit Union.
- B. The Year-to-date Income is \$4,366.63.
- C. Total expenses Year-to-date are \$8,215.71. This includes 100% payment for the budgeted Summer Reading Program and the Staff Christmas Lunch.
- D. The Treasurer's Report was APPROVED.

IX. Committee Reports

A. Public Relations – Chris Litka

- EBlasts were sent regarding Valentine's Day Gift Store items, sign-up for Amazon Smile (with a 49.6% open rate), and the Annual Meeting (54% open rate).
- Sarah Milroy did a new poster for the Friends. It will be used at the Northville Marketplace.
- "Rise and Shine", sponsored in March by Masco, will be attended on Friends behalf by Martha Nork.
- Chris asked how we could advertise the Library and Friends to new Northville companies and businesses? Discussion followed.

B. Used Book Operations – Will & Linda Bastien

- Look-at-a-Book, our vendor connected with Amazon, is leaving the business. He will connect us with Dayton Area Goodwill, who is taking over their service and possibly will eliminate the Amazon connection.
- Total February sales in the Cellar were \$867.50. Vendor sales combined for January and February were \$935.80. This gives us a monthly total of \$1,803.30.

C. Membership – Regina Mingela (No report)

D. Gift Store - Linda Schwelnus

- The total sales for February were \$875.05.
- Income is up from last year.

E. Newsletter – Sandy Walts

- Our next newsletter deadline is March 23rd. Hopefully we will publish April 13th. This newsletter will include membership information.
- Roz Fink will need the membership list for summer tote bag names by May 22nd. Names will include businesses and individuals donating \$100.00 or more.
- New library equipment donated by FNDL will have an article with pictures.

F. Gift Books Program – Claire Kreher

- Since February 15th, we have received 1 Gift, a gift of \$100.00.
- Four books were added to the collection.

G. Programs - No report

H. Read to Me – Jennifer Gustafson

- We had 60 people at the March gathering. We gave out 24 bags containing a bib, Book, bookmarks, a ball, and early literacy tips.

X. Old Business

A. Julie Herrin Honor Gift from the Friends

- Karen Fehl was able to purchase a mantle clock for the Fireplace Area.

B. Northville Marketplace

- Linda and Will Bastien and Carol Murray will chair volunteers. Claire Kreher, Linda Schwelnes, Linda Bolam and Carol Murray will be at the Friends' table.
- The FNDL banner, tablecloth, door prizes, membership slips, and books will need to be taken to the Marketplace.

XI. New Business

A. Honor Gifts for Judy DeFrancesco on her retirement will be a \$50.00 gift to the library with a children's focus.

B. Grant Discussion

- Linda Schwelnus reported that three grants (\$10,000, \$5,000, \$2,500) are being offered by Community Financial. The grants have a different focus, "Thumbs Up". Deadline for the grant is the end of March. Linda volunteered to work on writing the grant.

C. Wish List from Library – Anne Mannisto

- The first library addition in 20 years is in process. A meeting room needs to be equipped. Various opportunities and options were offered. The Board is in favor of the idea but requested more information and details. This item will be placed on the Board agenda for more consideration.

D. Paul Snyder, the archivist and curator at the Historical Society, invited the Friends to participate in an event at Mill Race on June 9th. We would man a table and sell used books pertaining to the World War I and the suffragette movement.

XII. Adjournment

The meeting was adjourned at 8:49 PM.

The next meeting is scheduled for April 19, 2018 at 7 PM.

Respectfully submitted,

Linda Bolam
Secretary

