

**Board of Directors Meeting of the Friends of Northville District Library**  
**Thursday, April 17, 2014**

**Minutes**

Members Present:

Carol Oldenburg, Martha Nork, Linda Bolam, Joe Oldenburg, Sandy Walts, Julie Herrin, Deborah Stanifer, JudyDeFrancesco, Chris Litka, Regina Mingela, Linda Schwelnus

Members Absent:

Claire Kreher, Erin McDermott, and Jim Morche

I. Call to Order

Meeting called to order at 7:02 P.M. by President, Carol Oldenburg.

II. Approval of the Agenda

The agenda was APPROVED as distributed.

III. Approval of the Meeting Minutes of March 20, 2014

The minutes were APPROVED with no corrections.

IV. President's Report- Carol Oldenburg

A. The Gift Book Program is a seldom-recognized effort of the Friends. Chris Litka is encouraged to increase publicity of the Gift Book Program with the approach of Mother's Day, graduations, etc.

B. The volunteer work schedule for the Used Book Sale was circulated for sign-up by board members. It may also go online if Erin McDermott has time to put it there.

C. Carol commented that the Northville Library, not the FNDL, sponsored the very successful Wine-Tasting. It is important to emphasize who is sponsoring various events.

V. Library Director's Report – Julie Herrin

A. Statistics

- Circulation has evened out after the bad weather. April is virtually the same as last year.
- Downloading is up 28%.
- Electronic Resource Use is up almost double. The class may influence this, and if so, that is a good outcome.

B. Fundraiser

- This event was very successful and raised over \$12,000 for the Library.
- There was great coverage in the Northville Record
- Almost 200 guests were in attendance.

- A debriefing was held on Monday, April 5th with the Development Committee.
- The fundraiser date for next year has been set for Sunday, April 19, 2015.

### C. National Library Week

- A Thank You to Chris Litka for her letter in the Northville Record.
- Special Programs
  - a. Beginner's Guide to the Cloud had 55 participants
  - b. Special Children's Program, reading of Pirates vs. Super Danny had 58 participants.

### Facility

- A small fire occurred in the storage room. The Book Cellar was closed the following Friday due to the odor. ServPro placed a deodorizer in the Book Cellar over the weekend.
- The computer chairs were ordered this week. The Youth chairs are to be delivered April 28th. New carpeting is being selected to coordinate with current décor. The new carpeting will include the Friend's Gift Store.

### E. News

- The new online catalog is due April 21st and is hosted by the Library cooperative. It will utilize new software and be stored in the Cloud.
- New AV equipment has been installed in the Storytime Room. Tablets and media will be used in story times.
- Zinio is coming May 1st. 200 magazines will be available online.
- The next Library Newsletter is due out June 1st. The deadline for news is April 25th.

### VI. Treasurer's Report – Deborah Stanifer

A. The shipping costs were not included on the "Wish List" for the Youth chairs. The cost is \$225.00. Deborah asked if it should be added to the budget. A motion was made to add the shipping cost as a line item to the budget. The motion PASSED.

B. We have paid for the Library Director and Assistant Director to attend the Book and Author Luncheon.

C. Our account balance as of March 1, 2014 was \$44,994.05. The closing balance on March 31, 2014 was \$50,018.14. The balance shows an increase of \$5,024.09.

### VIII. Committee Reports

#### A. Membership Committee – Regina Mingela

- Please send in Membership for this year. Envelopes can be placed in Regina's mailbox.
- Donors who give \$100.00 will have their names placed on the tote bags for the Summer Reading Program. Donors often need a personal explanation of this perk.
- Regina asked that we take pictures at all FNDL events.
- As of this date we have 167 paid members.
- Regina asked if we should offer Cantoro's an honorary Friend's membership for their generosity with the Wine Tasting event and also include their name on the tote bags for the Summer Reading Program. The board agreed to the suggestion.

#### B. Gift Store – Martha Nork

- Total sales for 2013 were down from the previous year. However, some of our expenditures were up, with more being spent on inventory than in 2012 (but less than 2011). We also spent more on store fixtures in 2013 for items such as the display rack and outdoor sign. Two things that helped offset this to some extent. We changed the store's phone plan, which saved us \$159.66 for the year. Also \$128 was earned with the use of a new credit card to purchase almost all of our store merchandise.
- Sales for March and April 2014 have been down. Because we made more purchases in November and December, we have been able to get by with our inventory and have been cautious with new purchases. Hopefully, sales will pick up with the improving weather.
- New lighting fixtures for the store have not been chosen yet.
- Reminder that May 2,3 and 4 are Friend's Discount Shopping Days.
- Linda Schwelnus reported Gift Store revenue for the month of March was \$1050; expenses were \$411, for a net profit of \$639. Sales tax for the First Quarter 2014 was paid for both the Store and Used Book sales.

#### C. Gift Books – Linda Bolam for Claire Kreher

- Since 3/20/2014 four gifts were received – 3 Memorial, 1 Honor. A total of \$155 was received for these four gifts.
- 13 books were added to the Northville Library collection.

#### D. Newsletter – Sandy Walts

- Our next edition of the newsletter comes out in July.

#### E. Read to Me – Judy DeFrancesco

- A large group showed up again at the April Story time. We had two sets of twins and many active and beautiful babies. Half of the group already received gift bags; so only 14 gift bags were passed out.
- We received our new book order on time, thanks to Martha Nork and Berclay Ruschak. \$299.50 paid for the purchase of 100 new board books.
- Friends' Memberships are being encouraged at the story time sessions.

F. Programs - Jim Morche – No new information to share in Jim's absence.

G. Public Relations - Chris Litka

- A letter was sent to the Northville Record regarding the library services.
- Notice of FNDL activities is not getting published on Chamber of Commerce monthly online calendar despite repeated request

H. Development – Erin McDermott

- o A good meeting was held following the library benefit with compilation of comments re the Wine-Tasting. It was suggested that a better microphone be used, as it was difficult to hear.

I. Used Book Operations – Joe Oldenburg

- Used Book Operations 2013-2014 – MBB owes us \$1966.41.
- Books remaining at LAAB after MBB closing: 650 books, selling on 26 sites showed sales for March 2014 of \$220, and sales of \$100 from April 1-15.
- Vendors are being considered but we are not ready to recommend anything now. We are only selling books ourselves since February.
- Used Book Sale – Joe will act as supervisor May 29 through the June 1 teardown. Carol Oldenburg will handle volunteers for the setup and teardown.
- Recycle is always a problem. We now send paperbacks to Amerman School for recycle. Hard cover books are going to Ann Arbor Recycling. As of April 24th the Salvation Army will pick up books for recycling every other week. Some of these books may be able to be sold.
- Chris Litka will send email out to members to request used books in good condition prior to the Used Book Sale.

IX. Old Business

A. No report available on Taste of Northville.

X. New Business A. None

The next meeting is May 15, 2014 at 7 P.M.

Respectfully submitted,  
Linda Bolam, Secretary