



Board of Directors Meeting
Thursday, June 18, 2015

Minutes

Members Present:

Carol Oldenburg, Judy DeFrancesco, Deborah Stanifer, Linda Bolam, Martha Nork,,
Joe Oldenburg, Sandy Walts, Julie Herrin, Claire Kreher, Chris Litka, Linda
Schwelnus, Betty Kaiser, JoAnn Kissel, Anne Mannisto

Members Absent: Regina Mingela, Jim Morche

- I. Call to Order
Meeting called to order at 7:00 P.M. by President, Carol Oldenburg.
- II. Approval of Agenda
The agenda was APPROVED.
- III. Approval of Meeting Minutes of May 21, 2015
The minutes were APPROVED with no corrections.
- IV. Treasurer's Report - Deborah Stanifer
 - A. As stated in the report as of May 31, 2015, there is a balance of \$60,948.18 in our account. 42% of our budget has been raised thus far, although only 25% of the year has passed.
 - B. Income included \$1,778.11 from the Used Book Sale in May, and \$23.01 from Hiller's scripts.
 - C. The Treasurer's Report was APPROVED.
- V. Library Director's Report – Julie Herrin
 - A. Julie thanked Chris Litka for her contribution to the fine article in Northville Today, "Library Thrives with a Little Help From Friends". Chris indicated Carol Oldenburg also took part in interviews for this article.
 - B. Statistics
 - Circulation is down, databases are mostly down.
 - Downloadable books, magazine and music use is up.
 - Internet use, Wi-Fi use and databases accesses are up.

- There has been increased use of tech help. We are starting to count computer help that is longer than five minutes.

C. Programs

- Summer Reading has started. We are so grateful to the Friends for help in registration of the 690 participants.
- Youth 465 total, 425 registered by the Friends.
- Adult 170 total, 165 registered by Friends.
- Teen 129 total, 100 registered by Friends.
- All programs listed in Summer Newsletter. 19 events are scheduled in June alone.
- Tech Expert, one on one with librarian help in the afternoon, is doing very well.
- There were over 80 registered for the latest library program on old Detroit Theater Palaces.

D. Technology

- Michael is replacing our staff computers that are 4 ½ to 7 years old.

E. Facilities

- The new air conditioning system is being turned on Friday, June 19, 2015.

F. Public Relations

- The Senior Fest went well and we are very pleased with the raffle gift of a \$25 certificate from the Friends store.
- We gave out Friends membership applications and signed up attendees for Summer Reading.
- The new website is doing well and there have been inquiries about what company we used. It is now out on List serve.
- Volunteers Recognition, with desserts planned, is Wednesday, August 26 from 7 to 9 P.M.

G. Staff

- Samantha Downes has been hired as a part-time Adult Service Librarian.

VI. President's Report – Carol Oldenburg

- A. Sundaes on Sunday is planned for October 18, 2015. Chris Litka has offered to coordinate the event again this year. Judy DeFrancesco and Linda Schwelnus offered to assist with the event.
- B. Carol Oldenburg received letters from the Canton and Novi libraries regarding the annual Book and Author Luncheon. Deborah Stanifer, this year's committee representative from Northville Friends, spoke to the letters and the discontinuation of this 29-year event. The Novi and Canton groups have withdrawn their future participation. Thus far it is unknown if Plymouth Library will continue a Book and Author Luncheon. It is not considered a profit maker, but it was a nice community activity for the time that it lasted. The luncheon had \$257.00 in proceeds to Friends of the Northville Library this year.

VII. Old Business

A. Used Book Sales –

- Last month's meeting discussion centered on the yearlong effort the sale entails vs. the income made on the two sales (\$3,000-\$3,500 from the sales alone.)
- Discussion continued regarding what we would do with books not sold off the carts or from the Cellar if we didn't have the sales? Do we need to expand the Book Cellar? Julie Herrin commented that the library might need the Book Cellar space for future expansion. The Library Board will consider this in their Fall Strategic Planning sessions.
- The Used Books program serves the purpose as a community resource, a place for the public to bring used books. This is a big PR issue. Could we focus on the topic of the Used Book Sales as a community resource for a newspaper article - "We Need a New Leader and Helpers"? Linda Schwelnus volunteered to contact the Northville Record regarding an article to address the need for new leaders to head this valuable program.
- Carol Oldenburg and Gretchen Kaminski currently lead sorting efforts on Monday and Keith Mannisto has joined the team and manages Thursday sorting.
- Carol or Joe Oldenburg will be contacts for anyone interested in managing the Used Book Sales. They will mentor any interested candidate(s).

B. Fundraisers

- Judy DeFrancesco has explored the topic of library fundraising projects. She found that many fundraisers "sell stuff". Some groups have a Spaghetti Dinner and Bingo Night and make a lot of money. In the past FNDL has had Christmas Tree Decorations and businesses in town decorated trees that were then bid on. Another thought is Box Lunch Socials with a speaker, but a suitable venue could be a challenge. Other thoughts are welcomed on this topic.

C. Volunteer Coordinator

- D. The Chair asked for a volunteer to serve as a liaison between volunteer applicants. Regina Mingela, membership chair, keeps a volunteer list up but we need to concentrate more specific effort on it. Betty Kaiser volunteered to serve in this role. We need to decide what areas need volunteer assistance, perhaps focus on particular activities needing help. The liaison can contact interested volunteers and do a mini interview to determine their availability and areas of interest.

VIII. Committee Reports

A. Membership – Regina Mingela (report submitted)

- We have 237 members as of June 8th.

- B. Gift Store – Martha Nork and Linda Schwelnus
 - The income for the month of May was \$774.00, while expenses were \$1404. Income so far this year is \$3482, expenses \$3197, for a net profit of \$285 toward our annual commitment to Friends.
- C. Gift Books – Claire Kreher
 - Since May 21 there have been seven gifts totaling \$325.00, three Memorials and four Honor. No books have been added to the library collection.
- D. Newsletter – Sandy Walts
 - June 27th is the deadline for articles for the next Newsletter. The next issue should be out around July 11th. Volunteers will be needed to help with mailing.
- E. Read to Me – Judy DeFrancesco
 - Cheryl will continue volunteering to assist Judy. The program is on hiatus until September when it resumes.
- F. Programs – Carol Oldenburg for Jim Morche
 - Jim has relayed that the scheduled July speaker had to cancel due to illness.
 - The August 27th program, A Century of Jazz Song, with guitarist Jesse Lee Mason and his wife, mezzo-soprano Leslie Mason, is scheduled at 1 P.M. at the Northville Community Center. It is co-sponsored by FNDL, Northville Community Senior Services, and the Maple Manor Rehab Center/Novi.
- G. Used Book Operations – Carol Oldenburg
 - There are two new volunteers for Monday sorting and Keith Mannisto is leading the Thursday sorting.
 - The checks from Look-at-a-Book continue to be timely. The company has been great to work with thus far.
 - The cart sales and Book Cellar sales are doing well.
- H. Public Relations – Chris Litka
 - Three email blasts were sent out: Motor City Roots, gift bags and the new library website.
 - Additional ideas for Friends PR were requested from the Board.

- IX. The meeting adjourned at 8:07 P.M.
There will be no meeting in July or August.
The next meeting will be on September 17, 2015.

Respectfully submitted,
Linda Bolam
Secretary

