



Board of Directors Meeting  
Thursday, June 21, 2018

Minutes

Members Present:

Martha Nork, Scott Frush, Linda Bolam, Claire Kreher, Betty Kaiser, Denise Stacer, Chris Litka, Linda Bastien, Will Bastien, Jim Morche, Karen Fehl, Assistantii Library Director, and Anne Mannisto, Library Director

Members Absent: Regina Mingela, Carol Murray, Linda Schwelnus, Sandy Walts, and Jennifer Gustafson

- I. Call to Order
  - A. President, Martha Nork, called the meeting to order at 7:02 P.M.
  
- II. Approval of Agenda
  - A. The agenda was APPROVED as presented.
  
- III. Approval of Meeting Minutes of May 17, 2018
  - A. The minutes were APPROVED with minor corrections to the Library Director's Report.
  
- IV. Library Director's Report – Anne Mannisto
  - A. May statistics reflect an almost 25% decrease in circulation. Downloading of econtent was also down slightly. The Library was open one less day.
  - B. ILS Migration went live on May 29. We are still working out changes in procedures and new features for patrons. There is no MelCat for interlibrary loan outside the shared library system until September.
  - C. The Summer Reading Program has 236 registered thus far in the youth program. The first program, Animal Magic, had 177 children and parents attend. 139 persons have registered for the adult program. The teen program has 92 registered. There will be a joint adult and teen book discussion in July. Twenty-two Teen Corps participants are helping in the library this summer.
  - D. Facility improvements continue with parking renovations starting June 22<sup>nd</sup>. The lot adjacent to the library is not scheduled for repair that we know of. The lot is not owned by the library but is owned by the Northville School District and leased to the Recreation Department that runs the Community

Center. Contacts regarding parking lot concerns can be made to the Parks and Recreation Commission. Information regarding the current parking lot situation is available at the circulation desk. The Northville School Board will allow citizen comments on the status of the 5 Main St. Bldg. lots, including Lot 5, on which the library has made a bid, at the June 26<sup>th</sup> School Board meeting.

- Carpet tiles are ordered and due for installation in August. Drinking fountain replacements also need to be purchased and installed.
- The building addition is ahead of schedule. Study rooms will be opened before the end of summer. Furnishings and multi-media equipment for the rooms are in progress.
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- Renovation of the staff workroom will be done in August. The process of designing the new layout and selecting cubicle styles continues.
- Girl Scout troop has made a Suggestion Box for the Youth Area of the library.

E. The lists of Friends' volunteers is needed by July 2 so invites can be mailed out for the "Just Desserts" party sponsored by the library.

V. President's Report

- A. The Friends offer to donate \$40,000 for the purchase of equipment and furnishings for the new conference room on the lower level was accepted by the Library Trustees at their May meeting. These funds will be transferred as part of our 2018 budget. Details about the naming of the room and signage are still to be decided upon by the Trustees and the Library Director. A plaque acknowledging the Friends donation will remain in the room in perpetuity.
- B. A Committee met to review the Friends By-Laws and also the Agreement between the Friends and the Library. The recommended changes will be presented to the Board for approval in the fall.
  - Committee members are: Jennifer Gustafson, Will Bastien, Carol Murray, and Martha Nork.

VI. Secretary's Report - Linda Bolam

- A. Linda thanked Sandy Walts for taking on secretarial role in her absence last month.
- B. A note of appreciation was received from Judy DeFrancesco for the children's board books donated to the library in honor of her years of support of the "Read to Me" program

VII. Treasurer's Report – Scott Frush

- A. As of May31, 2018 we have total assets of \$94,429.58. \$63,864.74 in the checking account, and \$30,564.84 in Certificates of Deposit (CD).

- B. The CDs are soon maturing; the first CD matures on August 21, 2018. Motion was made by Scott and approved that we not roll over the CD until we meet at the September meeting.
- C. Our Income is at 59% of FY18 Budget, largely due to Membership Dues.
- D. Donations to the Library were discussed. Until now, the Summer Reading Program Bags and program-end party have been considered a "Donation to the Library". A recommendation was made that the bags be considered separately from the party and made a separate budget item under "Programs" instead of "Donations". Proposed that \$900.00 be budgeted for the bags, and \$135.00 be budgeted for the party. The recommendation was approved.
  - This year we had eight business logos as well as other donors listed on the reading bags.

## VIII. Committee Reports

### A. Programs – Jim Morche

- The "Big Bang Theory" program had 88 registered and a 26% "no show". The speaker has already been contracted for 2019.
- The next program on July 24<sup>th</sup> is "The Challenges of the Aging Process on Your Eyes". The event is going to be at the Northville Library.
- As previously announced, the programs are already scheduled for 2019. Good work Jim!

### B. Public Relations – Chris Litka

- Emails promoting the Friends have been sent out this month to the Northville Record, Chamber of Commerce, and the Country Club Estates condo association.
- Chris has revised the business letter to be sent out to Northville area businesses to make it a little shorter. Chris is working on a list of local businesses to mail the letter to in an effort to promote Friends membership.

### C. Membership – Linda Bolam for Regina Mingela & Sandy Walts

- We currently have 155 members, including eight businesses.
- A second request letter will be mailed in July to previous members asking them to consider re-joining.

### D. Used Books – Will Bastien

- The recent flood in the library impacted sales for over a week and caused damage to several items. Sales for the remaining three weeks were \$880.55. Vendor Sales were \$306.42.
- The donation of Marvin Fink's military books is in excellent condition. They will be scanned for pricing, and possibly placed on a separate cart. Other use of the books is being considered.
- Attempts will be made to increase the hours the Book Cellar is open during the summer. Volunteers from high school are being considered.

- Will suggested a repeat of the gathering of Cellar volunteers this fall and suggested some support for expenses come from the budget in the future.
  - Extra carts will be needed to move books while new carpet squares are placed. Sufficient carts should be available and teen volunteers and members of the Teen Advisory Board could be used to move them.
- E. Gift Store – Martha Nork (for Linda Schwelnus)
- The store was closed for six days in May due to the recent flooding and library closures. We received an insurance settlement of \$174.00 for days of lost operations during the flood cleanup..
  - Profit for the month of May was \$888.00.
- F. Newsletter – Will Bastien
- The next edition of the newsletter will go out in August/September.
  - Any ideas for articles will go to Martha Nork.
- G. Gift Book Program – Claire Kreher
- Since May 17 we have received seven Gifts: four Honor, three Memorial, with donations of \$205.00.
  - Thirty-one books have been added to the library collection. This total includes the eleven board books in honor of Judy DeFrancesco to be used during Read-to-Me programs.
  - The placement of new books for better visibility was discussed. This will be considered with the Library Directors.
- IX. Other Reports
- A. Volunteer Coordinator – Betty Kaiser
- Great care will be taken in future to designate on the Membership Form who is already a volunteer to avoid annoying our current volunteers.
- B. Development Committee Liaison – Scott Frush
- A notice regarding volunteering for the committee is on the front page of the Summer Library Newsletter.
- X. Old Business
- A. The Friends did not participate in the event at Mill Race Village, June 8<sup>th</sup>, as we did not have any pertinent books on World War I.
- XI. New Business
- A. Cider on Sunday – date will be Sunday, October 21<sup>st</sup>.
- Martha asked that we think of possible book-themed gift baskets when we read books this summer.
- XII. Adjournment
- A. The meeting adjourned at 8:46 P.M.
- B. The next meeting will be Thursday, September 20 at 7 P.M. No meeting will be held in July or August.

Respectfully submitted,  
Linda Bolam, Secretary

