



Board of Directors Meeting  
Thursday September 15, 2016

Minutes

Members Present:

Martha Nork, Scott Frush, Deborah Stanifer, Linda Bolam, Carol Oldenburg, Judy DeFrancesco, Claire Kreher, Regina Mingela, Chris Litka, Linda Schwelnus, Betty Kaiser, JoAnn Kissel, Doug Witt, Jim Morche, and Julie Herrin, Library Director

Members Absent:

Sandy Walts

- I. Call to Order  
President, Martha Nork, called the meeting to order at 7:00 P.M.
- II. Approval of Agenda  
The agenda was APPROVED as presented.
- III. Approval of Meeting Minutes of June 16, 2016  
The minutes were APPROVED as written.
- IV. Library Director's Report – Julie Herrin
  - A. The \$1,000 grant from Community Financial Credit Union was used to purchase one low-vision reader and printing costs for the updated NDL brochure.
  - B. The Summer Reading Program was a great success. Participation was increased for the Youth by 269 children, and by 110 Adult readers.
  - C. Julie thanked the Friends for the support we provided for the Youth Summer Reading Program. The support provided for the performers, prizes and supplies. 960 children registered, and 2500 children and caregivers enjoyed the special performers and events.
  - D. The final party, once again organized by Roz Fink, was held inside the library due to excessive heat that day.
  - E. Storytime is starting up again.
  - F. There have been several staff changes over the summer:
    - o Maureen Simari has joined us as head of Tech Services.
    - o Lisa Bachman, the serials librarian has moved on.

- Lynn Hirschelman retired.
  - Suzanne Schimanski-Gross, our Teen Librarian, is leaving for a full-time position at Lawrence Institute of Technology.
- G. We are pleased to announce a realization of efforts to increase integration of Library services with the Northville schools. We now have a representative from the schools meeting regularly with the Library staff.
- H. 20<sup>th</sup> Anniversary Party invitations have been sent out. Postcards went out to all households in the city. Special invitations were addressed to all donors to the Library.
- V. Treasurer's Report – Deborah Stanifer
  - A. The Balance in our account as of 8/31/16 was \$83,126.48. The Financial Report for August is attached.
    - Community Financial Credit Union (CFCU) questioned why we leave a large balance in our Checking Account. It was suggested another option would be to invest \$30,000 in a CD at a special rate of 1.34% for 23 months.
    - Deborah will make inquiries regarding the advantages of moving the \$30,000 into a CD program – either \$30,000 at one time, or \$10,000 at two-month intervals. The Board voted to allow Deborah to make the determination after her inquiries.
  - B. A reminder that this year our fiscal year will end on 12/31/16.
  - C. The Library Wish List will be completed by the end of the year. The new Library chairs for the meeting rooms have yet to be ordered and will be taken from the budget.
- VI. President's Report – Martha Nork
  - A. A thank you note from librarian, Dorie Freebury, was read thanking the Friends for the \$6,500 they donated for the Youth Summer Reading Program.
- VII. Vice-President's Report – Scott Frush
  - A. The updated Calendar of Friends Activities was passed out.
- VIII. Committee Reports
  - A. Development Committee – Scott Frush
    - The report from the company that is doing the space study planning for the Library is due in January 2017.
    - The letter requesting donations for the Library will go out in November.
  - B. Used Book Sales – Carol Oldenburg
    - Friends Documents in the Archives – The Archives are open to anyone in need of information. They are located in the bottom drawer of the gray filing cabinet in the used book sorting room on the lower level. Key to the room is available at the information desk.
    - Used Book Sales – First Six Months of 2016  
Earnings for the first 6 months of 2016 were reviewed (appended to the minutes). There was a 17% overall increase

in used book sales over last year for the same period of time. Most significant is the 30% increase in sales in the Cellar. We attribute this to the better organization and signage beginning in February, and the opening of the Cellar for the additional day on Wednesdays.

○ Used Book Sales – Book Recycling

We received notice that the Salvation Army will no longer be picking up recycled used books. Carol will make some calls to other agencies to see if they will pick up used books for recycle. If we cannot find an agency quickly, we will have a problem very quickly. Approximately 60-70% of the UB donations we receive must go to recycle. This does not include the books the library gives us to recycle. Carol has asked the library director to inquire how fellow library directors recycle. Carol will keep the Board posted on progress.

C. Membership Committee – Regina Mingela

- We currently have 223 memberships. This is down 38 memberships from the same time last year. The length of mid-year membership was discussed with no conclusion.
- The new Friends Membership Brochures have been the work of a committee of Regina Mingela, Judy DeFrancesco, Linda Bolam and Deborah Stanifer. Brochure pricing from MAX Printing and Greko were compared. Prices for Greko were lower and included folding. There were no shipping costs. The Board voted to use Greko as the printer for the brochures for an order of 1000 copies. Hopefully the new brochures will be ready for the Anniversary Party.

D. Gift Store – Linda Schwelnus

- Income during the summer months has been variable. Our total income for the year-to-date is \$7,168. Our expenses year-to-date are \$4,423.37. The net income is \$2744, which is \$400 greater than it was a year ago.

E. Newsletter – Sandy Walts

- The Summer Issue 2016 was mailed out on August 22.

F. Gift Books – Claire Kreher

- Since June 16 we have only received 2 Gifts, 1 Honor and 1 Memorial. One book was added to the collection.

G. Read to Me – Judy DeFrancesco

- Judy found a vendor for the new mini beachballs she is adding to the gift bags, Balloons Direct in West Virginia. The balls will be red and white with the imprint of “Friends of Northville Library”. Each ball is \$1.35 and 100 balls have been purchased. They will replace the growth charts formerly included in the bags.
- The program will restart in October.

#### H. Programs – Jim Morche

- Programs scheduled for the remainder of 2016 are:
  - a. Sept. 20 – Jessie & Kelly Mason playing Bluegrass Music. Program at 7 PM in the Carlo Room.
  - b. Oct. 4 – “Pirates of the Great Lakes” with Lori Feret at 7 PM in the Carlo Room.
  - c. Nov. 10 – “How Detroit Won the War; the Willow Run Story” with presenter Randy Hotton.
  - d. Nov. 22 – Picks & Sticks and Friends, at 7 PM in the Carlo Room.
  - e. Dec. 6 – 12<sup>th</sup> Night Singers, at 7 PM in the Community Center.
- Programs already planned for 2017 are:
  - a. “Prohibition in Detroit” with Joe Oldenburg.
  - b. “Rosie the Riveter” – date to be determined, at the Community Center.
  - c. “The Planets” presented by Jesse Lee Mason.
  - d. Picks & Sticks
  - e. “Boblo Then and Now”
  - f. 12<sup>th</sup> Night Singers, in the Community Center.
- Jim is already planning programs into 2018!

#### I. Public Relations – Chris Litka

- Four email Blasts have been sent out since June. Two press releases have been sent out.
- Several Friends volunteers will be helping with the Membership table and other activities for the 20<sup>th</sup> Anniversary Party. They are: Deborah Stanifer, Regina Mingela, Claire Kreher, Joann Kissel, Judy DeFrancesco, Linda Schwelnus, Martha Nork, Carol Oldenburg, Linda Bolam and Chris Litka.
- Sarah Milroy of the Library staff is helping us with an enlargement of the listing of the Friends gifts to the Library. She will help add graphics to the list and put it on poster board for display at the party.
- Anyone interested can order from Amazon, click on Amazon Smile, and choose the Friends of the Northville District Library as the recipient.

#### IX. New Business

- A. Promotion by Friends of Northville Library for Commemorative Week, October 16-22.
  - We will have some kind of sale in the Gift Store.
  - There will be a discount on bags of books in the Book Cellar.
- B. Marilyn Randall discovered this week that we have no email address for the Friends. FNDL had an email address at one time. Martha Nork will meet with Julie Herrin and Michael to discuss this.

The meeting was adjourned at 8:27 P.M.

The next meeting will be October 20, 2016 at 7 P.M. There is NO meeting in November.

Respectfully submitted,

Linda Bolam, Secretary



