



Board of Directors Meeting
Thursday, September 19, 2019

Members Present: Martha Nork, Rick Nork, Linda Bolam, Denise Stacer, Will Bastien, Linda Bastien, Claire Kreher, Regina Mingela, Chris Litka, Linda Schwelnus, Suzanne Braverman, Carol Murray, Laura Mancini, Library Director, Karen Fehl, Assistant Library Director

Absent: Jim Morche, Betty Kaiser

I. Call to Order

A. The meeting was called to order by President, Martha Nork, at 7:02 P.M.

II. Approval of Agenda

A. The agenda was APPROVED as presented, with the substitution of Karen Fehl presenting the Library Director's Report.

III. Review of Minutes

A. The FNDL Board meeting minutes of June 20, 2019 were reviewed and APPROVED as presented.

IV. President's Report- Martha Nork

A. Participation at the Farmer's Market today was successful. The Chamber of Commerce provided the tent, table and chairs, and we were in a good location in the first row of the market. People were interested in the free books. We had taken a box of children's books and a box of adult books. The children's books were very popular as were the gardening and cookbooks. We could have used more baby-age books. One membership was sold on site and we received \$9 in donations. Thank you to board members who volunteered: Linda and Will Bastien, Linda Bolam, Regina Mingela and Claire Kreher.

B. During the summer we received two donations:

1. \$100 from Mark Guleff and Susan Bolley
2. \$1500 from Judith Costigan

C. I am exploring the possibility of having the Friends host a "Volunteer Fair" in partnership with the library. The purpose would be for the community to

meet local non-profit organizations to learn about what they do and the volunteer opportunities they have available. We have gathered information from the Novi Library who hosted a similar event last year and plan to repeat it in April. Karen Fehl and Martha will present the information at our next meeting and set a date for the event.

- D. Reminder that the Friends have a drawer in the mailroom. It is the 2nd from the left and contains the used book money envelopes, paper, envelopes, paper clips, etc. Also, the raffle tickets for Cider on Sunday are in this drawer, as are the Check for Expenses Request Forms for member expenses on behalf of the Friends.
- V. Library Directors Meeting - Karen Fehl (for Laura Mancini)
 - A. Summer Reading Program: A Universe of Stories
 - 1. Participation included 700 youth, 282 adults, and 207 teens.
 - B. Vacancy on Library Board of Trustees
 - 1. A vacancy resulted from the resignation of Jim Morche. Laura and the trustees will hold interviews for the appointed position to fill out Jim's term.
 - 2. Another possible resignation expected soon.
 - C. New Foreign Language Collection
 - 1. Spanish, Hindi, Japanese, and Chinese adult fiction and non-fiction, popular and classic books will be added for now.
 - 2. Collection will be housed on the lower level behind the Reference Desk near the ESL Collection.
 - 3. This will start November 1 with a soft launch. Formal opening will be in January with more marketing, especially to outside groups (churches, ethnic groups, etc.)
 - D. Local Author Fair
 - 1. Our first fair will be Saturday, February 22, 2020 in the Carlo Room.
 - 2. We are asking for local authors of a recently published book to participate, Authors may speak and sell their books. Deadline for applications is December 15, 2019. Betty Shifman is heading the effort.
 - E. August Programs
 - 1. Ten adult programs were held with 149 in attendance.
 - 2. Three teen programs had a total of 54 participants.
 - 3. The youth had 6 programs with 523 in attendance.
 - 4. TechExpert: 6 participants.
 - F. Friends Wish List Items

1. Furniture will be added to the Teen Area, including a table, two chairs, and a small laptop table. They will arrive by the end of October.
2. This was the final 2019 Wish List item. A \$5,000 donation from the Friends was budgeted.

G. Karen handed out coffee mug gifts for those not in attendance at the Volunteer Party in August.

VI. Secretary's Report - Linda Bolam

- A. After consultation with Paul Snyder, the archivist for the Friends of the Michigan Libraries, the FNDL archives were reviewed and updated in compliance with the legal requirements for records of a 501(c)(3) organization. The monthly meeting agendas and minutes have been updated and current By-Laws, and Agreement between the FNDL and the Northville District Library, and Guidelines for donations made to FNDL are in the files. Also included in the files are the original Documents of Formation for our 501(c)(3) status.
- B. A thank you from Dorie Freebury, Head of Youth Services, was read expressing her appreciation for all the Friends help in making the Summer Reading Program such a success again this year.

VII. Treasurer's Report - Rick Nork

- A. As of August 31, 2019 we have total assets of \$55,323.69 in the checking account and CD's.
- B. Our total income year-to-date of \$24,495.64 is a little behind last year, but satisfactory. Used book sales are on target so far this year. Income from the Gift book Program, interest on accounts, and donations are behind budget projections.
- C. Expenses year-to-date include recent gifts of flowers for Jim Morche and for the retirement gift for Anne Mannisto. Our total expenses as of August 31st are \$31,595.21.
- D. Report APPROVED as presented.
- E. There is a form to be completed and submitted to Rick for requested reimbursement or a check for expenses.

VIII. Committee Reports

- A. Public Relations - Chris Litka
 1. 17 emails have gone out or will go out soon.
 2. Chris wrote articles for the upcoming newly-styled newsletter. Will, Martha and Karen Fehl also contributed to the newsletter.
 3. Sarah Milroy assisted with the layout and styling of the newsletter.
 4. A folding party is scheduled for September 26, at 11:30 A.M.

B. Used Books Operations - Will Bastien

1. Will expressed appreciation for the wonderful support he had from the Thursday crew and Linda Bastien for cover during his recent absence.
2. August cellar sales totaled \$1,379.00. We received a vendor check for \$1,090 in August. Four \$5.00 coupons were also used this month. We anticipate being above average the remainder of 2019.
3. The name of a bookseller, Better World Books, was forwarded to Will by Laura Mancini. Will is going to compare their program to our current vendor, Goodwill Easter Seals of Miami, Ohio. Rick Nork will also help with the review of the program they offer.

C. Membership - Regina Mingela

1. As of today, we have 192 members and 12 business members.
2. Carol Murray will continue to support membership when Regina is out of town.

D. Gift Store - Linda Schwelnus

1. Total Income for August was \$1,012.19. Expenses for the month were \$644.62. Overall total income for August was \$367.57.
2. The 4-year lease period of credit card equipment is almost complete. Linda Schwelnus will check on end-of-lease options.
3. Quicken is used to maintain accounts.
4. We applied for a CFCU Grant but were not a winner this year.

E. Scholarships - Denise Stacer

1. We had difficulty getting volunteers for the program over the summer. The Teen Advisory Board and the Rotary Club are now assisting with getting volunteers signed up.
2. Three scholarships are budgeted for this year.

F. Gift Books - Claire Kreher

1. Since June 20 we have received 8 gifts: 7 Memorial, 1 Honor, for a total of \$320.00. A \$50.00 donation was made to the library in memory of Stephanie Seyfarth.
2. Six books have been added to the library collection.

G. Read to Me Program -

1. The program is once a month except during the summer in conjunction with the monthly Storytime. Program is from 10:30 - 11:15.
2. Denise Stacer volunteered to take this over in place of Stephanie Seyfarth.

H. Programs

1. Jim Morche wants to continue with the Friends but cannot currently moderate the programs. We have the upcoming "Low Vision" program on October 1st, which Chris Litka will moderate. On October 15th "Eloise: Facts and Fiction" with novelist D.E. Johnson will be held at 7 PM in the Carlo Room. Linda Schwelnus will verify her availability to moderate that evening. Carol Murray volunteered to introduce the November 12th program, "Picks & Sticks & Pals" as well as "12th Night" on December 10th.
2. The moderator will introduce the guests, pick up any membership applications and handle any needed checks.

IX. Old Business

A. Art and Acts Festival

1. There were 35 children who participated in the crafts. Denise Stacer and teen volunteers helped with the crafts. The art supplies and bookmarks had been made by Stephanie Seyfarth.

X. New Business

A. Cider on Sunday - October 20th from 1:30 to 4:00 P.M.

1. Martha Nork, Carol Murray and Suzanne Braverman have been working on the gift raffle baskets.
2. Claire Kreher will order and pay for the cider and donuts from Parmenter's Cider Mill, and Linda Bolam will pick up the order. Linda will also order and pick up the gluten-free donuts from Rumi's Passion Bakery.
3. Denise Stacer will have teen volunteers for the scavenger hunt and the craft tables.
4. A sign-up sheet was passed around for additional opportunities at the event.

XI. Adjournment

- A. Meeting was adjourned by president, Martha Nork.
- B. The next FNDL Board meeting is October 17, 7 P.M.

Respectfully submitted,

Linda Bolam
Secretary

