



Board of Directors Meeting  
Thursday, September 21, 2017

Minutes

Members Present:

Martha Nork, Scott Frush, Linda Bolam, Judy DeFrancesco, Claire Kreher, Regina Mingela, Betty Kaiser, Doug Witt, Jim Morche, Chris Litka, Linda Schwelnus, Sandy Walts, Jennifer Gustafson, Will & Linda Bastien, Anne Mannisto, Assistant Library Director, and Julie Herrin, Library Director

Guests: Marilyn Randall

- I. Call to Order
  - A. President, Martha Nork, called the meeting to order at 7:00 P.M.
  
- II. Approval of Agenda
  - A. The agenda was APPROVED as presented.
  
- III. Approval of Meeting Minutes of Minutes of June 15, 2017
  - A. The minutes were APPROVED as distributed.
  
- IV. President's Report – Martha Nork
  - A. Will and Linda Bastien were introduced as the new Directors and Program Chairs of Used Book Operations.
    - A brief description of their personal background and experience with the Used Book Operations was given.
    - Will and Linda discussed future challenges and their thoughts concerning upcoming closure of the Used Book carts.
  - B. Friends received a letter of resignation from Carol and Joe Oldenburg as Programs Chairs of the Used Book Operation, dated July 26, 2017. Carol also nominated Linda and Will Bastien to be Program Chairs of Used Book Operations
  - C. On August 22, 2017, the President sent an email stating the nomination of Linda and Will Bastien to be Directors and Program Chairs of the Used Book Operations. Board members were asked to send an email containing their vote to approve this nomination. Nomination was passed on August 22, 2017, with all in favor.

- D. On June 5, 2017, the President sent an email to the Friends Board stating that she had received a wish list request from Julie Herrin, Library Director, to have a custom-made counter constructed to hold special equipment in the Local History Room. Because of the staff's desire to be able to make the equipment available to the public as soon as possible, the president asked for a special vote by email regarding this wish list request for \$6,984.00 for a custom counter and chairs in the Local History Room. The vote passed with 9 in favor and 2 opposed. There were, however, concerns about this request, and board members who wanted clarification from the Board of Trustees regarding capital expenditures.
  - On June 25, 2017, the President sent an email reporting that, at the June 22, 2017 Trustees meeting, the Trustees decided that no approval is required for Wish List items presented to the Friends Board. It remains the responsibility of the Friends Board alone to decide how the money is spent.
  - On June 26, 2017, the President informed Julie by email, and copied Doug Witt, that the Wish List request for the workspace and chairs in the Local History Room had been approved.
- E. Many thanks to Roz Fink for coordinating the Summer Reading Program for us, and to all of the volunteers who worked during registration and the final party.
- F. FOML (Friends of Michigan Libraries) Workshops: Thursday, October 12<sup>th</sup> in Comstock, MI., and November 8<sup>th</sup> in Alpena, MI. Registration is usually \$20.00, which is available to any Board members who would like to attend.
- G. It is recommended that the January meeting be cancelled and free up the meeting room date at this time. The January meeting has been cancelled for the past two years for lack of quorum.
  - The opinion of the board members was sought, and it was agreed that we cancel the Jan. 2018 meeting.

V. Library Director's Report – Julie Herrin

A. Statistics

- Circulation has been dropping each month and was 6.2% for August.
- Downloading is up each month, partially that's due to Hoopla.
  - a. RBDigital usage is down since they changed their name and interface from Zinio.
  - b. New service, Hoopla, is doing well.

B. Programs

○ Youth

- a. Summer Reading Program – Thank you to Friends for their generous time and money in supporting the program.
  - i. 882 were registered for the program. Program attendance was 378, with 121 at the final party.
- b. New weekend programming will begin in the fall with drop-in crafts once a month.

○ Adult

- a. "Corners of Northville" had 56 entries. Three winners were drawn from correct entries.
  - b. The Summer Reading Program had 262 participants.
  - c. Special mobile App program has been scheduled with the Northville Garden Club for fall.
  - d. The "Community Reads" selection is Underground Airlines by Ben Winter. Thirty-five copies are available. The NDL Book Discussion will be October 9<sup>th</sup>. The author visit is scheduled for November 10<sup>th</sup> at the Novi Library, and is followed by a wine reception.
  - e. Underground Railroad in Northville will be presented at the Northville Library Wednesday, October 11<sup>th</sup> at 7 P.M.
- o Teen
  - a. The Summer Reading Program had 270 teen participants.
  - b. Natalie, the Teen Services Librarian, is starting a Teen Advisory Board.
- C. Technology
  - o A total of four mobile hotspots are now circulating in Northville only.
  - o Michael will give demos on the new conversion equipment in September. They will be on Thursdays at 2 P.M. Sign-ups taken at the reference desk. The library provides new conversion equipment. Camcorders and cables might be needed for an individual participant's session. Library users can convert their old media, such as slides, VHS, etc. using this equipment.
  - o The special counter the Friends purchased is part of the Digital Conversion Station.
- D. Public Relations
  - o Thank you to Chris Litka for emails she sent out on library services.
  - o The Volunteer Recognition Party had 60 guests. A special certificate was presented to Carol and Joe Oldenburg for their service to the Library.
- E. Facility
  - o The ivy and climbing Charlie were removed from walls of the building.
  - o Wingback chairs were reupholstered at a cost of \$3,040.11. Bids were taken, and the work went to Sandy Walts' company. Replacement chairs would have cost \$1,700 to \$2,000 apiece.
- F. Remodeling/Building Projects
  - o The workspace for the conversion equipment will be replaced in the Local History Room for \$6,984. It was built by Worden quality Woodworking Company and matches the rest of the room.
  - o It will be necessary to reroute electricity and fabricate the corner space. Two new chairs will match existing chairs.
  - o Remodeling will begin October 27<sup>th</sup>. The Library will be closed that day.

- a. The newly created area between the elevator and stairs (where the book carts are currently positioned) will allow for the expanding collections of video games, DVD's, and games.
- b. The fireplace area will have two new loveseats, and three new study tables and chairs with smaller footprints.
- o The architecture firm will obtain approvals from the Historic Commission and Planning Commission for the new addition on the back of the building under the current fireplace area. They will do the construction drawings. Building will likely begin in Spring 2018.

VI. Secretary's Report – Linda Bolam

- A. Linda read thank you notes received from the Northville Chamber of Commerce regarding our participation in the Northville Grub Crawl, and a note from Dory Freebury, head of Youth Services, thanking Friends for their support of the Youth Summer Reading Program.

VII. Treasurer's Report – Doug Witt

- A. Our account beginning balance on May 31, 2017 was \$57,079.22. The account ending balance on August 31, 2017 was \$60,640.67.
- B. Membership dues, Used Book Sales, and the Gift Book Program contributed significantly to our income over the summer.
- C. A suggestion was made by Scott Frush that the Board consider moving \$10,000 of our current balance to the .75% Money Market at Community Federal.
- D. Doug made a surprise resignation announcement effective the end of September, as he and his wife will be relocating to Arizona.

VIII. Old Business

- A. "Cider on Sunday" event on October 15
  - o The event coincides with the beginning of the National Friends of the Library Week.
  - o Jennifer Gustafson will chair the committee comprised of Chris Litka and Carol Murray. An email will be sent out for volunteer sign-ups for assignments that day.
  - o Jennifer reported Parmenter's Cider Mill offered us a 20% discount on the cider and doughnuts.
  - o Various activities are planned for the afternoon including: a scavenger hunt, two crafts for children, and a raffle with (3) gift baskets.
  - o Chris Litka will work on publicity for the event.
- B. Community Financial Summer of Sharing Grant
  - o Linda Schwelnus reported that efforts to secure a grant for Friends were not successful this year. Thank you Linda for your efforts on this.

IX. Committee Reports

- A. Gift Store – Linda Schwelnus/Martha Nork

- We had very good sales for the months of June, July and August.
  - Primary expenses were for purchases in preparation for the holiday sales.
  - Profitability for the current year is at \$3,793.93.
- B. Newsletter – Sandy Walts
- Judy DeFrancesco commented on the wonderful edition of the last Newsletter.
  - Our next Newsletter will be in January.
  - Sandy Walts will be giving up her position as editor as soon as a replacement is found for her.
- C. Gift Book Program – Claire Kreher
- Since June 15, 2017 we have received six gifts, including five Memorials and one Honor, totaling \$145.00.
  - We have added 22 books and one DVD to the library collection.
- D. Read to Me – Judy DeFrancesco
- Seventy-six adults and children attended the last program. Nineteen gift bags were given away.
  - Judy announced that she will have to retire by March and is looking for a replacement to carry on the program.
- E. Used Book Operations – Will & Linda Bastien
- June sales: carts and Book Cellar totals: \$1,430.29. Vendor sales \$1,212.50, for a June total of \$ 2,642.79. This is down -15%.
  - July sales: carts and Book Cellar totals: \$1,485.69. Vendor sales \$480.94, for a July total of \$1,966.63. This was a -23% decrease.
  - August sales: carts and Book Cellar totals: \$1,684.83. Vendor sales \$796.96, for an August total of \$2,482.79. This month sales were up 23%.
  - Amazon is now partnered with “Look at a Book” and has abundant warehousing available.
  - There is a need to make the Book Cellar more accessible and attractive to our customers, and also to add more dinnertime hours.
  - It was clarified that to be a volunteer you do not need to be a member of the Friends.
- F. Programs – Jim Morche
- “Boblo Then and Now” was a sold-out program.
  - On October 10<sup>th</sup>, “Picks & Sticks & Pals is scheduled for the Library.
  - On November 14<sup>th</sup>, “Rosie the Riveter” is the program at the Community Center.
  - The December 6<sup>th</sup> program is “The 12<sup>th</sup> Night Singers”, also held at the Community Center.
  - Jim discussed the problem of “no shows” and suggested that we overbook for future programs as we have had a 10% “no show” rate. Suggest that we only take registrations three months in advance of the program.

- Board members are asked to let Jim know if they will be at a Friends presentation and are able to assist him with Friends memberships. Call him!
- G. Public Relations – Chris Litka
  - Ten Mail Chimps were sent out over the summer months.
  - The Northville Chamber of Commerce sponsors “Rise and Shine” mixers once a month. They are from 8:30 to 9:30 AM, and include a Continental Breakfast. The November 8<sup>th</sup> date is available for Friends to sponsor, or, we could consider a spring date for having the mixer at the library to coincide with our membership drive.
- H. Development Committee – Scott Frush
  - Scott had a meeting with Julie and Ann regarding the direction of the Development Committee. Future fund-raising is not planned at this time.
  - Scott inquired if the Friends support costs for the Annual Giving Campaign. He was informed they do so with administrative costs.
- I. Membership Committee - Regina Mingela
  - We currently have 209 memberships.
  - An Honorary Membership will be extended to Parmenter’s Cider Mill.
- X. New Business
  - A. Gift for Carol and Joe Oldenburg
    - It was suggested that a Gift for \$100.00 be used in their name for the Local History Room.
  - B. Wish List item for reupholstering the fireplace chairs of \$3,040.11 was voted on with unanimous APPROVAL.

The meeting was adjourned at 8:32 PM.  
The next Board meeting is October 19<sup>th</sup> at 7 PM.

Respectfully submitted,

Linda Bolam  
Secretary

