



Board of Directors Meeting
Thursday, October 15, 2015

Minutes

Members Present:

Carol Oldenburg, Martha Nork, Linda Bolam, Sandy Walts, Julie Herrin, Deborah Stanifer, JudyDeFrancesco, Claire Kreher, Chris Litka, Regina Mingela, Linda Schwelnus, Betty Kaiser, JoAnn Kissel, Jim Morche

Guest Member: Marilyn Randall

- 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 September 17, 2015
The minutes were APPROVED with no corrections.
- IV. Treasurer's Report - Deborah Stanifer
 - A. The treasurer's report was distributed and highlighted. We continue to receive memorial donations for Sam Hall. Jim Morche obtained a \$250.00 donation from an "anonymous source".
 - B. Revenues and our memberships are doing well while expenditures are down.
 - C. It was noted that, as Hillers has closed, the Hillers script card is no longer valid.
 - D. The treasurer's report was APPROVED.
- V. Library Director's Report - Julie Herrin
 - A. Statistics
 - Circulation is up 3.5% this month while downloading was down 2%.
 - Database searching was up, while accesses were down.
 - Programs were well attended.

- The meeting room was used 42 times in Sept., study rooms were used 281 times. We are keeping track of denials for room use.

B. Facilities

- HVAC has been completed and is working well so far. The one-month check-up is scheduled.
- Tree work to remove and replace dead trees on the property has been scheduled. The landscape company will also provide ongoing care of the trees.
- Diaper stations for the bathrooms have been shipped.

C. Public Relations

- *Libraries for Life went well. Thank you to Regina Mingela for helping.* Eleven persons signed new applications to participate, 27 took literature, and 109 visitors were already signed as participants.
- The library staff has new shirts with the library logo, a burgundy polo and gray sweater.
- The library will again decorate a Salvation Army Tree. The money raised from its sale provides Christmas gifts for needy families.
- A press release and letter to the editor was submitted praising and thanking the Friends for National Friends of the Library Week.

D. Strategic Planning

- Proposals were received from two firms for facilitating the planning sessions. A third firm withdrew from the process.
- Many participants from the community will be sought for involvement in the planning process.
- Matter to be discussed at the October 22 Library Board meeting.

VI. President's Report – Carol Oldenburg

A. Nominating Committee 2016-2017 Term

- Chris Litka, Regina Mingela and Betty Kaiser will serve as the Nominating Committee for the 2016-17 slate of board candidates.

B. MBB Follow-up

- The President was notified that Mission Based Books has been served the papers notifying them of the Friends intent to sue if they do not pay the money owed. They have 21 days to respond.

C. Form development for Donations to the FNDL

- Carol Oldenburg and Regina Mingela developed a form to be used and distributed to local funeral homes.

- The costs of various colors of ink and paper were presented and black ink on white paper was decided on. The form was approved.

VII. Old Business

A. Used Book Sale Results – Carol Oldenburg

- Grids outlining the results of the Fall Used Book Sale were distributed and reviewed. The sale was another success with earnings of \$1,845.96, which was 4% over the Spring Used Book Sale and 12% over the Fall 2014 sale.
- Twenty-six memberships were received during the sale.
- JoAnn Kissel commented that our sale date conflicted with the Livonia Library book sale and also a program in the community center. Jim Morche suggested we check dates with booksalefinder.com. This site would also be a good place to list our book sales and the Book Cellar hours. This listing is free.

B. Bylaws Review – Judy DeFrancesco

- Copies of the bylaws revisions were distributed. Judy noted that most changes are in verbiage, relating to designations of names for board members and related to the new member-at-large positions. The Friends Board will review recommended changes further and they will be discussed at the next Board meeting. Any changes will be put to a vote of the membership at the Annual Meeting in March 2016.

VIII. Committee Reports

A. Membership – Regina Mingela

- We have 291 memberships to date.
- New, colorful membership forms will be available for Sundaes on Sunday.
- Charges will now be accepted for payment of membership dues.

B. Gift Store – Martha Nork/Linda Schwelnus

- The new credit card machine has been received. It will cost \$30.00 per month on a 4-year lease.
- Sales taxes have been paid.
- Sales this month were almost \$1,000, up from last year. Sales to date are \$7,746.70.
- Michael McEvoy was a great help in setting up the new credit card machine.
- Member Shopping Days are Thursday, November 12 through Sunday, November 15th.

C. Gift Books - Claire Kreher

- Since September 17th, we have received 10 gifts, 9 Memorials and one Honor, for total gifts of \$732.00. Eight Memorials were in honor of Sam Hall.

D. Newsletter – Sandy Walts

- Articles for inclusion in the Fall Newsletter are due. The next newsletter should be out November 9th.

E. Read to Me – Judy DeFrancesco

- The program is going very well. Story times have been packed!
- Gift bags and bibs are needed to add to the bags given out. These may be in the storage room.
- Dorie Freebury does a brief explanation of the role of the Friends during her presentation.

F. Programs – Jim Morche

- There were 80 in attendance at the Royal Garden Trio. A couple made a kind donation of half of the program's cost. The trio made a donation of four CD's to the Library's Jazz Collection.
- Lori Feret will present "Sinking of the Edmund Fitzgerald" on November 10th. So far 65 have signed up.
- December 1st we will have the Twelfth Night Singers. 42 have signed up for this program.
- On May 10th we will have a Hubble telescope presentation with 100 slides of the best shots from outer space. The presenter plans to take his telescope outside for attendees use.
- Jim Morche will try to book for daytime programs in the future.

G. Public Relations – Chris Litka

- The press release sent to the Northville Record on Sundaes on Sunday was not printed.
- Volunteers for the Sunday event are: Judy DeFransco, Linda Schwelnus, Claire Kreher, Roz Fink, JoAnn Kissel, and Carol Oldenburg. Terry Mittman is bringing cookies.
- It is suggested that we have an easel to present the role of the Friends to our visitors.

H. Development Committee – Chris Litka

- The Library Endowment is \$505,000 as of July.
- One of the likely topics of the Library Board of Trustee's planning meeting is space needs.. The loss of the Book Cellar space is a possibility.
- There will not be a fundraiser for the Library this year. In the future it may become a biannual event.

I. Used Book Operations – Carol Oldenburg

- A grid reporting the Used Book Sales for the first six months of 2015 was distributed. The report reflects the earnings in the various areas where used books are sold. As in the past year, the Cart Sales continue to garner the greatest revenue. This may be attributed to the access of the carts whenever the Library is open.
- The Book Cellar and Cart are getting more selective about the quality of books put up for sale. Sales have been very good, especially on the carts. This is important when space is being considered in future planning.
- New volunteers are working to sort books on Thursdays. A Newsletter article to spotlight our volunteers was suggested.

IX. New Business

A. Book and Author Luncheon – Deborah Stanifer

- This would be the 30th year the Book & Author Luncheon has been held. The Plymouth Library will be meeting on the topic and decide on their future participation. We voted to participate if Plymouth decides to do the luncheon.

B. Volunteer Application/Interview Process

- Previously Betty Kaiser volunteered to spearhead contacting potential volunteers and briefly interviewing them to determine their areas of interest. She has developed a volunteer application and interview form that can be emailed to potential volunteers. Betty will follow up with a telephone call and pass the information on to the person in charge of the specific area. The Membership Chair was asked to forward all volunteer names and contact information to Betty for follow up.
- Suggestions were taken for any additional areas of volunteering, e.g. baking for special programs, Newsletter, publicity.

The meeting was adjourned at 8:40 P.M.

The next meeting is December 10, 2015. There will be NO MEETING in November.

Respectfully submitted,

Linda Bolam
Secretary

