



Board of Directors Meeting  
Thursday, October 18, 2018

Minutes

Members Present:

Martha Nork, Linda Bolam, Claire Kreher, Regina Mingela, Denise Stacer, Will Bastien, Linda Bastien, Chris Litka, Carol Murray, Jennifer Gustafson, Linda Schwelnus, Jim Morche, Anne Mannisto, Library Director, and Karen Fehl, Assistant Library Director

Absent: Scott Frush, Betty Kaiser

I. Call to Order

President, Martha Nork, called the meeting to order at 7:00 P.M.

II. Approval of Agenda

The agenda was amended with the addition under New Business of "Discussion of the Friends – Library Agreement". The agenda was approved with the amendment.

III. Approval of Meeting Minutes of September 20, 2018

Minutes APPROVED with verification of correction to Programs, item #1 regarding number of attendees.

IV. President's Report – Martha Nork

- A. Sandy Walts has resigned from the board. We will be searching for someone to process memberships while Regina is away for the winter. A motion was made and carried that we donate \$50.00 for an Honor book to thank Sandy for her years of service to the Friends' Board.
- B. Martha attended the FOML (Friends of MI Libraries) on October 4<sup>th</sup> at the Delta Township Library in Lansing. Topics were presented on engaging youth in Friends' activities, organizational principles for Friends groups, and strategies for PR and possible fundraising.
- C. Three Memorial gifts will be included as "Unrestricted Donations" in the finance report. Claire will call sender regarding special requests.
- D. Also to be noted as an "Unrestricted Donation" is a \$500.00 gift from Dianne McCulloch, a Lifetime member of the Friends.

V. Library Director's Report – Anne Mannisto

- A. Circulation statistics for September show circulation is down 9%, at 33,904. Downloads are up 18%. All 6 Study Rooms are now in use and the Friends

Community Room is open for the public for use and may be booked for meetings. The Chamber of Commerce had a mixer in the new space on October 10<sup>th</sup> with more than 30 in attendance.

B. Programs

- Youth had 6 Storytimes and are just getting started.
- Four additional programs held.
- There were 8 Adult programs and 2 Teen programs. “How Michigan Became a State”, hosted by the FNDL, was well attended.
- Bookwalk, which was held Sunday, September 23 through October 7 was also well attended. We plan to repeat the event in the spring.

C. Staffing

- A new part-time librarian, Bette Shifman, started in September, and will be working with our online resources. MeL.org. statewide databases just made some big changes.
- Director Search is progressing. Two interview sessions are planned for the six final candidates: Monday, November 12 at 7 PM and Tuesday, November 13 at 9:30 AM.

D. Community Reads had several events regarding “The Poisoned City”. Author, Anna Clark, will speak at the Wixom Community Center, Friday, November 9. The Friends sponsor the event. Prior to the talk, Anne Mannisto and Linda Schwelnus will attend dinner with the author in Wixom.

E. Facilities

- The library has signed a Shared Parking Agreement with Northville Parks and Recreation for the duration of the lease that they have with the School District, to 2024. The Library will pay for initial repairs to the lot, then costs will be shared 50/50. We have contracted to do some patching this fall and a major overhaul next spring.
- Other facility projects – refinished the soffits and put in new LED lights: repaired the brick plaza by City Hall parking area; repaired concrete, and painted railing for the stairs going down to Cady St.
- Currently working on our storage areas.
- The Northville Garden Club completed their plantings in the side garden off the Friends Community room. The Friends support the garden.

F. Library Board of Trustees election – 5 candidates running for 4 trustee positions. Two incumbents are Alan Somershoe and Deborah Stanifer. They serve 4-year terms, and in two years the other 3 positions on the 7-member board will be up for re-election. Two current trustees are stepping down. Jean Hansen and Mike DeFrancesco. Other candidates are: Nick Vlisides, Suzanne Schimanksi-Gross, and Tom Thompson.

G. A Ribbon Cutting Ceremony to formally open the new Friends Community Meeting Room will be on Sunday, October 21, at 2 PM. The architects, State Rep. Noble, Mayor Ken Roth, Northville Twp. Supervisor Nix, and the Library Board of Trustees are among invited guests.

H. Annual Giving Letter will be sent out in November.

VI. Treasurer's Report – Martha Nork for Scott Frush

- A. As of September 30, 2018 we have a Checking Account Balance of \$43,507.46. Certificates of Deposit have a balance of \$10,223.51. Total Assets are \$53,730.97.
- B. Another CD has matured and the balance was moved to checking account. We questioned waiting until December to evaluate reinvestment in two new CDs.
- C. A question was asked if financial records are audited every year. Martha explained that our records are audited in January. A CPA will audit the books after they are closed in January 2019.
- D. The report was APPROVED.

VII. Committee Reports

A. Newsletter – Will Bastien

- The Newsletter went out later than hoped due to challenges with new format. Questioned when we should plan to send out future editions. Memberships must go out early April, so we definitely need a Newsletter at that time.
- Jim Morche suggested we buy postage stamps now for next year due to their rising cost of 13% in the near future.

B. Gift Books – Claire Kreher

- Since September 20<sup>th</sup> we have received 1 Gift – Honor of \$50.00.
- We have added eight books to the library collection.

C. Read to Me Program – Jennifer Gustafson

- Jennifer displayed the contents of the gift bags presented to the young child on first visit. More balls need to be ordered for our bag supply.

D. Programs – Jim Morche

- Vintage Strings were well received as a replacement for Picks and Sticks. Fifty-seven persons attended the performance.
- Jim prefers that we not solicit any donations at “free” programs. The Board decided not to continue this practice at the “free” programs.
- Tuesday, December 11<sup>th</sup>, the Twelfth Night Singers will perform at the Community Center.
- Future plans include: June 18<sup>th</sup>, “Thomas Edison, Beyond the Light bulb, the Man with More Than a Thousand Patented Inventions”. July 16<sup>th</sup>, “50<sup>th</sup> Anniversary of the Lunar Landing”. “Living Fully with Low Vision” in either August or September. October 15<sup>th</sup>, “Eloise: Facts and Fiction”. November 12<sup>th</sup>, “Picks and Sticks” if available. Otherwise we will have The Vintage Strings return. December 11<sup>th</sup>, the Twelfth Night Singers.
- We will schedule someone ahead of each program to distribute the membership forms.

- Jim urged Friends to develop a Power Point presentation/continuous loop for use at events such as Cider on Sunday and Chamber of Commerce gatherings.

E. Public Relations – Chris Litka

- Emails are being sent out to about 200 people.
- Thirty-six business solicitations were mailed out and only one reply was received.
- Chris will try to find out who attended the Chamber of Commerce breakfast at the library.

F. Used Book Operations – Will Bastien

- The September Used Book Total Sales were \$1,644.18. Cellar Sales were: \$942.00, and Vendor Sales were \$701.68.
- 150# were shipped per Fed Ex. Shipments have gone every week for the past several months. We are getting an increase in donations, which has been a strain on those processing the books every week.
- Monthly Saturday Book Sales will begin the Saturday after Thanksgiving, from 10 AM to 1 PM. TAB, the teen volunteers will be approached to help, as well as our regular volunteers. Karen Fehl will put the schedule in the Library Newsletter. Martha will post this on Facebook.
- November 13<sup>th</sup> will be the volunteer gathering at the Sports Den.

G. Membership – Regina Mingela

- We have 188 memberships.
- Regina will be gone for January, February, and March. Linda Schwelnus will remove mail from her mailbox and handle membership funds, either deposit in CFCU account or process charge card payments. She will send names of new members to Regina.

H. Gift Store – Linda Schwelnus

- Store income for September was \$1,036.53. The total expenses were \$725.79. The net income for the month was \$310.74.
- Members Shopping Days will be November 9,10, and 11<sup>th</sup>.

VIII. Other Reports

- A. Volunteer Coordinator, Betty Kaiser, is ill. Remember the forms for the volunteers are in her folder in the mailbox.

IX. Old Business

A. Cider on Sunday – Jennifer Gustafson

- The event is Sunday, October 21<sup>st</sup> from 1:30 – 4:30 PM.
- Volunteers please arrive at 12:30 to set up. Please wear tags.
- Our artist, Pam, has done beautiful posters.
- Carol Murray volunteered to bring a gallon of water.

B. Teen Scholarships - Denise Stacer

- Criterion for selection of recipients needs to be developed. One consideration is a 350 word personal essay – “How libraries have helped me to achieve my academic goals and influenced or had an impact on my personal life.”
  - Applications need to get out soon.
  - What volunteer activities can we offer the applicants?
- C. Volunteer of the Year
- Nothing will be done at Cider on Sunday.
  - Suggestion made to continue spotlighting persons of note in the FNDL Newsletter.
- D. Chamber of Commerce Networking Event – October 10<sup>th</sup>. The event was held in the new Friends Community Meeting Room with refreshments provided by the Friends.
- E. The future program idea presented by Jennifer Gustafson at our September meeting could possibly be considered in April for Holocaust Day, or at the Annual Meeting in March. Wendy from the Library is looking into the idea.
- F. Agreement between the Library and FNDL - Suggestion that we delay the signing until the new Library Director comes. Anne Mannisto suggested we do it now to avoid overwhelming the new director with this.
- X. Adjournment
- A. President, Martha Nork, adjourned the meeting at 8:55 PM.

Our next meeting will be WEDNESDAY, November 14, at 7:00 PM.

Respectfully submitted

Linda Bolam

