



Board of Directors Meeting  
Thursday, October 19, 2017

Minutes

Members Present:

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

Guests: Marilynn Randall and Maureen Simari

- I. Call to Order  
President, Martha Nork, called the meeting to order at 7:05 P.M.
- II. Approval of Agenda  
The agenda was APPROVED as presented.
- III. Review and Approval of Minutes from September 2017  
The minutes were APPROVED with minor corrections.
- IV. President's Report – Martha Nork
  - A. The DVD, Northville, Michigan The Early Years, has been authored and produced by Mark Rogish. He and his wife, Karen Rogish, are donating all proceeds from DVD sales to the Friends. The DVD is available in the Gift Store for \$10.00.
  - B. Appreciation expressed for Julie Herrin's letter to the Northville Record, "Library Friends Rock", and for Chris Litka's column in the Record on the Library event to kick off Friends' Week.
- V. Library Director's Report – Julie Herrin
  - A. Statistics
    - Circulation is down 4.77%.
    - Downloading was down due to Tumblebooks.
    - Overdrive/Download Destination was up and Hoopla was good.
    - Databases are mixed.
    - Room use was up.
  - B. Activities
    - The first Teen Advisory Board meeting had 17 in attendance.

- So far there have been 5 demos and 15 uses of the new Digital Conversion.
- Our four Hot Spots have been very popular.
- The Annual Giving Campaign for Endowment mailings will be prepared Nov.9 and sent out soon thereafter. Thank you to the Friends for paying the mailing costs.
- The Staff Holiday Party will be December 7<sup>th</sup>.
- The Newsletter will go out in early December.

C. Staff

- Two new circulation clerks have been hired to replace Doug and Paula Witt.
- One new technical services clerk has been interviewed to replace Nicole, who is moving to Kentucky.
- Substitute librarians are replacing one who left for medical reasons.
- Maureen Simari, head of Technical Services, is in charge of volunteers. She is currently working with Linda and Will Bastien.

D. Facility

- Renovation in the Library is starting Friday, October 20 with the majority of the work to be done on Friday, October 27<sup>th</sup>. The Library will be closed that day.
- Renovations will include: areas for the public to browse new materials, furniture cleaning, and delivery of new furniture the week of November 3<sup>rd</sup>. There is tentative expanded seating for the public and the area will have power sources available.
- Work on the Local History counter begins in November.

E. Building

- Construction drawings are done
- Facilities Committee had a few questions to be addressed.
- Construction work will go out for bid.

F. Retirement

- Julie announced she would retire on January 15<sup>th</sup>.

VI. Secretary's Report – Linda Bolam

- A. No report.

VII. Treasurer's Report – Doug Witt

- A. The beginning account balance as of 8/31/2017 was \$60,640.67. The ending account balance on 9/30/2017 was \$62,116.34.
- B. Year-to-date income for Membership dues, Book Cellar sales and the Gift Book Program has exceeded budget projections.
- C. Expenditures this month included payments for the Friends-sponsored programs on Boblo and Picks and Sticks (\$300.00 on 9/22). Donations to the library included \$930.00 for Gift Books, \$3,040 for reupholstering of the wingback chairs, and \$6,984 for the Local History Counter.

VIII. Old Business

- A. Report on “Cider on Sunday” event – Jennifer Gustafson
  - Appreciation expressed to Martha Nork for the six beautiful gift baskets that were raffled off.
  - The leftover cider was given to the Northville city and township firemen.
  - The craft table was well done and had great participation.
  - Judy DeFrancesco and Julie Herrin sold 188 raffle tickets during the event.
  - Jim Morche commented that we needed a large Friends sign and an easel with a sign saying “Cider on Sunday”.
  - Also helpful would be having an announcement to library attendees that day that the event is going on.
  - Closed loop information could be on display using the electronic board regarding the Friends and what the organization does.
- B. Update on the Oldenburg Honor gift
  - Julie Herrin offered possible ideas including a clock or books for the history room.

## IX. Committee Reports

- A. Membership – Regina Mingela
  - There are 218 memberships to date.
  - Two memberships were added at “Cider on Sunday”, and one membership was received from a guest speaker.
- B. Gift Store– Martha Nork/Linda Schwelnus
  - Total income for the month was \$1,208.75. Total expenses were \$1,408.14.
  - Sales tax for the 4<sup>th</sup> Quarter has been paid.
  - It was a good month and there are high expectations for the holidays.
  - November 10<sup>th</sup>-12<sup>th</sup> are Members Shopping Days. All items are discounted 25% for Friends members.
- C. Newsletter – Sandy Walts
  - No report.
- D. Gift Books – Claire Kreher
  - Since 9/21 we have received one gift, an Honor for \$20.00.
  - No books have been added to the collection.
- E. Read to Me – Judy DeFrancesco
  - The next Storytime is October 20<sup>th</sup>. Judy will be gone that day.
- F. Programs – Jim Morche
  - There has been a decrease in the “no shows” at the programs.
  - We made \$90 in donations from program attendees.
  - We have 69 signed up for “Rosie the Riveter and have 144 potential spaces.
  - The 12<sup>th</sup> Night Singers will be at the Community Center on December 5<sup>th</sup>.
  - Upcoming programs for 2018 include:
    - a. May 29 – Michigan War Dog Memorial

- b. June 12 – Big Bang Theory at the Community Center
- c. Vision and the Aging Process
- d. Picks and Sticks
- e. The 12<sup>th</sup> Night Singers

G. Public Relations – Chris Litka

- Three emails were sent out to Friends members and one press release was sent to The Northville Record.
- A Chamber of Commerce Member Event will be held October 25<sup>th</sup> at 5:30 PM. Martha will be attending and welcomes additional Friends members to attend with her.

H. Development Committee – Scott Frush

- Envelopes for the annual fundraiser will be stuffed on November 9<sup>th</sup> at 10 AM.

I. Used Book Operations – Will and Linda Bastien

- On Sunday, October 22<sup>nd</sup> we will begin moving the contents of the book carts to the Book Cellar for reshelving. The Cellar will also have the books reorganized. Carts will be moved by October 24<sup>th</sup>.
- We plan to increase brightness and decrease visual clutter in the Cellar. The plan is to have 3 x 4 canvas screens designed to reflect light. Possible costs will be approximately \$200 - \$300.
- Lighting and exterior signage to be considered at a later time.
- Fire code will be considered in all revisions.
- A motion was made to approve at least \$300 for Book Cellar improvements, with the possibility of future allocations. The motion was APPROVED.
- September sales:
 

Cart	\$594.00
Cellar	\$728.50
Vendor Sales	\$403.00

  - a. Coupons are being accepted.

X. New Business

- A. No new business to discuss.

XI. Adjournment

- A. The meeting adjourned at 8:20 PM.

Respectfully Submitted,

Linda Bolam  
Secretary

