



Board of Directors Meeting
Thursday October 20, 2016

Minutes

Members Present:

Martha Nork, Scott Frush, Deborah Stanifer, Linda Bolam, Carol Oldenburg, Claire Kreher, Regina Mingela, Sandy Walts, Chris Litka, Doug Witt, Jim Morche, Julie Herrin, Library Director, and Anne Mannisto, Assistant Library Director

Members Absent:

Linda Schwelnus, Betty Kaiser, JoAnn Kissel, Judy DeFrancesco

Guest: Marilyn Randall

- I. Call to Order
President, Martha Nork, called the meeting to order at 7:00 P.M.
- II. Approval of Agenda
The agenda was APPROVED as presented.
- III. Approval of Meeting Minutes of September 15, 2016
The minutes were APPROVED with minor corrections.
- IV. Library Director's Report – Julie Herrin
 - A. 20th Anniversary party
 - People counter said we had 897 attendees.
 - We gave out 560 raffle tickets
 - Thank you Friends for all your help making the party a success. The prizes were popular. The Scavenger Hunt was great.
 - Library Timeline will continue to be on display.
 - B. General Library Statistics used for 20th Anniversary:
 - From 1996-2016: size has gone from 50,000 volumes to 140,000 items.
 - We had over 7 Million checkouts in the 20 years with over 510,000 the past 12 months.
 - 40,000 downloads have been done with over 34,000 computer uses.

C. Facility

- Windows were washed inside and out before the party.
- Outside was cleaned around the property and trash picked up before the party.

D. Technology

- We have new Envisionware.
- Mobile printing is now possible. You can print from home and pick it up at the library.
- Credit card payment is now used.

E. Staff

- Natalie Molnar is the new teen librarian. She came to us from Southfield and is working 20 hours a week.
- The library is now fully staffed.

F. Public Relations

- Relations with the schools continue to be good.
- There is a poster about the library in every classroom.
- The library had a presence at the Middle School Parent Teacher conferences. There was a good reception by the parents.

G. Wish List

- The library no longer needs the reupholstery done because of the projected purchase of new smaller furniture to fit future plans for library space. The cost had been projected at \$5,245.
- The Microform Printer has died. In 2006 it cost \$8,000. The new printer accepts Microfilm and Microfiche. The current replacement cost is \$7,200.81.
- The library would like to ask for the total cost, but would use the previously budgeted \$5,245 toward the expense.
- Motion was made to pay the additional \$1955.81 for the new printer. The motion was APPROVED.

H. Important Dates

- The deadline for the December library newsletter is October 28th.
- Annual Endowment mailing is in late November.
- Staff Holiday Party is December 8th from 12 to 2 PM.
- Battle of the Books will be March 15, 2017.

I. Volunteers

- The new library volunteer coordinator is Maureen Simari.
- Library volunteers not needed at the library will be passed on to the Friends for Betty Kaiser's follow-up. If volunteer cannot be immediately used, the person will be asked if they would like to stay on the volunteer list.
- Doug Witt will work with Judy regarding the form used at the "info desk" when people ask about volunteering.

V. President's Report – Martha Nork

- A. National Friends of the Library Week is from October 16-22. Thank you to Julie Herrin for the nice letter in the Northville Record thanking the Friends,

and thank you to the library for the very nice lobby display that describes some of the Friends contributions to the library.

- B. Forms are available for people who express interest in volunteering with the Friends of the library. There is a new folder in the mailroom with Betty Kaiser's name on it and with forms in it. Completed forms may be placed in the same folder. Betty is our contact person for new volunteers and will be checking the folder and follow up with volunteers.
- C. The monthly Chamber of Commerce networking event was attended in September. The anniversary party was advertised, and Friends memberships for businesses were promoted. I connected with the people who are responsible for communications with the City of Northville and also the Chamber of Commerce. Both women are willing to publish any information about the library or the Friends. Contact information was given to Karen Fehl and Chris Litka, our PR person.
- D. Carol Oldenburg's new home phone number will be added to update the Friends roster.

VI. Treasurer's Report – Deborah Stanifer

- A. We have purchased a \$10,000 certificate of deposit at Community Federal Credit Union. Additional certificates are planned for purchase on October 20, 2016 and November 20, 2016.
- B. As of September 1, 2016 we had a balance of \$83,126.48. Our ending balance on September 30, 2016 was \$75,506.99 (see report)
- C. Deborah will readjust the Library Wish List to reflect cancellation of the reupholstering of the sofas and chairs and add the Microform printer to the Wish List.
- D. Board members are asked to submit estimates of our projected expenses for 2017 to Deborah by November 15th. We will be voting on the budget for fiscal year 2017 at the December 8th meeting.

VII. Committee Reports

A. Public Relations – Chris Litka

- An E-blast was sent out regarding the use of Amazon Smile to benefit the FNDL.
- An Email will be sent out regarding the Gift Store's Friends Shopping Days in November.
- Chris would like to talk about promotion for the 2017 National Friends of Libraries week in May of 2017 because we have no meetings during the summer and not enough time to plan in September since the event is in October.
- Sarah Milroy did a great job on the poster on the FNDL contributions to the library that was used at the 20th Anniversary Party.

B. Development Committee – Scott Frush

- Email communication has been made within the committee, but no meetings are scheduled until next year.

- The committee will assist with mailing of requests for the Library Endowment Fund.
- C. Used Book Operations – Carol Oldenburg
 - September was a very good month. Carts had total sales of \$899.80. The Cellar had sales of \$674.70. Vendor sales were \$1,049.03. Total sales were \$2,623.53, which was 39% over the same period last year! Vendor sales were really high, making this a banner month. Sales from LAAB and Annie Book Store in Manistee, MI. contributed to sales. Also, the Cellar was open during the 20th Anniversary Party with sales just that day of \$74.50.
- D. Membership – Regina Mingela
 - As of this date, we have 232 Memberships, two thanks to Jim Morche.
 - Regina, Doug Witt, Deborah Stanifer, Judy DeFrancesco and Linda Bolam were asked to convene and consider questions Martha Nork has submitted regarding membership. Recommendations will be discussed at the December meeting.
- E. Gift Store – Martha Nork
 - Last month's income was \$1,404.86. Expenses were \$1,744.78. Our balance for the month was -\$339.92.
 - \$750.00 was given to Friends.
 - Member Shopping Days are Nov. 18-20.
 - There will be 15% off all puzzles this week in celebration of National Friends of the Library Week.
- F. Newsletter – Sandy Walts
 - The next deadline is October 30th so we can get the paper out before Member Shopping Days in November.
 - Chris Litka will write an article on the 20th Anniversary Party.
- G. Gift Book Program – Claire Kreher
 - Since September 15, 2016 there has been 1 Gift – Memory for \$25. One book has been added to the collection.
- H. Programs – Jim Morche
 - We had “standing room only” for the September 20th Bluegrass program. Friends’ membership, the gift store and the Book Cellar were talked about at each program.
 - So far there are 52 persons signed up for “How Detroit Won the War: the Willow Run Story”, on November 10th.
 - On November 22 “Picks and Sticks” will perform at the library.

VIII. New Business

- A. Martha Nork reported that Anne Mannisto is willing to repeat the presentation of the history of the library she has previously given, at our

Annual Meeting on March 16, 2017. It is suggested that the meeting be held at Mill Race. Claire Kreher will help her work on this.

IX. Old Business

- A. Julie Herrin announced that the Community Reads author of "Born to Run" would be speaking and presenting a film at the Novi Library on November 2nd. There are still openings for the program.

Our next board meeting is December 8, 2016 at 7 P.M.

The meeting adjourned at 8:06 P.M.

Respectfully submitted,
Linda Bolam