



Board of Directors Meeting
Thursday, December 11, 2014

Minutes

Members Present:

Carol Oldenburg, Erin McDermott, Linda Bolam, Joe Oldenburg, Sandy Walts, Julie Herrin, JudyDeFrancesco, Claire Kreher, Chris Litka, Regina Mingela, Linda Schwelnus, Jim Morche'

Members Absent: (Excused) Martha Nork, Deborah Stanifer

- I. Call to Order
The meeting was called to order at 7 P.M. by President, Carol Oldenburg.
- II. Approval of Agenda
The agenda was APPROVED.
- III. Approval of Meeting Minutes of
The minutes were APPROVED with no corrections.
- IV. Treasurer's Report – Deborah Stanifer (given by Carol Oldenburg)
 - A. Distributed treasurer's report of month ending November 30, 2014.
 - B. Comments:
 - Carol Oldenburg asked the any final 2015-16 budget requests be forwarded to the Treasurer as soon as possible. Budget will be presented at the January meeting.
 - Linda Schwelnus mentioned that, as reported in the FNDL Newsletter summer issue, ½ of 1% spent when you log in to "Smile.Amazon.com", instead of just going to Amazon.com to order, can be designated to go to a non-profit with 501 (c)(3)status. You can select a charity, such as the Friends of the Northville District Library, to donate when making your purchase. Perhaps we could open a new account for such deposits? This will be discussed with Deborah at the next meeting.

V. Librarian's Report – Julie Herrin

A. Statistics – Circulation

- October circulation down 7.01%, downloading from home up 82%. Combined down 2.89%.
- November circulation down 5.6%, downloads up 102%. Combined down 5.133%.

B. Facility

- Bids due for Heating and Cooling on Monday, December 8, 2014. Opened, and will be reviewed at the December meeting and at the Facilities Committee, and hopefully awarded in January.

C. Board Policy Review

- The Library Board has revised three policies and is working on a 4th policy.
 - a. Policy on Harassment
 - b. Policy on Displays and Postings
 - c. Policy on Staff Development
 - d. Policy on Confidentiality of Patron Records
- Library policies are available on the Library web page “About Us” section.

D. Collections

- Odilo-platform and software for hosting owned audiobooks. (Different from Overdrive.) TLN (The Library Network) is paying startup costs and costs for a small collection. All we would be responsible for is 11 cents a circulation.

E. Programs

- Battle of the Books will be held on March 18, 2015. Eight books have been selected. The books will be available in paper or as ebooks or CD books.

F. Technology

- 16 cameras have been installed around the building. Video is being kept.
- TLN moved Website to a new third party host site due to numerous problems.
- Telecommunications 10 GB line maxed out almost every day. Plan to purchase a bigger line, as prices are down significantly. We should be able to get more bandwidth for less money.

G. Staff

- Sarah Milroy, former Computer page, has been appointed our new Digital Services Librarian.

VI. President's Report – Carol Oldenburg

A. NDL Millage

- The library millage passed and is in place for the next 7 years.

- Through judicious money management, most of the second donation from FNDL, \$2,475.00, will be returned to the treasury.
- B. 2015-16 Nominating Committee
 - The following Board members have been appointed to serve as the Nominating Committee: Judy DeFrancesco, Martha Nork, Sandy Walts
 - Positions up for election: President, Vice-President, Treasurer, Secretary, Public Relations, Membership and Used Book Operations
 - The ballot will be presented no later than the February Board Meeting, with final vote at the annual meeting in March.
 - Carol Oldenburg remarked that "There is a lot of talent sitting around this table and they have been a great group to work with. With that said, I have decided not to run for President again. It is time to have someone new take the reins and bring new ideas to the table. I would like to stay involved in some capacity, if the Board wishes."
- C. Summer Reading Program
 - Roz Fink will be presenting an overview of the program at the January meeting.
 - The library will give us a general overview of how the \$6K is allocated in support of the program.
- D. Memorial Book to be donated in memory of Jeannine Davidson, the past Adult Services Librarian, was considered and approved. Claire Kreher will handle this donation.

VII. Old Business –

- A. Ad Hoc Succession Plan – Jim Morche'
 - The Ad Hoc Succession Committee is composed of the Friends current President, Carol Oldenburg, and two former Presidents, Deborah Stanifer and James Morche'.
 - The committee has met and will provide recommended guidelines for the orderly succession of the Vice President to the Presidency: (1) in the time of absence or disability, and (2) succession to the office when the President elects to no longer run.
 - The guidelines will be ready for Board action prior to the Annual Meeting in March.

VIII. Committee Reports

- A. Membership – Regina Mingela
 - We currently have 288 members. The best addition of new members came at the Used Book Sale, especially on Preview Night and Sunday

- We received a generous donation of \$700.00 from one donor, plus an additional \$10.00 donation.
- We will sign up volunteers for the Library.
- B. Gift Store – Linda Schwelnus
 - The revenue from the three-day Members Sale was \$541.00.
 - Our Year-to-Date profit is \$2,760.00.
- C. Gift Books – Claire Kreher
 - Since October 16, 2014, we have received one gift, a Memorial of \$20.00.
 - Seven books and two CD's have been added to the collection.
- D. Newsletter – Sandy Walts
 - The next Newsletter is due out in February.
- E. Read to Me – Judy DeFrancesco
 - No report this month.
- F. Programs – Jim Morche'
 - The Picks & Sticks program in November drew 90 people to the Community Center. Freewill collection was \$94.00, which was given to Treasurer, Deborah Stanifer.
 - The 12th Night Singers drew 120 people to the Community Center. Freewill collection was \$35.00. (Note: In the two years that we have requested contributions for these two programs, the Picks & Sticks total has exceeded 12th Night both times, even though, on the occasion, the audience for 12th Night was larger. Note also, advance notice of the two events was not provided in the Northville Record.)
 - Dates to be set for 2015:
 - a. June 2, "Roots of the Big Three in the Motor City", with Joe Oldenburg, at the Library.
 - b. July 7, "Alaskan Adventure" with Steve Jochmans, at the Library.
 - c. August 27, "A Century of Jazz Song" with guitarist Jesse Lee Mason and his wife, mezzo soprano, Leslie Mason, @2:00 in the Community Center. This event will be so-sponsored by the Friends, the Northville Community Center Senior Services and the Maple Manor Rehab Center/Novi, which will cover the \$200 fee to the performers. This will be our first daytime event and the first time an event has been sponsored by a private enterprise. Suzanne Johnson, Director of the Community Center, arranged this sponsorship.
 - d. No dates set yet for Picks & Sticks and 12th Night.
- G. Public Relations – Chris Litka
 - Press releases were sent to the Northville Record for programs and for the Gift Shop Sale.

- Regina Mingela and Chris Litka attended the Chamber of Commerce party. They distributed “Save the Date” cards regarding the Friends spring fundraiser.

H. Development Committee – Erin McDermott

- The Development subcommittee meeting is Tuesday, December 16, 2014.
- On January 25, the Endowment Fund Donors Reception is scheduled in celebration of the \$500,000 milestone being reached through donations plus interest on the Endowment Fund.

I. Used Book Operations – Joe Oldenburg

- Used Book Sale Summary (Hand out)
 - a. Another successful sale. Total revenue was \$1,757.12.
 - b. 202 bags sold
 - c. 22 new FNDL memberships
 - d. Thanks to everyone who volunteered and took leadership roles in facilitating the sale: Sandy Walts and Regina Mingela, who obtained and scheduled all volunteer workers, and Chris Litka, who facilitated PR and managed all the signage for the sale. Thanks also to Hillers for donating the bags used for the sale.
- Summary of used book sales to date (Hand out)
 - a. Report provides an update of sales-to-date for information purposes. Let Joe Oldenburg know if you have any questions or concerns.
- Mission Based Books Update
 - a. To date we have not had any payments or communication from MBB. They still owe us \$1,944.66. In discussion with Joe Corriveau, lawyer and NDL Board of Trustee’s member, he volunteered to write a letter on behalf of the Friends asking the status of their repayment. We will keep the Board apprised of any future communications with MBB.
- Joe stated he is willing to be in charge of the Used Book Sales again next year.

IX. New Business

- A. Jim Morche’ reported on the upcoming Friends of Michigan Libraries program, “How Can Friends Promote the Library?”, to be held at the Rochester Hills Library on April 23, 2015. Paul Snyder also attends these meetings.

- X. The meeting adjourned at 9:22 P.M.
The next meeting will be January 15, 2015 at 7 P.M.

Respectfully submitted, Linda Bolam, Secretary

