



Board of Directors Annual Meeting
Thursday, June 18, 2020

Members Present: Martha Nork, Linda Bolam, Rick Nork, Denise Stacer, Claire Kreher, Regina Mingela, Chris Litka, Suzanne Braverman, Betty Kaiser, Carol Murray, Kathy Fox, Laura Mancini, and Karen Fehl

Absent: Linda Bastien, Will Bastien, and Linda Schwelnus

Guests: Karen Obsniuk, Andrea Murdock, Mary Rack, Judy Costigan, Carol Doyle, Library Trustee, Tyler Vitali and Michael McEvoy

I. Call to Order

A. The FNDL Annual Board Meeting was called to order by President, Martha Nork, at 7:03 P.M per ZOOM.

II. Attendance - Linda Bolam

A. Attendance was taken (see above) and a quorum of board members was established.

III. Approval of Agenda

A. The April 2020 Financial Report was eliminated from the agenda. The agenda was APPROVED with the change.

IV. Review of Minutes

A. The FNDL Board meeting minutes of February 20, 2020 were reviewed and APPROVED with correction to part VIII, C. Gift Book Program item 1. The total corrected to read \$831.00.

V. Election of Board Members - Denise Stacer for Nominating Committee

A. Thank you to Carol Murray for her help on the nominating committee.

B. Slate of officer nominees presented and motion from Claire Kreher to accept, with motion seconded by Betty Kaiser. Vote was unanimous to accept the slate of officer nominees for one-year terms (March 2020-March 2021). They are President, Martha Nork, Vice-President, Denise Stacer, Treasurer, Rick Nork, and Secretary, Linda Bolam.

C. Slate of director nominees presented and motion from Suzanne Braverman to accept, with motion seconded by Regina Mingela. Vote

passed with unanimous consent for a two-year term (March 2020-March 2021). Elected as Directors are: Claire Kreher, Gift Books, Martha Nork, Gift Store Manager, Linda Schwelnus, Gift Store Treasurer, Linda and Will Bastien, Used Books Operation, Betty Kaiser, Volunteer Coordinator.

D. Suzanne Braverman (also assistant secretary), Kathy Fox, Dianne Tilson, and Suzanne Salsbury appointed by President, Martha Nork, as Members at Large. These appointments do not require a vote.

VI. President's Report - Martha Nork

A. We did not meet in March, April or May due to library closure related to the COVID-19 pandemic. An informal meeting was held in May per ZOOM, but no business was transacted.

B. We have four documents we need to maintain:

1. FNDL By-Laws (to be discussed at this meeting)
2. Agreement between FNDL and the Northville District Library. This document has been approved and signed by the Trustees for this year.
3. Job Descriptions. Carol Oldenburg, our past president, left a very nice document with all job descriptions. I would like to update it and make it more accessible. We need to have these descriptions available in the case of emergency. Most Board Members have provided their updated version. A few are missing. Copies will be made available for everyone for the September meeting.
4. The Annual Report. The 2019 Annual Report is complete and has been sent to Sarah Milroy to have it posted on the library website page. Hard copies will be made when I am able to get into the library to use the copy machine. It should be available for the September meeting.

VII. Library Director's Report - Laura Mancini

A. Battle of the Books

1. There were 150 participants. Thank you to the Friends for their support and volunteer help.
2. Current status to reopen the library during COVID pandemic. There are 5 Phases, we are in Phase 2. The staff returned on June 8th. We have curbside delivery and book returns available. 14,000 book returns expected and must go into a 72 hour quarantine! The library is being prepared for patrons to come in person during Phase 3 in July if all goes well. Library capacity will be limited. Phases will progress as the situation develops. NO used books are

currently accepted as they must also be quarantined and there is no space.

3. All summer programs will be virtual including the Summer Reading Program. Adult and Teen registration is going well. Fewer participants in the younger age group.
4. For Books on Hold, patrons will be called by the library. Only books from Northville's collection will be available.

VIII. Secretary's Report - Linda Bolam

- A. No report.

IX. Treasurer's Report - Rick Nork

- A. The checking account balance as of May 31, 2020 was \$50,630.40, a \$6,268.23 change from April 30th. We have a CD balance of \$20,662.37 as of May 31, 2020.
- B. Membership dues total \$6,730, which is 71% of the annual target. The Gift Book Program total is \$945.00, 79% of the annual target.
- C. Credit card fees were paid on the membership account through Square, which has a 3% processing fee. Total cost was \$48.85 which was deducted from Membership income.
- D. We have received \$235.00 in donations this month. Our total income, year-to-date is \$13,981.61. Total expenses year-to-date are \$3,701.45.

X. Committee Reports:

A. Scholarships - Denise Stacer

1. There was a ZOOM presentation of Northville High School local scholarships where four FNDL scholarships were awarded. Two of our recipients responded to a letter sent to their address. Two of the recipients have not yet responded.
2. Checks will be sent directly to the schools chosen by the responding graduates. Noted in discussion: Schools have been known to deduct the check from the financial package for the student. We will check this out for the future. Scholarship committee will discuss this and report back on this question.
3. Chris Litka will write an article on this year's scholarship winners for the Newsletter and also inquire if The Ville would like to do an article on the winners.

B. Read to Me - Denise Stacer

1. The program is to be revamped and discussed with the new Youth Library Director.
2. Restart will be postponed.

C. Gift Books - Claire Kreher

1. A \$50.00 gift donated in memory of Julie Herrin was discussed. Tech or audiobooks were preferred by Julie. The Board members expressed preference for an audiobook in honor of Julie Herrin. The motion to purchase an audiobook was made and passed.
2. We received \$368 in donations, 7 Gifts, 6 Memorials, and 1 Honor. Six books have been added to the library collection.

D. Public Relations - Chris Litka

1. Two emails have been sent out as little has been happening.
2. Karen Fehl will send me information when the library moves to the next phase of reopening.

E. Newsletter - Chris Litka

1. A shout out to Chris for efforts on our last issue! Sarah Milroy did the layout and did a wonderful job.

F. Membership - Regina Mingela

1. As of June 18, 2020, the Friends have 131 total memberships. These include: 11 Lifetime members and 5 businesses/organizations.
2. "Second Request" notes will be sent out soon to ask non-renewed members to please do so.
3. In lieu of a tote bag to kick off the Summer Reading season, Karen Fehl and Sarah Milroy have added a "slider" to the Library website. It lists Friends members at the Lifetime, Patron, and Business levels.
4. Thank you to all who have renewed in a timely manner!

G. Gift Store Financials - Martha Nork

1. The store is down \$74.63 because of phone and credit card machine monthly fees. Both have been put on a reduced fee until we can get back in the store.
2. "Book-related" face masks are on order from Out of Print.

H. Volunteer Coordinator - Betty Kaiser

1. No report.

XI. Other Reports:

- A. Volunteer Fair - Question asked if Fair should be postponed until next May? We decided May is a good time for the Fair and things are currently too undecided with the pandemic affecting the library facility and our participants. We will postpone.

XII. Old Business

- A. Review and Approval of By-Laws

1. Martha recommended the By-Laws be reviewed on a more frequent basis, e.g. every year.
2. By-Laws as amended were presented to the Board. The By-Laws were accepted as amended.

B. The Jesse Lee Mason presentation will be an on-line meeting.

XIII. Announcement

- A. Laura Mancini announced that Karen Fehl is finally retiring, after delaying her retirement date to help with current library COVID-19 responses and adjustments. Many thanks to Karen for her friendship and support of the Friends and the Northville library. She will be much missed.
- B. Our next meeting is scheduled for September 17th. Location to be determined.

Meeting adjourned at 8:37 P.M.

Respectfully submitted,

Linda Bolam, Secretary