



Board of Directors Meeting  
Thursday, September 17, 2020

Members Present: Martha Nork, Linda Bolam, Rick Nork, Denise Stacer, Will Bastien, Linda Bastien, Claire Kreher, Regina Mingela, Chris Litka, Linda Schwelnus, Suzanne Braverman, Betty Kaiser, Kathy Fox, Suzy Salisbury, Carol Murray, and Laura Mancini, Library Director

- I. Call to Order
  - A. A Zoom meeting called to order by President, Martha Nork, at 7:04 P.M.
- II. Approval of Agenda - The agenda was APPROVED.
- III. Review of Minutes
  - A. The FNDL Board meeting minutes of June 18, 2020 were reviewed and APPROVED as written.
- IV. President's Report- Martha Nork
  - A. On behalf of the Friends, thank you to Laura and the staff for the Volunteer Appreciation gift cards. This was a wonderful surprise and very much appreciated.
  - B. National Friends Week is October 18th - 24th. In past years we have held our Cider on Sunday or Ice Cream Social during this week. We will not be able to hold that gathering this year. Replacement suggestions included have a banner made saying, "Be a Friend - National Friends Week". Martha will look into costs.
  - C. The Friends were awarded a \$1000 grant from Community Financial Credit Union. In past years we have applied for their "Summer of Sharing" Grant and have been successful. I decided to submit a request based on a request from Caryn of the Youth Department. Happily, we were rewarded the money as a "COVID" grant. The check has been received and will be given to the Youth Department for purchase of STEM (Science, Technology, Engineering, & Mathematics) kits. These kits will be available for checkout. Hopefully they will give kids an opportunity to learn by doing and playing and will foster an interest in STEM.

1. A photo will be taken with a representative from Community Federal for an upcoming Newsletter. Chris Litka noted that CFCU should be given publicity when the kits are introduced into the library.. An article will also be submitted to The Ville.
  - D. The Gift Store Volunteer Fund received a check for \$500 from Harold Wright in memory of his wife, Patsy, who was a Gift Store volunteer for many years. It was suggested to donate books from the Gift Store in memory of Patsy with the money. A portion of the money could be used to pay for the next holiday luncheon for the Gift Store Volunteers. A Thank You from the Volunteers will be written to Mr. Wright.
  - E. Gift for Karen Fehl on her retirement - After discussion it was decided to donate \$75 for gift books for the library in Karen's honor. She will be asked for topics she'd like for the books.
- V. Library Director's Report - Laura Mancini
- A. The Library is open at "Grab and Go", allowing a 30 minute visit due to the 25% capacity rule. It will probably continue at this level for a long time. Northville Township is currently at the highest level of COVID cases since the pandemic began.
  - B. The Friends are currently a casualty of the situation. All public furniture has been moved to every spare space, including the sorting room and Book Cellar. The goal is to move to the next level as soon as possible so services can resume and the Friends can resume their activities.
- VI. Secretary's Report - Linda Bolam
- A. No report.
- VII. Treasurer's Report - Rick Nork
- A. Financial Report for August 2020 was APPROVED.
    1. Assets:
      - a) The checking account balance as of August 31, 2020 was \$53,851.33.
      - b) The ending balance on our two CD's was \$20,764.88.
      - c) Total assets are \$74,616.21.
    2. Income:
      - a) Membership dues are at 102% of annual target! Used Book Sales and Vendor sales are stagnant. Gift Store sales show no change. The Gift Book Program has exceeded budget projections.
      - b) Unrestricted donations include a check from Judith Costigan.
      - c) Total income year-to-date is \$18,972.08, at 58% of budget.
    3. Expenses:

- a) All checks have been written for the awarded scholarships but have not yet cleared.
  - b) Total year-to-date expenses are \$5,368.48, which is 13% of projected budget.
- B. Forecast for remainder of 2020
- 1. Income:
    - a) It is likely the Gift Store will not open this year and the Used Book program will be much below the projected budget.
    - b) Interest and Dividends will be less due to decreased interest being paid on CD's.
    - c) Grants got a boost from the recent CFCU award of \$1,000.
    - d) Donations are anticipated from the Amazon Smile program.
  - 2. Expenses:
    - a) It was decided to support an online musical program with Jesse Lee Mason and Father. \$150.00 was APPROVED for the concert.
    - b) Sales Tax on Used Book Sales may not be as much as budgeted due to decreased sales.
    - c) We anticipate printing costs and costs for Sarah Milroy for work on the Newsletter.
    - d) Dues for our Chamber of Commerce and Michigan Friends of the Library have been paid.
    - e) Upcoming expenses were approved for \$2,300 for the International Language Collection and \$1,000 for the backpacks containing STEM kits.

## VIII. Committee Reports

### A. Scholarships - Denise Stacer

- 1. No report.

### B. Read to Me - Denise Stacer

- 1. No report. Program on hold due to COVID restrictions.

### C. Gift Books - Claire Kreher

- 1. Since 6/18 we have received six Gifts: 5 Memorial, 1 Honor for \$370.00.
- 2. We have added 22 books and 12 CD's to the library collection.
- 3. The Gift Book form on the library website is not working.

### D. Public Relations - Chris Litka

- 1. The deadline for the Newsletter articles is October 15th. We hope to get it distributed the second week of November.

2. Chris will send out information on the Jesse Lee Mason program and the new International Book Collection.
  3. Volunteers will be needed for the Newsletter mailings.
- E. Used Book Operations - Linda and Will Bastien
1. Vendor sales reported to be good. We have sent no books to the vendor since March.
  2. We would like to have a Fall Book Sale outside in the park and have the Northville High School football players move the books. The date is October 10, with a rain date of October 17. The goal is to empty the sorting room! A flyer is already ready to send out.
- F. Membership - Regina Mingela, Carol Murray
1. We have 160 members, including 9 Business Members.
- G. Gift Store Financials - Linda Schwelnus
1. In July we purchased masks and bags. We had revenue of \$157.00.
  2. A \$500.00 insurance bill is due in December to cover liability , theft and merchandise loss, and officers' liability.
  3. The Gift Store may have a table of merchandise for sale at the Used Book Sale on October 10th.
- H. Volunteer Coordinator - Betty Kaiser
1. Betty is up to date with calling volunteers.
  2. Betty would like to revise the form used to recruit volunteers.
- IX. Other Reports
- A. Volunteer Fair - Martha Nork
1. Future date for the Volunteer Fair is scheduled for May 15, 2021 and will depend on the course of the pandemic.
- X. No New or Old Business.
- XI. Adjournment
- A. The meeting was adjourned at 8:30 PM.

Our next meeting will be October 15th at 7 PM.

Respectfully submitted,

Linda Bolam  
Secretary

