



Board of Directors Meeting
Wednesday, November 18, 2020

Members Present: Martha Nork, Linda Bolam, Rick Nork, Will Bastien, Linda Bastien, Claire Kreher, Regina Mingela, Chris Litka, Linda Schwelnus, Suzanne Braverman, Carol Murray, Suzy Salsbury, and Laura Mancini, Library Director

Absent: Betty Kaiser, Denise Stacer, Diane Tilson, and Kathy Fox

I. Call to Order

- A. The meeting was called to order per Zoom by President, Martha Nork, at 7:03 P.M.

II. Approval of Agenda

- A. The agenda was APPROVED as presented.

III. Review of Minutes

- A. The FNDL Board meeting minutes of October 15, 2020 were reviewed and APPROVED.

IV. President's Report - Martha Nork

- A. Chris Litka was thanked for her great job on the Newsletter.
- B. An email vote was taken to APPROVE the online harpist program scheduled for December 22nd from 7 to 9 PM. The cost is \$225.
- C. The Friends will help with sponsoring an online Birdwatching program with Greg Bodker on December 15th.
- D. Craft kits continue to go out in the rainy day bags. 5000 of these bags were purchased in 2015. Martha questioned if we have sufficient bags to also accommodate their current use for curbside book deliveries.
- E. The Friends of Michigan Libraries conference, "Finding Our Way Forward", on November 12, 2020, had 32 Zoom participants. Items discussed included: Membership - currently a struggle statewide. Our group is doing well in comparison to many as they depend on Used Book Sales for income and have small memberships. Gift basket raffles are done in some places with advertising on Facebook.

V. Library Director's Report - Laura Mancini

- A. As of Monday, November 16th, the library has again shut down due to large increases in the number of local COVID cases, and will be closed until December 9th. All materials are still available for curbside pickup.
 - B. Rave reviews have been received on the craft kits provided to all age groups.
 - C. Zoom programming is being well accepted and will continue through the spring if necessary.
 - D. It is planned to have the Battle of the Books in March as an online event rather than “in person” at the high school.
 - E. Library roof replacement has started and will continue for about 3 weeks.
 - F. Kent State, the Michigan Reads author presentation, was an on-line program. It was a graphic novel and the author gave a very interesting presentation.
- VI. Secretary’s Report - Linda Bolam
- A. Martha Nork read Karen Fehl’s thank you note to the Friends for the retirement gift of books to the library, including “Young Rembrandt”.
- VII. Treasurer’s Report - Rick Nork
- A. Financial Report for October 2020
 - 1. Assets:
 - a) The checking account balance as of October 31, 2020 was \$37,514.64.
 - b) The ending balance on our two CD’s was \$20,869.03.
 - c) Total assets are \$58,383.67.
 - 2. Income Year-to-Date is \$20,711.18, at 63% of budget for the year.
 - a) Current month’s income primarily due to donations, the October Used Book Sale, and interest on our accounts.
 - 3. Expenses Year-to-Date are: \$23,340.48, at 57% of budget.
 - a) This month’s expenses included the Halloween bags, \$1,000 to the library for the STEM kits, and postage.
 - b) The shortfall was covered by an unexpected \$1,000 donation.
 - 4. The October financial report was APPROVED.
 - B. Proposed Budget for 2021
 - 1. Anticipated revenue for Oct.-Dec. 2020 should bring us to \$21,775.00 for the year.
 - 2. The International Language Collection had \$2,300 approved by the Friends and they have been recognized already for the donation. A check will be sent to the library by the end of November.
 - C. Budget Assumptions behind the 2021 Proposed Budget

1. Library operation limited through June 2021.
2. Used Books and Gift Store resume limited operations beginning July 2021 (perhaps 50% of current budget).
3. Membership, Gift Book, and Donation revenue same as 2020 Budget.
4. Four Sponsored Programs @\$150 each plus \$225 % from 12-20.
5. Three \$500.00 Scholarships.
6. Administrative Expenses at 2020 Budget levels
7. Summer Reading, Battle of the Books, and Staff 2021 Christmas luncheon at 2020 levels. Possibly include Halloween Bags.
8. No other "Wish List" items in budget. Revisit in June when scope of library operations and Friends revenue estimate are better understood.

D. Proposed Budget for 2021

1. Anticipate 50% of 2020 budgeted income for Used Book sales and Gift Store.
2. Donations can't be anticipated so keep at minimum.
3. Grants can't be anticipated so keep the estimate low.
4. Revisit library special requests in July.
5. Reconsider continuing Book Page subscription.

VIII. Committee Reports

A. Gift Books - Claire Kreher

1. Since October 15, 2020 we have received two(2) Gifts (both Memorials) for a total of \$210.00. We added six(6) books to the library collection.

B. Membership Report - Regina Mingela

1. As of this date the Friends membership stands at 161.
2. Membership envelopes were enclosed in 25 Newsletters, but thus far no responses have been received.

C. Public Relations - Chris Litka

1. Little activity this month. An email regarding Amazon Smile was sent out.
2. The Newsletter was published and mailed out. Our next edition will be in the Spring 2021. Positive comments received on "What Friends Are Reading Now" column, including Judith Costigan, a long-time Friends supporter.

D. Used Books - Will and Linda Bastien

1. No report.

E. Gift Store Financials - Linda Schwelnus

1. Gift Store profit for October-year-to date is \$177.
2. Insurance is due in December.
3. The Puzzle Sale held on a November Saturday made \$343.00, due to the efforts of Martha Nork and Carol Murray.

IX. Old Business - None

X. New Business - None

XI. Adjournment -

A. The meeting adjourned at 8:15 PM.

B. Our next meeting is Wednesday, December 16, 2020 at 7 PM.

Respectfully submitted,

Linda Bolam
Secretary