



Board of Directors Meeting  
Wednesday, December 16, 2020

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

Absent: Betty Kaiser

I. Call to Order

- A. The Zoom meeting was called to order by President, Martha Nork, at 7:06 P.M.

II. Approval of Agenda

- A. The agenda was APPROVED as presented.

III. Review of Minutes

- A. The FNDL Board meeting minutes of November 18, 2020 were reviewed and APPROVED, with correction by Rick Nork to wording in the November budget report, and modification of the Gift Store report. Corrections will be made in the final copy of the minutes.

IV. President's Report- Martha Nork

- A. The imprinted "rainy day" bags used by the Front Desk, courtesy of the Friends, have run out due to heavy current use. They were last ordered in March 2019, with 6000 @\$1,950. Currently, plain turquoise and purple bags are being used for curbside deliveries, rainy days, and craft kits. These are from Nashville Wraps @\$0.23 per bag and were ordered through the Gift Store. The library will reimburse us for this purchase.
- B. It was decided that we should wait to purchase imprinted bags for the original use as "rainy day" bags and add this into the 2021 budget if we are able.. They do provide a bit of advertising for the Friends.

V. Library Director's Report - Laura Mancini

- A. The library continues at Level II operations, with curbside pickup of books and craft kits numbering 100-140 orders per day. It is going well. The library will stay at Level II until after the holidays, depending on the incidence of COVID in the community. Laura said the library will purchase their own bags for curbside distributions.
- B. Roof repairs and installation of new telephones is ongoing during the library closure.
- C. Interviews for selection of a new assistant director have started, and the first round of interviews has been completed. The second round of interviews will begin after the New Years holiday.
- D. There were 70+ participants for the online bird program. Adult programs are going well, the children's programs less so.
- E. Baker & Taylor, who deal in sustainable books, will begin taking library discards. First orders are to be done this weekend. The library plans to integrate this program with the Friends Used Book sales if it proves successful.
- F. Libraries in SE Michigan are acting in concert to decide levels of function and reopening during the pandemic. The decisions also involve library trustees.

VI. Treasurer's Report - Rick Nork

- A. Financial Report for November 2020: November results plus an updated forecast for the total year was presented. Current forecast remains on track with previous estimate. Total year income is projected to be \$21,282 while expenses are estimated to be around \$23,000.
  - 1. Income - November current month income totaled only \$333 and included \$210 for Gift Books, \$90 for memberships and a \$26 donation from Amazon Smiles.
  - 2. Expenses - November expenses totaled \$2,915 and included \$2,300 contribution to the Library for the International Language Collection, \$385 reimbursement to Library for Gift Book purchases, \$150 payment to the Library for the June Jesse Lee Mason program, and \$80 to Sarah Milroy for work on the Newsletter. Expected December expenses considered in the total year forecast include Northville Chamber of Commerce dues (\$170), tax preparation fee (\$150) and reimbursement for Annual Report filing fee (\$20).

3. The November Treasurer's Report was APPROVED.
- B. Proposed Budget for 2021:
1. Recommended 2021 budget assumptions were presented and discussed at our November meeting.
  2. Income - Based on recommended assumptions, zero budget for Grants and an expected 18% decrease in CD interest, proposed 2021 budgeted income is \$21,775.
  3. Expense - Based on recommended assumptions, proposed 2021 expense budget totals \$25,125. It was decided to delete the Christmas party expense budget (\$600) and add back the Book Page subscription (\$900).
  4. The 2021 Budget was APPROVED as amended for Christmas Party and Book Page adjustments.

VII. Committee Reports

A. Gift Store - Linda Schwelnus

1. Income for November was \$361.57, primarily due to sales held on the Library patio. The total income for November Year-to-Date is \$2,670.76, and net profit is \$527.
2. Expenses will include \$500 for the insurance bill which is paid in December. Our annual fee from the credit card processing company was waived, but the Payment Card Industry (PCI) compliance fee of \$115 must still be paid.
3. Martha Nork still has gift store items in her garage. Call if you would like to purchase any items, especially a nice selection of puzzles.

B. Scholarship - Denise Stacer

1. The committee will meet in February with a report to follow.

C. Gift Books - Claire Kreher

1. Since November 18th, we have received 2 Gifts: 1 Memorial, 1 Honor, for a total of \$118. We were able to add 10 books to the library's collection.

D. Membership - Regina Mingela

1. Membership stands at 163 members. Of 25 envelopes that were included with the Newsletter, three were returned with membership renewals, adding \$90 to our treasury.

2. Carol Murray will be taking over for Regina for the Winter (as Regina hopefully will be going to Florida.)

E. Public Relations & Newsletter - Chris Litka

1. Work has already begun on the next Newsletter. Contributions welcome.
2. Christmas greetings will be going out this week.

F. Used Book Operations - Will & Linda Bastien

1. No report.

VIII. Announcement:

- A. Holiday harp music program will be on Tuesday, December 21st.  
Registration required for the program.

IX. Adjournment:

- A. The meeting adjourned at 8:05 P.M. Our next meeting is scheduled for Thursday, February 18, 2021.

Respectfully submitted,

Linda Bolam  
Secretary

