



BOARD OF DIRECTORS MEETING

Thursday, September 16, 2021

1. Call to Order at 7 pm
2. Attendance- Martha Nork, Suzy Salsbury, Linda Schwelnus, Chris Litka, Regina Mingela, Betty Kaiser, Linda Bolam, Rick Nork, Claire Kreher, Kathy Fox, Linda Bastien, Laura Mancini, Library Director.
Absent: Carol Murray, Denise Stacer, Will Bastien, Dianne Tilson
3. The Agenda was approved as presented.
4. The Meeting Minutes from June 17, 2021 were approved.
5. President's Report – Martha Nork
 - A. The Friends received a \$1000 grant from Community Financial Credit Union as part of their “Summer of Sharing” program. Linda Schwelnus wrote a proposal based on a request from the Youth Department. The money will be spent on communication boards that will be helpful for individuals on the Autism spectrum. Sensory kits will also be purchased and made available for check-out.
 - B. Once again, we will be providing imprinted tote bags for a fall craft. The black bags have a skeleton design on one side and the Friends membership lists are on the back. 250 have been ordered and our cost is \$750. As in the past, our Business and Patron members will be contacted to see if they would like a bag.
 - C. The Friends Board decided via email to sponsor 2 adult programs this fall. The first is a two-part virtual series about Frank Sinatra. The dates are Tuesday, Oct. 19 and 26th at 7pm. Our cost is \$200. The 2nd program is about the Yankee Air Museum on Wednesday, Nov. 10th at 7pm. The cost is \$150.
6. Library Director's Report – Laura Mancini
 - A. The Northville District Library completed another successful Summer Reading Program for adults, teens, and youth. This year's program saw increased participation from the community at all levels as compared to 2020. The Youth Department was able to offer a complement of programs to support this year's theme of Tails and Tales by hosting programs outdoors in the park in front of the Library. Thank you to Friends of the Library for providing the funding to make the Summer Reading program possible.
 - B. The Northville District Library had planned to return to full service levels after Labor Day. The emergence of the Delta variant of COVID-19 has delayed these plans. The Library will return to Sunday hours starting September 12th. Some adult programs will be onsite in the Carlo Meeting Room and others will be virtual. Teen and Youth Programming will continue to remain outdoors or virtual. Additional furniture has been returned to the adult section of the Library. The management team will reevaluate the COVID-19 case rates and determine what services can be restored again in October.

- C. The Library has been looking at how volunteers can safely be brought back to the Library. It is currently consulting with its attorney on this issue and the NDL Board of Trustees will create a protocol at its September board meeting based upon the guidance it receives.
- D. The NDL will be going through a modernization project for its elevator this fall. During this time, the elevator will not be in-service. A start date has not been set yet, but the project is expected to last 4-6 weeks in duration.

7. Treasurer's Report – Suzy Salsbury

- A. The Financial Report for Year to Date, 2021 was reviewed and approved with the following changes: the name of the organization will be corrected in the document. Credit card fees will be listed on a separate line, not as part of membership. It was noted that the fall tote bags expense should be listed in the report under “Summer Reading Bags” since we are doing those instead. The Treasurer stated that checking account balance as of August 31st was \$38,440.95.

8. Committee Reports:

A. Used Book Operations – Will and Linda Bastien

The August used book sale was a success. We made close to \$400.00 and would have made more if we hadn't sold everything for half price, but we wanted to get rid of as much inventory as possible. We had plenty of volunteers to help, both teen and adult, with Laura heading up the troops.

I asked about the Baker and Taylor program, wondering if the Friends could help in any way, but the program is too new for that question to be answered.

We're hoping we can start the donation process soon and that the volunteers can resume scanning and selling used books. The scanning room is quite full of library books that we will move into the Cellar when we get the go ahead. We got some excellent books from the library that we will send to the vendor and a lot more that we will sell in the Cellar.

B. Newsletter & Public Relations – Chris Litka

Public Relations: Sent out seven emails since June 1.

Newsletter: The newsletter is well underway. Everyone has been very responsive for requests for articles and Sarah Milroy is doing a great job with formatting. The mailing will be held on October 12 at Laurel Park Mall in the food court. Carol Murray, Linda Bolam, Linda Schwelnus and Linda Bastien have offered to help. The creation of mailing labels is in question right now. Kathy Fox, Carol Murray and Martha Nork are looking for the mailing list that Linda Bolam provided a while ago.

C. Membership – Kathy Fox, Carol Murray

We had a total of 9 new members with 5 referring members in our membership drive. Rita Kochan, a front desk worker for the library, picked the winners. Deb Blazaitis was the winning new member and Betty Kaiser was the winning referring member. The gift certificates were presented on July 20th.

There was one additional new member after June 30th. The total number of members is 146 with the break-down of membership levels as follows:

Patrons - 18, Family – 42, Individual – 67, Business -7, Lifetime - 12

D. Gift Store Financials – Linda Schwelnus

The Store sold \$60 of merchandise during the Used Book Sale held outside in August. Year-to-date income over expenses is \$62. The Store volunteers are looking forward to the re-opening of the Store.

E. Volunteer Coordinator – Betty Kaiser: nothing to report

F. Scholarships – Denise Stacer: nothing to report

G. Read to Me Program – Denise Stacer: nothing to report

H. Gift Books - Claire Kreher

Since our last meeting, June 16th, we received 25 Gifts (24 Memorial; 1 Honor) totaling \$1985.00. \$1,610 was given in memory of JoAnn Dalziel.

The library added: 108 Books, 4 CDs and 1 Language Kit (language instruction) to the collection. It was noted that JoAnn Dalziel's husband had requested that friends and family make donations to the library in memory of his wife, who was a teacher.

9. Old Business – A Gift Book donation of \$50 was approved in honor of Suzanne Braverman who moved from the area in June. Suzanne was a Board member and Gift Store volunteer.

10. New Business – Volunteer Fair, November 6th, 11-1pm

The committee met and decided to proceed with plans for the Volunteer Fair. Maria Williams (Assistant Director) is sending out invitations to the organizations that had previously been invited. If we have at least 8 respond positively within 2 weeks, then we will hold the event. The organizations will be set up in the Carlo Room and around the top of the stairwell if need be. The Friends table will be by the giving tree, and we will need volunteers to man this and also to help organizations find their tables. We are recommending that someone from Used Books is at our table to talk about volunteer opportunities.

Linda Bastien agreed to attend. Community Financial donated \$500 in May 2019 to sponsor this event, so they will also be offered space for a table.

11. Adjourn – 8:10pm

Important Date: Next Board Meeting –Thursday, October 21, 7:00 pm