



## **BOARD OF DIRECTORS MEETING**

Thursday, February 17, 2022

1. Call to Order at 7:04pm.

2. Attendance

Present: Martha Nork, Rick Nork, Denise Stacer, Carol Murray, Kathy Fox, Suzy Salsbury, Maria Williams (Assistant Director), Cathrine Trautman (youth librarian – guest), Linda Schwelnus, Claire Kreher, Linda Bolam

Absent: Linda Bastien, Betty Kaiser, Chris Litka, Regina Mingela, Laura Mancini (Library Director), Will Bastien

Tyler and Michael facilitated the meeting and provided technical support.

3. Approval of Agenda - approved

4. Review and Approval of Meeting Minutes from December 15, 2021 - approved

5. President's Report – Martha Nork

Cathrine Trautman (youth librarian) gave a report about the core boards project that was funded by the \$1000 CFCU grant. See attached.

Martha's report - The Board voted by email to sponsor two library programs this spring; The first is "History of Tigers Stadium", on Monday, May 2nd . The cost is \$300. Also "Our European Ancestors' Voyage" on Tuesday, May 10th . The cost is \$189.20. Both programs will be held in the Carlo Room.

A thank you note from Wendy Mutch was received.

Our new imprinted tablecloth was received. The price was \$268.92. This will be stored in the Friends' cupboard in the Mailroom. 4Imprint was the vendor. \$500 Promotional grant available from this company.

According to our By-Laws, I have asked three members to be the Nominating Committee for the 2022 elections. All have agreed: Linda Schwelnus, Kathy Fox, and Linda Bolam.

Chamber of Commerce After Hours Mixer on Thursday, February 24 th , 4:30-5:30pm at Schoolcraft College

6. Library Director's Report – Laura Mancini – report was given by Maria Williams

Longtime Head of Adult Services, Wendy Mutch, has officially retired as of February 11th. Her position will be posted before the end of February. In the interim and questions that would have been directed to her should be directed to Maria Williams, [mwilliams@northvillelibrary.org](mailto:mwilliams@northvillelibrary.org).

The Library's elevator is currently being renovated, just in the nick of time since the elevator's electrical panel failed last Saturday. This project is scheduled to be completed in 4-6 weeks. The mechanics are working until 4PM daily, at which time the Friends' sorting room will be available for Friends volunteers. Donations of used materials can now be brought to the Library during all open hours, but we are asking donors to bring the items downstairs to place on donation carts near the public restrooms. Library staff are helping to clear carts as they fill up.

The Library's strategic planning process is underway. We've had an excellent initial session in which Martha Nork and Linda Schwelnus participated. In the coming months there will be additional strategic planning sessions, with a goal to have the process wrapped up mid-Summer.

The Millage Renewal Committee officially formed and will meet for the first time on 2/25/22.

The spring programming quarter will see a return to in-person programs for teen patrons. We are continuing with both in-person and virtual programs for adults.

No changes at this time to Covid regulations and requirements or volunteer protocols, but I anticipate these items will be on the Library's management team's meeting agendas in the coming weeks, as the Covid numbers appear to be dramatically improving.

#### 7. Treasurer's Report – Suzy Salsbury

A. Review and Approval of Financial Report for January, 2022 – approved  
Final year end report will be presented again at next meeting for approval.

#### 8. Committee Reports:

- A. Gift Books - Claire Kreher – since December 17, 2021 – 7 gifts were received – 5 honor and 2 memorial – totalling \$425. We added 45 books to the Library's collection.
- B. Used Book Operations - Linda Bastien – given by Martha Nork - Used Books made \$657.75 in the Cellar in January and so far for February we've made \$782.50 in the Cellar and \$760.12 from the vendor for a February total of \$1541.87.  
The elevator is finally down for maintenance but that doesn't seem to have slowed down donations from what I saw today.  
Linda will be working with Maureen to learn the Baker & Taylor system. This will cut down on our recycling and provide credit for the library to use toward purchasing books. We are going to continue using the library's Baker & Taylor account for recycling materials rather than open our own
- C. Newsletter & Public Relations – Chris Litka – given by Martha Nork – Chris will start organizing articles for the newsletter in March and will need input. Target date for getting the newsletter in the mail is by the end of April so Chris will need to have the copy wrapped up by about the 15th. It will include the membership form.
- D. Membership – Kathy Fox and Carol Murray – reported by Carol - Total Membership is at 155. (Family: 42, Individual: 71, Patron: 30, Lifetime: 12)

We are working on developing a new Membership Enrollment Form. Kathy and I are meeting with Sara next Tuesday to start the process. I asked for ideas or thoughts about a new form. I have also asked Sara to help us with the Excell Spreadsheet currently in use.

We briefly discussed increasing membership fees. I see no reason for doing so this year. We had a decrease in membership, and a number of last year's members changed from "Family" to "Individual".

We are continuing to work out the specifics of developing a system to pay membership via PayPal or some other electronic source. An additional fee to use that method could be optional.

E. Gift Store Financials – Linda Schwelnus – Michigan State sales tax has been paid for the 4th quarter 2021 for both the Store and Used Book Cellar. The annual sales tax was also filed. For January, the Store had \$720 in sales, \$336 in expenses for net income of \$384. For the Full Year 2021, Store income was \$4,034, expenses were \$4,669, for a net loss of \$635. The Store's Commitment to the Friends of \$2,750 was included in expenses and was \$750 more than budgeted.

F. Volunteer Coordinator – Betty Kaiser – no report

G. Scholarships – Denise Stacer – no report

H. Read to Me Program – Denise Stacer – no report

9. Old Business – none

10. New Business –

A. Book Donation – We voted to donate \$50 for gift books in honor of Wendy Mutch.

B. Nominating Committee – Everyone is staying on the board in the same position. We are still looking for a secretary.

11. Adjourn at 8:15pm

*Important Date:* Next Board Meeting – Thursday, March 17, 7:00 pm