



## **BOARD OF DIRECTORS MEETING**

Wednesday November 17, 2021

1. Call to Order by President Martha Nork at 7:00pm.
2. Attendance – Present: Martha Nork, Rick Nork, Linda Schwelnus, Claire Kreher, Laura Mancini (library director), Maria Williams (assistant director), Regina Mingela, Betty Kaiser, Carol Murray, Linda Bastien, Will Bastien, Denise Stacer, Suzy Salsbury (via remote)  
Absent: Chris Litka, Kathy Fox, Linda Bolam
3. Approval of Agenda – agenda was approved with one change to move agenda item 7. C. Review of Proposed Budget for 2022 to agenda item 11 Executive Session – Proposed Budget Discussion.
4. Review and Approval of Meeting Minutes from October 21, 2021 – minutes were approved as submitted.
5. President’s Report – Martha Nork – Martha said that she had no report except that the Friend’s tablecloth has gone missing. Motion to order another identical tablecloth while still looking for the missing one passed.
6. Library Director’s Report – Laura Mancini  
The Northville District Library will be conducting a strategic plan in 2022. This will be the first time the Library has done a formal plan since 2010. The Friends will be involved in the planning process and more details will become available in January.

The Northville District Library will be going out for a millage renewal in 2022. The renewal request is expected to go before the district's voters on the August 2022 ballot. The NDL is currently looking for a couple of representatives from the Friends to serve on the Millage Renewal Committee.

The Northville District Library was subject to a First Amendment audit in late October. This is an activity where individuals come in and film the activities of a public building. The NDL Board of Trustees is working to pass a policy governing how photography can be carried out in the building. If Friends' volunteers encounter these individuals, they should contact library management and avoid getting into confrontations with the individuals.

COVID-19 cases have skyrocketed in the district, nearly tripling in the last month. Friends' volunteers are strongly encouraged to take appropriate precautions when interacting with the public.

There will be a library program in the Carlo Room on December 15th at 7:00 p.m. If the Friends wish to meet in person, they will need to select an alternate time. The Library's Zoom connection is available for a virtual meeting.

7. Treasurer's Report – Suzy Salsbury

A. Review and Approval of Financial Report for September, 2021

B. Review and Approval of Financial Report for October, 2021

Suzy Salsbury presented a combined September/October report. There is a discrepancy between what membership shows as their income and the amount shown on financial report. This will be reconciled. Store income will need to be added back to the financial report. The financial report for September 2021 and October 2021 was accepted with changes.

C. Review of Proposed Budget for 2022 – this agenda item was moved to agenda item 11.

8. Committee Reports:

A. Gift Books - Claire Kreher – Since 10/21/21 Claire has received 2 memorial gifts totaling \$80. 6 books were added.

B. Used Book Operations - Linda Bastien - The Cellar has been open since November 1st and we have made \$454.05 in that short time. People have expressed how happy they are to have the Cellar open again.

We have gotten some new volunteers which will definitely lighten our load. We are concerned, however, as to how to handle donations while work on the elevator is in progress. We have gotten some suggestions, but have not yet settled on a plan.

We have sent 11 boxes of books to our vendor, but will have to wait awhile to see any profits.

C. Newsletter & Public Relations – Chris Litka – There was no report.

D. Membership – Kathy Fox and Carol Murray - Total members to date: 151.

Patron/Lifetime/Businesses 41

Family : 42

Individual. 68

E. Gift Store Financials – Linda Schwelnus - The store reopened for business on Oct 25, after being closed since mid-March 2020 due to the Covid pandemic. Sales were \$294 for this week in Oct. Expenses in Oct were \$229, which includes the \$99 annual fee from our credit card processing company. YTD income is \$662, expenses \$515 for an overall profit of \$147.

F. Volunteer Coordinator – Betty Kaiser – Betty will continue to contact people that indicated they are interested in volunteering. She calls and emails people multiple times.

G. Scholarships – Denise Stacer – The committee met. The library website and the printed information that is available at the library will be updated by Sarah Milroy by the end of November.

H. Read to Me Program – Denise Stacer – There was no report. We are waiting for the library to restart this program.

9. Old Business – Volunteer Fair, November 6<sup>th</sup> – Reported by Martha Nork and Maria Williams

The Volunteer Fair on November 6<sup>th</sup> was a huge success. We had 10 organizations attend, including the Friends. Community Financial Credit Union also attended. Time frame of 11-1 was good with a fairly steady crowd. 135-140 attended. Very positive feedback from the participating groups. One person asked if we could hold the event twice a year. Participants will be surveyed.

10. New Business – Approval of Agreement between Friends, Administration, and Trustees – Martha signed the agreement and Laura Mancini, library agreed to sign and present to president of trustees to sign. We would like this to be done annually in November.

Laura Mancini and Maria left the meeting at 8:05pm and the Friends board went into an executive session.

11. Executive Session – Proposed Budget Discussion

12. Adjourn – Meeting was adjourned at 8:55pm right after the completion of the Executive Session.

*Important Date:* Next Board Meeting – Wednesday, December 15, 5:00 pm