



## **BOARD OF DIRECTORS MEETING**

Thursday, October 21, 2021

1. Call to Order at 7:00pm by Denise Stacer

2. Attendance

Present: Denise Stacer, Claire Kreher, Linda Bolam, Linda Schwelnus, Chris Litka, Linda Bastien, Will Bastien, Kathy Fox, Laura Mancini (Library Director), Maria Williams (Asst Director)

Not Present: Martha Nork, Rick Nork, Suzy Salisbury, Regina Mingela, Betty Kaiser, Carol Murray, Dianne Tilson

3. Approval of Agenda – approved as presented

4. Review and Approval of Meeting Minutes from September 16, 2021

Approved with the following corrections: 5B change ...our members will be... to ...our business members and patrons will be..., 8C change 144 to 146, Family – 12 to Family – 42, 65 to 67, Next Board Meeting corrected to Thursday October 21, 7pm – not 16

5. President's Report – Denise Stacer for Martha Nork

- Thank you to Laura, Maria and staff for the nice National Friends of Library week messages on social media and in the Northville Record! We appreciate you going out of your way to make the week special.

- The 2<sup>nd</sup> half of the Frank Sinatra virtual programs that we are sponsoring is Tuesday, October 26<sup>th</sup> at 7 pm. The Yankee Air Museum program is Wednesday, November 10<sup>th</sup> at 7pm in the Carlo Room. You can and should register for this now!

- Will Bastien has decided to change roles on the Friends Board. For various reasons, he is no longer going to be a Co-Director of Used books, although we all know that he will continue to support Linda behind the scenes. He has agreed to remain on the Board as a "Board Member at Large". When Will became a Director of the Used Books in 2016 or 17, the operation was at a cross-roads having just lost the cart space on the main floor. Will was very determined to recover the lost income and wanted to focus on making the Book Cellar more sustainable and more appealing. I am convinced that he would have done that and much, much more at the rate he was going pre-pandemic. We owe Will a debt of gratitude for his determination and dedication to the Friends.

#### 6. Library Director's Report – Laura Mancini

Laura Mancini reported that the combined Northville communities have been averaging 50 new COVID-19 cases per week in the month of October. She reported that the Friends of the Northville District Library would be the first of the Library's volunteers to be brought back to work since the start of the pandemic. She reviewed the safety procedures for volunteers and explained how these steps help the Library provide a safe working environment for volunteers and staff and as well as for the patrons.

The Library has resumed its normal operating hours and will be opening up its study rooms the week of October 25th. Most of the adult services have now been restored. Teen and Youth programming will remain virtual until Spring 2022.

Katie Rothley has been hired at the NDL's new Marketing and PR librarian and will begin her position on October 25th.

Laura also presented a sample STEM kits to Friends. These kits were purchased with the grant funding received by the Friends of the Northville District Library from the Community Financial Credit Union's Summer of Sharing program.

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

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

Report was received. We will get clarification next month when treasurer is present. We will delay acceptance until November meeting.

All committee members were instructed to be prepared with income and expense numbers for their area next month.

#### 8. Committee Reports:

##### A. Gift Books - Claire Kreher

Since 9/16/21 – Received 4 gifts all honor for \$240 and we have added 8 books

##### B. Used Book Operations - Linda Bastien

We've started collecting used book donations. We will collect them every Monday and Thursday from 10:00-12:00 outside the front door. We will also collect on occasional Saturdays, dates to be determined. We plan to open the Cellar on Nov. 1st although the hours and days might not be the same as previously, depending on the number of volunteers that are able to come back. Will packed and sent seven boxes of books to our vendor last Friday so we should see some money coming in from that soon. We received a check for \$32.20 from the vendor for our third quarter sales.

Linda is excited to get the Book Cellar up and running.

- C. Newsletter & Public Relations – Chris Litka  
PR: Nothing to report

Newsletter: On October 12 we mailed 180 copies of the newsletter. Linda Bolam, Linda Bastien, Linda Schwelnus, Carol Murray and I prepared the newsletters for mailing. There was a question about the number as the membership number reported in September was 144. Since we mailed 180, Carol, Kathy Fox and Suzy Salsbury will check their lists to verify accuracy.

Chris would like a clean list so that she can refresh the Mail Chimp email list.

- D. Membership – Kathy Fox and Carol Murray  
We had one membership renewal last month. We also had a \$20 donation to the Friends.  
Our total membership is 147.  
Kathy also showed us a sample of the skeleton bag that was given out with a youth craft.

- E. Gift Store Financials – Linda Schwelnus  
Michigan State Sales Tax was paid for both the Store and Used Books for the Third Quarter 2021.  
The Store is scheduled to open Monday, Oct 25. Both the charge machine and phone have been reactivated off "season hold". Income for Oct was \$29.  
Income over expenses for the year-to-date is \$81. Due to the later than expected opening of the Store, we may not make our budgeted income of \$2,000.

- F. Volunteer Coordinator – Betty Kaiser – no report  
G. Scholarships – Denise Stacer – committee will meet in November  
H. Read to Me Program – Denise Stacer – no report

9. Old Business –none

10. New Business – Volunteer Fair, November 6<sup>th</sup>, 11-1pm

Reported by Assistant Library Director Maria Williams

Community Volunteer Fair Update Event Participation: At this time we have nine organizations confirmed as participants:

1. Northville Community Foundation/Maybury Farm
2. Northville Rotary Club
3. Friends of Maybury State Park
4. New Hope Center for Grief Support
5. Northville Lions Club
6. Northville Historical Society
7. Northville Garden Club
8. Living and Learning Enrichment Center
9. Northville Educational Foundation

Additional exhibitors will include sponsors Community Financial Credit Union and Friends of Northville District Library. An invitation to participate was extended to the Humane Society of Huron Valley, which they are still considering.

Event Marketing: Posters advertising the event have been posted in prominent places throughout the Library for several weeks. The event is advertised on the Library's digital display in the main Circulation area. The event is advertised on both Facebook and Instagram, with paid boosting from October 12 through November 5. It has strong engagement on both platforms. The Facebook post has been shared by Julie's List, New Hope Center for Grief Support, Northville Rotary Club, and many more.

A high school student from South Lyon contacted the Library for information about the Fair, and we recorded a brief interview for their student radio station.

Library staff have promoted the event to teen patrons and to the media specialist at Northville High School.

Friends thanked Maria for her promotion, posters and signage for the Volunteer Fair.

11. Adjourn at 8:10pm

*Important Date:* Next Board Meeting – Wednesday, November 17, 7:00 pm  
This date and time is now confirmed with the library.