



MINUTES BOARD OF DIRECTORS MEETING Thursday, April 21, 2022

1. Call to Order by Martha Nork at 7pm.

2. Attendance

Present: Martha Nork, Rick Nork, Regina Mingela, Betty Kaiser, Chris Litka, Linda Schwelnus, Claire Kreher, Denise Stacer, Kathy Fox, Linda Bastien, Laura Mancini (Library Director), Maria Williams (Asst Director) Absent: Linda Bolam, Suzy Salisbury, Carol Murray

3. Approval of Agenda - approved

4. Review and Approval of Meeting Minutes from March 17, 2022 - approved

5. President's Report – Martha Nork

Martha showed a flyer about the Friends which Katie (PR librarian) created for us. They are working on online payment methods for memberships and donations.

Martha reported on FOML Annual Meeting on April 7th. The speaker's topic was "How Library Friends Can be Super Supporters". She also reported on FOML conference held today April 21st entitled "Connect with Friends". Topics included used book sales methods, fundraising ideas other than used books, and giving tax receipts for donations.

Martha worked with Sarah to update information on the website. Board members were reminded to stay on top of their section and make sure it is current.

6. Library Director's Report – Laura Mancini

Laura Mancini thanked the Friends for providing snacks and treats to the library staff during National Library week.

Work on library's elevator modernization project continues and it is hoped that the project will come to its end soon.

As part of its strategic planning process, community surveys are now being conducted. An online survey is available on the library's website for members of the public to complete. Residents in the library's district will also be contacted to complete the survey.

The NDL will be installing a new security system in May. As part of this project, the door between the staff bathroom and the elevator will be closed to the public and will only be accessible by swipe card. Members of the Friends should use the corridor by the Circulation Desk to access the mail room going forward.

Interviews are being conducted for the Head of the Adult Services position.

Two fundraisers were held to raise money for the Library's upcoming millage renewal campaign.

One took place in the city and one was held in the Township. Both were highly successful.

Youth Librarian Cathrine Trautman gave birth to a baby girl in March.

The Second Annual Northville District Library Local Author fair will be held on Saturday, May 21st. Over twenty local authors will be in attendance promoting their works.

Community Reads will be held on Monday, May 9th at the Novi Public Library. This year's featured title is the Firekeeper's Daughter written by Michigan native Angeline Boulley.

7. Treasurer's Report – Suzy Salsbury

A. Review and Approval of Financial Report for March, 2022 – Martha presented the financial report. The money for the core boards should be identified in the report.

B. CD Renewal Status – Suzy was able to renew our second CD for a twelve-month term at 1.34%. The rate on the first CD increased from 1.1% to 1.21%.

C. Financial report discussion – Data presented was only current month. YTD data not available. Board requested that the \$1,000 Donation to the Library for Core Boards be reclassified and shown on the report as “Core Boards Project” (as we used to report Library “Wish List” items) rather than listed as “Friends Sponsored Programs”. Linda Bastien noted that her records for Used Book sales during March did not match the number reported on the Financial Report. Report was not approved pending resolution of this discrepancy.

8. Committee Reports:

A. Scholarships – Denise Stacer – We will be awarding 4 scholarships this year (\$1000 – sponsored by Northville Marathon Bridge and 3 - \$500). Kathy Fox has kindly agreed to present the scholarships at the May 23rd honors ceremony at Northville High School.

B. Gift Books - Claire Kreher – Since 3/17 we have received 2 gifts (both memorials) for a total of \$50. This program added 29 books to the library's collection this last month.

C. Used Book Operations - Linda Bastien – The cellar made a total of \$835. This was down due to the elevator being down and there was no outside vendor check this month. Linda also started working with the library with the Baker & Taylor program. This is another way to earn money (material) for the library as well as another way to recycle books.

D. Newsletter & Public Relations – Chris Litka

PR: No report due to newsletter activity.

Newsletter: 200 copies of the Spring newsletter were printed and 168 were mailed on April 20. Copies are available at the Friends nook in the library.

E. Membership – Kathy Fox and Carol Murray – The 2022-2023 membership drive is underway. Our membership to date is at 8 members (1, family, 5 individual, 2 teen) plus our 12 Lifetime members. This new count begins on February 1st of each year. 2021-2022 membership total was 161,

Carol's article appears in our spring newsletter. Also a membership application/envelope is enclosed with the newsletter. We ask new and returning members to encourage a friend to join the FRIENDS with them.

Betty Kaiser will be helping Kathy and Carol with the library display case for May.

There was a discussion about Asst Director Maria using the library's new email system to reach out to library patrons about becoming a member of the Friends.

F. Gift Store Financials – Linda Schwelnus - Store sales for March were \$835, expenses were \$50, for a net profit of \$785. Year-to-date: sales \$2,292, expenses \$472, net profit of \$1,820. The plan is to close the store at the end of May. Further mark downs of merchandise will begin in May.

G. Volunteer Coordinator – Betty Kaiser – no report

H. Read to Me Program – Denise Stacer – There are no firm plans as to when this program can start up again.

9. Special Committee Reports:

A. Millage Campaign Committee – There were two fundraising events held but the committee is still short of their \$10,000 goal. Another event may be in the works.

B. Volunteer Fair Committee – This event will be held in the fall on 9/24.

10. Discussion Items – We are bringing back Cider on Sunday this year. It will be 10/16. A Committee will be formed in the future.

11. Adjourn at 8:30pm.

Important Date: Next Board Meeting – Thursday, May 19, 7:00 pm