



## **BOARD OF DIRECTORS MEETING**

Thursday, May 19, 2022

1. Call to Order at 7:08pm by President Martha Nork

2. Attendance

Present: Martha Nork, Chris Litka, Kathy Fox, Carol Murray, Linda Bolam, Claire Kreher, Regina Mingela, Laura Mancini (Library Director), Maria Williams (Asst. Director), Linda Bastien, Rick Nork, Denise Stacer (remote)

Absent: Linda Schwelnus, Betty Kaiser, Suzy Salisbury

3. Approval of Agenda – was approved as presented

4. Review and Approval of Meeting Minutes from April 21, 2022 – was approved as submitted

5. President's Report – Martha Nork - We received an unrestricted donation from Deborah Stanifer for \$100.

I attended the Northville Chamber of Commerce Networking event on Friday, May 6<sup>th</sup>. It was held at Lucky Flow Acupuncture's new offices. We received a new business membership from Lucky Flow Acupuncture.

Three emails were received on the Friends gmail account from people expressing interest in volunteering, either with used books or with the board. This is a result of the mass email that went out. One other person responded as a result of our newsletter and will attend the June meeting.

6. Library Director's Report – Laura Mancini

Vicki Dixon has been hired as the library's new Head of Adult Services. Vicki has worked as an adult services librarian since 2013 and the Friends will enjoy working with her.

The Ivy Group, the agency that is conducting the Library's strategic plan, will be visiting the NDL on Thursday, June 2nd to conduct an all-day planning session. The members of the Friends' Board of Director are invited to attend the afternoon session and participate in the planning of the library's next chapter.

The NDL will hold its second annual Local Author Fair on May 21st. Twenty-four authors are expected to be in attendance to share and promote their books with our community.

The Library's new security system is expected to go live on May 24th. Once it does, the door between the staff bathroom and the mailroom will be closed and accessible only by staff.

Members of the Friends needing to use the mailroom should use the corridor that leads from the public floor to the Circulation area to access the mailroom.

The Library has received several telephone calls inquiring as to whether or not the Friends will have an outdoor book sale this summer.

Outdoor story times for all ages have begun in the park behind the library and will continue throughout September  
Summer Reading will begin on Friday, June 10th and this year's theme will be Oceans of Possibilities.

7. Treasurer's Report – Suzy Salsbury

A. Review and Approval of Financial Report for Year to Date, 2022 –

Rick presented April Financial Report in Suzy's absence.

Year-to-Date, membership revenue is just beginning to ramp up, Gift Books are on pace to exceed budget and Used Book revenue had a good month in the Book Cellar, but overall running rate is somewhat behind budget.

April revenue included \$1,000 donation from Northville Marathon Bridge restricted for scholarships which had not been budgeted. Expenses for the month included \$1,400 contribution to the Library Millage Campaign. Overall, expenses are on track to be below budget with funding for most Library projects and programs coming later in the year.

The April Financial Report was unanimously approved.

8. Committee Reports:

A. Scholarships – Denise Stacer – Kathy Fox will be presenting our four scholarships at the Northville High School Awards Ceremony on May 23, 2022. Recipients will be invited to our June meeting.

B. Gift Books - Claire Kreher - Since, 4/21, we received 3 Gifts, all Memorials, \$400. We added 16 Books!

C. Used Book Operations - Linda Bastien

April earnings from Used Book Cellar: \$681.25.

We're starting to get good checks again from the vendor which will be reflected in the May report, but until the elevator is up and running, we can't get the heavy vendor boxes upstairs for shipping. Once the elevator is up and the book deposit is open, I will reorganize the volunteers and schedule, as I believe we will have to process books more frequently.

D. Newsletter & Public Relations – Chris Litka

Newsletter: On hiatus

PR: Sent three MailChimp emails:

1. Summer Reading Program, sent 5/18, 124 recipients, 70 opens (it's early so there will probably be more.
2. Upcoming Events, sent 4/27, 120 recipients, 155 opens
3. Library Fundraiser, sent 3/30, 119 recipients, 193 opens

Also noted that there were four names that bounced on the last MailChimp mailing so Kathy is going to check emails for accuracy.

E. Membership – Kathy Fox and Carol Murray

The 2022 - 2023 membership drive continues. Our membership is at 111 members.

A new count begins on February 1st of each year.

26 families, 46 individuals, 24 patrons/businesses, 2 teens, 13 Lifetime

This number does not include members from the 2021-2022 membership drive, unless they renewed their membership.

Carol and I put up the FRIENDS of NDLC information in the display case on May 1st. "In a World where you can be anything...Be a FRIEND" is the theme. Carol's design is very eye catching.

Suzy and Carol worked with Martha, Rick, and Maria to get our membership drive to reach out to so many more people! An email blast went out and people can join using PayPal. We will continue to work on this to update our record keeping process.

F. Gift Store Financials – Linda Schwelnus – was given by Martha Nork

April Sales - \$677.39

Expenses \$638.79

Balance of \$38.60

The store will be closing at the end of this month. Sales have been good, and the budgeted donation of \$2000 will not be a problem. The store donated 4 books from stock to the library – 3 adult books and 1 children's board book.

G. Volunteer Coordinator – Betty Kaiser was absent so there was no report. We are getting some people interested in volunteering through the membership drive. Martha received 3 emails from people interested in volunteering.

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

9. Special Committee Reports:

A. Millage Campaign Committee – The committee is paying for postcards to be sent via bulk mail. The mailing will be timed to arrive in homes at the same time as absentee ballots

B. Volunteer Fair Committee - Maria will reconvene the committee when we get closer to the event date (September 24th).

C. Cider on Sunday - Event will be held on October 16<sup>th</sup>. Notes from previous years were handed out in preparation. Interested members will start working on raffle baskets during the summer.

10. Discussion Items

11. Adjourned at 8:00pm

*Important Date:* Next Board Meeting – Thursday, June 16, 7:00 pm, Carlo Room