



## **FRIENDS BOARD MEETING**

Thursday, September 15, 2022

1. Call to Order by President Martha Nork at 7:01pm

2. Attendance

Present: Martha Nork, Linda Schwelnus, Claire Kreher, Carol Murray, Kathy Fox, Denise Stacer, Linda Bastien, Regina Mingela, Chris Litka, Maria Williams (Assistant Director)

Absent: Betty Kaiser, Rick Nork, Linda Bolam

Guest: Charlene Cach

3. Approval of Agenda- motioned by Claire, support by Regina. Motion passed with change to add Vote Linda Schwelnus Treasurer.

4. Review and Approval of Meeting Minutes from June 16, 2022 – motion by Linda S, support by Regina. Thank you Linda Bolam for doing the minutes at our last meeting

5. President's Report – Martha Nork

Correspondence: We received a thank you note from the Millage Campaign Committee, and 2 thank you notes from Linda Bastien.

Tote Bags: We are once again providing imprinted tote bags for the Youth Dept Fall craft. This is the 3<sup>rd</sup> year for these bags that are black with a skeleton theme. Our Patron, Lifetime, and Business members are shown on the back. We have 300 bags on order for \$3 each. The printing company, Brand-It, is giving us a discount this year as the price of the bags has gone up. We have \$1000 budgeted for this project, and may need to review the amount. The bags will be handed out the first week in October. Caryn Bartone has asked us to consider whether we prefer to provide Summer Reading bags or the fall craft bag.

Display Case: The Friends has historically had the opportunity to use the display case during the month of December for the store. We also have the use of it in May for our membership campaign. I have been asked if we would like it for December. After a discussion we have decided that the Used Books would create a display.

Sponsored program: The program that we are sponsoring "Our Island Jewel: Detroit's Belle Isle Park" is on October 3<sup>rd</sup> at 7pm in the Carlo Room. The amount we are donating for the program is \$275.

6. Assistant Library Director's Report – Maria Williams

Since the last FOL Board meeting in June a lot has happened at NDL!

The Library has welcomed two new librarians to its staff, Lindsay Murphy will be working 20 hours per week in Youth Services, and Emily Dobbs will be working 40 hours per week in Adult

Services. Lindsay moved to Michigan a little over a year ago and this is her first job in Michigan. Prior to this, she worked as a Children's Librarian at the Penn Wynne Library in Pennsylvania for three years, and at the Vestal Public Library in NY for two years. Emily was previously an Adult Services Librarian at the Wixom Public Library, and has also worked at the Plymouth, Cromaine, and West Bloomfield libraries. Please introduce yourselves when you see them around the Library. For the first time in a long time, we are fully staffed in the Librarian department!

The Library's supplemental millage was renewed by district voters on August 2, with a whopping 82% approval rate in both the City and Township of Northville. There were 47 library millage requests on the August ballot in Michigan. NDL had the highest approval rating for a library millage *in the entire state*. We are very grateful to the Friends of NDL for their generous financial donations to the campaign committee, and the participation of several Friends' Board members on that committee. We are very proud to have so much support from our community. Additionally, four Library Trustees are up for reelection in November's statewide general election. Only the incumbent Board members filed to run so all four will retain their seats on the Board.

NDL completed yet another successful Summer Reading program, with participation up in Youth, Teen and Adult. We had a total of 693 participants this year, which is higher than 2021 and 2020. Thanks to the Friends for their generous support of Summer Reading!

In mid-August the Library honored its many volunteers at the first Volunteer Appreciation Party since 2019. In honor of Will Bastien's many years of volunteer service to the Library through his participation with the Friends, Laura and I decided to create a Volunteer of the Year Award and name it in his honor. It was only fitting that Linda be the inaugural recipient of the award. We look forward to honoring a new volunteer for outstanding service to the Library each year with the William E. Bastien Volunteer of the Year Award.

Earlier this month the flood remediation work in the group study rooms and the Friends Community Room downstairs was completed. Those rooms are now back in normal service. Additionally, the last remaining services which were disrupted because of COVID have been restored – Youth AWE computers are once again available, puzzles and toys are back on the floor in the Youth department, the Local History Room and all of the conversion equipment is once again available to use, and we are hosting in-person indoor events for young children once again. It feels good to be back to normal!

We debuted two new collections on Sept. 1st, both for the Youth Department. One is a collection of books for dyslexic children. The books contain special fonts and overlays which make it easier for dyslexic children to read the type. There are not many libraries with dyslexic collections and a special thanks goes to Youth Librarian Cathrine Trautman for putting together this collection. The Library is also now offering STEM (Science, technology, engineering, and mathematics) kits for check-out. These kits give children the opportunity to learn by doing and playing as well as fostering an interest in STEM. The STEM kits have been instantly popular and are already circulating a lot. The funding for this collection comes once again from the Friends of the Northville District Library via a grant from Community Financial Credit Union, thank you Friends!

The Library has for several months been working on an updated Strategic Plan with its consultant, The Ivy Group. A draft of the final plan is being edited by Library Administration and we expect the final report before the end of September.

Finally, the Library will have a booth at Streets of Treats on October 29<sup>th</sup>, where we will pass out candy and non-food treats to kids. If anyone from the Friends would like to volunteer to help the staff who will work the booth on that day, it's a very fun event. The only requirement is that you wear a costume! Let me know if you'd like to join us.

7. Motion to Vote Linda Schwelnus as Treasurer – motioned by Claire, support by Kathy. Motion passed. Thanks Linda Schwelnus for taking on this new position.

8. Treasurer's Report – Linda Schwelnus

Total Income:\$26,276 - from Bank Interest, Donations, Commitment from Friends Store, Gift Book Program, Membership Dues, and Used Book Sales.

Expenses: \$1,217 - from Administrative costs, Scholarships, and Youth Summer Reading Party.

Friends Gift Store Financials:

- The Store paid another \$1,000 toward their commitment to the Friends, for a total of \$3,500 (\$2,000 budgeted). A refund of \$279 was received from the Insurance Provider.

- After sales tax expenses are calculated and paid, the remaining Store funds will be transferred to the Friends.

A. Review and Approval of Financial Report Year to Date – Motion by Regina, support by Denise. Motion approved.

9. Committee Reports:

A. Scholarships – Denise Stacer – no report

B. Read to Me Program – Denise Stacer

The library has changed their baby story time format and we will no longer attend to pass out our gift bags. We had a discussion about what to do with our read to me supplies. We decided to work with the library to update the gift bags. We will create 62 bags for the librarian to pass out to new attendees.

We will re-evaluate once the bags are gone to see if we want to continue supplying this for the library.

C. Gift Books - Claire Kreher

Since June 16<sup>th</sup> we have received 11 gifts (10 memorials, 1 gift) for a total of \$610  
We added 44 books.

D. Newsletter & Public Relations – Chris Litka

Chris has sent out 7 emails since June.

The newsletter is in the final stage. It will be finalized by September 16 and then sent to the printer. We will meet at beginning of October to add the stamps and address labels at Laurel Park food court.

E. Used Book Operations – Linda Bastien

Summer Cellar numbers – June: \$971.05, July: \$1224.85, August: \$1574.10

We received a vendor check \$210.95 which seems low. This may be due to the elevator being down but we will have to wait for the next check to see.

The new book drop is needing to be emptied twice a day so Linda is working to create a schedule of volunteers to keep up.

The pop up sale on September 10 made \$174.

- F. Membership – Kathy Fox and Carol Murray  
Patrons/Businesses – 33, Family – 31,  
Individual – 61, Teens – 4, Lifetime - 13  
For a total of 142 Members

We added 13 memberships since our last meeting in June.

We asked Maria about sending out another email blast to membership to those who did not renew yet. She felt that we should wait until October for the National Friends of Library Week, Oct. 16 - Oct. 22.

\*19 PayPal memberships to date

\*\* waiting to get \$100 checks from Northville Chamber of Commerce and Northville Christian School

- G. Gift Store Financials – Linda Schwelnus – report was given as part of Treasurer’s report  
H. Volunteer Coordinator – Betty Kaiser – no report

10. Special Committee Reports

A. Volunteer Fair – September 24, 11am – 1pm – We have 12 confirmed participants. Regina, Linda B, Linda B and Betty will represent the Friends. Claire will be there to help too.

B. Cider on Sunday – October 16, 1:30 – 4:00pm – We are looking for donations for raffle baskets. Martha sent a sign up sheet around for people to work the event. Maria will talk to Caryn (Head of Youth) to see about updating the scavenger hunt sheet. Martha has plenty of craft supplies. Claire will get doughnuts and cider. Maria will be here the day of event so Friends can get in early to set up.

11. New Business - none

12. Adjourned at 8:40pm

*Important Date:* Next Meeting – Thursday, October 20, 7:00pm Friends Community Room