

BOARD OF DIRECTORS MEETING

Thursday, February 16, 2023

1. **Call to Order** by President Martha Nork at 6:33 pm.
2. **Attendance**
Present: Linda Bastien, Linda Bolam, Kathy Fox, Claire Kreher, Carol Murray, Martha Nork, Rick Nork, Linda Schwelnus, Maria Williams (NDL Assistant Director)
Absent: Charlene Cache, Betty Kaiser, Chris Litka, Regina Mingela, Suzy Salsbury, Denise Stacer
Guests: Cindy Frango
3. **Approval of Agenda** - Motion to approve the agenda of February 16, 2023 was made by Claire Kreher and seconded by Linda Bastien. Motion passed.
4. **Review and approval of Meeting Minutes** from December 14, 2022 - Motion to approve the minutes was made by Linda Schwelnus and seconded by Claire Kreher. Motion passed.
5. **President's Report** - Martha Nork
 - 4 pieces of Correspondence since December, including a letter from the Northville Woman's Club. The Board of their group selected the Friends to be the recipient of a free-will donation taken at their 2 meetings in December, 2022. We received \$505 in cash and checks, which went into our unrestricted donations. Thank you notes were sent.
 - Katie, the PR Librarian, is looking for a volunteer or two, who would be willing to deliver library newsletters around town.
 - The Friends are members of the Northville Chamber of Commerce. Martha has attended 2 networking events this year to represent the Friends and the library.
 - The FOML (Friends of Michigan Libraries) conference, "Talk About Friends" will be held Friday, March 3rd from 9:15 - 12:30 at the Novi Public Library. The Library of Michigan will present a talk on "Best Practices for Friends", and there will be sharing time. The cost to attend is \$10.
 - Our Annual Meeting is on Thursday, March 16th at 7 pm in the Carlo room. We will be holding our election of officers, and serving desserts!
6. **Library Director's Report** - Maria Williams (Assistant Director)
Laura is sorry to not be here, she is at physical therapy this evening.

The Library's newsletter has been redesigned by Katie Rothley. The Spring issue is at the printer and will be delivered toward the end of the month. The updated newsletter includes additional pages for us to provide more information about library services and programs, and this issue also includes on the back cover a link to a survey about delivery issues.

On February 28th we are hosting a Tween Escape Room program. It is full with a waitlist! Most of our Youth programs have been full to capacity, with waitlists, so we are exploring ways to increase program capacity for Summer and Fall.

The annual Battle of the Books event will take place on March 8th. We have more teams participating this year, even despite competing events with the schools. Thank you for your continued generous support of this program!

The Local Author Fair is Saturday, May 20. The Friends are sponsoring this event. There is no admission fee and there are already 33 author applicants.

We have hired a new full time Youth Services Librarian. Her name is Whitney Jones, and she previously worked at Canton. She started on January 23, 2023.

Longtime YS Librarian Nancy Clarizio's mother passed away two weeks ago. She will be off work for a little while.

The rescheduled TidySmart program is tonight. Thanks to the Friends for sponsoring this program!

7. **Treasurer's Report** - Linda Schwelnus

Linda presented a review of the Financial Report for December 2022. December income included quarterly Dividends from the CD's at CFCU, Donations, Gift books, Memberships, and Used Book Cellar sales. Expenses included postage, used book sales tax for the calendar year, Library Wish List donations (for 2023 paid in 2022), a donation to the Library for Book Club kits, and staff appreciation holiday snacks. The report also included a comparison to the 2022 budget and the finalized budget for 2023. Rick Nork made a motion to approve the December report and the total year 2022 report as submitted. Linda Bastien seconded. Motion passed.

The Financial report for January 2023 was also presented. Income included donations, gift books, and used Book Cellar and vendor sales. Expenses included payments for membership to the Northville Chamber of Commerce, tax preparation for 2021 taxes, and used book expenses. Rick Nork moved to approve the January report with the bank balance added. Carol Murray seconded. Motion passed.

8. **Committee Reports:**

- A. Membership - Kathy Fox and Carol Murray
Patrons/Businesses - **41** Family - **40** Individual - **74** Teens - **5**
Lifetime - **13** A total of **173 Members**

Our new brochures are at the printer. We decided to use existing Friends envelopes and print our own copies of the updated membership application to include in the spring newsletter for our upcoming membership drive.

- B. Volunteer Coordinator - Betty Kaiser - no report
- C. Read to Me Program - Denise Stacer - no report
- D. Scholarships - Denise Stacer - Martha reported that the committee will meet when applications are in and the deadline is reached.
- E. Gift Books - Claire Kreher - We received 7 gifts in memory of someone since 12/14/22 for a total of \$380. We have added 22 books to the library.
- F. Used Book Operations - Linda Bastien
December proceeds from Cellar \$1,384.85.
January proceeds from cellar \$1,763.56. Total \$2,926.91.

We started Sunday hours from 2:00 - 4:00 pm on January 8th. Proceeds continue to go up as people become more aware that the Cellar is open. Averaging \$13.00/Sunday.

We now have a storage facility at 120 West Main provided by Long Plumbing, free of charge. We are using it to store books for future sales. We are storing children's books for an upcoming "Kids Only" book sale which will be held on Saturday, March 25th from 10:00 - 2:00 in the Carlo Room. It is for children only, though adults are allowed if accompanied by a child. We will not sell books by the bag at the sale as we are no longer including children's books in our "bag of books" in the Cellar. This policy will go into effect at the end of February or beginning of March. We will also be raising our bag of books price from \$7.00 to \$8.00 (or more).

Though we have a storage facility we continue to recycle 10 or more boxes of books each week and send many to Maureen to process for the Baker and Taylor Sustainable Shelves Program. We've supplied one Friends volunteer to help her and she has pages to help, but it is a big undertaking, especially with the culling that is going on right now.

Linda needs a volunteer (or several) to cover five Tuesdays shelving fiction in the Cellar from Feb.28th - April 18th. Carol Murray and Kathy Fox volunteered.

- G. Newsletter & Public Relations - Chris Litka
Chris would like information for our next newsletter.

9. **Discussion Items**

Our Board of Directors election is next month. Martha appointed Rick Nork, Kathy Fox, and Denise Stacer to the Nominating Committee. We are still looking for someone to chair the Membership Committee.

10. **Adjourn** 7:45 pm

Important Date: Next Board Meeting - **March 16th, 7:00 pm, Carlo Room**