

Friends Board of Directors Meeting

Wednesday, December 20, 2023

1. **Call to Order** by President Martha Nork at 5:07 pm.
2. **Attendance**
Present: Linda Bastien, Linda Bolam, Charlene Cach, Kathy Fox, Betty Kaiser, Claire Kreher, Chris Litka, Laura Mancini (NDL Director), Regina Mingela, Martha Nork, Rick Nork, Linda Schwelnus, Denise Stacer, Maria Williams (NDL Asst. Director)
Absent: Cindy Frango
3. **Approval of Agenda** - Motion to approve the agenda was made by Denise Stacer and seconded by Linda Bastien. Motion passed.
4. **Review and approval of Meeting Minutes** from November 15, 2023 - motion to approve by Regina Mingela and seconded by Claire Kreher. Motion passed.
5. **Secretary's Report** - Kathy passed around a Christmas Card from Sarah Milroy.
6. **President's Report** - Martha Nork
Home Delivery Bags – The Friends donated \$600 towards these imprinted bags in 2022. Vicki Dixon the Head of Adult Services is working out the schedule and details of this program. The following members expressed interest in helping deliver bags and Vicki will be notified: Charlene Cach, Kathy Fox, and Linda Bastien.
Thanks to Linda Bastien and Pam Unsworth for the December display case. Beautiful blue and white theme which showcased books from the Book Cellar.
“Read to Me” – a decision needs to be made regarding the future of this program. Discussion followed which determined that the board wishes to continue this program and will continue to call it “Read to Me”. The Friends will provide gift bags for patrons with new babies to encourage early reading. These bags will be handed out at both library events when possible and also at Friends events.
7. **Library Director's Report** - Laura Mancini
On behalf of the entire NDL team, Laura Mancini thanked the Friends for the delicious holiday treats!
MakeIT, the NDL's new Maker Space, officially opened to the public on December 1st. The Library has received many positive comments regarding the new service and several patrons have submitted 3-D printing jobs

The Carlo Meeting Room will be renovated this spring and all of the multimedia equipment will be upgraded. The room will be closed for a period of time during construction. The project is expected to be completed by June 1st.
The Youth Department will hold its 2nd annual winter extravaganza on December 19th. The program will feature a life-size Candy Land game and special visits from Santa Claus and Buddy the Elf. Special thanks to the Friends for sponsoring this event.

The Library and its labor union have successfully negotiated a new labor contract covering the next three years.

The Library has started work on its annual financial audit as well as the annual State Aid report, it is required to file with the Library of Michigan. Both projects are very large endeavors.

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

The Treasurer presented the Financial report for Nov and a comparison to 2023 Budget. In November, Income of \$1,385, included donations, donations toward gift book, and Book Cellar sales. Expenses included payment to the Library for items in honor of Judy DeFrancesco and Will Bastien, postage, newsletter printing, gift books, Friends Sponsored Programs, the Book Mark contest, Cider on Sunday, and the remainder of the Halloween tote bag expense.

Since income exceeds expenses in 2023 by approximately \$9,284 it was decided (in November) to pre-pay the Library for some items on the 2024 Wish List. A check for \$2,600 was given to the Director for Teen comfort cabinet supplies, Dyslexic Book Collection, the Dungeons and Dragons Starter Kit for the Library of Things, and \$1,000 for the Winter Extravaganza Youth Program to be held in Dec.

Rick brought up the computer generated TOTAL under 11/1/2023-11/30/2023 needed to be corrected.

A motion to approve the Financial Report for November, 2023, with a minor calculation correction, was made by Denise Stacer and seconded by Linda Bastien. It was unanimously approved.

The proposed 2024 budget line items were discussed and presented for approval. A motion was made by Denise Stacer and seconded by Chris Litka to approve the budget for 2024. Motion passed.

9. **Committee Reports:**

A. Newsletter & Public Relations - Chris Litka *no report

B. Membership - Kathy Fox, Rick Nork

We added 2 members this past month.

Patrons/Businesses - **30** Family - **38** Individual - **73** Teens - **4**

Lifetime - **14** We have a total of **159 Members**.

C. Scholarships - Denise Stacer - no report (the website was updated)

D. Gift Books - Claire Kreher

Since Nov. 15 we received three gifts for \$231. 2 Memorials and 1 In Honor Of. We added 7 books.

E. Used Book Operations - Linda Bastien

The Book Cellar total for November was \$1201.92. Our check from the vendor should arrive after the New Year.

10. **Discussion:** Ideas for contributing to the Gift Book program were discussed. No decisions were made and the discussion was tabled pending further review.

11. **Adjourn** 6:00 pm