



Friends Annual Meeting Minutes

Thursday, March 13, 2025

1. Call to Order – President Martha Nork called the meeting to order at 7:02pm.

2. Attendance

Present: Martha Nork, Claire Kreher, Linda Schwelnus, Linda Bastien, Chris Litka, Racha Alchommali, Cindy Frango, Kimberly Meisel, Denise Stacer, Laura Mancini (Library Director),

Guests: Chuck Murdock, Andrea Murdock, Karlene Steckowski, Lori Danes

Absent: Kathy Fox, Regina Mingela, Charlene Cach

3. Approval of Agenda- Motion to approve by Denise, second by Linda Bastien. Motion approved.
4. Review and Approval of Meeting Minutes from February 13, 2025 – Motion to approve by Denise, second by Racha. Motion approved.
5. Election of Officers and Board Members

The Nominating Committee was Linda Bastien, Linda Schwelnus and Kathy Fox.

The committee presented the following Slate of Officers for the term March 2025-March 2026 (1 year): President Martha Nork, Vice President Denise Stacer, Treasurer Linda Schwelnus and Secretary Kathy Fox. Motion to approve by Linda Schwelnus, second by Linda Bastien. Motion approved.

The committee presented the following Directors for the term March 2025-March 2027 (2 years): Chris Litka and Denise Stacer. Motion to approve by Linda Schwelnus, second by Claire Kreher. Motion approved.

President Martha Nork appointed Regina Mingela and Charlene Cach to be Board Members at Large for the term March 2025-March 2027 (2 years).

6. Review and Approval of Changes to Friends of NDL By-Laws

Denise Stacer presented the following change to the By-Laws: Section 1.d. A majority of the members of the Board shall constitute a quorum for the transaction of regular business affairs. TO

A quorum of the Board shall consist of 40% of total board members (rounded up) including at least 2 officers, for the transaction of regular business affairs.

Motion to accept the change by Denise Stacer, second by Chris Litka. Motion approved.

7. Secretary's Report – Denise Stacer for Kathy Fox

On behalf of the Friends, Kathy wrote thank you notes to 3 people who helped with the Galentines party in February: Jeff Zak Catering who donated treats, Nirbhaya Sobie who donated her time as a masseuse and Annie who did hand massages. Kathy also wrote to thank Mom Buzette who gifted the Friends with the bag of chocolate candy.

8. President's Report – Martha Nork

Martha started her report by reading the Mission Statement: Through fundraising and volunteer effort, our mission is to promote, support, encourage, and enhance the services of the Northville District Library and to help build a strong relationship between the library and the community of Northville.

Battle of the Books was Tuesday February 25th at the high school. We financially support this endeavor and Denise and Martha also worked at the registration table. Congratulations to the library staff on their hard work putting this event together.

Martha spoke with Vicki Dixon, Head of Adult Services, who runs the Home Delivery program and reminded her that we have several board members who would like to participate. She wants to meet to discuss this and explore options for expanding. This meeting is TBD.

Northville Chamber of Commerce is having a non-profit table at the farmers' market again this year and has lots of available dates. Would we like to have a table at the market to give away books? There was a discussion and it was decided that we would prefer a fall date to do a table. Martha will check to see what is available.

The Chamber also gives out bags to newcomers with local information. The cost to put something in is \$30 for 100 items. Bookmarks were suggested as a good idea as this is not being done. Do we want to participate? There was discussion about also putting a membership form in the bag for an additional \$30. Martha will investigate if we can put more than one item in bag.

We had additional bookmarks printed after last month's discussion. 200 of each design were printed for \$234.00

The new stickers for the youth craft kits have been used in January and February. The Friends are sponsoring this program. The library is trying craft kits for 3 different age groups. The teens are assembling the other 2 kit types.

Martha met with the President of the Friends of the Plymouth Library to share ideas. FOP have increased their used hard cover book price to \$2. Their Friends group meets 5 times a year in the morning but they are considering changing it so more people that work days could join. At Plymouth, the Library Director never attends the Friends meetings. Cudos to Laura Mancini for always attending our meetings. We are going to investigate doing an event together since they have access to the Penn Theatre.

9. Library Director's Report – Laura Mancini

The 19th annual Battle of the Books was held with 56 kids and 15 teams. The Mead's Mill Page-Triots won the Books competition on February 25th. Special thanks goes to the Friends for their continued sponsorship of this event and to Martha and Denise for working the registration table that evening. A good time was had by all.

The Make It space will be open 20 more hours per week for total of 40 hours per week. The new hours are: Monday 1:00 to 9:00 p.m., Tuesday: 1:00 to 7:00 p.m., Wednesday: 1:00 to 5:00 p.m., Thursday: 10:00 a.m. to 7:00 p.m., Friday: 10:00 a.m. to 5:00 p.m., Saturday: 10:00 a.m. to 5:00 p.m., Sunday: Closed

March is Reading month and everyone is encouraged to read and share their love of reading with others.

The new ILS system (online catalog) will launch in July. The new system uses the Koha platform. Trainers from the new provider spent 4 days on site at the NDL training the staff on the new system. The new ILS system will offer patrons many additional functions and will make collection items easier to find.

The Spring newsletter was just published. Friends Board Member Claire Kreher is featured on the cover of the Library's Spring newsletter advertising that May is Friends Membership month.

The lighting conversion project is done. There is LED lighting throughout the building which has made things much brighter!

The Library Board is looking at options for additional space for the library and how they will pay for it. Nothing has been decided. The problem is lack of meeting and large program space. Plante Moran is working on a financial analysis for the Library Board to help it determine what kind of expansion it can afford.

10. Treasurer's Report –Linda Schwelnus

A. Review and Approval of Financial Report for February 2025

For Feb 2025, Income included donations, Memberships, Gift Books, and Used Book sales, including a vendor check of \$2,797, for a total of \$4,425.81 Expenses included payment of Sales Tax for the Used Book sales for 2024 and \$100 for the Galantine's Program for a total of \$963.43 Bank balances, including two CD's, totaled \$72,138.59 at the end of Feb.

A motion to approve the Financial Report for Jan 2025 was deferred until next month since a hardcopy of the report was not available at the meeting.

11. Committee Reports:

Scholarships - Denise Stacer -Committee will meet next month

Used Book Operations – Linda Bastien – vendor checks come 2x per year
Used books \$964,75, sale 239.12, vendor 2797.66 – total \$4001,53

The Murdocks stated that the next special used book sale will be on a Sunday in May for Armed Forces Day where we will feature the large number of military history books that we received in a donation.

Kimberly said that if we want to have a Children's books sale then we need to plan ahead as our current supply of children's fiction books is very low.

Kimberly works at the library of one of Northville's elementary schools. She promoted the Northville District Library and all of their services with all of her elementary students. The students received a prize if they got a NDL card. There are 5 other elementary schools and Kimberly plans to share what she did with them.

Gift Books – Claire Kreher stated that since February 13, 2025 that we have received 8 gifts, 5 memorial and 3 honor for a total of \$355 (\$130 from FNDL). We added 1 large print book to the collection. Claire said there are several gifts that should be ready to go out soon.

Volunteer Appreciation – Claire Kreher – For March Chris Litka and Jan Wergo were selected to be appreciated.

Membership – Cindy Frango – Cindy stated that since the February meeting we gained 3 members (all individual). We currently have 168 members: 20 patrons, 81 individuals, 9 business, 5 teen, 39 Family and 14 Lifetime members.

Due to the amazing article in the library newsletter, we will keep May as membership month for 2025. Any one that joins will receive a membership valid thru December 2026. We will change to calendar year membership starting January 2027.

Newsletter & Public Relations – Chris Litka

Our Spring Newsletter will be mailed on April 23, 2025. All information needs to be sent to Chris by March 25, 2025. The front page will be about membership that Cindy will do. Other information that is needed is: special book sale, Friends sponsored events, gift books, over and above donations and the maker space. Chris will also need the membership excel sheet of addresses so we can create mailing labels. If anyone else has items they would like to put in in the newsletter they should get it to Chris. The mailing party is April 23 and Chris will send out the time and place.

Public Relations – Chris sent out an eblast with Battle of the Books today.

12. Member Comments - none

13. Motion to Adjourn -Motion to adjourn by Linda Bastian, second by Claire Kreher.
Motion passed.

Important Dates:

Craft Kit Assembly – Tuesday, March 25, 1:00 PM, Friends Community Room

Next Friends Board Meeting –Thursday, April 10, 7:00 PM, Friends Community Room