



Board of Directors Meeting  
Thursday, September 18, 2014

### Minutes

#### Members Present:

Carol Oldenburg, , Martha Nork, Linda Bolam, Joe Oldenburg, Sandy Walts, Julie Herrin, Deborah Stanifer, JudyDeFrancesco, Claire Kreher, Chris Litka, Regina Mingela, Linda Schwelnus, Jim Morche

#### Members Absent:

Erin McDermott

- I. Call to Order  
Meeting called to order at 7:00 P.M. by President, Carol Oldenburg.
  
- II. Approval of Agenda  
The agenda was APPROVED.
  
- III. Library Millage Discussion – Michele Fecht  
Michele thanked the FNDL for their \$2,500 contribution which provided seed money for the millage campaign that began in June.  
The plan is to send out 6,000 brochures on September 26, to all Northville city and township voters who have been issued absentee ballots. The brochures will be sent out first class so we have assurance the mailings will coincide with the mailing of the absentee ballots.  
Individuals have been solicited for financial help with the campaign in an effort to get broader community involvement.  
Lawn signs are going to be used to increase the visibility of the campaign. Michele asked the FNDL Board for an additional \$2,500 to help fund additional brochures, postcards, stamps, and yard signs. Any part of the monies not utilized will be returned to the FNDL. This additional funding was APPROVED by the Board.  
Help with the preparation for mailing of brochures on September 25 at 6 P.M., the mailing of postcards encouraging the Library Millage, and help at the polls on Election Day was also requested. Board members can also list their endorsement of the millage on: support ND.L. net.

- IV. Approval of Meeting Minutes of June 19,2014  
The minutes were APPROVED with corrections.
- V. Treasurer's Report – Deborah Stanifer
- A. A copy of the September Financial Report was distributed. Additional income of \$1,000.00 will be added to the report to account for the Summer of Sharing Grant from Community Federal Credit Union secured as a result of Chris Litka's grant application.
  - B. The Board APPROVED the correction of the amount allocated for the cost of the Chairs for Public Computers to \$5,737.00.
  - C. The Board APPROVED the allocation of \$2,500.00 to the YES to NDLC Committee to Support the Renewal of the Millage on November 4, 2014.
  - D. The Treasurer's Report was APPROVED as amended and corrected.
- VI. Library Director's Report – Julie Herrin
- A. Statistics - in general, over the summer, circulation was less than last year, and downloading was up. Website visits and WiFi use were up from last year. Use of online reference resources was down although Brainfuse, the homework help service, was the same as last year. Freegal, the music service, was up, and Zinio, the magazine service, was well used.
  - B. Summer Reading Statistics –
    - Youth – Summer Reading had 904 registered. Total event attendance was over 2,300.
    - Adult – Summer Reading had 238 registrations.
    - Teen – Summer Reading registrations were 226.
  - C. Staff –
    - Wendy Mutch, our full-time adult librarian, has been promoted to Department Head.
    - Vicki Dixon, former part-time adult librarian, was hired for the full-time position vacated by Wendy when she became Department Head.
    - We have now hired a new part-time adult librarian to replace Vicki, Jennifer Lund. We are at full staff for the first time in several years.
    - The raise in the minimum wage will affect several of our employees.
  - D. Facilities –
    - New computer chairs have arrived and have been well received.
    - Lights have been installed in the area near the fireplace.
    - New carpeting is installed.
    - Heating and cooling has been addressed. Our current service/maintenance person has been unreliable and still has

not corrected heating in the Book Cellar. We are going out for bids for an upgrade to our current system and will change companies at that time. His bid will be rejected.

E. Open Houses –

- Staff and Board/Millage Committee members have been to every Northville school Open House, passing out literature and telling students and parents about our services. We have been giving them a Fact Sheet about the millage renewal as well.

F. Millage Renewal Campaign –

- The Library is asking for a millage renewal of 0.2 mills for 7 years on the ballot in November. We have prepared this Fact Sheet that tells why we need a renewal. It also gives specifics of the proposal and lists what services would be impacted if the millage were not to be renewed.
- If the millage is not renewed, the Library will have \$450,000 less income and will not be able to reach 2008 income levels until 2022.

VII. President's Report – Carol Oldenburg

A. Community Financial Credit Union “Summer of Sharing” Award – Congratulations to Chris Litka who was awarded a \$1,000 grant from CFCU on behalf of the Friends of the Northville Library. The award and photo are posted on the Friends webpage. A story and photo will also be added to the Fall Newsletter.

B. Friends webpage on NDL website –

- Library website is going through updates to add more appeal. Library asked Friends to participate in updating the webpage. Chris Litka and Carol Oldenburg have met with Karen Fehl and Kristine Towne who are directing this project. We are streamlining the Friends webpage and updating information on various areas. It is a work in progress.

C. Library Millage Campaign –

- The “Yes to NDL” campaign is in full swing. Please take this literature and give to your Northville/Northville Twp. friends, neighbors, etc. Also, the millage committee is in need of volunteers. Please consider volunteering your time.
  - a. September 25, 6:00 P.M., mailing bee at Northville Square, 2<sup>nd</sup> floor.
  - b. Yard signs
  - c. Postcard mailings
  - d. Poll worker – “Flip your ballot over for the library millage renewal proposal”.
  - e. Add ‘on-line’ and Friends Newsletter testimonials.

D. 2015 Agenda Item: Victorian Festival -

- If we decide to participate, we will need volunteers to work during the sale.

- This year we made \$50.00. Thanks to Bob Sochacki, Board of Trustees Member, for taking the lead on this effort.
- E. Friends Facebook page –
  - The Facebook page created by Erin McDermott in 2012 needs updating. The Chair will check with Erin regarding what she would like to do regarding it.

## VIII. Committee Reports

- A. Membership – Regina Mingela
  - We have 253 memberships at present.
  - It was questioned how many donations are given to FNDL in addition to membership dues. There was a discussion about how additional funds are recorded – as membership or donations, as well as how such donations are recognized by the organization, and how they are treated for tax purposes.
- B. Gift Store – Martha Nork
  - Having the store windows cleaned and new carpet installed has made the store volunteers very happy.
  - If you have a Facebook page please give us a “Like”.
  - The financial report of March thru August 2014 shows our sales are down. Contributing factors could include the Library having decreased circulation visits, and several closed days at the Library. It was questioned, “Who are our customers?”
- C. Gift Books – Claire Kreher
  - Since May 15 we have received eleven gifts – 5 Honors, 6 Memorial, for a total donation of \$435.67.
  - Eighteen books have been added to the collection.
- D. Newsletter – Sandy Walts
  - The next newsletter will come out the third week in October in order to provide coverage on the millage renewal and the Fall Used Book Sale.
  - The deadline for the newsletter is Thursday, October 2<sup>nd</sup>.
  - Carol Oldenburg will write a column on the millage renewal.
- E. Read to Me - Judy DeFrancesco
  - Call from a local pediatrician who would like to be part of the program. Including him in the program in some way was discussed with Dorie.
  - New Friends memberships signed up during the current “Read to Me” sessions will be valid from October 2014 to March 2016.
- F. Public Relations – Chris Litka

- “Sundaes on Sunday” is October 19<sup>th</sup>. Chris has only had one “yes” response to her request for cookie bakers. We need to get more bakers or decide to get the cookies from Costco. There is \$225 in budget for them. Judy DeFrancesco volunteered to pick them up from Costco. Claire Kreher and Martha Nork volunteered to bring some Fall decorations to the library. Chris Litka will get the nine tablecloths that are needed. The Oldenburgs will provide a water dispenser. Chris, Deborah and Joe will set-up, and Claire, Martha, and Regina will help with serving on Sunday.

G. Programs – Jim Morche

- Upcoming Programs:
  - a. Oct. 28 – “Ghost Ships of the Great Lakes” – Lori Feret
  - b. Nov. 11 – Picks & Sticks at Northville Community Center
  - c. Dec. 2 – Twelfth Night at Northville Community Center
  - d. June 2 – “Motor City Roots” – Joe Oldenburg (free)
  - e. July 7 – “Alaska Experience” – Steve Jochmans (free)
  - f. Aug.? ? – Jesse Mason on guitar and Leslie Mason, mezzo-soprano, with jazz vocals at Northville Community Center @ 1:00 PM. This is our first daytime program, intended to attract many seniors. This will be a joint venture of the Friends and the Northville Community Center, with Friends paying the bills.
- Note that ALL programs are free.
- Suzy Johnson, the Center director, suggested she might be able to find a co-sponsor. A co-sponsor would get a mention in the program and would have a minute at the mike or a table at the back of the room.
- It was proposed and APPROVED that we pursue co-sponsorship on some future programs.
- Jim noted that money collected at programs is going into the General Fund, not the Programs cost center. This was questioned. Further discussion at next meeting.

H. Development – No meetings and no report.

I. Used Books – Joe Oldenburg

- Changes have been made for the Used Book Sale with signage and increased space for the sale.
- Discussion of suggested committee structure for future Used Book Sale. Committees have been designated and a form to sign-up was passed around for Friends board members to volunteer for a responsibility within the committee structure.

IX. New Business

A. Plan of succession for future elections

- Particularly the role of President. Should Vice-President be President-elect? Other thoughts?
- To be discussed at next meeting.

Meeting adjourned at 8:55 P.M.

Next meeting will be on October 16, 2014 at 7:00 P.M..

Respectfully submitted,  
Linda Bolam  
Secretary

