



Board of Directors Meeting  
Thursday, January 15, 2015

Minutes

Members Present:

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

Members Absent: (Excused) Jim Morche

- 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. Approval of Meeting Minutes of December 11, 2014  
The minutes were APPROVED with corrections. Under item G. Public Relations report, it should state "Library" spring fundraiser, not "Friends".
- IV. Treasurer's Report – Deborah Stanifer
  - A. Distributed report of activity through December 31, 2014.
    - Revenues are doing well.
    - Lighting costs for gift store have been approved and funding is available for work to begin.
    - Treasurer's Report APPROVED.
  - B. Proposed budget for 2015-16/Library Wish list
    - Reviewed items for budget, with particular discussions of additional funding for Summer Reading Program costs. In 2014, cost overruns were covered from Library Funds. The revised budget for 2015-16 will show an increase in the budget to cover rising Summer Reading Program costs.
    - The Friends Store Commitment has been increased from \$3,000 in the proposed budget to \$3,500 due to more favorable expected sales in the Store.

- The proposed budget and library wish list were APPROVED.
  - The final budget for 2015-16 will be approved at the March Annual meeting.
  - C. Smile.amazon.com mentioned in the article in the Summer FNDL Newsletter
    - After much discussion, it was decided that Linda Schwelnus would create an administrator account for the FNDL. The Friends' credit union account will be the recipient account for money designated for the FNDL.
- V. Library Director's Report – Julie Herrin
- A. Julie extended a thank you for the lovely Holiday Lunch. 45 guests enjoyed it.
  - B. Statistics
    - Circulation for December is up by 9% from last December. We had really bad weather last year. For all of 2014, circulation was down 5%.
    - December downloads are up 52%
    - Door count was up 3.54%
  - C. Annual Giving Campaign
    - We sent out 528 letters.
    - 69 donations were received, for a total of \$10,925.
    - The library endowment is now over \$500,000.
  - D. Donor Recognition Party – Sunday, January 25 at 6:30 in the library
    - Party is to honor and thank those who have given to the library or the endowment fund during the past two years, and provide staff with the opportunity to get to know them better.
    - Over 200 invitations were sent out. So far 35 positive responses received.
  - E. Programs
    - Met with Suzie Johnson to talk about access to Community (Senior) Center.
    - We need more room as program registrants are being turned away.
    - Discussed paying for the space. Two free rentals are allowed per year. Additional usage would need to be rented.
    - We do not have the money in Programming but we do in Public Relations.
  - F. Collections
    - The magazine “give away” is February 9-13, and is open to the community.
    - The Print Reference Collection is shrinking. We are using the extra space to move the Parent Teacher Collection downstairs. The move will allow growth in the youth DVD collection and other AV collections that have reached capacity.
  - G. Heating and Cooling

- Bid went to Limbach Company in Pontiac, Michigan.
- Our attorney is currently reviewing the contract and as soon as he finishes with it we will start work.
- Met with project manager and project engineer and toured them through the Book Cellar.
- The air conditioning will be replaced first. When weather gets warm the heating will be replaced.
- We will have digital controls, which will make the temperature easier to adjust.

H. Newsletter Deadline is January 25<sup>th</sup>.

VI. President's Report – Carol Oldenburg

- A. A letter of appreciation from Michele Fecht, Chair of the NDL Millage Committee, was circulated.
- B. Summer Reading Programs
  - After additional thought the Chair decided it wasn't necessary to have formal presentations on the Summer Reading Programs. The programs are well in-hand by the individual librarians coordinating these programs.
  - 2014 Summer Reading expenses and allocations:
    - a. Adult                      \$1,400.00 - \$400 from library budget
    - b. Youth / Tween      \$5,987.93
    - c. Teen                      \$2,518.70 - \$518.70 from library budget
    - d. Friend's donation money is used for Summer Reading Program performers, prizes, program and craft supplies.
- C. Annual Reports & Meeting – March 19, 2015
  - It was requested that members begin to think about their individual annual reports for inclusion in the Annual Report. Recommendation was made to publish these in the March Newsletter as was done last year. Since attendance at the Annual Meeting is minimal, this is a good mechanism to communicate Friends activities to the members. Erin McDermott has again volunteered to collate the annual report as well as chair the Annual Meeting. Linda Schwelnus will edit the reports. Reports due 3/1 to Erin's email.
- D. Taste of Northville – March 14, 2015
  - Erin McDermott has volunteered to coordinate the Friends participation in the event again this year. Chair was unaware this event is only three hours long. Do the Friends still want to participate? Erin requested books, especially cookbooks, gardening and children's books.
- E. 2015-16 Friends Activities Calendar distributed. Comments were requested.

VII. Old Business –

- A. Nominations
  - Judy DeFrancesco has sought several candidates for the Board. Thus far, no one is interested in the positions of President and Vice-president. Long discussion followed regarding ways to reach out for new Board members. The Nominating Committee will contact Friends members who have noted an interest.
- B. Development committee and Friends Fund Raising Subcommittee member
  - With Erin moving, we will need a new Friends representative to serve on the Development Committee and Fund Raising Subcommittee.
  - Chris Litka agreed to take over the representation of the Friends on the Development Committee in Erin's absence.
- C. Book and Author Luncheon – Deborah Stanifer
  - The contract with Fox Hills has not yet been finalized.
  - The contract with the author has not been finalized.
- D. Library Display Case
  - Regina Mingela, Martha Nork Erin McDermott, and Linda Bolam will work on the display case for the month of March.

#### VIII. Committee Reports

- A. Membership Committee – Regina Mingela
  - We currently have 289 members.
- B. Gift Store – Martha Nork
  - Inventory will be done the month of February
  - Sales are down from last year. Questioned if this could be related to our decrease in the library door count?
  - Linda Schwelnus will review the insurance we have on the Gift Store for the \$500.00 cost of the policy.
  - The library “rain” bags ordered from JanWay will use the same set-up as used in 2011.
    - a. 5000 @ \$.27 per bag = \$1,350.00. May order more bags but storage at library is a big issue.
- C. Gift Books – Claire Kreher
  - Since December 11, 2014, we have received nine gifts (7 Memorial, 1 Honor, 1 Gift), for a total of \$301.80.
  - Four books have been added to the library collection.
- D. Newsletter – Sandy Walts
  - The next newsletter will come out in March.
  - Board members are asked to send pertinent portions of their annual reports to Sandy by the third week of February.
- E. Read to Me – Judy DeFrancesco
  - No report this month.
- F. Programs – Jim Morche'
  - No report this month.
- G. Public Relations – Chris Litka

- April 19<sup>th</sup> is date of the Library Fundraiser. On recent “Save the Date” email regarding the fundraiser, the time is to be revised. The date is still correct.

H. Development Committee – Erin McDermott

- The goal for the upcoming fundraiser for the library is \$15,000.00. We hope to have 200-250 guests. Cantoro’s is improving their mezzanine area.
- March 2 at 7 P.M. will be the next committee meeting at the library.

I. Used Book Operations –

- It is not too early to start thinking about and planning for the UBS. Oldenburgs will be out of town February 24<sup>th</sup> to April 3<sup>rd</sup>. The hope is we can count on the same individuals that did such a good job last year as well as add more Board members to take on UBS tasks. This will be the major agenda item at the February meeting. Think about areas where you can help pre/post sale, over and above just cashiering or room monitoring.
- The library has given the Friends permission to alter the pre-sale setup times. We will have access to the Carlo and Story Rooms beginning at 3:00 P.M. on Wednesday to 3:00 P.M. on Monday. This will allow utilizing high school students to move the boxes from the warehouse to the library on Wednesday afternoon. Actual set up will begin at 10 A.M. on Thursday morning.
- Used Book Sale
  - a. April 29<sup>th</sup>, 3:30 P.M. – Transfer book boxes from warehouse to library
  - b. April 30, 10 A.M. – Set up books. One shift.
  - c. April 30, 6:30 P.M. – Friends Preview
  - d. May 1-3 – Sale
- There is a good crew of workers for sorting and scanning, and a good group runs the Book Cellar on Friday, Saturday and Monday. There also is a good group of workers moving books to storage and to recycle. Thank you to all.

IX. New Business

A. None to discuss.

X. The meeting adjourned at 9 P.M.

The next meeting is February 19, 2015 at 7 P.M.

Respectfully submitted,  
Linda Bolam  
Secretary

