

Friends of the Chelsea District Library  
Board Meeting Minutes  
July 9, 2024

- (1) The meeting was called to order at 4:59 by Dayle Wright, president
- (2) Roll call: in attendance were Dayle Wright, Nancy Whitelaw, Lisa Climer, Jan Carr, Gary Zenz, Teresa Beegle, Megan McCall, Library Director Lori Coryell. Nancy Neff arrived at 5:14. Absent: Terri Bollinger.
- (3) Public comment-None
- (4) Teresa moved that the agenda for today's meeting be approved, Nancy W. seconded, motion passed unanimously.
- (5) Minutes of the June 11, 2024 meeting were reviewed and minor corrections made. Jan moved that the minutes as amended be approved, Gary seconded. The motion passed unanimously.
- (6) Director's report- see attached
- (7) Chair reports
- Megan-Secretary, will email minutes of the annual meeting with the July minutes.
  - Lisa-Communication, will ask Scott about putting information on the website.
    - Posts posted to Facebook:
      - 6/11 Board meeting
      - 6/14 Summer reading
      - 6/18 & 6/20 Jewelry sale
      - 6/21 Purple Rose Reading
      - 6/25 & 6/27 Rescheduled Jewelry sale
      - 7/2 Jewelry sale thanks
      - 7/5 Friends are Gold Sponsors for summer reading
      - 7/9 Board meeting
    - Chelsea Update
      - 6/12 Jewelry sale
      - 6/25 Rescheduled Jewelry sale
    - Sun Times
      - Jewelry sale & rescheduling

Chelsea Area Chamber of Commerce  
Jewelry sale & rescheduling

- Nancy N- Treasurer, to Summarize Finances for June 2024  
Year Expended – 50.0% Year Expended  
Checking Account Balance as of 05/31/24 - \$9,304.86

Added New Income Budget Line – Charitable Trust Donation - \$15,200  
New Income Total Line - \$37,500

Income for June 2024

Used Book Sale - \$911.42

Friendly Book Cart - \$246.50

Charitable Trust Donation - \$15,200.00

Membership - \$238.62

Interest Earned - \$13.10

Total June 2024 Income - \$16,614.64

**YTD Income for 2024 received- \$26,931.30 of \$37,500.00 (71.82% of budget)**

Expenses for June 2024

Refreshments - \$39.98 - Chocolate

75th Anniversary Expenses - \$97.17 – Cookie and Misc Food at  
75<sup>th</sup> Event

Wishlist 2ndQ-2024 - \$6,000

Total Expenses for June 2024 -\$6,137.15

**YTD Expenses for 2024 spent - \$15,017.58 of \$27,000.00 (55.62% of budget)**

Ending Checking Balance as of 06/30/24 - \$4,569.25

Circulation Desk - \$70.00

Business Savings Account - \$15,960.85

Total Cash on Hand 06/30/24 - \$20,600.10

- Teresa-Membership, increase of 14 contacts from the Anniversary celebration. Now at 308 contacts, 103 paid members (two new) and 19 signed up for birthday book. 5 members were removed due to non-renewal. Will be relinquishing her role as Membership chair after this meeting.
- Jan-USB Chair, Another successful book sale

- Gary-Past President, continuing to work on getting the video on the website and running during UBS
- Nancy W. -President Elect, see old business
- Dayle-President, contacted attorney regarding Oscar W. Haab gift and sent thank you note. Will follow up on candidate for Fundraising chair.

#### (8) Old business

- Display case has been reserved for National Friends of Libraries week
- Jan reported that she and Terri went over the Friends kitchen supplies and have replenished as needed.
- Nancy W. showed baseball caps that may be used for generating interest in the Jim Abbott appearance, the library staff is working on how best to use them.
- FoCDL table at Farmers Market is scheduled for October 5. The Friends have 2 tents (10 ft x 20 ft and 1-10 ft by 10 ft)“ in the basement which can be used. Consensus is that cookies will be given out to generate visits to the table. Volunteers are needed 8 am to 1 pm. Consensus is this should be an annual event; Dayle will let the Farmer’s Market know President will take responsibility to sign up for Farmers Market table for the 1<sup>st</sup> Sat. in Oct. through the Chamber of Commerce Sign-up Genius.
- BrandonBooks, Jan has reviewed the contract. Jan moved, Lisa seconded that we enter sight the contract with them, motion passed. and consensus is this should be signed. There don’t seem to be any down sides and there may be some benefit.
- Sales of cleaned out library items in basement. Possible estate sellers were contacted but were not really interested. Jan has already posted a few items on on-line sales sites and will report back.
- Used Purse and Jewelry Sale-Marilyn Kuehl reported. She will oversee this for 1 more year, and prefers to only help after that. She would like us to find someone to begin training next year to lead this event. She plans to advertise the event beginning in January and collect items in April & May. It was decided that we not have a collection station in the inside lobby of the library, but that donated items be accepted at circulation desk.

#### (9) New Business

- Memorandum of Understanding (MOU) between CDL and FoCDL was drafted by Lori and given to board members for review.
- Friend of the Year, requests for nominations will be sent in late July to paid Friends, nominations due mid-August, with vote at Sept. board meeting. Jan volunteered to send out requests for nominations.
- Review of process of FoCDL budget and payment to library for wish list items. Nancy N. does not feel that we can commit \$2000 more to Wish List at this time, no action taken. We will keep this as an open agenda item.
- Discussion of how the Oscar W. Haab donation might be used. Nancy W. suggested we all give some thought to a process we might use in coming to a decision. Board members are asked to email Dayle with suggestions of how they would like to see the funds spent, as well as ideas of a process to follow in making the decision. Dayle will compile and send out with agenda for Aug. meeting.
- Fund-raising envelope in Winter CDL newsletter-Group decided against doing this year, as it did not appear to increase donations last year. Also, the cost of inserting an envelope would be much greater this year, as last year CDL paid for some of the cost. Dayle is to check with Virginia about inserting into the President's article in the newsletter a QR code that will be linked to a way to donate to FoCDL.

(10) Other

- Jan recommended that we increase prices & group agreed by consensus. Prices will increase in Sept.
  - Bag of used books-\$6 (were\$5)
  - Primo books: Hardcover-\$5 (were \$3) and paperbacks-\$2 (were \$2)
  - Children's Primo books \$1
- We will need to find ways to cover duties of Membership Chair until replacement is found, other than requesting nominations for Friend of the Year, no action taken.
- We have been asked if we would like to sell, as a small fund-raiser, some coffee tables made by spouse of a loyal Used Book Sales. worker Jan moved, Gary seconded, that we would not be able to do this, motion passed.

(11) Adjournment: Dayle made a motion to adjourn the meeting, Megan seconded, motion carried unanimously. Meeting adjourned at 6:15.

Minutes recorded by Megan McCall, Secretary

## **Director's Report for Friends July 2024 Meeting**

### **Staff Announcements**

We have a new Library Aide! Sharon Graganta has joined the Circulation Department and began training on July 1.

### **Mobee Invited to the 6th Annual Detroit Festival of Books 2024 (AKA Detroit Bookfest)**

Staff (me, Everett, Shannon, Stacey, and Amy) will accompany Mobee to the Detroit Festival of Books on Sunday, July 21 from 10am - 4pm. The Festival is dedicated to promoting the joy of reading and the rich culture surrounding it. It is the largest book festival in the State of Michigan. Last year, it attracted 10,000 visitors. This year, more than 45,000 people have said they will attend on the event's Facebook page. It promises to be busy and fun and will increase Mobee's profile outside the Chelsea District Library service area. We will be parked in the southwest corner of the Russell Lot (near Shed 4 at Eastern Market) and have CDL & Mobee giveaways as well as crafts for visitors.

### **Facilities Updates**

Portions of the McKune porch will be repaired soon, replacing decaying wood with a composite material that will hold up much better in all weather.

The project to replace both boilers will begin in late summer to ensure proper heating in the cold weather months. There will be no disruption in library service during this repair but there will be activity in the basement close by the Friends area.