

Friends of the Chelsea District Library  
Board Meeting Minutes  
March 11, 2024

- (1) The meeting was called to order at 5:03 by Dayle Wright, president
- (2) Roll call: in attendance were Dayle Wright, Nancy Whitelaw, Lisa Climer, Nancy Neff, Terri Bollinger, Sudha Myers, Jan Carr, Library Director Lori Coryell. Megan McCall was absent with prior notice.
- (3) Public comment-none
- (4) Jan moved that the agenda for today's meeting be approved, Terri seconded, motion passed unanimously.
- (5) Minutes of the Feb. 11, 2025 meeting were reviewed and minor corrections made. Nancy W will make the suggested changes and the vote on approval will be done at the April meeting.
- (6) Director's report- see attached
- (7) Chair reports
  - Megan– Secretary, absent  
Form recording hours worked-distributed by Nancy W.
  - Lisa- Communications
    - This is what info went out on Facebook in the last month:
      - 2/13 Neighbors read
      - 2/18 Little free libraries at Pierce & Timbertown are stocked
      - 2/20 Membership
      - 2/25 Haab Trust
      - 2/27 Purple Rose reading
      - 3/5 Book sale/Senior expo
      - 3/6 Book sale/Senior expo
      - 3/7 & 3/8 Book sale/Senior expo
    - Update Google Drive: Lisa is working with library staff on organization, content and access.
    - Lisa is reviewing the website. We agreed that becoming a member and making membership payments should be highly visible.

- Lisa is updating guidance related to what is needed for Senior Expo. She will include details about having cash available based upon comments by Nancy N.
  
- Nancy N – Treasurer
  - Noted that there was confusion about the movement of cash for the Expo. All the funds are accounted for but she offered ways to improve the process and communication.
  - Summarized Finances for Feb 2025
    - Year Expended – 16.67% Year Expended
    - Checking Account Balance as of 01/31/25 - \$6,257.42
    - 2025 Income Budget Total - \$23,835
    - Income for Feb 2025
      - Used Book Sale - \$1,015.36
      - Friendly Book Cart - \$508.50
      - Brandon Books - \$73.77
      - Serendipity Books - \$100.00
      - Membership - \$509.68 - 2 New Memberships, 8 renewals
      - Donations - \$576.74
      - Interest Earned - \$28.23
    - Total Feb 2025 Income - \$2,812.28
    - YTD Income for 2025 received- \$5,131.53 of \$23,835.00 (21.53% of budget)
    - Expenses for Feb 2025
      - Book Sale Supplies - \$78.98 – Dots, Packing Tape
    - Total Expenses for Feb 2025 -\$78.98
    - YTD Expenses for 2025 spent - \$5,327.59 of \$28,835.00 (18.48% of budget)
    - Ending Checking Balance as of 02/28/25 - \$8,962.49
    - Circulation Desk - \$70.00
    - Business Savings Account - \$16,383.13

- Total Cash on Hand 02/28/25 - \$25,415.62
- Sudha-Membership Chair
  - Discussion about how to list couples on the membership database. Decided to list both names and count as two members.
  - Membership update
    - Global mailing list - 376 contacts
    - Email list – 293 contacts
    - Snail mail - 7 contacts
    - Paid memberships - 79
    - Members with birthday vouchers – 19
    - 0 renewal notice mailed
    - 2 birthday vouchers mailed
    - 9 membership renewal thank you sent
    - 1 new member email sent
- Terri- Hospitality-
  - Update for Staff Appreciation Luncheon-4/10/25, noon
  - Room is reserved from 10-2.
  - Dayle will make gluten free lemon bars and Jan will also bring a dessert.
- Jan-UBS Chair
  - UBS update – March sale revenue was \$950
  - Shipping scale – broken one was returned and replaced with a new one that works great. So, several boxes are being packed and shipped for Brandon.
  - Staples provided updated cards (related to tax free purchasing) and cards are being distributed to Jan, Dayle and Nancy N.
- Nancy W-President Elect-no report
- Dayle-President
  - 2025 Work Plan updated and will be added to Google Drive
  - Contact info for board members updated

(8) Old business

- Senior Expo report
  - Two new memberships
  - It is good to continue to be a part of the Expo.
  - Lisa preparing new guidance to include signage about cost of bags and literary walk, possible donation jar, and other improvements.

(9) New Business

- FOML annual meeting, Fri., 4/11, 9:30 AM-3 PM. Jan and Dayle are participating.
- By-laws review. Jan and Nancy W volunteered to help Dayle with this.
- Lori said that Mobee is going to the Detroit Book Fest again, Sunday June 20 from 10-4.

(10) Adjournment: Nancy W. made a motion to adjourn the meeting, Jan seconded, motion carried unanimously. Meeting adjourned at 5:51pm.

Minutes recorded by Nancy Whitelaw

## **Updated Director's Report for Friends March 2025 Meeting**

### **Authors in Chelsea**

The authors are here! They have visited North Creek, South Meadows, Beach Middle Schools today (3/11) and will visit again tomorrow (3/12). The public session with all three authors takes place tonight at Washington Street from 6:30 – 8:30pm. Thanks to our Friends for supporting this incredible event that engages every 1<sup>st</sup> through 6<sup>th</sup> grader in the Chelsea School District.

### **Privacy Booths**

The booths are scheduled to arrive tomorrow (3/12). Can't wait to get them up and operational. Thank you Friends for your support!

### **Staff In Service**

What a busy and productive day! The staff survey following the day resulted in each session receiving at least a 4-point rating average on a 5-point scale. The DiSC training was very well received. Staff found all sessions informative. The overall attitude of all staff was positive and enthusiastic.

### **Digitizing**

We are one week away from converting our timekeeping and scheduling to a digital format through heartland, our payroll service provider. This upgrade will be more accurate and easy for all staff to us.

We have also digitized most of our office forms including purchase orders, credit card paperwork, and check requests. Our goal is to convert most of our payments from hand-cut checks to ACH payments by the end of this year.