

Friends of the Chelsea District Library
Board Meeting Minutes
August 13, 2024

- (1) The meeting was called to order at 5:00 by Dayle Wright, president
- (2) Roll call: in attendance were Dayle Wright, Nancy Whitelaw, Lisa Climer, Nancy Neff, Jan Carr, Megan McCall, Library Director Lori Coryell (arrived at 5:05). Gary and Terri were absent with prior notice.
- (3) Public comment-none
- (4) Nancy W. moved that the agenda for today's meeting be approved, Jan seconded, motion passed unanimously.
- (5) Minutes of the July 9, 2024 meeting were reviewed and minor corrections made. Jan moved that the minutes as amended be approved, Nancy N. seconded. The motion passed unanimously.
- (6) Director's report- see attached
- (7) Chair reports
 - Megan-Secretary
 - Drafted thank you to Wescotts
 - Sent out minutes of annual meeting and July meeting

 - Lisa-Communications
 - 7/9 & 7/12 Book sale
 - 7/16 Thanks to all the teachers who came to the book sale
 - 7/18 Membership chair needed
 - 7/23 Friends book bag/Primo cart
 - 7/25 Book bag price changing at sale
 - 7/30 Membership chair needed
 - 8/1 Book bag price changing at sale
 - 8/6 Book sale
 - 8/8 Book sale
 - 8/9 Garage sale at book sale

Lisa will talk with Virginia about including our by-laws on the website.

 - Nancy N- Treasurer

Finances for July 2024

Year Expended – 58.33% Year Expended

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

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

New Income Total Line - \$37,500

Income for July 2024

Used Book Sale - \$976.22

Friendly Book Cart - \$459.00

Merchandising - \$1,036

Serendipity Books - \$556.77

Membership - \$176.14

Interest Earned - \$67.79

Total July 2024 Income - \$3,271.92

YTD Income for 2024 received- \$30,203.22 of \$37,500.00 (80.54% of budget)

YTD Income for 2024 without donation- \$15,003.22 of \$22,300 (67.28 of Original Budget)

Expenses for July 2024

Book Sale Supplies - \$22.95 - Dots

Total Expenses for July 2024 - \$22.95

YTD Expenses for 2024 spent - \$15,040.53 of \$27,000.00 (55.71% of budget)

Ending Checking Balance as of 07/31/24 - \$7,750.43

Circulation Desk - \$70.00

Business Savings Account - \$16,028.64

Total Cash on Hand 07/31/24 - \$23,849.07

- The PayPal link to membership form has some issues, Lisa volunteered to looked into fixing them.

- Terri-Hospitality -spoke with Dayle and indicated she would do cookies for the Farmer's Market booth.

- Membership—chair vacant

- Jan-USB Chair, Last month's book sale profit was \$887, additionally, a few "garage sale items" were sold including one of the computers for \$50. She reported that the video about the Friends was displayed during the UBS in June. Lori reported that the library sold additional used books at the Detroit Book Fare, totaling \$50.

- Nancy W. -President Elect, She has handed off the baseball hat collection for the librarians to use in promoting the Jim Abbott appearance. She will also share a related book she has. She will get a card for Teresa and put it in the Friends box for signatures.
- Dayle-President, reported that Sudha Myers has expressed interest in being the Membership chair and is looking into arranging her schedule so that she is able to. Jo Ann Goodrich will do the Purse and Jewelry Sale but is not interested in being the Fundraising Chair. Job descriptions for the positions have been written to share with possible board member candidates.

(8) Old business

- Minutes of the annual meeting January 27, 2024 were reviewed and minor corrections made. The secretary will add a short description of the revisions that were made to the by-laws. They will be presented at the next annual meeting for approval.
- Dayle will set up the Friends banner in the recessed display case for National Friends of Libraries week, Oct. 19. Lori has indicated that library staff can assist as needed.
- Terri and Jan have procured the needed kitchen supplies for the Friends.
- FoCDL will have a table at the Farmers Market on Saturday Oct 5th.
 - Supplies that are needed: Cookies (Terri will provide) Square, cash, membership forms. Lisa volunteered to get bundles of books together as gifts for new and renewing members. Tote bags will also be for sale.
 - Volunteers will be needed for set-up, to staff the table from 8 am-1 pm and to tear-down. Jan will reach out to booksale volunteers for help.
 - Dayle will check to see that the FoCDL tent is easy to set up.
- The Memorandum of Understanding (MOU) between CDL and FoCDL was discussed. Nancy W suggested a revision of one section. Consensus was that this would be an improvement. Lori will be presenting the MOU at the next Library Board meeting. We will revisit this at the next meeting of FoCDL board.
- Friends of the Year update-Jan has sent letters to paid members asking for nominations by the end of August. We will vote at the September meeting.

(9) New Business

- Jan sent board members options of graphic for a replacement Used Book Sale banner. Nancy W. moved, Nancy N. seconded that option #3 be purchased. Jan will talk with Dan Kaminsky who will install it and determine when to do so.
- The new library cart was received. It was not as sturdy as hoped but Scott found it better for his purposes than his current cart and a mutually agreeable trade was made.
- The owner of Mamas Mercantile will be collecting used books for us along with food for FIA. Jan has provided a sign for this purpose.
- Jan made a motion to purchase a picket for TimberTown saying "Friends of CDL & Mobee" for \$250., Lisa seconded, motion carried unanimously.
- Possible ways to use the gift from Oscar W. Haab Charitable Remainder Trust were discussed. Ideas included: increasing funding of the Library wish list by 2,000 a year starting in 2025, providing funding towards a garage for Mobee and supporting a reading tutoring program. Megan moved to table the discussion until next meeting, Nancy N. seconded, all approved.
- Nancy N. mentioned need to order bookmarks for 2025, Jan will follow up.
- Nancy will generate a document on how to deal with payments at the Farmer's market booth.
- Jan received an email from the Little Free Library organization saying that the LFL at Timbertown was empty. Lisa will email Gary and Joanne Munce who usually monitor the library.

(10) Adjournment: Jan made a motion to adjourn the meeting, Lisa seconded, motion carried unanimously. Meeting adjourned at 6:22.

Minutes recorded by Megan McCall, Secretary

Director's Report for Friends August 2024 Meeting

Detroit Book Festival

Mobee attended the annual Detroit Book Festival on July 21 and was a big hit! Library staff engaged with almost 600 visitors to Mobee and talked about our service initiatives and handed out CDL swag. We even checked out items to a TLN patron and raised \$50 for the Friends! The fans were very popular. It was a good morning and afternoon of spreading library love and awareness about the good work that CDL is doing. A big thanks to Shannon, Amy, Stacey, Everett and our family members who helped make this day such a success. Same time next year

Mobee Garage

Work has begun on planning and building a garage for Mobee to the left of the driveway before the staff entrance. We hope to have the job completed by winter. We have secured the services of Jess Spike as the principal on the job and are working with Dangerous Architects as well.

Staffing Changes

Virginia Krueger's role as CDL has expanded from head of Marketing to Head of Marketing & Outreach. Everett Mayes has moved from the Technology Department to Virginia's department. We posted a 20-hour Marketing Assistant position and have schedule four interviews next week as a result.