

Friends of the Chelsea District Library

Board Meeting Minutes

November 12, 2024

- (1) The meeting was called to order at 5pm by Dayle Wright, president

- (2) Roll call: in attendance were Dayle Wright, Nancy Whitelaw, Lisa Climer, Nancy Neff, Terri Bollinger, Jan Carr, Gary Zenz, and Linda Ballard. Megan McCall and Lori Coryell were absent with prior notice.

- (3) Public comment-none

- (4) The agenda was amended (as noted in emails from Lisa and Jan). Jan moved that the agenda for today's meeting be approved, Lisa seconded, motion passed unanimously.

- (5) Minutes of the October 8 meeting were reviewed and minor corrections suggested. The page numbering seems to be off perhaps due to addition of Directors report. Gary moved that the minutes as amended be approved, Lisa seconded. The motion passed unanimously.

- (6) Director's report read by Dayle and attached.

- (7) Chair reports
 - Megan– Secretary. None
 - Lisa- Communications- Reported the following Facebook posts
 - 10/10 Songfest
 - 10/11 Book sale
 - 10/15 Book sale thanks & reminder of next sale

10/17 Friends of Libraries Week

10/22 Call for CD volunteer for book sale

10/24 Friends of Libraries Week

10/29 Little Free Library at Timbertown

11/1 Purple Rose reading

11/5 Potted plants selling at book sale

11/7 Book sale and potted plant sale

- Comments on need for training and written materials for people who work the Farmer's Market table and Expo.

- Nancy – Treasurer –to Summarize Finances for Oct 2024

Year Expended – 83.33% Year Expended

Checking Account Balance as of 09/30/24 - \$2,819.76

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

New Income Total Line - \$37,500

Income for Oct 2024

Used Book Sale - \$892.14

Friendly Book Cart - \$284.00

Brandon Books - \$16.73

Membership - \$837.43 - 4 New Memberships, 12 renewals

Interest Earned - \$68.61

Total Oct 2024 Income - \$2,098.91

YTD Income for 2024 received- \$35,483.32 of \$37,500.00 (94.62% of budget)

YTD Income for 2024 without donation- \$18,184.41 of \$22,300 (90.96 of Original Budget)

Expenses for Oct 2024

Printing/Marketing- \$286.62 – Bookmarks for 2025 Sales

Refreshments - \$19.99 – Chocolate

Total Expenses for Oct 2024 -\$306.61

YTD Expenses for 2024 spent - \$23,329.81 of \$27,000.00 (86.41% of budget)

Ending Checking Balance as of 10/31/24 - \$4,543.45

Circulation Desk - \$70.00

Business Savings Account - \$16,226.44

Total Cash on Hand 08/31/24 - \$20,839.89

- Nancy N. noted that the check for a picket at Timbertown has not been cashed. Lisa will follow-up.
 - Cary Jones recommended additional documentation around cash at booksale and Nancy N has created a log.
 - Some discussion of preparation for 2025 Friends budget. Jan and Terri will provide tentative numbers and Nancy N will contact Marilyn about jewelry sales.
- Sudha-Membership Chair-
 - Global mailing list - 369
 - Email list - 309 contacts
 - Snail mail - 9 contacts
 - Paid memberships - 113
 - Members with Birthday vouchers - 19

- 0 Renewal Notice Mailed
 - 3 Birthday Vouchers emailed
 - 14 Membership renewal thank you
 - 4 New Member Emails sent
- She will work on updating email addresses of members.
- Terri- Hospitality- Friends Annual meeting is Jan 25th. No date yet for Staff Appreciation.
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- Jan-UBS Chair
 - UBS update
 - Discussion around fancy book bags and decision made to not order any more and take bags off the front desk price list.
 - Bill is helping to catalog all the items in the basement that Friends might be able to sell. When that is done, the Friends board will discuss what to try to sell, when and how.
 - Jan's effort to reach out for someone to manage the CDs resulted in an excellent volunteer, new to volunteer team.
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- Gary-Past President
 - Is planning to alter the presentation for the January Friends meeting. Will update at future Board meetings.
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- Nancy W-President Elect – none
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- Dayle-President
 - Board agreed to meet in December and January.

- No Fundraising Chair has been identified. This is a hard position to fill. We discussed trying to prepare a job description to make clear the scope of the work. It seems that the work is really around sales opportunities such as jewelry and donated items. We will defer recruitment until the job can be better described.
- Will work on 2025 Work Plan

(8) Old business

- FoCDL table at Farmers Market-Report. See earlier note about need for training and materials to help volunteers answer questions.
- Memorandum of Understanding between FoCDL & CDL is signed. Will be kept with Board materials on google docs and CDL files, not on website.
- Donations for the rose sculpture from the Sculpture Walk for the Reading Garden, how to solicit? Lori said that she would send out letters.

(9) New Business

- Decided we do not need a nominating committee. Current board members willing to serve again: Lisa-Communications, Nancy-Treasurer, Sudha-Membership, Terri-Hospitality, Jan-UBS. Dayle has indicated she is willing to serve again as President and Megan is willing to serve as Secretary.
- Will look for Fundraising chair when tasks defined.
- Want to find ways to get more members involved.
- 2025 Wish List- Gary moved, Jan seconded, passed unanimously to accept the 2025 wish list as submitted. Will be reviewed as budget is prepared.

(10) Other

- Use of the gift from Oscar W. Haab Charitable Trust

- A portion for the Mobee garage.
- Library staff suggested TVs for small conference rooms rather than iPads. A motion was made that we agree with the idea of TVs for small conference rooms and will discuss when more information on price and use is available. Moved by Nancy W, seconded by Terri and passed unanimously.
- The library has plans for updating the library archival system and perhaps a portion of the trust monies may be needed toward that effort next.
- There is a commitment to keep a substantial portion of the gift for future years.

11) Adjournment: Jan made a motion to adjourn the meeting, Gary seconded, motion carried unanimously. Meeting adjourned at 6:20pm.

Minutes recorded by Nancy Whitelaw and Megan McCall

Director's Report for Friends November 2024 Meeting

Mobee at Community Trunk or Treats

Mobee visited four Trunk or Treats throughout the service area this month, engaging with 330 people! It was lots of fun for Martha, Virginia, and me as we meaningfully connected with costumed kids, adults, and families and spread the news about the good work happening with Mobee and at the library. Here are the details:

Revel Run	30 visitors
St. Louis Center	95 visitors
St. Mary's Church.....	175 visitors
Zion Lutheran Church....	30 visitors

Additionally, Virginia and co. parked Mobee on Orchard Street during Halloween evening trick or treating. They engaged with 140 kids!

New Community Social Worker

Emilee Fetters is the new Community Social Worker for the Chelsea area. Per the *Chelsea Update*, a fund was created six years ago with the Washtenaw Public Safety Millage from which the City of Chelsea set aside the funding that will pay Fetters for the two-year pilot project. Fetters will divide her time and office location among the Chelsea School District, Chelsea Senior Center, Chelsea Wellness Center, 5 Healthy Towns, Trinity Hospital, and the Chelsea District Library as well as working with Washtenaw County Community Mental Health.

Library Closings

As an FYI, the library is closed the following days during the winter holiday season:

Thursday, November 28
 Friday, November 29
 Tuesday, December 24
 Wednesday, December 25
 Tuesday, December 31
 Wednesday, January 1

Re Invited! Volunteer Appreciation Party

Join us for our annual Holiday Volunteer Appreciation event and help celebrate our Volunteers and Friend of the Year! After a short program, enjoy the Hometown Holiday Light Parade from the McKune front porch! Hors d'oeuvres, warm beverages, and treats will be served. All current and past adult volunteers are invited! Please [contact Linda Ballard](#) with questions. *The event will take place in our McKune Room on Saturday, December 7 from 5:30 -7pm.*