

Friends of the Chelsea District Library
Board Meeting Minutes
Oct. 8, 2024

- (1) The meeting was called to order at 5:03 by Gary Zenz, past president.
- (2) Roll call: in attendance were Lisa Climer, Terri Bollinger, Gary Zenz, Sudha Meyers, Megan McCall, Library Director Lori Coryell. Dayle Wright, Nancy Whitelaw, Nancy Neff and Jan Carr were absent with prior notice.
- (3) Public comment-New member, Mimi Bavidovich, attended and shared her love of the library.
- (4) Megan moved that the agenda for today's meeting be approved, Terri seconded, motion passed unanimously.
- (5) Minutes of the Sept. 10, 2024 meeting were reviewed. Sudha moved that the minutes as amended be approved, Lisa seconded. The motion passed unanimously.
- (6) Director's report- see attached
- (7) Chair reports
 - Megan-Secretary, developed a form to submit hours spent on FoCDL board work and shared proposed form with board (see attached). Form was sent around and given to Lori to pass on to Linda Ballard.
 - Lisa-Communication, Posted the following communication on Friends Facebook page and sent to Chelsea Residents in the Know Facebook page as applicable:
 - 9/10 & 9/12 book sale
 - 9/18 Membership
 - 9/19 A perfect Pitch
 - 9/24 Membership
 - 9/26 Primo books
 - 10/1, 10/3 & 10/5 Membership booth at farmers market
 - 10/8 Thanks for attending market on SaturdayLisa noted that written instruction for special events such as the Farmer's Market member drive would be helpful, including how to use the Square for payment. She volunteered to develop these instructions. Lisa also volunteered to write a press release related to the trust donation and send to the Sun Times and Chelsea Update.
 - Nancy N- Treasurer-sent the following report:

to Summarize Finances for Sep 2024
Year Expended – 75% Year Expended

Checking Account Balance as of 08/31/24 - \$7,229.52
Added New Income Budget Line – Charitable Trust Donation - \$15,200

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New Income Total Line - \$37,500

Income for Sep 2024

Used Book Sale - \$1,141.10

Friendly Book Cart - \$480.00

Membership - \$25.00 - 1 New Membership

Interest Earned - \$66.13

Total Sep 2024 Income - \$1,712.23

YTD Income for 2024 received- \$33,384.41 of \$37,500.00 (89.03% of budget)

YTD Income for 2024 without donation- \$18,184.41 of \$22,300 (81.54 of Original Budget)

Expenses for Sep 2024

Business Fees - \$20.00 – Submittal of LARA (State of Mich Non-profit License)

Book Sale Supplies - \$35.86 – Dots

Wish List Q3-2024 - \$6,000.00 – includes Music in the Air, Art in Resident, CDL Songfest and WiFi Hot Spots

Total Expenses for Sep 2024 -\$6,055.86

YTD Expenses for 2024 spent - \$23,023.20 of \$27,000.00 (85.27% of budget)

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

Circulation Desk - \$70.00

Business Savings Account - \$16,157.83

Total Cash on Hand 08/31/24 - \$19,047.59

- Terri-Hospitality Delivered candy to the Farmer’s Market member drive instead of cookies, to avoid competing with market vendors. Will begin planning for January annual meeting.

- Sudha-Membership
 - Global mailing list – 368 (after adding 2 new members from the Farmer’s Market)
 - Email list – 311 contacts (after adding 2 new members from the Farmer’s Market)
 - Snail mail – 9 contacts
 - Paid memberships – 109 (after adding 2 new members from the Farmer’s Market)
 - Members with Birthday vouchers – 18
 - 0 Renewal Notice Mailed (will be sending membership drive mailing out soon)
 - 2 Birthday Vouchers emailed
 - 0 Membership renewal thank you (need to send from Farmer’s Market)
 - 1 New Member Emails sent (need to send 2 more from Farmer’s Market)

Received information from Jean Vargus. Made updates to the annual renewal letter and will send them soon. Has a spreadsheet of the member information.

- Gary-Past President, Shared that we are part of the Community Foundation for Southeast Michigan and that the annual meeting occurs at the Federal Reserve Bank –perhaps some people might want to attend. He also volunteered to continue his involvement with the Friends as a liaison for historical and archival activities.

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- Jan Carr, Used Book Sale Chair, although not in attendance, reported \$1141 in sales in September. Jan will be back on Friday to help prepare for the Saturday sale.
- Dayle-President reported in the agenda that the Friends of Michigan Libraries meeting will be 10/11/24.

(8) Old business

- FoCDL table at Farmers Market-Report, Lisa reported it was good exposure. Two new members joined.
- Memorandum of Understanding between FoCDL & CDL-will be kept in FoCDL files and CDL files, not on website. The CDL board has signed and Lori will get the document to Dayle to sign for the Friends.
- Friend of the Year-Gary Zenz has accepted.

(9) New Business

- Nominating committee-tabled until next month
- The rose sculpture from the Sculpture Walk for the Reading Garden- Lori feels this sculpture would be a lovely addition to the Reading Garden and an homage to her late brother-in-law who was instrumental in the Music in the Air program. The sculpture is \$3000. She will solicit donations for the sculpture starting in December.
- 2025 Wish List gets voted on at annual meeting. The list contains similar items to last year and similar amount. We can review at next month's meeting.

(10) Other

- Use of the gift from Oscar W. Haab Charitable Trust. Shannon indicated she would appreciate more iPads for the patrons to check out through the "Garage". Lisa will follow-up regarding

prices. The idea of supporting the archives was discussed and will be revisited after the intern begins in 2025.

(11) Adjournment: Terri made a motion to adjourn the meeting, Lisa seconded, motion carried unanimously. Meeting adjourned at 5:45.

Minutes recorded by Megan McCall, Secretary

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Volunteer Hours provided by FoCDL Board

For the month of _____

Role	Name	Hours related to meeting -prep, attendance, wrap-up etc	Other hours (or indicate they are recorded elsewhere)
President	Dayle Wright		
President Elect	Nancy Whitelaw		
Treasurer	Nancy Neff		
Membership	Sudha Myers		
Used Book sale	Jan Carr		
Communications	Lisa Climer		
Secretary	Megan McCall		
Hospitality	Terri Bollinger		
Past President	Gary Zenz		

Director's Report for Friends October 2024 Meeting

Strategic Plan 2024-28 Progress in September 2024

1.1 Provide a welcoming place for all

- Hosted Jim Abbott at CHS with an emphasis that physical challenges do not prohibit success.
- Board approved changes to Library Card registration policy allowing more documents to be acceptable as proof of address. Expanded policy to include student and tribal ID cards as picture ID.

1.2 Elevate the library as a location for community building

- Opened *The Perfect Shot* exhibition in McKune Room

1.3 Get the word out about the great things happening at CDL

- Partnered with Chelsea High School in successful Jim Abbott outreach event with students

2.1 Plan for staff succession & cultivate future library leaders

- Katie Hepler joined Marketing & Outreach team

Trunk or Treat with Mobee

Mobee and library staff will be very busy this month as she travels to Trunk or Treats throughout the community. Here's the schedule so far:

10/13 Revel Run

10/23 St. Louis Center

10/25 St. Mary's

10/27 Zion Lutheran Church

Our theme for Mobee is *It's the Great Pumpkin, Charlie Brown*. We will be sure to get plenty of photos!

Mobee will also visit the Chelsea Schools Flag Football Finale at the CHS stadium on 10/26