

Friends of the Dexter District Library Meeting Notes – December 4, 2018

Called to Order: 7:02 p.m.

Present: Mary Westhoff, President; Kevin Vrsek, Vice-President, Mary Tobin, Treasurer; Paul McCann, Director; Dan Chapman; Michael Raatz; Marilyn Raatz; Carolyn Tyson; Jeanne Bradish; Kantha Gardner; Mara Markovs; Gwen Evich; Mercedes True; Ben True; Karen Leary; H. Neil Reichard; Christy Maier; Cortney Ophoff; Yvonne Schmidt; Amy Jerome.

Welcome to Guests.

Agenda: Addition of Public Comments at end of agenda.

Minutes: Approved October 23, 2018 meeting minutes.

Director's Report

Paul thanked the Friends for their support of library activities.

Paul recapped highlights of 2018 library activities. Summer Reading program has four times as many children participating as compared to statewide average for similarly-sized libraries and communities. The library had ~175,000 visitors in 2018, while Dexter is a community of less than 20,000. In 2018, circulation was over 300,000 items. This averages to a \$350-400 benefit for each visitor. The library has ~12,000 registered card holders. Electronic items make up 10% of loans, a rate growing year over year. A new circulation and cataloging system was introduced in Spring 2018.

The library surpassed its goal of signing up at least 25 members for the Dexter Wellness Center, with 28 library staff and Friends enrolling. With 25 or more enrollments, individuals, families, and seniors enjoy a discounted membership. Another open enrollment will be held in January 2019.

New Business

Review of open positions and description of duties: Mary W., Kevin, and Mary T. provided descriptions of officer positions. Carolyn, Cortney, Jeanne, and Kantha provided descriptions of committee chairs.

Slate of officers: President: Mary Westhoff; Vice president: Kevin Vrsek; Treasurer: Mary Tobin; Secretary: Amy Jerome. Mary W. read the slate of proposed officers and moved for approval; Kevin seconded. Motion approved.

Nomination for open Program Chair positions: Yvonne Schmidt introduced as Volunteer Coordinator. Mary T. moved, Kevin seconded. Motion approved.

Friend of the Year Award Presentations: Kantha presented the 2018 award to Carolyn Tyson. The board also thanked Kathy Nesbitt in absentia for her work as secretary.

Review of State of Friends: Mary W. reviewed; please see Addendum A for complete list.

Projects for upcoming year: Please see Addendum A for complete list.

Old Business

Update on communication software: Kevin set up Mail Chimp account, including registration of website and Twitter handle. Kevin will have training session in January, time and day TBD.

Book Sales: Cortney reported that November 30 Friends presale/December 1 book sale brought in a few hundred dollars more than last year. Stable year for sales overall. Added a number of shelves to book sale room. There are

several volunteers who are new to sorting and book sales and that is going well. Cortney is planning to have an open house in the sorting room in the Spring.

Membership: We have three new members.

Volunteers: Carolyn has volunteers set up for January book sale. She will work with Yvonne to send out reminder emails and will transition next call for volunteers to Yvonne.

Treasurer's Report: Mary T. pointed out that we have four different investments. Funds will help with Marty Davis memorial and other library activities. Mary T. received two more checks for the Marty Davis memorial. Please see *Approved but not yet purchased* and 2018 book sale details in Addendum A.

Jeanne asked how much the FDDL gives back to the library every year. Mary T. estimated about \$7000 in 2018 and will provide exact amount for Jeanne to include in next newsletter article.

Kantha pointed out that the sole purpose of the FDDL is to support the library and help with what is not in the library budget. Paul has a wish list every year that the board reviews and selects items to approve for spending.

Mary W. observed that when attending Friends of Michigan Libraries meetings, FDDL is in very good standing and our book sales do very well in comparison to other libraries.

Public Comments

Gwen Evich asked about the restart of books for shut-ins program. Paul explained that the library is exploring plans to reinstate the program, including need for staff development and creation of back-end processes. Possibilities will be reviewed in 2019. While this program previously focused on physical items, it could also be a way to promote electronic resources for more tech savvy patrons. Dan emphasized that in working with the Senior Center board, they have learned that many patrons need books to listen to, not just books to read.

Adjourned: Kantha moved to adjourn and Kevin seconded. The meeting was adjourned at 7:45 p.m.

Next meeting is Tuesday, January 22nd, 2019 at 7:00 p.m. in the lower level of the library.

Addendum A

State of the FDDL 2018

- Purchased a laptop, accessories, Office Suite 16, QuickBooks 18 and Symantec antivirus software for Friends treasurer's use
- A Leadership Development Plan is being developed (job shadowing)
- Will be considering an event in October 2019 during National Friends of Libraries week
- Paul McCann is exploring reinstating the books for shut-ins program (Friends deliver)
- Books donated for a free small library to be established at the Washtenaw County Community Mental Health Clinic
- Books continue to be donated to children at Mitchell Elementary School
- Self-improvement/life skills books donated to a pre-release program held at Jackson Prison
- 2018 Volunteer of the Year has been selected
- Board Secretary (Kathy Nesbitt) term expires; Amy Jerome will be running for that position
- Carolyn Tyson stepping down from Volunteer Coordinator position; she has been working with Yvonne Schmidt to fill that role
- Sponsored or contributed to:
 - Food for National Library Workers Day (April)
 - Summer Reading Program (performers, supplies, refreshments, prizes)
 - Sponsorship of movie showings (site license, refreshments, new DVDs)
 - Outdoor flags
 - Consumer Reports database subscription
 - Contribution toward Children's Department programming supplies
 - Purchase of poinsettias for holiday decorating
- Approved but not yet purchased/reimbursed:
 - Purchase of lamps for use during Story Time (\$400)
 - Purchase of Play Table (\$7,000)
 - RB Digital (formerly Zinio) 2019 subscription (\$5,200)
 - Purchase of outdoor statue in memory of Marty Davis
- 2018 book sales are about \$300 less than 2017 but shelf sales as of November 30 are about \$400 higher than 2017 total shelf sales.