

Friends of the Dexter District Library Meeting Notes – February 26, 2019

Called to Order: 7:04 p.m.

Present: Mary Westhoff, President; Kevin Vrsek, Vice-President, Mary Tobin, Treasurer; Paul McCann, Director; Dan Chapman; Michael Raatz; Kantha Gardner; Barbara Edwards; Amy Jerome, Secretary.

Welcome to Guests.

Agenda: Three additions: Mitchell School book program; Dexter Library Board Meeting attendance; and signing of conflict of interest/commitment to serve forms.

Minutes: Approved December 4, 2018 meeting minutes.

Director's Report

Paul informed the group that the library walk-through (to look for any needed repairs or fixes) will begin the week of April 1st. After Paul completes preparations for the walk through, he will contact Mary W. and/or Yvonne to schedule volunteers. In the next newsletter, Paul will include an article about the books for shut-ins program to determine interest/need in the community. Paul also discussed Amazon Smile, donations made by Amazon based on purchasers' spending. FDDL is listed on Amazon Smile, but Paul and Mary T. unsure of how the program works. The library buys a small amount of supplies on Amazon; in addition, the FDDL purchases book sale stickers. Mary T. and Kevin to research Amazon Smile. Findings will determine if we notify the community at large.

The Marty Davis memorial sculpture and plaque are set to ship on March 12th. Still need to finalize site and installation details. The sculpture will be stored in the library until installation. Paul and the group still need to determine how much the FDDL is contributing to the purchase, after accounting for donations and Library board input.

Wish list update: Paul and library staff determining where to locate play table – need to allow for electrical requirements. Paul considering adding a wheelchair or scooter to the wish list, but more research is needed.

The library staff is gearing up for the Summer Reading Program (SRP), scheduled to begin on Monday, June 17th. There is concern over how the abundant number of snow days may impact scheduled last day of school on Friday, June 14th, and in turn the impact on the SRP scheduling.

New Business

Mary T. attended the December Library Board of Directors' meeting. It was agreed that an FDDL officer should attend a meeting each quarter, so the group agreed to this schedule for 2019: March – Kevin; June – Mary W.; September – Amy; December – Mary T.

A Friends of the Michigan Library workshop is scheduled for April 4th at the Novi Public Library. Registration is \$25; deadline is March 22nd. Please see <http://foml.org/eventsconferences-2/> for details. Mary W. shared a summary from Jennifer Kundak, FOML board member, of the Fall workshop "Best Practices: Key Steps to Improving Your Service as a Library Friend."

The group reviewed Joelle's new membership letter, as well as the recognition letter sent to members when they receive their volunteer pin. Mary W. will send feedback to Joelle.

Mitchell Elementary: Dan and Michael are happily retiring from delivering used books to Mitchell Elementary in Ypsilanti. Todd, who runs a charity program to deliver used books to various groups, has offered to take over responsibilities. The group discussed if there are other schools in Washtenaw County where books could also be delivered – one possibility is Erickson Elementary in Ypsilanti. Dan will email the principal at Mitchell to let her know of change in volunteer delivery.

Old Business

Book Sales: Mary T. asked for a motion to reimburse Cortney for a \$50 Hackney gift card, given to Orv for his extensive help with book sales, setup, and upkeep. Kevin moved on the motion, Kantha seconded. Motion approved.

Membership: February 26 email update from Joelle: "We have 4 new members for the month of February. You'll see their names highlighted when I send out the report in a few days. The membership list also has one address update. That's a good number in one month. We continue to have steady, regular enlistment because our group ROCKS! Web applications continue to come in at the rate of approximately 1 per month.

Mary and I worked on several written communications recently. You'll see them during the February meeting. One is the email I send out to new members who do not respond to phone calls. The other is the recognition letter for this year.

Volunteer Recognition week is April 7-13. We'll be sending out the letters and pins so they arrive during that week. Recognition goes out to the following folks for their contribution through December 2018:

Lynn Babcock, bronze

Jeanne Bradish, silver

Dan Chapman, bronze (although I'm sure he has many more undocumented hours)

Joelle Moroz, bronze

Mary Westhoff, bronze (although I'm sure she has many more undocumented hours)

I designed an Excel document which enables me to keep better track of who got what pin/recognition most recently. I continue sending out reminders to the board for administrative hours to be included in their volunteer hours. Very few of you respond. If you aren't sure how many hours, use your best guess.

I gave Kevin some feedback concerning possible limitations for the Chimp mail."

Volunteers: February 26 email update from Yvonne: "... friends are quickly volunteering for the requests I've put forth (for the books sale, the blood drives, etc). The response has been very robust (although from what Carolyn said this was normal. It's a great group). Aside from that, when Carolyn gave me her big binder of "stuff", she mentioned something to me about conflict of interest forms. She thought it had been a while since those forms were signed and thought it should be maybe annually and to mention at the FDDL meeting...."

Treasurer's Report: At the December 2018 Library board meeting, Mary T. provided update for FDDL year end. Basically, income exceeded expenses! The accounts currently stand at \$15K over the balance at the beginning of 2018. The group continues to hold CDs and savings at Chelsea State Bank and TCF. At the March library board meeting, Kevin will inquire about suggestions for financially supporting library programs or other needs. Mary W. will ask Paul to bring updated wish list to April meeting.

Public Comments:

Barbara Edwards inquired about volunteer opportunities and Kantha provided Yvonne's email address.

Adjourned

Kevin moved to adjourn and Mary T. seconded. The meeting was adjourned at 8:15 p.m.

Next meeting is Tuesday, April 23rd, 2019 at 7:00 p.m. in the lower level of the library.