

Friends of the Chelsea District Library

Board Meeting, August 16, 2017

- I. **Call to order:** President Gary Zenz called the meeting to order at 6:33pm
- II. **Roll call:** Jennifer Kundak, Mary Tomac, Michele Mullens, Nancy Neff, Gary Zenz, Lori Coryell, Sue Skiendziel, Jan Carr.
- III. **Public Comment:** none
- IV. **Acceptance of the agenda:** A motion was made by Nancy Neff to accept the agenda; it was seconded by Sue Skiendziel. The agenda was unanimously accepted.
- V. **Approval of the July 19th Meeting Minutes:** A motion to accept the Minutes was made by Michele Mullens; it was seconded by Nancy Neff. The Minutes were unanimously approved, without correction.
- VI. **Director's report:** The report is attached to these Minutes.
- VII. **Chair Reports:**
 - a. **Treasurer's Report.** Nancy presented the July report and the Book Sales report.
 - b. **Hospitality.** Michele reported that the Friends Tea will be October 18th from 3:30 – 5:00 pm. The meeting room is reserved from 12 – 6. Jennifer Kundak and Michele will be meeting to plan and decide what volunteer help is needed.
 - c. **Book Sale:** Jan reported that Dan Kaminski will be managing the September book sale in her absence.
- VIII. **Old Business:**
 - Heavy duty book bags are now for sale.
 - It was discussed that membership enrollment is tracked on a Google sheet.
 - Gary reminded the board about his upcoming article in the library's newsletter that will highlight the membership drive, Friends of the Library Week, and the Kindle drawing.
 - Jennifer Kundak shared information from the FOML .
 - There was discussion about advocacy on behalf of public libraries to our state legislators.
- IX. **New Business:**
 - Jennifer shared information about upcoming literary events.
 - The next meeting will be Wednesday, September 20th at 7:00 pm.
 - Gary will be considering a date for the annual meeting in January.

The meeting was adjourned at 7:17pm.

Submitted by Sue Skiendziel, Secretary.

Director's Report to Friends August 16, 2017 Meeting

Stan Staffeld Memorial

Seating in the Reading Garden in memory of Stan Staffeld has been purchased and installed! We are working on the memorial plaque. Once it is installed we will invite Friends, CDL staff, and Staffeld family to a small ceremony.

Construction Update

Things are going along smoothly in the second floor office construction project. Walls have been constructed, and electrical work completed. Workers will paint on Friday (8/18), and we will begin to move office spaces on Monday (8/21). Workers also painted the ceiling in the foyer – from dark blue and orange to off-white. This has brightened up the area considerably.

New Integrated Library System (ILS) at CDL

The ILS is the database system we use for our online catalog and circulation. As part of The Library Network consortium, we will be migrating to a new system in the new year.

The TLN Board approved the contract with TLC Carl on July 20 th , and it has been signed by all parties. It's a seven-year contract with no increase in annual maintenance for the life of the contract. The tentative live date for TLC Carl is April 2, 2018.

Wellness Grant

Thanks to the efforts of Linda Ballard, CDL was awarded a grant from the National Kidney Foundation to create and implement an employee wellness plan. We may receive up to \$1,000 to plan and promote staff wellness. A staff committee has formed to develop our plan which might include incorporating healthy eating at meetings, having physical activity demonstrations, healthy lunch & learn sessions... the possibilities are many!

Summer Reading

We have wrapped up another successful summer reading/learning program! A combined 1,032 youth and teens registered for the program, and 389 completed it. 326 adults registered to participate in the challenge, and 110 completed it. Great work, CDL team!

Strategic Plan 2017-19 Update

Goal progress from July – early August 2017 is shared below.

Goal 1.1 Realize the Highest Potential of the Library Facility

- Outdoor seating ordered for reading Garden
- Timeline established for Design Think process –
 - o Data gathering through the end of 2017
 - o Identifying issues from the data/potential consultant to help identify solutions and metrics through the spring of 2018
 - o Prototype Spring through Summer/Fall 2018
 - o Implementation Fall/Winter 2018 through end of 2019

Goal 1.2 Continue to Diversify the Library's Revenue Sources

- Secured donor funding for Reading Garden seating
- ☑Secured National Kidney Foundation worksite wellness grant

Goal 2.1 Increase Awareness/Visibility of the Library

- Created removable stickers for deposit collection at CRC to help better identify/advertise that books are provided by CDL.
- ☑Created and distributed new business cards with new branding palette and mission statement words.
- Strategic Plan Progress Page on website updated.
- Created a new mobile-friendly eNews template with a new look and better readability, branded with new colors and mission statement and added a section for patron testimonials.