

**CITY OF NOVI LIBRARY BOARD  
MINUTES, REGULAR MEETING  
JANUARY 19, 2011**

**1. Call to Order and Roll Call**

**Library Board**

Larry Kilgore, President  
Laura M. Casey, Vice President  
Willy Mena, Secretary  
Mark Sturing, Treasurer  
Larry Czekaj, Board Member  
David Margolis, Board Member  
Ramesh Verma, Board Member

**Student Representatives**

Kirsten West

**Absent and Excused**

Nishant Kakar

**Library Staff**

Julie Farkas, Director  
Mary Ellen Mulcrone, Assistant Director  
Barbara Rutkowski, IT/Facilities Department Head  
Marcia Dominick, Administrative Assistant

**Guest**

Marilyn Amberger, Friends of the Novi Public Library

The meeting was held at the Novi Public Library, 45255 W. Ten Mile Road, Novi, Michigan 48375, and was called to order by Larry Kilgore, President, at 7 p.m.

**2. Pledge of Allegiance**

The Pledge of Allegiance was recited.

**3. Approval and Overview of Agenda**

A motion was made to approve the January 19, 2011 Regular Library Board meeting agenda as presented.

- 1<sup>st</sup> – Larry Czekaj
- 2<sup>nd</sup> – David Margolis

The motion was approved unanimously.

**4. Consent Agenda**

A request was made to change Item 5Z to 5c, Presentation – Barbara Rutkowski – Library Board Meetings at Novi Public Library, of the December 15, 2010 Regular Library Board meeting.

A motion was made to approve the January 19, 2011 Consent Agenda as amended.

- 1<sup>st</sup> – Mark Sturing
- 2<sup>nd</sup> – Larry Czekaj

The motion was approved unanimously.

**5. Correspondence**

- a. A letter was received from Michelle Hause, of the Detroit Institute of Arts, thanking the Novi Public Library for participating in the first exhibition of the Inside/Out Project. A replica of the artwork, “The Recitation”, was placed on the patio of the Library for two months this past fall. As a means of thanking the Library, the DIA has provided two VIP tickets to their new special exhibition, Fakes, Forgeries, and Mysteries. The tickets are being raffled to the staff of the Library.

A special thank you was provided to Barbara Rutkowski, IT/Facilities Department Head, for making it possible to broadcast the Library Board Meetings from the Library. AT&T U-verse will be available on-line starting later in January, 2011. The Board meetings are being held in the Meeting Room as the Board Room is not conducive with live broadcasts – no room for additional seating for guests. The availability of broadcasting the meetings on Brighthouse is also being worked through.

**6. Public Comment**

There was no public comment.

**7. President’s Report**

- a. **Library Goals 2010-2011**

Library Goals were not provided for the January Board packet.

The Library Board requested that the Goals be presented with just the updates each month and also available on the Library’s website.

## **8. Treasurer's Report**

### **a. Library Budget 2010-2011**

Included in the Board packet is the 2010-2011 FY Library Budget dated March 17, 2010.

### **b. Library Investments/Revenues and Expenditures/Walker Fund**

The Balance Sheet for the period ending December 31, 2010 indicates a Total Liabilities and Fund Balance of \$3,951,254.

The Library's Net of Revenues and Expenditures for period ending December 31, 2010 shows a balance of \$1,304,342. With 6 months into the budget year, the Library has utilized 44.37% of their budget.

The Walker Fund Balance Sheet for period ending December 31, 2010 indicates a Total Liabilities and Fund Balance of \$1,420,179, and a Net of Revenues and Expenditures of \$16,183.

The Library's Investment Sheet for the period ending December 31, 2010 shows the Total Investment amount for the 268 Library Fund at \$3,823,548.

The Library's Investment Sheet for the period ending December 31, 2010 shows the Total Investment amount for the 269 Walker Library Fund at \$1,420,179.

The Library's Investment Sheet for the period ending December 31, 2010 shows the Total Investment amount for the Total Library (268) and Total Walker Fund (269) at \$5,243,726.

### **c. Tax Deduction article by Lance Werner, Library of Michigan**

An article, Tax Deductions, by Lance Werner, was provided (page 22 of the January 19, 2011 Library Board packet). The article discusses tax deductions that are available to taxpayers making charitable donations to public libraries and friends groups. "A tax deduction enables the taxpayer to claim a percentage of the donation made from their adjusted gross income." This article was provided due to donations that are made to the Library, and the involvement in the Community Foundation of Southeast Michigan.

### **d. Library café revenue report 2010-2011**

The revenue received for December, 2010, from Read a Latte Café is \$431.11.

### **e. Building Authority Budget Update – November 18, 2010**

The Library Construction Budget and Actual Expenditures through 12/18/10 with Budget Amendments through 11/18/10, were provided. (page 23 of the January 19, 2011 Library Board packet).

The Library Board questioned the reduction in the number of patrons utilizing the Library of late. Julie indicated that June was not a good comparative number as it was

our grand opening, and you need a full year to make a valid comparison. Also, with the drive-up book drop, patrons are not counted as they don't physically enter the Library.

## 9. Director's Report

### a. Patron Survey Results – November 2010

The results of the Library's Fall 2010 survey were provided in the January 2011 Board packet. Some highlights of the survey are:

- Total number of surveys received:
  - 1,108
    - Paper – 1,073
    - Online – 35
- What is your impression of the new features of the Novi Public Library, such as the drive-up return and the drive-up window?
  - 59% were very satisfied; 1% very dissatisfied.
  - Online response: 48% gave it 10 out of 10.
- How would you rate the level of service you receive at the Library?
  - 61% very satisfied; 1% very dissatisfied.
  - Online response: 60% gave it 10 out of 10.
- How would you rate the politeness of the staff?
  - 66% very satisfied; 1% very dissatisfied.
  - Online response: 68% gave it 10 out of 10.
- How often do you find the materials and information you need at the Novi Public Library?
  - 36% very satisfied; 1% very dissatisfied.
  - Online response: 37% gave it 10 out of 10.
- Are the databases, such as HelpNow, Reference USA and Valueline, useful to you?
  - 29% yes; 3% no; 64% don't use them; 4% no response.
  - Online response: 68% don't use them; 29% yes; 3% no response.
- How often do you visit the Novi Public Library?
  - 6% a few times per year; 11% once a month; 29% a few times per month; 30% once a week; 23% a few times per week; 1% no response.
  - Online response: 6% a few times per year; 20% once a month; 26% a few times per month; 29% once a week; 8%, a few times per week; 11% no response.
- How likely are you to recommend the Novi Public Library to friends and family?
  - 2% not likely; 3% somewhat likely; 35% very likely; 59% absolutely; 1% no response.
  - Online response: 52% absolutely; 35% very likely; 11% somewhat likely; 3% not likely; 3% no response.
- What is your age?
  - Patrons who responded were from under 12 years to over 70 years of age.
  - Online response: Majority of those who responded were between the ages of 36-55 years of age.

- What is your zip code?
  - Responses were received from all 4 Novi zip codes, with 14% from other zip codes.
  - Online response: A majority live in the 4 Novi zip codes; with 9% residing outside the community.

Those who gave individual comments indicated that they were overall pleased with the new Library, with very few providing negative comments.

Julie provided a list of common themes for the Library to continue to look into based on the patron feedbacks.

1. Entrance to the building.
2. Drive-up window.
3. Youth programs – want more and programs be more creative and interactive.
4. Advertising what we offer.
5. Collections – DVDs, CDs, Book Club Kits.
6. Noise by teenage patrons.
7. Draft in the main lobby/cold entranceway.

After inspection, it was discovered that the heating elements at the entrance to the Library were not working properly and were repaired.

The Friends were thanked for the fleeces they purchased for the staff.

After many hours of downloading equipment and testing the wands/equipment, it was discovered that the wands are not compatible with metal shelving. The equipment was purchased at a cost of \$15,000, so the return of the equipment or replacement of the equipment, is being investigated. The Fanning Howey representative will be at the Library this week to discuss options.

There have not been issues with the placing of stones on the conveyor belt of the sorting system since the signage was installed indicating that the area is videotaped.

## **10. Friends of Novi Library Report**

Marilyn Amberger, a Friends representative, reported that:

- The Community Foundation donation is being voted on.
- Programs:
  - Rally Round the Flags
    - January 22, 7 p.m., at the Library
  - From a Woman: A Woman's Work Illustrated
    - March 20, 3 p.m., at the Library
  - Antiques Road Show - Antique Appraisal

- April 11, 9 a.m. – 1 p.m., Old Township Hall. Dumouchelle Galleries of Detroit will be on-hand to perform the appraisals.
- Sales at the Friends Book Nook were down slightly in the last month.
  - Staffing of the Book Nook is not available on Mondays and Wednesdays until 6 p.m.
- Volunteers are needed for the Friends Book Nook.
- Bag sales are being offered on the last Saturday of January from 12-4 p.m. with another big sale in the spring.

It was suggested to see if residents from the Senior Community Center might be available to volunteer if transportation is provided.

#### **11. Historical Commission Report**

Report provided on Page 53 of the January 19, 2011 Library Board packet.

Highlights:

- Working on the development of an online interactive map of Novi historical places.
- Baseline Marker Project.
- Co-sponsor with the Friends of the Novi Public Library the Antiques Road Show, April 11, 2011, 9 a.m. – 1 p.m. at the Old Township Hall.
- Staffing the Library's Local History Room on the first and third Mondays each month from noon – 2 p.m.
- Posters for a portable display are being created highlighting Novi's history.

The Historical Commission meets at the Library on the 4<sup>th</sup> Wednesday of each month, 6:30 p.m.

#### **12. Student Representatives Report**

Kirsten West announced that the Teen Advisory Board (TAB) will be working on multi-cultural programs this summer.

- International music dance classes.
- Provide "guest passes" for Library computers in the Cat's Eye, Novi High Schools newspaper.
- Study sessions are being held at the Library during exam week.

#### **13. Public Comment**

There was no public comment.

The Library Board chose to remove the Public Comment section located in the middle of the Board meetings as they are not being utilized by the public.

#### **14. Committee Reports**

##### **a. Policy Committee (Margolis, Casey, Kilgore)**

No report was provided.

##### **b. HR Committee (Casey, Verma, Kilgore)**

Under discussion:

- Employee Handbook revisions

- Closure Policy

c. **Finance Committee (Margolis, Czekaj, Sturing, Kilgore)**

No report was provided.

Budget Study Sessions:

Saturday, February 12 and 26, 2011, 8 a.m., at the Library.

A concern of running the fund balance to zero was discussed. A policy may have to be created indicating that the fund balance cannot go below a certain dollar amount could be a matter for discussion.

d. **Bylaw Committee (Mena, Casey, Kilgore)**

No report was provided. Due to the completion of the Bylaws, it was determined that the Bylaw Committee is no longer required.

e. **Fundraising Committee (Mena, Sturing, Casey, Kilgore)**

The Friends of the Novi Public Library are considering donating \$10,000 to the Library as the initial donor to the Community Foundation, but a vote must be called, which is to take place in February, 2011.

The Fundraising Committee are working on donation brochures:

- Gifts for Today
- Gifts for Tomorrow (Foundation)

Fundraising Committee will meet on Wednesday, February 23, 2011, 7 p.m., at the Library.

There will be a City of Novi Homeowners Breakfast held at the Novi Civic Center on Saturday, January 22, 2011, 8:30-11:30 a.m. and the newly created donation brochure will be available.

**15. Public Comment**

There was no public comment.

Feedback on the Library Board meeting set-up was provided with the following comments:

- Use of the entire Meeting Room.
- Feedback on the microphone – possibility of different equipment.
- Student Representatives to sit with Board Members.
- Coat racks available.
- Like the table arrangements and the coverings.
- Entrance doors open during meetings.
- Better signage at entrance to the room – Public Welcome.
- More publicizing that the meetings are now being held at the Library.

Thank you to Barbara Rutkowski and Julie Farkas for bringing the Board meetings to the Library.

The Building Authority did a wonderful job on the building and the staff makes it a comfortable place to visit.

The cones located in the parking lot were placed at the edges of the sidewalks after the first large snow so patrons wouldn't park in the walkways. A recommendation to use orange stakes instead was voiced.

Patron survey – concern of the main entrance/exit to the Library. This was discussed during the engineering stages of the Library plan, but with the proximity to Taft Road, Glenda, Wildcat Drive, there wasn't enough depth, allowing one vehicle to exit, but not multiples.

The State Aid payments are still suspended, yet the reporting is still being completed and is to be filed.

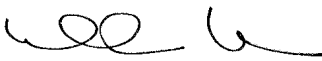
**16. Adjourn**

A motion was made to adjourn the meeting at 8:16 p.m.

1<sup>st</sup> – Ramesh Verma

2<sup>nd</sup> – Mark Sturing

The motion was passed unanimously.



February 16, 2011

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Willy Mena, Secretary

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Date