

**CITY OF NOVI LIBRARY BOARD
MINUTES, SPECIAL BOARD MEETING
May 25, 2011**

1. Call to Order and Roll Call

Larry Kilgore, President
Mark Sturing, Secretary
Larry Czekaj, Board Member
Ramesh Verma, Board Member (Excused at 7:48 p.m.)

Absent and Excused

Laura Casey, Vice President
David Margolis, Treasurer
Willy Mena, Board Member

Student Representatives

Absent and Excused

Nishant Kakar
Kirsten West

Library Staff

Julie Farkas, Director
Barbara Rutkowski, IT/Facilities Department Head
Karen Bitterle, Information Services Librarian
Diana Gertsen, Office Assistant

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 6:54 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 May 25, 2011 Special Library Board agenda as presented.

1st – Remesh Verma

2nd – Larry Czekaj

The motion was passed unanimously.

4. Consent Agenda

A motion was made to approve the May 25, 2011 Consent Agenda as presented.

1st – Mark Sturing

2nd – Larry Czekaj

The motion was passed unanimously.

5. Correspondence

There was no correspondence.

6. Presentation

A. Karen Bitterle, Information Services Librarian – Novi's Business Community

A detailed outline was presented on the Collections and Programs that are now available for the Novi business community. The consolidated collection is located on the second floor in the Reference area. The Library will offer hardcopy reference books, business programs, data base training, book club discussions, and guest speakers. Dates for the discussion groups and guest speakers are tentative.

7. Public Comment

There was no public comment.

8. President's Report

a. Library Goals 2010-2011

- Staff attended the open house of the new Oakland County Library facility to become familiar with the resources that could benefit patrons at Novi Public Library.
- Live artwork tours are being offered.
- Held a National Letter Writing Month Program for teens.
- Laptop computers have been received and are moving forward with a policy for laptop computer use.
- Reinstated 15-30 minute Tech Time sessions to provide patrons with trouble shooting assistance.

b. Building Authority Update

At the last meeting, the Building Authority went through the outstanding issues with the Library Staff that were noted with BEI. The Building Authority concurred that the Library Staff was on target as to how they were addressing the issues, and deferred back to the Library to continue the work throughout the punch list.

One item that continues to be problematic is the front lobby being cold in the heating season. The Daily Company and the sub contractors worked on the doors in February and March and believe they have corrected the problem. The City Attorneys were asked by Library Director, Julie Farkas to draft a letter to the Daily Company and the sub contractors to extend the warranty on the lobby doors until next winter. The letters have gone out, but no response to extend the warranty has been received to date. If the situation with the lobby doors cannot be corrected, the automatic doors will have to be replaced with a manual system.

9. 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 period ending April 30, 2011 indicates a Total Liabilities and Fund Balance of \$3,202,808.

The Library's Net of revenues and Expenditures for the period ending April 30, 2011 shows a balance of \$511,967. With 10 months into the budget year, the Library has utilized 73.59% of the budget.

The Walker Fund Balance Sheet for the period ending April 30, 2011 shows the Total Liabilities and Fund Balance of 1,440,418, and a Net of Revenues and Expenditures of \$36,422.

The Library's Investment Sheet for the period ending April 30, 2011 shows the Total Investment amount for the 268 Library Fund at \$3,110,653.

The Library's Investment Sheet for the period ending April 30, 2011 shows the Total Investment amount for the 269 Walker Library Fund at \$1,440,417.

The Library's Investment Sheet for the period ending April 30, 2011 shows the Total Investment amount for the Total Library (268) and Total Walker (269) at \$4,551,070.

c. Library Café revenue report 2010-2011

The sales report from Read a Latte Cafe for the month of April, 2011 was received. The gross sales were \$4,982.17, with the Library's portion at \$478.15.

10. Director's Report

- The theme for National Library Week was "Create Your Own Story". Book templates were displayed in the lobby for patrons to fill out and share a library memory. We received a total of 168 responses that will be kept and recreated in the E-Newsletter to keep people engaged in what the Library means to people in this community.

- Two programs that were offered this month were, “Healthy Living/Healthy Cooking”, and author Tom Stanton presented a program called “Journey Through Detroit Tigers' History”.
- The library IT staff and the City IT staff have begun to meet on a monthly basis to share resources for cost savings.
- Novi Public Library hosted the Detroit Suburban Roundtable on Friday, May 20th. The topic was “Having Our Legislators”. Representative Crawford and Senator Kowall spoke about the State budget and how it affects libraries.

a. Library Usage Statistics-April 2011

The monthly totals for library usage in April was down from previous months, and since March and April are the busiest months with library programs and students and the usage they have with the school, there may be a problem with the gate calculations. The IT Department will be looking into the gate system to see if there is a calculation error.

b. Policy P10: Computer Use Policy revision

Policy P10 is included in the Board Packet on pages 26-29 with the proposed revisions highlighted.

c. Bits and Pieces by TLN Director Jim Pletz, May 2011

There is a 40% reduction in State Aid, and when TLN receives a reduction it affects libraries at the local level. Novi has deliveries Monday through Friday, which is five (5) stops per week, so the annual fee for FY 2012 will be \$7,390, which is considerably less than the \$15,00-\$16,00 that Novi budgeted for. Some libraries are not able to remain open due to the reduction in State Aid. Garden City Library will close on June 30th, 2011.

11. Friends of Novi Library Report

There was no report from the Friends. Julie attended their Annual meeting in May and reported that with the change in Officers there may be a change in the way the Friends will be communicating with the Library Board.

12. Historical Commission Report

The report is included in the Board Packet. Julie reported that the Historical Commission is getting ready for the installation of their Obelisk. No date has been set for the launch, but it will be sometime in mid to late summer. They will be joining the Novi Public Library in the Memorial Day parade on Monday.

13. Student Representatives Report

There was no report from the Student Representatives.

14. Committee Reports

1. Policy Committee

a. Car Chargers

No report was provided.

2. HR Committee

a. Employee Handbook revisions – 1st Draft

The Employee Handbook is on pages 32-91 in the Board Packet for the Board to review.

- b. **Health Care Insurance – No Report**
- c. **Library Director Annual Review – July 2011**
- 3. **Finance Committee**
 - a. **Capital Replacement Schedule**

No report provided on the establishment of a schedule for Capital Replacement.
 - b. **Fund Balance requirements**

No report provided for Fund Balance requirements.

4. **Fundraising Committee**

a. **Fundraising Report by Julie Farkas**

There was a joint meeting of the Finance Committee and the Fundraising Committee on April 27, 2011 to discuss the final details of the Book It Event. Both Committees were very pleased with the way the event happened and the support that they got. The event took in close to \$10,300, and both Committees feel this is an event that should be done again. Planning will start in the Fall for the next event to take place in the spring of 2012. With an earlier start to the planning and getting more people involved, the Committees feels that it will not be necessary to hire a consultant for the next event.

The Fundraising Committee has decided to put a hold on the signing of the proposed agreement with the Community Foundation of Southeast Michigan Endowment Fund due to changing factors with state/federal regulations for donations to Community Funds. The Committee was also very pleased with the results of the fundraiser without the benefit of the Foundation. The Committee is also wrestling with control of the donations. If we join the Fund, we turn the money over to the Foundation. The Foundation would have control of our donations, and we would never get to dictate how the money is to be used. At this point the Committee is looking into other options.

15. **Public Comment**

There was no public comment.

16. **Matters for Board Action**

a. **Discussion pertaining to Employee Handbook revisions – 1st draft**

There was no discussion or action taken at this time in order to allow the Board members to read through the proposed revisions in the Employee Handbook.

b. **Policy P10: Computer Policy**

Unfiltered computer laptops are now available for adult patrons to use in the Library. They can be checked out with a valid library card or a computer guest pass. Policy P10 defines the guidelines for laptop computer usage in the Novi Public Library.

Policy P10 was presented to the Board for review and discussion. There was a lengthy discussion on the language in paragraph 4A, **Choosing and Evaluating Sources**, as to whether the word “may” be changed to “shall”.

The motion brought forward to the Board was; that we adopt this computer use policy as presented with the one correction in 1B, which capitalizes the word minor.

1st – Mark Sturing

2nd - Larry Czekaj but with discussion for clarification on 4A to leave
The word "Administration" instead of "Library Staff".

The motion was passed unanimously as originally stated.


17. Adjourn

A motion was made to adjourn the meeting at 8:45 p.m.

1st – Larry Czekaj

2nd – Mark Sturing

The motion was passed unanimously.



June 15, 2011

Mark Sturing, Secretary

Date