



**CITY OF NOVI LIBRARY BOARD  
MINUTES, REGULAR MEETING  
June 15, 2011**

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

**Library Board**

Larry Kilgore, President  
Laura Casey, Vice President  
David Margolis, Treasurer  
Willy Mena, Board Member  
Ramesh Verma, Board Member

**Absent and Excused**

Mark Sturing, Secretary (7 p.m. arrival)  
Larry Czekaj, Board Member

**Student Representatives**

Torry Yu

**Absent and Excused**

Nishant Kakar

**Library Staff**

Mary Ellen Mulcrone, Assistant Director, Building Operations  
Margi Karp-Opperer, Assistant Director, Public Services  
Barbara Rutkowski, IT/Facilities Department Head  
Marcia Dominick, Administrative Assistant

**Absent and Excused**

Julie Farkas, Director

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 6:58 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 June 15, 2011 Regular Library Board agenda as presented.

1<sup>st</sup> – Ramesh Verma

2<sup>nd</sup> – Willy Mena

The motion was passed unanimously.

**4. Consent Agenda**

A motion was made to approve the June 15, 2011 Consent Agenda as presented.

1<sup>st</sup> – Mark Sturing

2<sup>nd</sup> – Ramesh Verma

The motion was passed unanimously.

**5. Correspondence**

**a. Letter from Novi Meadows regarding a donation for the Novi Meadows Fun Fest**

A letter was received from Novi Meadows, Novi Community School District, thanking the Library for a Novi Public Library Gift Bag and a Friends of the Library Gift Certificate, which were donated as raffle prizes at this year's Novi Meadows Fun Fest.

**6. Presentation**

**a. Summer Reading 2011: Margi Karp-Opperer, Assistant Director of Public Services**

The Summer Reading program is for all ages as it stimulates, educates and enhances reading skills.

Youth: One World, Many Stories (4<sup>th</sup> grade and below) can read independently, be read to, or read to others.

Teens: You Are Here

Adults: Novel Destinations: read or listen to three books.

- You can register either at the Library or on-line.
- Incentives and programs offered for all age groups.

The Library, in conjunction with Novi Parks & Rec Department, is offering Sizzling Summers on Tuesday mornings throughout the summer. Events will be held at the Fuerst Park (if inclement weather, events will be held at the Library).

**7. Public Comment**

There was no public comment.

**8. President's Report**

**a. Library Goals 2010-2011**

- The Library building celebrated its first birthday, June 1, 2011.
- Promotion of convenience services:
  - Book Drop
  - Drive-up
  - After-hour lockers
- Museum Adventure Pass (all year) and Park & Read (summer)
  - Day pass for State Parks
  - No overnight stays allowed
- The Library is offering tote bags (lime green) for sale at the cost of \$2.

- The Library is also offering Summer Reading T-shirts for sale at the cost of \$5 each. They are sold at the Sizzling Summers Tuesdays at the Library.

Laura Casey questioned if the Board was going to revisit their goals and if a brain-storming session will be scheduled? This will be addressed with the Director upon her return.

**b. Post Construction Update:** Mary Ellen Mulcrone, Assistant Director of Building Operations.

Most items that were listed are under control. A few items still being worked on:

- Doors
- Pavement and concrete: Dailey Company working to move forward
- Parking lot repair is being discussed
- Subcontractor to place holes in the bio-swale allowing for better drainage.
- Ditch to be graded and hydro-seeded in front of Library.

Trustee Verma questioned if the bond had been returned to the general contractor. Response: The engineer was part of the walkthrough and created the list. They have also attended the Building Authority meetings. Trustee Verma stated the need for the engineers to come back to have them approve the repairs made to the building. Mary Ellen Mulcrone will contact the contractors to have them return to sign off on the repairs. Trustee Kilgore questioned if the final punch list sign off is a Building Authority jurisdiction or the Library's? The Building Authority is ultimately responsible.

Item #11: Do we need to hire an electrician to relocate the light switch? The cost would be on the Library, but worth investigating the cost. Julie Farkas is to investigate and come back to the Board, if needed, for approval.

**c. Letter from Elizabeth M. Kudla, Secret Wardle: Post Construction Services Issues – Front Lobby Heating Issue**

An issue that is still outstanding is the heating of the lobby. It is believed to be fixed, but it cannot be tested until the weather gets colder. A letter from Secret Wardle indicating that the warranty be extended until it can be certain repairs have been made was sent to BEI Associates, Inc, The Dailey Company and Long Mechanical. There was a verbal agreement, but waiting for a written confirmation to the extension of the warranty.

**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 – May 31, 2011**

The Balance Sheet for period ending May 31, 2011 indicates a Total Liabilities and Fund Balance of \$2,967,392.

The Library's Net of Revenues and Expenditures for the period ending May 31, 2011 shows a balance of \$285,633. With 11 months into the budget year, the Library has utilized 73.59% of the budget.

The Walker Fund Balance Sheet for the period ending May 31, 2011 shows the Total Liabilities and Fund Balance of \$1,440,527, and a Net of Revenues and Expenditures of \$36,476.

The Library's Investment Sheet for the period ending May 31, 2011 shows the Total Investment amount for the 268 Library Fund at \$2,947,251.

The Library's Investment Sheet for the period ending May 31, 2011 shows the Total Investment amount for the 269 Walker Library Fund at \$1,440,527.

The Library's Investment Sheet for the period ending May 31, 2011 shows the Total Investment amount for the Total Library (268) and Total Walker (269) at \$4,387,778.

May was the largest expenditure with 13% of the budget used.

The month found a high building maintenance expenditure (\$8,100) due to carpet cleaning, window washing, and various mechanical service fees.

The Board authorized funds for tables in the copier areas, but has not seen the payment. The funds should be expensed prior to the end of the fiscal year.

The Finance Committee is to investigate the investment of Library funds with the City Finance Director. Look at investment guidelines; short-term and long-term investing, investment policy, etc.

With 11 months past, and if spending stays they way it has, the Library is not expected to utilize the fund balance. Kudos to Julie and the staff if they don't use the fund balance allocation.

**c. Library Café revenue report 2010-2011**

The May revenue check from the café was not received. The Café has exceeded the minimum expectations and has lived up to their agreement.

**10. Director's Report**

**a. Public Services and Building Operations Reports**

**i. Public Service Report**

- Girl Scout Leader's Meeting – appreciated resources provided by the Library for leaders and scouts
- 58- 6<sup>th</sup> graders – pilot program; Breakfast and a tour of the Library were provided; informed of Homework Help – only accessible to Novi Residents with Library cards.
- College Planning – 7<sup>th</sup> graders and older; provided an avenue to pursue college admissions
- College Planning – The Hantz Group discussed funding college.
- Great Parents/Great Starts

**ii. Building Operations Reports**

- Met with Great Oaks Landscaping, City landscaper, BEI, and the contractor for Dailey and discussed the plants that need to be replaced and the watering schedule.
- Group Study Rooms have had heavy-duty wallpaper installed.
- Car Charging Stations – page 42 of June Library Board packet. Installation is scheduled for the second week of July, 2011. The reimbursement of funds to the Library for unit usage are still being finalized.

- Detroit Institute of Arts' Inside/Out Program will be at the Library again this year with artwork located on the patio. Other area locations this year to hold the artwork project are the Civic Center and Fuerst Park with 80 throughout metropolitan Detroit.
- This is the second year for the Novi Newbies project. Joining the sponsors are the Novi Rotary and Providence Hospital. On average, 20 new Novi residents are born at Providence Hospital who receives this special gift.
- Novi Library is #1 in OverDrive statistics in The Library Network.
- Performance Reviews are being completed with goals for 2011-12 being worked on next month.

Accomplishments for 2010-11:

- OverDrive
- Community Read
- 50<sup>th</sup> Anniversary of Novi Public Library, along with the Friends 50<sup>th</sup> Anniversary
- Book It! Fundraising which raised over \$10,000
- Self-checkouts increased by 50%
  - The March and April entry to NPL (gate) numbers were incorrect with actual numbers at:
    - March - 1041
    - April - 1003
  - June 2010 numbers are still on the record as a comparison of when the Library opened its doors.

A request to have the numbers of entries to the Library for 2010-11 and 2011-12 fiscal years run side-by-side to show the overall growth of the Library.

A suggestion to move the second floor self checkout station that is not receiving high usage to another location where it will be used more frequently. Mary Ellen Mulcrone said that relocating it to the first floor has been discussed.

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

At the Friends Annual Meeting, a new Board was approved:

Patrick Brunett – President  
 Vicky McLean – Vice President  
 Marilyn Amberger – Secretary  
 Robert Cutler – Treasurer  
 Carol Bauer – Member at Large  
 Barbara Brunett – Member at Large  
 Carol Hoffman – Member at Large  
 Jim McLean – Member at Large  
 Claire Ronk – Member at Large

This year's Friends scholarship winner is Travis Vincent, who was awarded \$2,000 for future studies.

The Friends held their annual Book Author Luncheon at Fox Hills Country Club on May 23, with guest speaker, Jeffrey Zaslow, to a sold out crowd.

The Friends again this year sponsored the Summer Reading Program and the Novi Newbies. At their annual meeting, they approved the Library's Wish List. Trustee

Margolis stated that the Board was very much appreciative of the funds that the Friends provide to supplement the Library's requests.

## **12. Historical Commission Report**

Meeting report located in the June 2011 Library Board Packet, page 50.

- The Obelisk was placed in its spot on Eight Mile this month. Brick pavers are to be installed and a bench is to be placed at the site.
- The Heritage Festival is to be held on June 18, from 10 a.m. – 3 p.m. with lots of activities provided for families to enjoy. The Friends and Library staff are to be in attendance.

## **13. Student Representatives Report**

Torry Yu has been selected as the Library's newest Student Representative. Nishant Kakar will continue his role as a Student Representative for the Library.

## **14. Committee Reports**

### **a. Policy Committee**

#### **i. Car Chargers – Introduction of policy Language adopted by City Council**

The City has imposed a \$3 charge fee for the car charger stations located at the Novi Public Library and at the Novi Police Department. Electricity is to be supplied by the Library. Of the \$3 charge, \$2.27 will be deposited to the City's account. It is still being discussed as to the amount that will be provided the Library for the electrical usage.

A motion was made to adopt the resolution endorsing the City's adoption of their \$3 initial fee for the charging station.

1<sup>st</sup> – David Margolis

2<sup>nd</sup> – Laura Casey

The motion passed unanimously.

### **b. HR Committee**

i. The second draft of the Employee Handbook was provided to the Library Board for review and approval. Trustee Sturing questioned why there were still full time employees working 7.5 hours per day. He was under the impression that all full time employees were on an 8 hour per day schedule. The Trustees were informed that we do have non-exempt full time employees who are on a 7.5 per hour a day schedule. The Employee Handbook will go back to Committee and will be brought back at a future Board meeting for discussion and approval.

#### **ii. Health Care Insurance – No report**

#### **iii. Library Director Annual Review – July 2011**

The Director's annual review will be held following the July Regular Board Meeting. It will be at the Director's discretion if she would like it to be a public meeting or in executive session.

### **c. Finance Committee**

#### **i. Capital Replacement Schedule**

Coming out of the budgetary process, two years of budgets are created; first year is official, the second year is unofficial – a game plan to look ahead.

A meeting was held asking for staff input as to what future costs for items that might require replacement, that are no longer under warranty, but have not received the information to share with the committee. This is a work in progress.

ii. **Fund Balance Requirements**

Preliminary conversations with the City regarding whether the Library would like to use the sinking fund concept – fund balance would be restricted vs. non-restricted. Restricted would be for those capital expenditures, i.e. a new roof, HVAC, etc. Determine the needs before the restriction of funds.

Trustee Kilgore questioned how low would the Board would be willing to take the Fund Balance to?

d. **Fundraising Committee**

There has not been a meeting of the Fundraising Committee.

**15. Public Comment**

There was no public comment.

Due to technical difficulties with the sound quality of the Board meetings, past meetings have not been placed on the Library's website for viewing.

Trustee Sturing commented on how much the Board appreciates the Novi Public Library. Throughout the country there is a similar message of libraries lessening services due to budget issues. The Board can make good decisions based on the comprehensive and accurate information provided by the staff - the staff makes the Board look good with the decisions that the Board makes.

**16. Adjourn**

A motion was made to adjourn the meeting at 8:34 p.m.

1<sup>st</sup> – Willy Mena

2<sup>nd</sup> – Laura Casey

The motion passed unanimously.



---

Mark Sturing, Secretary

July 20, 2011

---

Date