



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
December 17, 2014**

1. Call to Order and Roll Call

Library Board

David Margolis, President
John Lesko, Vice President
Larry Czekaj, Treasurer
Ramesh Verma, Secretary
Craig Messerknecht, Board Member
Mark Sturing, Board Member

Student Representatives

Ruchira Ankireddygari (departed at 7:07 p.m.)
Ziyang Huang (departed at 7:07 p.m.)

Library Staff

Julie Farkas, Director
Mary Ellen Mulcrone, Assistant Director, Building Operations
Marcia Dominick, Administrative Assistant

Guests

Carl Johnson, Director of Finance, City of Novi
Debra Peck, Assistant Treasurer, City of Novi

The meeting was held at the Novi Civic Center Council Chambers, 45175 W. Ten Mile Road, Novi, Michigan, 48375, and was called to order by David Margolis, President at 7:00 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Approval and Overview of Agenda

A request was made to switch Item 8, **Student Representatives Report** to Item 6, and Item 6, **Presentation** to Item 8 on the agenda. Also, move Item 11B **Reference Service**

Observation by Melissa McLachlin, Wayne State MLIS student to Item 9B **President's Report**.

A motion was made to approve the Approval and Overview of the Agenda as amended.

1st – Mark Sturing
2nd – John Lesko

The motion was approved unanimously.

4. Consent Agenda

A. Approval of Claims and Warrants L525

A motion was made to approve the Claims and Warrants L525 as presented.

1st – Larry Czekaj
2nd – Mark Sturing

The motion was passed unanimously.

B. Approval of Regular Meeting Minutes – November 19, 2014.

A motion was made to approve the Regular Meeting Minutes of November 19, 2014 as presented.

1st – Larry Czekaj
2nd – Mark Sturing

The motion was passed unanimously.

5. Correspondence

There was no correspondence.

6. Student Representatives Report

The Student Representatives Report is provided on page 11 of the December 17, 2014 Library Board packet. Highlights include:

- Programs:
 - Teen Cultural Celebration – 15 attended
 - WOW Scholarship Writing Workshop – 18 attended
 - Catching Fire movie – 12 attended
 - Dollars for College - 8 attended
 - Manga Club – 4 attended
 - Teen Advisory Board (TAB) – 22 attended
 - Teen Iron Chef – 27 attended

Upcoming Programs/Events for TAB: Provided by Cindy (Secretary) and Yong (VP):

- Towel Hat Project - collect beach towels to be made into hats for chemotherapy patients and the elderly; a committee has been created to collect the towels and promote the program.
- Book Club with Northville students and Novi TAB members.
- Soap for Hope program – collect hygiene products for shelters and the homeless.
- Photo collage – promoting diversity through a collection of photos

There were 13 Teen Space sessions with an average of 48 attendees each session for a total of 628 participants.

At the December Teen Advisory Board Meeting, the teens started using Robert's Rule of Order as their guide for conducting meetings.

7. Public Comment

There was no public comment.

8. Presentation

A. Financial Update – Carl Johnson and Deb Peck, City of Novi

Carl Johnson, Director of Finance for the City of Novi, and Deb Peck, Assistant Treasurer for the City of Novi were invited to attend the December 17, 2014 Library Board meeting to provide a walkthrough of the Library's financial reports and to answer questions from the Library Board.

Mr. Johnson explained the process from the time invoices arrive, when payments are made, and when invoices are posted to the general ledger. Invoices are posted to the general ledger by the date listed on the invoice, not the date the invoice is processed. Invoices are paid when they are received by the Warrant List. With a government system, there is not a hard close at the end of each month.

The Library Board received a report that the Library's 2014-2015 budget had been amended, but the Library Board hadn't made any changes to their budget since the time that it was initially approved. The Library Board questioned at whose authority were the amendments made? Looking at the November 30, 2014 period ending of the Revenue and Expenditure Report, the total revenue didn't change even with the additional details provided regarding the property taxes revenue. However, under the expenditure portion of the Library Fund 268, the Library Board originally approved a total expenditure of \$3,056,200, but there is now an Amended Budget line which indicates a reduction of \$65,662, which now reduces the Net of Revenues and Expenditures from -\$490,000 to -\$414,338. There are two Capital Outlay items no longer listed – the Building/Plumbing (\$24,550) line, and the Phone upgrade (\$15,000) line and the Library Board questioned at whose authority were they removed. Mr. Johnson stated that he adjusted the Pension lines, but the Capital Outlay amendments would have had to be requested to be removed,

which he will investigate where the request came from and the back-up documentations.

The Quarterly Investment Report is presently being provided by a third party, but the City of Novi is anticipating taking over the reporting of the document.

Mr. Johnson informed the Library Board that he intends to bring to the City Council a plan for long-term investing providing better returns on investments, and the Library will be involved in the proposed policy change.

The City of Novi has provided access to the Library's administration to view and print the Library's Revenue and Expenditure Reports in various detailed formats, and Balance Sheet.

The City of Novi Employer Contribution Details for Fiscal Year Beginning July 1, 2015 indicates that Division 12 – Library Employees- shows that there is a zero balance due for Total Required Employer Contributions as the Library Board had fully funded this account.

The Library Board and Director Farkas thanked Carl Johnson and Deb Peck for attending the meeting and answering their questions, and thanked their team for all the assistance they provide.

9. President's Report

A. 2014-2015 Achievement of Goals Update (December 2014)

The Novi Public Library 2014/2015 Goals for reporting December 2014 can be found on pages 12-15 of the December 17, 2014 Library Board packet.

Highlights for the monthly goals are:

- Goal #1: Balance the needs of the community with fiscal responsibility and reduce the deficit spending.
 - Strategy – Maintain communication with Read a Latte Café
 - Tactic – Meet with owner as needed regarding patron comments, suggestions, etc.
 - Director met with owner on December 5, 2014 and will meet monthly on first Fridays.
 - As of date of meeting, no payments were received for July and August 2014.
 - Strategy – Provide appropriate staffing for best customer service.
 - Tactic – Provide opportunities for staff training.
 - Staff In-service was held on November 21, 2014.
- Goal#2: Develop a fiscal plan for 2015/2016 to reduce the projected fund balance usage of \$468,575 by approximately 20%.
 - Strategy – Seek funding through grants.
 - Tactic – Investigate opportunity for 3-D printer grant funding.

- Partnered with Catholic Central High School and submitted grant proposal.
 - Goal # 4: Provide quality services, collections, programs and technology with an emphasis on the aging population.
 - Strategy – Engage the Older Adult community in Library programs and services.
 - Tactic – Expand info in Meadowbrook Commons through newsletter, dining hall, flyers, door-to-door, kiosks, etc.
 - Updated Flickr slides on plasma screens at Meadowbrook Activity Center.
 - Tactic – Engage local Older Adult talent for displays, arts, crafts, collections, etc.
 - Currently have an older adult volunteering to lead a chess program (Sept-Oct/Jan-April)
 - Strategy – Increase/implement programming opportunities for each patron group.
 - Tactic – Provide cultural programs (music, authors, poetry, festivals) from around the world.
 - Chose dates for International Fair and confirmed participation with volunteer presenters.
 - Tactic – Institute a cultural advisory board to gain program, resource, services and technology feedback.
 - Securing a LIS practicum student from Wayne State University during spring/summer semester to assist with digital preservation project as part of the Cultural Advisory Board.
 - Strategy - Maintain current collections and services.
 - Tactic – Investigate and add new collections/pathfinders based on interests and needs of patrons.
 - A draft of the baby/toddler literacy page for the website is being reviewed by the web team.
- Goal#6: Promote the Library in Novi's residential and business communities; promote Library services to non-library users balancing existing resources whenever possible.
 - Strategy – Increase awareness of services, collections, programs and technology.
 - Tactic – Ensure a social media presence that best suits NPL, investigating new options/technologies to meet our community needs, including Facebook, twitter, videos, podcasts.
 - 2014 Community Reads presentation available on website via YouTube.
 - Tactic – Develop and promote information on OverDrive and downloadable resources.
 - Library hosted The Library Network Overdrive Policy Committee on November 14, 2014 with guest speaker

Monique Sanchez who answered questions regarding Odilo services.

- Goal#7: Utilize efficient fundraising opportunities for our community to continue to support the growth of the Library's services, collections, programs and technology.
 - Strategy – Review past fundraising and plan future fundraising.
 - Tactic – Implement digital coupon campaign.
 - myCouponGenie launched to community on December 5, 2014.

B. Reference Service Observation by Melissa McLachlin, Wayne State MLIS student

Melissa McLachlin, a MLIS student from Wayne State University, observed the Novi Public Library for a class assignment, but the report she provided didn't disclose the actual library. The library was named TPL to retain anonymity. The study was conducted over several hours as the student observed the reference staff in the interactions with patrons. The report provides a history of the library, a layout of the structure and its usage based on floors (main, second), specific users of said library, and staff approachability. The conclusion of the report indicates that the Novi Public Library received very high marks – met or exceeded expectations. "TPL is a busy library located in a diverse and growing community; they have risen to meet this community's needs by providing a larger library, full of diverse materials and programs as well as having a welcoming staff to ensure a positive experience for the patron."

Full report can be found on pages 50-57 of the December 17, 2014 Library Board packet.

President Margolis commented on how well it speaks to everything our Library reinforces of our customer service philosophy. The Library Board appreciates the staff and how the report speaks highly of our staff and the service provided to the community.

10. Treasurer's Report

A. Library Budget 2014-2015

The 2014-2015 Budget dated March 19, 2014 is included in the December 17, 2014 Library Board packet on pages 16-18.

B. Library Budget Update as of December 17, 2014

An updated version dated December 17, 2014 of the 2014-2015 Library Budget is provided on pages 19-21 of the December 17, 2014 Library Board packet. The updated budget shows the 2013-2014 Audited, 2014-2015 Approved, and the 2015-2016 Projected budgets.

C. Employer Contribution Details Fiscal Year Beginning January 2015

The City of Novi Employer Contribution Details for Fiscal Year Beginning July 1, 2015 indicates that Division 12 – Library Employees - shows there is a zero balance due for Total Required Employer Contributions as the Library Board had fully funded this

account. Report provided on page 22 of the December 17, 2014 Library Board packet.

D. Memorandum from Sabrina Lilla re: Library Board Financial Committee Questions, December 11, 2014

Sabrina Lilla, Senior Financial Analyst from the City of Novi, provided answers to questions raised by the Library Board prior to the December 17 meeting. Memorandum is located on page 23 of the December 17, 2014 Library Board packet.

E. Library Revenues and Expenditures Report as of November 20, 2014 with notations

The Revenue and Expenditure Report for period ending November 30, 2014 (printed November 20, 2014) provides amendment notations. This report can be found on pages 24-26 of the December 17, 2014 Library Board packet.

F. Library Financials and Contributed Fund (November 30, 2014 (extracted 12/11/2014))

The Financials and Contributed Fund Reports ending November 30, 2014 are located on pages 27-31 of the December 17, 2014 Library Board packet. The Contributed Fund indicates the change requested from the use of multiple accounts to reducing it to five major accounts.

G. Monthly Financial Overview (extracted 12/11/2014)

The Revenue and Expenditure Report for period ending November 30, 2014 is provided on pages 32-34 showing a month-by-month report for the fiscal year to date.

For the last six months, our revenues are ahead of plan, and our expenses are tracking as would be expected for the last six month period.

H. Balance Sheet – November 30, 2014

The Balance Sheet ending November 30, 2014 is located on pages 35-36 of the December 17, 2014 Library Board packet.

I. Quarterly Investment Report as of September 30, 2014

The Quarterly Investment Report for period ending September 30, 2014 is located on pages 37-41 of the December 17, 2014 Library Board packet.

11. Director's Report

The Director's Report is provided on pages 42-69 of the December 17, 2014 Library Board packet.

- o On November 18, 2014 the Library hosted the 5th Annual Community Read with close to 200 in attendance. This year's book, *We Are All Completely Beside Ourselves*, by Karen Joy Fowler, saw 845 checkouts of the book between August – November. Community Read is a great partnership with four other area libraries. A new book will be chosen in January for the 2015 Community Read.
- o On December 5, 2014, the newest fundraising opportunity was launched to the community – myCouponGenie. This is a digital coupon downloaded with an app at no cost to the customer/patron. The goal is to host 200 local businesses for 2015, and so far has been met with good reception. myCouponGenie has

been well publicized in various formats, is listed on print receipts at check-out, and a one-time email blast to all Library cardholders will go out in January.

- o Another fundraiser is the I Love My Country statue initiated by Hugh and Kathy Crawford in celebration of their 50th wedding anniversary. They selected the statue and requested all gifts be donated to the Library to purchase the statue. The statue is anticipated to be placed in the flowerbeds on the Library's patio this spring or when all funds are collected to purchase the statue. The Library has collected just over \$10,000 towards its purchase. This month the Kerr Company made a \$1,000 donation and another \$1,000 was received by an individual.

A. Annual Report 2013-2014

The Novi Public Library's 2013-2014 Annual Report has been created and a mailing has gone out to a select group of Library patrons. The Annual Report can be viewed on the Library's website and copies are available in the Library. Christina Salvatore, Communications Coordinator, did a beautiful job in compiling the information and creating the report. The report was an in-house publication.

It was requested to have the Annual Report looped on the Library's monitors.

B. Reference Service Observation by Melissa McLachlin, Wayne State MLIS student.

This report was provided under the President's Report, Item 9B.

C. Public Services Report and Calendar of Events

The Public Services Report and Calendar of Events are provided by Assistant Director Margi Karp-Opperer and are located on pages 58-59 of the December 17, 2014 Library Board packet.

D. Building Operations Report

The Building Operations Report is provided by Assistant Director Mary Ellen Mulcrone and is located on page 60 of the December 17, 2014 Library Board packet.

The Air Curtain has been repaired and is functioning as expected. There was a repair to the sensor to the door operation and a new thermostat was installed. A cage will be installed to cover the thermostat. Mary Ellen Mulcrone is to inform the Board as to the life of the warranty on the Air Curtain. The Library hasn't received an invoice for the Air Curtain to date.

History: The Library purchased an air curtain which was installed in the vestibule of the Library between the two sets of double doors in October 2014. The air curtain is used to assist with preventing cold air from entering the lobby of the Library by blowing warm air in a downward motion. It worked for a short period of time and then stopped.

The cleaning of the inside and outside of the Library's windows was performed on Friday, November 21, 2014 during the Library's In-service as to not disrupt the patrons. The Board commented positively on the scheduling of this service.

A Board member inquired about the holiday tree located in the Library's lobby. The tree is a pre-lit tree that is put up for Light Up The Night and is taken down after the first of the year. The decorations this year were donated by community members and patrons. The Library has on display other cultures, i.e. Menorah, Kwanza, etc.

E. Library Usage Statistics – November 30, 2014

The November 2014 statistics are located on pages 61-69 of the December 17, 2014 Library Board packet.

F. Friends of the Novi Library

There was no report provided.

G. Novi Historical Commission – September/October 2014

There was no report provided.

12. Committee Reports

A. Policy Committee (Lesko, Messerknecht – chair)

There was no report provided.

B. HR Committee (Lesko, Verma – chair)

There was no report provided.

C. Finance Committee (Margolis, Sturing, Czekaj– chair)

There was no report provided.

D. Fundraising Committee (Lesko, Sturing– chair)

There was no report provided.

E. Strategic Planning Committee (Messerknecht, Sturing– chair)

There was no report provided.

F. Building/Landscape Committee (Margolis, Messerknecht, Czekaj – chair)

There was no report provided.

13. Public Comment

There was no public comment.

14. Matters for Board Discussion

There are no items for Board Discussion.

15. Matters for Board Action

A. Accept updated version of the Library Board budget 2014-2015 for reporting purposes.

President Margolis requested this item be deferred until the January 21, 2015 Library Board meeting.

A reduction in the budget by 20% will be brought to the Library Board for the 2015-2016 fiscal year by Director Farkas who is working toward this goal.

16. Adjourn

A motion was made to adjourn the meeting at 8:36 p.m.

1st – Larry Czeka

2nd – John Lesko

The motion was passed unanimously.



January 21, 2015

Ramesh Verma, Secretary

Date