



**CITY OF NOVI LIBRARY BOARD
MINUTES, VIRTUAL MEETING
October 22, 2020**

1. Call to Order

The meeting was held virtually with assistance from the City of Novi. The meeting was called to order by Melissa Agosta, President, at 7:00 p.m.

President Agosta restated Vice President Dooley's housekeeping rules. Respectfully asking all Trustee's mute until it is their time to speak, stressing that when one person is speaking this allows their voice to be heard fully without any interruptions. Also, trustees should please raise their hand if they would like to speak next. During voting, trustees please verbally say yes and raise their hand for visual confirmation. Additionally, President Agosta requested that Trustee's please turn off their camera if they need to leave the virtual meeting and turn it back on when they return.

2. Roll Call by Secretary, Torry Yu

Library Board

Melissa Agosta, President
Kat Dooley, Vice President
Bill Lawler, Board Member
Craig Messerknecht, Board Member
Tara Michener, Board Member
Geoffrey Wood, Treasurer
Torry Yu, Secretary

Student Representatives

Sarah Chang (left virtual meeting at 7:11 pm)
Tarun Tangirala (left virtual meeting at 7:11 pm)

Library Staff

Julie Farkas, Director
Barbara Cook, Bookkeeper

3. Pledge of Allegiance

The Pledge of Allegiance was recited.

4. Approval and Overview of Agenda

Changes to the Agenda:

Trustee Dooley noted that the agenda under 13. Committee Reports items B. lists Marcia Dominick as a staff liaison for the HR Committee. Director Farkas will correct this. A motion was made to approve the Overview of the Agenda as amended.

1st – Torry Yu

2nd – Kat Dooley

The motion passed unanimously.

5. Consent Agenda

A. Approval of Regular Meeting Minutes –September 24, 2020

A motion was made to approve the regular meeting minutes.

1st – Geoffrey Wood

2nd – Tara Michener

The motion passed unanimously.

B. Approval of Claims and Warrants – Warrant 595 - 268 and 269 accounts

A motion was made to approve Claims and Warrant 595 for accounts 268 and 269.

1st – Kat Dooley

2nd – Craig Messerknecht

The motion passed unanimously.

6. Correspondence

A. October 5th: Email from Karren Reish, Library of Michigan, Re: continuing education stipend.

- Novi Library received \$296.31 for staff continuing education.
- Staff took part in the Equity in Action: Building Diverse Collections virtual workshop. Trustee Michener asked to invite a staff member that attended the workshop to a DEI Meeting to provide information about the workshop. Director Farkas mentioned that librarians that attend workshops provide written updates.

B. October 6th: Thank you email from Michelle Rudy, ECEC, Re: Miss Emily's virtual story time.

- A photo of Miss Emily's virtual story time is on page 24.

7. Presentation/Special Guest

N/A

8. Student Representatives Report

A. The Student Representatives report for September 2020 can be found on pages 25-26 of the October 22, 2020 Board packet.

9. Executive Session

N/A

10. President's Report (Melissa Agosta, President)

- A. 2019-2022 Strategic Objectives (3 year plan)**
 - Strategic Objectives are on page 27
- B. 2019-2020 Goals Update (July, October, January, April)**
 - Goals Update will be included in a future meeting

11. Treasurer's Report (Geoffrey Wood)

Trustee Wood presented the Treasurer's Report.

A. 2020-2021 Library Budget Fund 268

The 2020-2021 Library Fund 268 Budget can be found on pages 29-31 of the October 22, 2020 Library Board packet.

- The 2020-2021 Library Fund 268 budget (COVID column) calls for revenue of \$3,124,300 and expenditures of \$3,221,824 consuming \$97,524 of the fund balance.

B. 2020-2021 Contributed Fund Budget 269

The 2020-2021 Contributed Fund 269 Budget can be found on page 32 of the October 22, 2020 Library Board packet.

- The 2020-2021 Contributed Fund 269 budget (COVID column) calls for revenue of \$46,500 with expenditures of \$51,050 consuming \$4,550 of the fund balance.

C. Financial Report October 2020

The October Report summarizing September financial activity is on page 33.

D. Library Fund 268 Expenditure & Revenue Report (ending September 30, 2020)

The Library Fund 268 Revenue and Expenditure Report can be found on pages 34-36 of the October 22, 2020 Library Board packet.

- Revenue ending September 30, 2020 was \$130,184
- Expenditures ending September 30, 2020 was \$676,061.

E. Contributed Fund 269 Expenditure & Revenue Report (ending September 30, 2020)

The Contributed Fund 269 Revenue and Expenditure Report can be found on page 37 of the October 22, 2020 Library Board packet.

- Revenue ending September 30, 2020 was \$2,184.
- Expenditures ending September 30, 2020 was \$4,674.

F. Balance Sheet for Fund 268 (as of September 30, 2020)

The Balance Sheet for Fund 268 as of September 30, 2020 can be found on page 38 of the October 22, 2020 Library Board packet.

- Ending Fund Balance for Fund 268 as of September 30, 2020 was \$1,728,120.

G. Balance Sheet for Fund 269 (as of September 30, 2020)

The Balance Sheet for Fund 269 as of September 30, 2020 can be found on page 39 of the October 22, 2020 Library Board packet.

- Ending Fund Balance for Fund 269 as of September 30, 2020 was \$1,704,488.

12. Director's Report

The Director's Report can be found on pages 40-62 of the October 22, 2020 Library Board packet.

Staff members celebrating anniversaries in November are:

- Kirsten Malzahn – Information Services – 3 years
- Katie Iversen – Information Services– 3 years
- Lisa Rinkel – Support Services – 4 years
- Julie Farkas- Director – 13 years
- Bill Bembeneck – Facilities – 20 years
- Betty Lang – Information Services – 32 years

Directors Report Summary

- On page 40 at the top is a photo of a flower arrangement a guest dropped off for the Library staff to enjoy. Director Farkas commented it is nice for the staff to feel appreciated. At the bottom of page 40 is the announcement of Steven K. Bowers as the next TLN Executive Director. Director Farkas has reached out to Steven K. Bowers to set up a future meeting.
- On page 41 at the top is an explanation of the new state aid rates for FY 2021. There is an extra \$1 million that is being distributed to state libraries this year. At the bottom of the page is an email from Director Farkas to the Library Board announcing that the new expected completed construction date for lakeshore park kiosk installation is for the end of November. This revised construction date is well into the winter months and a new suggested release date for the kiosk is for the last week of April or the first week of May 2021. Director Farkas consulted with the Building Committee on revising the launch date for the kiosk.
- Trustee Michener suggested the Board wear their new lending Library T-Shirts at the next Board meeting in November.
- On pages 43-45 is the press release from Michigan Department of Health and Human Services providing information on the Michigan Occupational Safety and Health

Administration - MIOSHA emergency rules to clarify requirements for employers to control, prevent and mitigate the spread of infection.

- On pages 46-47 is an explanation on how the Novi Library is complying with MIOSHA requirements. Red checkmarks on the document indicate compliance.
- On page 48 is information about the Open Meetings Act allowing virtual meetings to continue through the end of the year. Library Board Meetings will continue to be virtual each month.
- On page 49 are NPL programs shared via Peachjar through the Novi Community School District.
- On page 50 is a programming event titled Sharing the Memories of the Kent State Massacre, leading into the Author Event on Kent State; Four Dead in Ohio on November 12th.
- On page 51 are more programs/events offered at the Novi Public Library.
- On page 52 is an article from Novi Today featuring the iCube and it opening for private appointments.
- On page 53-59 is the October eNewsletter with a note from the Director that the Library staff is listening to the Community and looks forward to opportunity to continue to serve the community.
- On page 60 and 61 is an extra October eNewsletter blast featuring additional information.
- On page 62 is a flyer for the Equity and Engagement Community Listening Session which will be held virtually on Tuesday, October 27th from 7-8:30pm. Director Farkas encourages the Trustees to attend and listen. This session is being held to obtain information about our Black community and how the Library can do better. Trustee Michener mentioned that Gail Anderson put the flyer together and it is greatly appreciated.

A. Information Technology Report

The Information Technology Report, provided by Barb Rutkowski, can be found on page 63 of the October 22, 2020 Library Board packet. iCube is open in October for individual appointments.

B. Facilities Report

The Facilities Report, provided by Keith Perfect, can be found at the bottom of page 63 of the October 22, 2020 Library Board packet. The Library passed the Fire Inspection. Also, there was a comment received about how clean the building is.

C. Information Services Report

The Information Services Report is found on pages 64-66, prepared by April Stevenson. On page 65 are photos of the grab and go kits and the youth COVID picture book display and on page 66 is a photo of the election and voting display.

D. Support Service Report

The Support Services report is found on pages 67-68, prepared by Maryann Zurmuehlen. On page 67 is information about auto renewals. If there are no holds on borrowed materials they will be automatically renewed for a guest. This automatic renewal process provides above and beyond services to the Novi Community. Thank you to Maryann and the team. Additionally, items checked out are 57,383 and increasing again.

E. COVID-19 Usage Statistics

The COVID-19 usage statistics update is included on pages 69-70. On page 69 are capacity levels and they are trending between 300-400 guests, about 1/3 of guests prior to COVID. There has been no need to deploy the timers.

F. Library Usage Statistics

The Library Usage Statistics report can be found on pages 71-79.

G. Bits & Pieces –N/A

H. Friends of Novi Library-Vera Bradley Fundraiser, FOML newsletter featuring articles by Sue Johnson, President

- On page 80 is the Friends of Michigan Libraries Bulletin. This fall Friends celebrates 60 years - a huge shout out and thank you to the Friends!! On page 81 is a flyer for the Friends of Novi Library, Vera Bradley Fundraiser at Twelve Oaks Mall this Saturday, October 24th, from 11am-6pm. With a \$5 cash donation a coupon for \$20 off a \$75 purchase will be given. Also, there will be an upcoming drawing for a Vera Bradley gift. For November the Friends are planning a Holiday Craft Sale as a fundraiser. Trustee Michener inquired about accepting donations for those unable to attend the Vera Bradley event. Director Farkas commented yes the Friends will accept donations.

I. City of Novi Historical Commission – Information pertaining to the COVID project

On page 82 and 83 is information about the Historical Commission project. An email was sent to members in an effort generate COVID stories for a project.

Question/Answer/Comment Section

Director Farkas asked that book donations being dropped off are no older than 5 years as the volume of materials has been heavy. Also, the library does not take textbooks, encyclopedias and magazines. If inclement weather is scheduled for the drop off day please do not leave books because the donation box will not be outside.

President Agosta commented to mark your calendars because the November and December meetings fall on a Wednesday instead of Thursday.

Trustee Yu commented that the library offers hotspots to the community. Director Farkas commented that the library is purchasing more hotspots. Keep in mind when traveling, hotspots could experience dead zones. Trustee Yu discussed the improvements in Lakeshore Park and commented it is looking really nice. Also, he noted that the canopy for the kiosk is rather large. Director Farkas said yes the space is needed to be ADA compliant and to be able to access the machine. Director Farkas will get clarification for Trustee Yu on the drive up return slot and if it will be open or closed on Election Day. (Update: the drive up slot will be closed and the return slots inside the building will be open) The staff will be available at the circulation desk to grab holds for the guests. Voters will be lined up outside of the Library building should we experience longer lines on Election Day.

The Library Board Calendar is on pages 84 and 85.

13. Committee Reports

A. Policy Committee: Review current public policies for the Library

(Michener-Chair, Agosta, Staff Liaison- Julie Farkas)

- Staff Committee consists of: Julie Farkas, Barb Rutkowski, Maryann Zurmuehlen, Betty Lang, Keith Perfect, Dana Brataniec and Hillary Hentschel.
- As of October 2, 2020, draft policy documents have been received by the attorney. They will be distributed to the staff committee for further review.
 - Trustee Michener added she is still in favor of the hate speech clause.

B. HR Committee: HR Policies, Director Review& Goals, Salary Study

(Agosta – Chair, Wood, Dooley, Staff Liaison – HR Manager – open position)

- Committee consists of: Julie Farkas, HR Manager (open position), Lindsay Gojcaj, and Kirsten Malzahn.
- HR Manager posting closed on September 8, 2020. 83 qualified applications were received for the position. Resumes are being reviewed and interview dates are being considered.
- We said good-bye to Marcia Dominick on Thursday, September 17, 2020. Marcia was a 20 year employee of NPL. She served as Administrative Assistant and her role encompassed both HR and Finance for a number of years.
- HR Policy staff review has been suspended until a new HR Manager is hired.
- 2nd interviews for a HR Manager are scheduled for: Monday, October 19, 2020.

C. Finance Committee: Financial plan based on building assessment review, Library endowment investigation

(Wood – Chair, Messerknecht, Lawler, Staff Liaison -Julie Farkas& Barbara Cook)

- Finance Committee is finalizing the dates for the upcoming Budget Session planning meetings. The 21/22 Budget will need to be approved at the January 28, 2021 meeting.
- See email from Kathy Webb regarding State Aid funds in Director's report.

D. Events/Marketing/Fundraising Committee: Outreach opportunities

(Yu– Chair, Michener, Dooley, Staff Liaison -Julie Farkas)

1. The Marketing Plan was approved at January 23, 2020 meeting.
2. Library/ Community Events attended by Library Board Members in the last month:
 - Trustee Yu mentioned that at the end of September, Trustee Yu, Michener and Dooley provided feedback to Director Farkas for the written introduction in the October eNewsletter.
 - Trustee Dooley attended the African American Cultural discussion group and the Novi Educational Foundation Octoberfest.

E. Strategic Planning Committee: Annual review of current plan

(Dooley – Chair, Yu, Staff Liaison – Julie Farkas)

- Library Board approved updates to the Strategic Plan 2019-2022 on September 24, 2020. A meeting was held on Monday, September 14, 2020.
- No updates

F. Building/Landscape Committee: Entrance project

(Messerknecht – Chair, Lawler, Wood, Staff Liaison – Julie Farkas)

- Lakeshore Lending Library Kiosk- Emergency meeting called by zoom on 10/8/20. Trustee Messerknecht and Lawler were present. See Director's report for more details. Project has been delayed until spring 2021. The City of Novi, staff, vendors and sponsoring partner has been notified.

- Library Van- Van wrap completed. Pursuing \$2,500 sponsorship opportunities at this time.
- Air Duct Cleaning RFP- Director Farkas will begin working on a RFP for an air duct cleaning of the full building. This was an approved budget item for 20/21. Keith Perfect is currently reviewing a document to add language specific to our building's needs. 1 revision of a bid document has been completed.
- Voting Day (November 3, 2020)- The Library will be CLOSED to the general public for access to the collections, however lockers, hold pick-up and phone assistance by staff will be available. Staff are required to work normal schedules. Café will be open. The whole meeting room will be used for the voting precinct.

G. Bylaw Committee: Review Library Board Bylaws

(Lawler – Chair, Agosta, Staff Liaison – Julie Farkas)

- Bylaw revisions were approved at the March 28, 2019 meeting.
- Committee met on October 5, 2020 at 5pm to discuss bylaw updates.
- The Committee is currently reviewing the City of Novi's Council Organization Rules and Order of Business for language considerations.
- Members of the Committee are signed up for a Bylaws Webinar that is scheduled for Friday, October 30, 2020 hosted by Library of Michigan.
- Update: Trustee Lawler commented that there have been many new things happening that have not been addressed in the by-law guidelines. Including the addition of a new committee. Additionally, a standard way to handle correspondence needs to be drafted. The committee members are attending a webinar next week. Expect an update at the next meeting and new proposals for by-law additions will be presented at a future meeting.

H. Equity and Inclusion Committee

(Michener – Chair, Dooley, Staff Liaison – Julie Farkas)

- The committee met on Tuesday, October 6, 2020 to further plan the Community Listening Session. Gail Anderson, Programming Coordinator, will serve as moderator for the event. The purpose of the event is for staff to hear from our community members on how to better serve them.
 - Gail Anderson and April Stevenson have been involved in meetings in the capacity of staff representation.
 - Trustee Michener encouraged Board members to attend the upcoming listening session.
- An email account was established DEINoviLibrary@novibrary.org for the purposes of receiving community feedback. There are 8 people (Board Committee members and staff that will monitor this email). Protocols for how the communications should be responded has not been defined as of yet. The committee will continue to flesh this out. This email address will be added to the library's website and will also be included on a new DEI page being created once a new website design has been completed.
- A Community Listening Session is scheduled for Tuesday, October 27th at 7:00pm. See the flyer included in the packet. All Board Members are asked to sign up for the Zoom event in order to hear from our Novi Community. Trustee Michener and Dooley, along with Director Farkas and NPL staff will be visible to those who join the event in order to comply with OMA. Promotion of the event included: special e-newsletter-October 9, 2020 (see Director's report), Nextdoor, Social Media, library website, staff email, Peachjar (NCSD).

- Trustee Michener commented that the DEI committee is meeting the Monday before the Community Listening Session.
- Members to various American Library Association diversity groups have been initiated.

14. Public Comment

None

15. Matters for Board Action

A. N/A

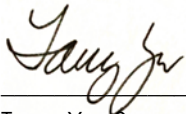
16. Adjourn

A motion was made to adjourn at 8:08 p.m.

1st— Tara Michener

2nd— Torry Yu

The motion passed unanimously.



Torry Yu, Secretary

December 16, 2020

Date