



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

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

**Library Board**

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

**Student Representatives**

Ziyang Huang  
Ruchira Ankireddygari

**Library Staff**

Julie Farkas, Director  
Julie Prottengeier, Office Assistant

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 Willy Mena, President at 7:00 p.m.

**2. Pledge of Allegiance**

The Pledge of Allegiance was recited

**3. Approval and Overview of Agenda**

A motion was made to **add Item C. Michigan Council for Arts and Cultural Affairs Assurances** to **Section 15. Matters of Board Action.**

1<sup>st</sup> Ramesh Verma

2<sup>nd</sup> Larry Czekaj

The motion was approved unanimously.

#### **4. Consent Agenda**

Trustee Margolis requested **Section 9. Treasurer's Report, Item B. Library Financials and Walker Fund** to read, The fiscal year financial statement for the fiscal year ending June 30, 2014 is still being finalized and until the final audit is completed, our final figures are not available. There may be more expenditures to come from this budget year.

A motion was made to approve the Consent Agenda as amended to the August 20, 2014 meeting minutes.

1<sup>st</sup> Larry Czekaj

2<sup>nd</sup> John Lesko

The motion was approved unanimously.

#### **5. Correspondence**

##### **A. Thank you card for hosting the Link Crew Event at Novi Library**

A thank you letter was received by Director Julie Farkas from the Link Crew at Novi High School thanking the Novi Public Library for hosting their event and accommodating their needs.

##### **B. Thank you letter from Rochelle Vallance, Recreation Supervisor-City of Novi**

A thank you letter was also received by Director Julie Farkas from Rochelle Vallance, Recreation Supervisor, from Novi Parks, Recreation, and Cultural Services. Rochelle thanked the library staff for partnering with them for the Sizzling Summer Art Series. She especially thanked Margi Karp-Opperer and Christina Salvatore for all the wonderful work they did.

#### **6. Presentation**

##### **A. Recognition of the Friends of the Novi Public Library by United for Libraries for their successful Listen @ the Library concert events**

Director Julie Farkas presented the Friends of the Novi Library President Sue Johnson with a plaque to recognize the grant they received for the program "Listen @ the Library". The Friends of the Novi Library was granted Honorable Mention from United for Libraries Association of Library Trustees, Advocates, Friends and Foundations at the National Baker and Taylor Awards.

##### **B. Recognition of Willy Mena for his 6 years of service to the Library Board**

Director Julie Farkas presented out- going President Willy Mena with a plaque recognizing his 6 years of service to the Library Board.

#### **7. Public Comment**

There was no public comment.

#### **8. President's Report**

##### **A. 2014-15 Library Goals**

The goals will be discussed at the October Board Meeting.

**B. Effective October 15, 2014, David Margolis will take over as President of the Library Board**

David Margolis will be in this position until May 2015 when a new election will be held. With Willy Mena's departure, both the Fundraising Committee and Strategic Planning Committee will have an open seat which President Margolis can choose to fill or leave open.

A motion was made to appoint Trustee John Lesko as the Vice President of the Library Board until May 2015. A roll call vote was taken.

Larry Czekaj – Yes  
David Margolis – Yes  
Willy Mena – Yes  
Craig Messerknecht – Yes  
Mark Sturing – Yes  
Ramesh Verma – Yes

The motion was approved unanimously.

**C. 1-2 volunteers needed to help with Fall for Novi**

Director Farkas asked for Trustee volunteers to help with the Fall for Novi event on September 20, 2014 from 11am-2 pm.

**9. Treasurer's Report**

**A. Library Budget 2014-15**

The 2014-2015 Budget dated March 19, 2014 is included in the September 17, 2014 Library Board Packet on pages 15-17.

The library staff, under Director Farkas' guidance, has tracked the budget extremely well. Unexpected items have been brought to attention well in advance. It is anticipated that the 2014-15 expenditures will be under budget as well.

**B. Library Financials and Walker Fund**

The Financials and Contributed (Walker) Fund Reports ending August 31, 2014 are located on pages 18-24 of the September 17, 2014 Library Board Packet.

Based on the tax revenues and state aid received, and if the expenses track to the budgeted numbers, then the library should be in a favorable financial position which would mean less of the fund balance would be used to cover our day-to-day operations.

In regards to ongoing benefit and pension issues, the Treasures office has informed the library that their pension funds are not fully funded. Director Julie Farkas has requested a memo from the Treasurer's Office explaining the situation. It will be discussed at the October Board Meeting.

**C. 269 Library Contributed Funds 2014-15 budget**

Finance Committee met on September 10, 2014 to discuss the 269 Contributed Funds account for the 2014-15.

The Fund is collapsing into five individual funds: Collections/Materials, Buildings/Grounds/Furniture, Programming, Technology, and Undesignated (Misc.).

Trustee Margolis questioned unrealized gain (loss) on investments of \$17,260.50 as unrealistic and recommends it be changed to zero dollars (\$0.00). Director Julie Farkas will add a \$2,000 expenditure to that line item.

A motion was made to approve the 269 Library Contributed Funds budget based on changing 269-000.00-664.500 from \$17,260.50 to zero dollars (\$0.00) and adding an expenditure of \$2,000 to that line item.

1<sup>st</sup> Mark Sturing

2<sup>nd</sup> David Margolis

The motion was approved unanimously.

**D. Library café revenue report**

There was no report provided as the funds were not received by the time of this meeting. Payments for June, July and August 2014 have not been received. A meeting will be scheduled between the Finance Committee, the Director and the Bernstein's (café owners). The outcome will be discussed at the October Board Meeting.

**10. Director's Reports**

The Director's Report is provided on pages 25-48 of the September 17, 2014 Library Board Packet.

- Fundraising Committee met on September 3, 2014 to discuss taking the coupon book digital. Working with Coupon Genie Founder Michael Korson. There will be no cost to the Novi Public Library. More information will follow.
- Other fundraising events discussed were a Library cookbook and bringing back the annual Book It event for fall 2015.
- Motorcities Marker project unveiling on September 7, 2014 revealed the permanent marker at the Novi Public Library representing the Novi Special.
- 2015-16 Library Board Budget Planning Sessions have been set for Saturday, February 21, 2015 from 8am-noon in the East Meeting Room and on Saturday, March 14, 2015 from 8am-noon in the East Meeting Room.

- The March 18, 2015 Board meeting has been changed to Wednesday, March 25, 2015.
- Director Julie Farkas highlighted the Authors, Authors, Authors events for the month of October at the Novi Public Library as well as the 5<sup>th</sup> Annual Community Reads at Novi Public Library.

**A. Public Services Report**

The Public Services Report is provided by Assistant Director, Margi-Karp-Opperer and is located on pages 30-31 of the September 17, 2014 Library Board Packet. Highlights included:

- Final Summer Reading Program had 2,673 registered readers
- Jeffrey and Theresa Wainwrights, owners of Paradise Park, were thanked for hosting the end of summer celebration at Paradise Park.

**B. Building Operations Report**

The Building Operations Report provided by Mary Ellen Mulcrone is located on page 34 of the Library Board Packet.

- The second floor glass window repair was scheduled for Friday, September 19, 2014.
- Trustee Verma made a tour of a location in Royal Oak to observe an air curtain. The Library is awaiting final quotes from four installers and plans to have the air curtain in place by the end of October.
- Julie Farkas reported that the meeting between the City, the Novi School District and the Library about the Traffic Access for Novi Public Library went well and the parties continue to discuss options.
- Trustee Czekaj requested a copy of the traffic consultant report, which was conducted when the Library was built, for the Board members.

**C. Library Usage Statistics – August 2014**

The August 2014 statistics are located on pages 35-43 of the Library Board Packet. The Read Box numbers for July and August doubled from the amount in 2013.

**D. Friends of the Novi Library**

Looking into having a rare book sale and working with the Library for the Gala Event on October 24, 2014.

**E. Historical Commission**

On October 5, 2014 the Historical Commission will be hosting an event with the Daughters of the American Revolution where they will recognize soldier Hooper Bishop.

**11. Student Representatives Report**

The Student Representatives Report is provided on page 49 of the September 17, 2014 Library Board Packet. Highlights include:

- The summer reading program concluded in August with the highest participation numbers ever of over 2,600

- 194 kids and parents attended the Tween and Teen Summer Reading Finale at Paradise Park on August 4<sup>th</sup>
- 5 teens attended the Teen Book Club in August
- 88 fifth and sixth graders participated in the Spelling Bee held on August 28, 2014
- 210 attendees to the five young-adult programs in August

Trustee Verma requested that the Student Representative Report be moved up in the Agenda for future meetings so that the students could be excused earlier.

**12. Committee Reports** Already discussed

**A. Policy Committee (Lesko, Messerknecht, Margolis – chair)**

There was no report provided.

**B. HR Committee (Lesko, Verma – chair)**

There was no report provided.

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

Discussed earlier in the Agenda.

**D. Fundraising Committee (Lesko, Sturing, Mena – chair)**

Discussed earlier in the Agenda.

**E. Strategic Planning Committee (Messerknecht, Sturing, Mena – 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**

**A. Selection and Separation Policy**

Director Julie Farkas informed the Board that she is still getting feedback from the attorney.

**15. Matters for Board Action**

**A. 269 Library Contributed Funds 2014-15 proposed budget**

Discussed in the Treasurer's Report.

**B. 2015 Library Closings – 2<sup>nd</sup> draft**

A motion was made to keep the 2015 Library Closings the same as the 2014 Library Closings schedule with the exception of changing the Staff In-Service from November 20, 2015 to August 21, 2015.

1<sup>st</sup> Mark Sturing

2<sup>nd</sup> David Margolis

The motion passed unanimously.

Trustee Czekaj requested that the Library Board revisit the policy of Holiday closings.

**C. Michigan Council for Arts and Cultural Affairs Assurances**

Director Farkas requested approval of the Board to apply for the grant from the Michigan Council for Arts and Cultural Affairs.

A motion was made to approve the grant in conjunction with what Trustee Margolis said – with Trustee Mena being the outgoing President; he should have the pleasure of signing the document.

1<sup>st</sup> Mark Sturing  
2<sup>nd</sup> David Margolis

The motion was passed unanimously.

**16. Adjourn**

A motion was made to adjourn the meeting at 8:53 p.m.

1<sup>st</sup> Larry Czekaj  
2<sup>nd</sup> John Lesko

The motion passed unanimously.



October 15, 2014

---

Ramesh Verma, Secretary

---

Date