



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
April 15, 2015**

1. Call to Order and Roll Call

Library Board

John Lesko, Vice President
Craig Messerknecht, Acting Treasurer
Ramesh Verma, Secretary
Paul S. Funk, Board Member
William Lawler, Board Member
Tara Michener, Board Member
Mark Sturing, Board Member

Student Representatives, Absent

Ruchira Ankireddygari
Ziyang Huang

Library Staff

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

Guest(s)

Yong Huang, Vice President, Teen Advisory Board Member

The meeting was held at the Novi Public Library, Board Room, 45255 W. Ten Mile Road, Novi, Michigan, 48375, and was called to order by John Lesko, Vice President at 6:58 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Approval and Overview of Agenda

A request was made to add Item **9C, Election of Officers and Committee Members** to the **President's Report** on the agenda.

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

1st – Mark Sturing

2nd – Paul Funk

The motion was approved unanimously.

4. Consent Agenda

A. Approval of Claims and Warrants L529

A motion was made to approve the Claims and Warrants L529 as presented.

1st – Mark Sturing

2nd – Ramesh Verma

The motion was passed unanimously.

B. Approval of Regular Meeting Minutes – March 25, 2015

A motion was made to approve the Regular Meeting Minutes of March 25, 2015 as presented.

1st – Mark Sturing

2nd – Ramesh Verma

The motion was passed unanimously.

C. Approval of Library Board Goal Session Minutes – April 11, 2015

A motion was made to approve the Library Board Goal Session Minutes of April 11, 2015 as presented.

1st – Mark Sturing

2nd – Ramesh Verma

The motion was passed unanimously.

5. Correspondence – N/A

There was no correspondence.

6. Presentation – N/A

There was no presentation.

7. Public Comment

There was no public comment.

8. Student Representatives Report

In the absence of the two Student Representatives, Yong Huang, Vice President of the Teen Advisory Board (TAB), presented the report.

The Student Representatives Report is provided on page 14 of the April 15, 2015 Library Board packet. Highlights include:

- Towel Hat Project – students collected 30 towels at Novi High School for the project.
- TAB held a Chinese Festival.
- TAB members attended the program *Learn about GIDAS - Genes in Disease and Symptoms*. The program was presented by University of Michigan, Dr. Inhan Lee, PhD and President of miRcore.
- Teen Writing Contest winners were announced.
- A Diversity Workshop was held.

Upcoming Programs/Events for TAB:

- Manga Club – April 2
- Super Smash Bros. Tournament – April 6
- TAB (Teen Advisory Board Meeting) – April 17

9. President's Report

A. Goals Update – April 2015

The Novi Public Library 2014/2015 Goals for reporting April 2015 can be found on pages 15-19 of the April 15, 2015 Library Board packet.

Highlights for the monthly goals are:

- 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 – Teens and technology ideas for YALSA Shark Bowl.
 - Erin (Durrett) submitted proposal to YALSA Shark Bowl (like ABC's "Shark Tank" for Librarians); pitches must incorporate teens & technology and be tied to college readiness, connected learning, or community engagement; submitted under community engagement, involves teens creating a 3D virtual world that they print piece by piece using a 3D printer; this now physical world they build becomes an interactive display that the teens would curate, edit and add to; top six proposals for Shark Bowl receive funds to send their Librarian to the 2015 ALA conference in San Francisco and present their idea to the Shark panel; top three projects determined by the Shark Panel win cash and prizes to assist with their project; view NPL pitch here: <http://yalso.ala.org/shark/view-pitches/pitch-12/>.

B. Welcome Desk Schedule

1. April 13 – Mark Sturing
2. April 20 – John Lesko
3. April 27 – Ramesh Verma
4. May 4 – Mark Sturing
5. May 11 – Bill Lawler
6. May 18 – Paul Funk
7. May 25 – Library Closed

The Library Board asked if Julie Farkas would complete the Welcome Desk schedule through Labor Day.

C. Election of Officers and Committee Members

Chair of the Nominating Committee, Ramesh Verma, presented a slate of names for Library Board Officers for the coming year.

- Nominated and accepted for President – Mark Sturing
- Nominated and accepted for Vice President – John Lesko
- Nominated and accepted for Treasurer – Craig Messerknecht
- Nominated and accepted for Secretary – Ramesh Verma

A motion was made to vote on the slate as presented.

1st – Ramesh Verma

2nd – Paul Funk

The motion was passed unanimously.

The Events/Marketing Committee will now be known as Events/Marketing/Fundraising Committee.

The following Committees hold the following members:

- Policy Committee – Lesko, Michener (Chair)
- HR Committee – Michener, Verma (Chair)
- Finance Committee – Sturing, Lesko, Messerknecht (Chair)
- Events/Marketing/Fundraising – Funk, Lawler, Michener (Chair)
- Strategic Planning Committee – Lawler, Funk (Chair)
- Building/Landscape Committee – Funk, Messerknecht (Chair)

A motion was made to approve the members of the Committees as presented.

1st – Ramesh Verma

2nd – Mark Sturing

The motion was approved unanimously.

10. Treasurer's Report

A. Library budget 2014-2015

The 2014-2015 Library Budget was not included in the April 15, 2015 Board Packet. The 2015-2016 Library Budget dated March 25, 2015 can be found on pages 20-22 of the April 15, 2015 Board Packet and contains the 2014-2015 approved budget along with the 2014-2015 Estimated Year End figures.

B. Library Balance Sheet – as of March 31, 2015

The Library Balance Sheet can be found on pages 23-24 of the April 15, 2015 Library Board Packet.

The Ending Fund Balance for period ending March 31, 2015 is \$2,397,261.79. The Total Liabilities and Fund Balance for the Library Fund 268 is \$2,493,066.94.

Revenue for special events include: Spark - \$4,000.00 (\$1,000 from a grant, \$3,000 from the Friends sponsorship); Joy, Inc. \$1,500 in sponsorships; \$720 transferred from Collections to Programming – funds redirected to the correct account. The Total Liabilities and Fund Balance for the Library Contributed 269 account is \$1,619,320.72.

C. Library Financials and 269 Contributed Fund – as of March 31, 2015

The Library Financials and 269 Contributed Fund can be found on pages 25-29 of the April 15, 2015 Library Board Packet.

The year-to-date expenditures have increased by just over \$227,000 with approximately \$20,000 from charges that occurred prior to March 2015 – this is nothing unusual. Through February 2015, there have been expenditures of approximately \$2,040,000 or 67% of our budget. The Library's year-to-date revenue increased by just over \$9,000 with a loss of just under \$4,000 due to an Unrealized Loss on Investments. The year-to-date for revenue is running approximately \$1.6 million or \$25,000 ahead of what was budgeted.

Per quarter, \$680,000 is spent, and if this continues to hold true, \$130,000 of the Library's fund balance will be used, which is considerably less than what was originally budgeted.

The Read-A-Latte Café closed 2014 by making their last payments for that year.

The Meeting Room revenue was slightly lower in March, 2015.

A new expenditure account has been created – Gifts and Donations Expenditures – 268-000.00-740.010, which was not budgeted for. This account will offset the Gifts and Donations revenue account #268-000.00-740.000.

The fundraiser, MyCouponGenie, is going well. Trustee Funk indicated that he is part owner of a competing company and is disclosing this information in case of a conflict of interest.

11. Director's Report

Julie Farkas met with Tutor Doctor, Luna Tech 3D, and Max & Erma's regarding joining the Library's fundraising event in conjunction with MyCouponGenie.

Julie Farkas attended various planning meetings and events throughout Novi and surrounding communities during the month of March.

The Paradise Park fundraiser was cancelled due to lack of participation. Paradise Park is a great sponsor of the Library's and is a partner for the Summer Reading Program. The American Business Women's Association held a fundraiser on the Library's behalf and is expected to raise \$500, which will be used to purchase new materials for Women's History Month.

The Read Boxes (3) will be installed in the next few weeks and will be loaded with books for the public to enjoy. The Read Boxes are located in three of Novi's parks – Rotary, Lakeshore and ITC. There is anticipation of a fourth to be installed in the future and funds are earmarked for its creation and design. Read Boxes are mini “free libraries”. A variety of 25-35 books for all ages are placed in the Boxes for residents to take and enjoy. The Boxes were built by the City of Novi DPS, with local artists designing the outside of each, and then placed in the three parks. The Boxes are available May – October.

A. Public Services Report

The Public Services Report can be found on pages 34-35 of the April 15, 2015 Library Board Packet.

B. Building Operations Report

The Building Operations Report is on page 36 of the April 15, 2015 Library Board Packet.

C. Library Usage Statistics

The Library Usage Statistics can be found on pages 38-46 of the April 15, 2015 Library Board Packet.

D. Friends of the Novi Library

There was no report for the Friends of the Novi Library this month.

E. Novi Historical Commission

There was no report for the Novi Historical Commission this month.

F. TLN Director's Report – April 2015

The TLN Director's Report for April 2015 can be found on page 47 of the April 15, 2015 Library Board Packet.

G. Bits & Pieces, TLN Report by Jim Pletz, April 2015

Bits & Pieces, TLN Report for April 2015 can be found on page 48 of the April 15, 2015 Library Board Packet.

12. Committee Reports

A. Policy Committee (Lesko, Messerknecht – Chair)

There was no report provided for the Policy Committee.

B. HR Committee (Lesko, Verma – Chair)

There was no report provided for the HR Committee.

C. Finance Committee (Sturing, Lesko – Chair)

There was no report provided for the Finance Committee.

D. Events/Marketing Committee (Lesko, Sturing – Chair)

There was no report provided for the Events/Marketing Committee.

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

There was no report provided for the Strategic Planning Committee.

F. Building/Landscape Committee (Messerknecht)

There was no report provided by the Building/Landscape Committee.

13. Public Comment

There was no public comment.

14. Matters for Board Discussion

A. Approval of the 2015-2016 Library Goals

A motion was made to approve the Board Goals as developed by the Board.

1st – Paul Funk

2nd – Mark Sturing

The motion was approved unanimously.

Trustee Sturing complimented Director Farkas for coordinating the Goal Setting Meeting.

A review of the present Library Policies (Employee, Building, and Public) was suggested.

16. Adjourn

A motion was made to adjourn the meeting at 7:53 p.m.

1st – Mark Sturing

2nd – Craig Messerknecht

The motion was passed unanimously.



May 20, 2015

Ramesh Verma, Secretary

Date