



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
November 18, 2015**

1. Call to Order and Roll Call

Library Board

Mark Sturing, President
John Lesko, Vice President
Craig Messerknecht, Treasurer
Ramesh Verma, Secretary
William Lawler, Board Member
Tara Michener, Board Member

Student Representatives

Ruchira Ankireddygari (departed at 7:12 p.m.)
Cindy Huang (departed at 7:12 p.m.)

Library Staff

Julie Farkas, Director
Mary Ellen Mulcrone, Assistant Director, Building Operations
Julie Prottengeier, Office Assistant

Guest(s)

Margi Karp-Opperer, Assistant Director, Novi Public Library
Amanda Jacobs, MSU Tollgate
Kay Pratt, Quilter
Sue Johnson, President, Friends of the Novi Library

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 Mark Sturing, President at 7 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Approval and Overview of Agenda

Trustee Sturing made a motion to move into an Executive Session prior to adjournment.

1st – Craig Messerknecht

2nd – John Lesko

The motion was approved unanimously.

4. Consent Agenda

A. Approval of Claims and Warrants L536

A motion was made to approve the Claims and Warrants L536 as presented.

1st – Ramesh Verma

2nd – John Lesko

The motion was passed unanimously.

B. Approval of Regular Meeting Minutes – October 21, 2015

A motion was made to approve the Regular Meeting Minutes of October 21, 2015 as presented.

1st – Ramesh Verma

2nd – John Lesko

The motion was passed unanimously.

5. Correspondence

A. Thank you letter from Ellen Kohler regarding the 2015 Pumpkin Fest

Novi Library partnered with MSU Tollgate Education Center and Farm for their annual Pumpkin Fest in October. The Library offered face painting and story times for the children that attended this event.

B. Thank you letter from Maryann Cornelius regarding the Election

Ms. Cornelius thanked the Library for allowing the building to be used as a voting precinct.

6. Presentation/Special Guests

A. Gift of a Library Quilt

In 2014 the Novi Library, in collaboration with the Friends of the Library, joined with MSU Tollgate to create a quilt project. The title of the project was "Growing Together". Ms. Karp-Opperer explained the Library hoped this project would be an opportunity to outreach in the community and work with MSU Tollgate. Quilt squares were given to the members of the community to paint and decorate. The squares were then given to Kay Pratt to design and sew a quilt. The quilt will be hung in the Library as a piece of art for all the community to enjoy.

7. Public Comment

There was no public comment.

8. Student Representatives Report

The Student Representative Report can be found on pages 17-18 in the November 18, 2015 Library Board packet.

The Student Representative Report highlighted the following events:

- October 16 – Teen Advisory Board held their second meeting.
- October 21 – Teens decorated pumpkins and enjoyed cider and donuts at the Pumpkin Decorating contest.
- October 24 – DIY Zombie Makeup event.

November Programs:

- November 4-6 – Great Books 2 Great Movies
- November 13 – Art Institute of Novi visited the Library
- November 13 – Teen Advisory Board Meeting

The Teen Space reported 809 attendees in the month of October.

9. President's Report

A. Goals Update – October 2015

The Novi Public Library 2015-2016 Goals for October, 2015 can be found on pages 19-28 of the November 18, 2015 Library Board packet. Ms. Farkas shared the following information:

- Ms. Farkas explained that the Library is coordinating with the City on an RFP for security video cameras which was budgeted for in this fiscal year.
- Ms. Farkas referenced additional grants that the Library has applied for in hopes of expanding the Library's 3-D systems. She also informed the Board that the 3-D printer that librarian Erin Durett was awarded has arrived and will be up and running in early 2016.
- Ms. Farkas thanked the Board members for their participation at the Friend's Gala on October 23, 2015 and the MLA reception on October 29, 2015. Trustees Lawler, Lesko, Michener and Verma were able to attend the Gala and the unveiling of the JFK exhibit. For the MLA reception Ms. Farkas was appreciative to all the Library Board Trustees for attending.
- October is National Anti-Bullying month and teen librarian Lindsay Fricke worked with the City of Novi to obtain free t-shirts that read "Stomp-out Bullying". At the Library teen events, students were allowed to sign a pledge saying they would not bully other kids.
- Ms. Farkas was pleased to report that the online survey has been a tremendous success. She reported there have been over one hundred responses. Ms. Farkas hopes to have the results for the Library Board at the December, 2015 Library Board Meeting.
- The On the Road event on October 9, 2015 raised \$1,774.84 in fundraising dollars. The scrapbooking event hosted at the Library on November 7, 2015 brought in \$870 of fundraising dollars. More scrapbook events are being scheduled for 2016.

B. Welcome Desk

The Welcome Desk schedule through February 22, 2016 can be found on page one of the November 18, 2015 Library Board packet.

10. Treasurer's Report

A. Library Budget Fund 268 – 2015-2016

The Library Budget Fund 268 2015-2016 can be found on pages 29-31 of the November 18, 2015 Library Board packet.

- The Library Budget for Fund 268 remains unchanged. Budget projections for revenue are \$2,673,000.00 and projections for expenditures are \$3,087,000.00.

B. Library Fund 268 Expenditure & Revenue Report (October 31, 2015)

Library Fund 268 Expenditure and Revenue Report can be found on pages 32-35 of the November 18, 2015 Library Board packet.

Revenue:

- Revenue increased by almost \$20,000.00 for the month of October. Through October, 2015 the total revenue received is \$2,673,000.00. The Library has reached the annual budgeted amount for revenue.

Expenditures:

- Expenditures increased \$296,000.00 through the month of October. Through the first four months, the Library's expenditures are \$931,000.00 which is about 30% of what is in our budget. Since we are already about through one third through the fiscal year, the Library is tracking as planned.
- Salaries were higher in October due to October being a three pay period month. This accounts for much of the increase in October's expenditures
- TLN Central Services is an annual expenditure which was paid in October. It will not be paid again until the next fiscal year.
- TLN Automation Services totaled just under \$12,000.00 for October, 2015. This charge is billed quarterly.
- Vehicle maintenance went up to \$2,300.00. The Library had to spend money moving the lift from the Library van to the City owned van that the Library will now be using. The proceeds from the sale of the Library van will offset that expense.
- Grounds maintenance was high for October, 2015. The expense of renovating the rain garden contributed to this.
- After four months, the year to date net of revenues and expenditures for fund 268 total \$1,742,000.00.

C. Contributed Fund Budget 269

The approved 2015-16 fiscal year Library Contributed Fund 269 budget is located on pages 36-38 of the November 18, 2015 Library Board packet.

- The budget for fund 269 has projected revenue of \$41,700.00 and projected expenditures of \$39,600.00. The net revenues and expenditures is \$2,100.00.

D. Contributed Fund 269 Expenditure & Revenue Report (October 31, 2015)

The Contributed Fund 269 Expenditure and Revenue Report can be found on page 39 of the November 18, 2015 Library Board packet.

- Through the month of October 2015, the total revenue for fund 269 is \$31,494.00 and total expenditures are \$12,256.00 which leaves the net revenues and expenditures at about \$19,200.00.
- Trustee Messerknecht explained that the budget amounts for revenue and expenditures on the City report are different from the numbers on the Library report. Ms. Farkas is working the City of Novi to resolve this issue.

E. Balance Sheets

The Library Balance Sheets for period ending October 31, 2015 Fund 268 and Contributed Fund 269 can be found on pages 40-41 of the November 18, 2015 Library Board packet.

- **Fund 268:** the beginning balance of fund 268 is \$1,719,423.00. The net of revenue and expenditures is \$1,742,594.00. This leaves an ending fund balance of \$3,462,017.00. For the 2014/2015 fiscal year, the total revenue was \$2,670,000.00 and

expenditures totaled \$2,796,000.00. Expenditures exceeded revenue by \$126,000.00 which was significantly less than what was budgeted for.

- **Fund 269:** The fund began with a balance of \$1,629,000.00 and the net revenues and expenditures were \$19,200.00 leaving an ending fund balance of about \$1,648,000.00.

11. Director's Report

The Director's Report can be found on pages 42-51 of the November 18, 2015 Library Board packet. Highlights include:

- Trustee Sturing and Ms. Farkas met with the City of Novi Ambassador Program participants on November 5, 2015. On page 43 of the November 18, 2015 Library Board packet, Ms. Farkas provided the handout used for the hour long presentation. A small tour was also given. Ms. Farkas received emails from two Ambassador's thanking her for the informative presentation and tour.
- The Novi Library Annual Report is on pages 45-48. Ms. Farkas is scheduled to speak at the City Council meeting in December and will be sharing the Annual Report, Strategic Planning information, and the information about the Ambassador program.
- On pages 49-51 of the November 18, 2015 Library Board packet are notes written by trustees and staff members that attended the MLA conference in October sharing their experiences at the conference.
- Friday December 4, 2015 is Light up the Night at Novi Library.
- Trustee Messerknecht asked about the absence of the 2016 Holidays and closures on the website. He requested Ms. Farkas add them to the website.

A. Public Services Report

The Public Services Report can be found on pages 52-54 of the November 18, 2015 Library Board packet.

B. Building Operations Report

The Building Operations Report can be found on pages 55-59 of the November 18, 2015 Library Board packet.

- In regards to the DTE report it was determined that replacing the lights with LED's would be a way to save money. Although expensive, there is a possibility of working with a non-profit corporation that would help replace the light bulbs at a low cost. Facilities staff is working on this project.
- Ms. Farkas recommended that the Building and Grounds Committee meet to discuss this project.
- Trustee Lawler requested that someone calculate the amount of savings compared to the amount of investing in the bulbs.

C. Library Usage Statistics

The Library Usage Statistics can be found on pages 72-81 of the November 18, 2015 Library Board packet.

D. Friends of the Novi Library

There was no report provided by the Friends of the Novi Library.

E. Novi Historical Commission-September 23, 2015 minutes

The Novi Historical Commission report is on pages 84-86 of the November 18, 2015 Library Board packet.

12. Committee Reports

A. Policy Committee (Lesko, Michener- Chair)

There was no report provided for the Policy Committee.

B. HR Committee (Michener, Verma – Chair)

- The Library committee has held four meetings to review HR policies. The review is still not complete.

C. Finance Committee (Sturing, Lesko, Messerknecht – Chair)

There was no report provided for the Finance Committee.

D. Events/Marketing/Fundraising Committee (Lawler, Michener – Chair)

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

E. Strategic Planning Committee (Lawler- Chair)

There was no report provided for the Strategic Planning Committee.

F. Building/Landscape Committee (Messerknecht-Chair)

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

13. Public Comment

There was no public comment.

14. Matters for Board Discussion

A. Marketing Plan 2nd Draft- The second draft can be found on pages 60-69 of the November 18, 2015 Library Board packet.

A motion was made to approve the second draft of the new Marketing Plan.

1st—Tara Michener

2nd—John Lesko

The motion passed unanimously.

B. Policy B7: Drive-up Window Service Policy—Can be found on page 71 of the November 18, 2015 Library Board packet.

- Trustee Sturing requested that the verbiage read “Absent and accommodation disability, any patron requiring more staff interaction will be asked to pull into a parking space and come into the building.”

A motion was made to approve the revised Policy B7 Drive-up Window Service Policy.

1st—Ramesh Verma

2nd—John Lesko

The motion passed unanimously.

C. Memorandum of Understanding—can be found on pages 82-83 of the Library Board packet.

A motion was made to adopt the Memorandum as revised in the second paragraph and the last paragraph.

1st—Bill Lawler

2nd—Tara Michener

The motion passed unanimously.

D. Executive Session for Director's Goals 2015/2016

Trustee Sturing made a motion to move into Executive Session and the motion passed unanimously.

15. Executive Session

Executive Session began at 8:15 with a discussion pertaining to the Library Director's goals for 2015-2016 based on changes in staffing as of December 31, 2015.

A. Library Director Goals 2015-2016:

- Assess the current library staffing levels based on changes with the Administrative team.
- Evaluate programming and outreach needs based on changes with the Administrative team.
- The Board expects the Library Director to spend more time familiarizing herself with the internal works of the physical library building (building functions, daily building operations, managing facilities operations).

16. Adjournment

A motion was made adjourn the meeting at 8:40 p.m.

1st—Tara Michener

2nd—Ramesh Verma

The motion passed unanimously.



December 16, 2015

Ramesh Verma, Secretary

Date