



**CITY OF NOVI LIBRARY BOARD  
MINUTES, REGULAR MEETING  
October 24, 2019**

**1. Call to Order**

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 Melissa Agosta, President, at 7:00 p.m.

**2. Roll Call by Secretary, Kat Dooley**

**Library Board**

Melissa Agosta, President

Craig Messerknecht, Vice President

Geoffrey Wood, Treasurer (Absent and Excused)

Kat Dooley, Secretary

Bill Lawler, Board Member

Tara Michener, Board Member

Torry Yu, Board Member (Absent and Excused)

**Student Representatives**

Mahek Nasser, Student Representative (departed at 7:15 pm)

Tarun Tangirala, Student Representative (departed at 7:15 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**

A motion was made to approve the overview of the Agenda as presented.

1<sup>st</sup> – Kat Dooley

2<sup>nd</sup> – Tara Michener

The motion passed unanimously.

**5. Consent Agenda**

**A. Approval of Regular Meeting Minutes**

A motion was made to approve the regular meeting minutes from September 26, 2019 meeting.

1<sup>st</sup> – Tara Michener

2<sup>nd</sup> – Bill Lawler

The motion passed unanimously.

## **B. Approval of Claims and Warrants**

Trustee Lawler asked for clarification on the Engage payment in the Warrant. Director Farkas explained that this expense is the Library's portion for the magazine. Each department is responsible for their portion.

A motion was made to approve the Claims and Warrant 583.

1<sup>st</sup> – Tara Michener

2<sup>nd</sup> – Bill Lawler

The motion passed unanimously.

## **6. Correspondence**

- A.** Oct. 7, 2019 Email from: Rob Petty, City of Novi Re: Novi Special Car Move
  - The race car move went smoothly. Currently, Director Farkas is finalizing invoices for the move and the expense will be less than originally planned.
- B.** Oct. 7, 2019: Email from: Ceci Marlow, Director at Hartland-Cromaine Re: [all-tin] Novi Public Library International Book Collections Announcement.
  - Novi Library Adult and Youth International book collection is now open for inner-library loan.
- C.** Oct. 7, 2019: Email from: Library Guest, Jim Vandenberg, Re: Annual birthday promotion email from Novi Library
  - The Happy Birthday email to Library guests is from the Novi Library. Library guest's information is kept confidential and never shared.
- D.** Oct. 10, 2019 Email from: Nicholas Kristock, RE: Chamber of Commerce Business Blender hosted at NPL.
- E.** Oct. 12, 2019 Email from: Melissa Matson, Novi Community School District, Re: Mental Health Program at Novi Middle School (Topic: Anxiety).

Trustee Michener clarified that the Fleece and Thank you program allows groups to make blankets that will be donated to hospitals for the patients.

## **7. Presentation/Special Guest**

### **A. Sue Johnson, President – Friends of Novi Library**

Sue Johnson was unavailable to attend this evening and her presentation will be postponed until November. Director Farkas informed the Trustees that this week is National Friends of Libraries Week. Friends are hosting an event for Friends members on Sunday November 17<sup>th</sup> from 3-4pm. During this hour the Friends will highlight the iCube, which the Friends have graciously supported both creatively and through generous donations.

Director Farkas has a certificate of appreciation she will present to the Friends at their next meeting, thanking Friends for 59 years of amazing support, service and advocacy to the Novi Public Library.

Director Farkas is appreciative of Sue Johnson and Carol Hoffman and all the time they have volunteered to take the Library to a whole new level. Director Farkas said it is an honor to work with them.

## **8. Public Comment**

There was no public comment.

## **9. Student Representatives Report**

The Student Representatives report can be found on page 19 of the October 24, 2019 Library Board packet.

## **10. President's Report**

### **A. 2019-2022 Strategic Objectives (3 year plan)**

The Strategic Objectives can be found on page 20 of the October 24, 2019 Library Board packet. A new format for the objectives will be presented in November. Additionally, Dana Brataniec, Novi Library's Communications Coordinator accepted the offer to be a full-time employee at the Library.

### **B. 2019-2020 Goals Update (July, October, January, April)- coming in November**

The 2019-2020 Goals will be coming in November.

## **11. Treasurer's Report**

President, Melissa Agosta, summarized the Treasurer's Report.

### **A. 2019-2020 Library Budget Fund 268**

The 2019-2020 Library Fund 268 Budget can be found on pages 22-24 of the October 24, 2019 Library Board packet.

- The 2019-2020 Library Fund 268 budget calls for revenue of \$3,142,439 and expenditures of \$3,234,539 consuming \$92,100 of the fund balance.

### **B. 2019-2020 Contributed Fund Budget 269**

The 2019-2020 Contributed Fund 269 Budget can be found on page 25 of the October 24, 2019 Library Board packet.

- The 2019-2020 Contributed Fund 269 budget calls for revenue of \$39,500 and expenditures of \$75,250 consuming \$35,750 of the fund balance.

### **C. Library Fund 268 Expenditure & Revenue Report**

The Library Fund 268 Revenue and Expenditure Report can be found on pages 26-29 of the October 24, 2019 Board packet.

- Revenue ending September 30, 2019 was \$3,022,363.11.
- Expenditures ending September 30, 2019 was \$743,441.58.

### **D. Contributed Fund 269 Expenditure & Revenue Report**

The Contributed Fund 269 Expenditure and Revenue Report can be found on page 30 of the October 24, 2019 Library Board packet.

- Revenue ending September 30, 2019 was \$6,732.49.
- Expenditures ending September 30, 2019 was \$2,670.11.

### **E. Balance Sheets for Fund 268 and 269**

The Balance Sheet for Funds 268 and 269 can be found on pages 31 and 32 of the October 24, 2019 Library Board packet.

- Ending Fund Balance for Fund 268 as of September 30, 2019 was \$4,386,484.28.
- Ending Fund Balance for Fund 269 as of September 30, 2019 was \$1,680,148.96.

## **12. Director's Report**

The Director's Report can be found on pages 33-45 of the October 24, 2019 Library Board packet.

Staff members celebrating anniversaries in October are:

- Betty Lang– Information Services – 31 years
- Bill Bembeneck – Facilities – 19 years
- Julie Farkas– Director - 12 years
- Lisa Rinkel– Support Services – 3 years
- Kirsten Malzahn – Information Services – 2 years
- Katie Iversen – Information Services – 2 years

## Directors Report Summary

- At the bottom of page 33 is a photo of the Novi Special Race Car leaving the Library. The transition went smoothly. Director Farkas thanked the Board for allowing the Library to be closed the morning of October 7<sup>th</sup> for the Race Car move.
- On page 34 is a photo of the Novi Special Race Car in her new cozy home in the Novi Civic Center atrium. On Wednesday, October 30<sup>th</sup> at the Novi Civic Center atrium is a scheduled program about the Novi Special. The other photo is a picture of the Library space without the Novi Special. This space will be given to the youngest Library guests since it is just outside the Story Time room.
- On page 35 is the email invitation for the Library Café re-grand opening held on October 23 from 8-9am. Novi Superintendent Dr. Matthews, President Agosta, Trustee Dooley, School Board Members and Novi Chamber members attended the event. Major Gatt made it official with the ribbon cutting. Attendees were appreciative of the beautiful presentation and delicious food served by the Café.
- Director Farkas posted about the Library Café in Nextdoor and was pleased to see residents posting replies.
- On page 36 and 37 is the updated, Your Novi Public Library Inform. Inspire. Include. This contains some good, updated details about the Library. This piece was given to the Ambassador students along with a demo of the new iCube. Director Farkas thanked President Agosta for attending the Ambassador program hosted at the Library.
- On page 38 and 39 is an article from the Novi News featuring the Café.
- On pages 40-44 is the October eNewsletter. In this edition, a message from Director Farkas is on page 40. The NPL averages 1,300 visitors per day. Library personnel are always available to make our guests feel safe and comfortable in the building. Feel free to approach the staff.
- Business Librarian, Hillary Hentschel, is hosting a Pop-Up Market on Saturday, November 30<sup>th</sup> from 10am-2pm. Small businesses can purchase a table at the Library and feature and sell items. This concept emerged from a conversation at a marketing meeting with Trustee Michener and Trustee Dooley. Oakland County hosts small business Saturday. Additionally, this concept is presented through the American Library Association and Mrs. Hentschel is following this as well.
- On page 44 is information about the Community Reads event which will be at the Novi Public Library Wednesday, November 13<sup>th</sup> at 7pm, featuring Author Michael Zadoorian. You are welcome to attend even if you do not read the book as this author is a very good speaker.

### **A. Information Technology Report**

The Information Technology Report, provided by Barb Rutkowski, can be found on pages 45-46 of the October 24, 2019 Library Board packet. Marcia Dominick, Administrative Assistant is working with Charlie Hokett in the iCube to make our own Library name tags allowing us to be more cost effective. Also, library staff have a parking pass for the lot on Taft Road. We are now making our own parking passes. The iCube is a wonderful internal resource for the Library.

### **B. Facilities Report**

No Report provided.

### **C. Information Services Report**

The Information Service Report is found on pages 46-49, prepared by April Stevenson. Raising a Reader has 362 active participants logging 100 books or more, and 1,368 logs received to date.

**D. Support Service Report**

The Support Services report is found on pages 50-51, prepared by Maryann Zurmuehlen. August and September library cards issued data were high because of the great response from the school district. A request of 1,500 cards came in. A big thank you to Trustee Michener for initially introducing this idea with Deerfield Elementary.

**E. Library Usage Statistics**

The Library Usage Statistics report can be found on pages 52-60. Visits and check-outs are doing very well.

**F. Friends of the Novi Library – Meeting Minutes June 12, 2019**

N/A

**G. Novi Historical Commission.**

Meeting Minutes: July 17, 2019 and August 21, 2019 can be found on pages 61-66.

**H. Bits & Pieces**

N/A

The Library Board Calendar is on page 67 and the budget sessions were added to the calendar. The February 2020 Board Meeting was moved a week earlier to February 19<sup>th</sup>.

**13. Committee Reports**

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

(Michener-Chair, Agosta)

- Internal Policy Committee meetings with library staff will began on October 7, 2019. Committee consists of: Julie Farkas, Marcia Dominick, Barb Rutkowski, Maryann Zurmuehlen, Betty Lang, Keith Perfect, Dana Brataniec and Hillary Hentschel.

**B. HR Committee: HR Policies, Director Review, Salary Study**

(Agosta – Chair, Wood, Dooley, Staff Liaison – Marcia Dominick)

- Staff satisfaction and strategic planning survey on hold until further notice.
- Internal HR Committee meetings with library staff began on September 17, 2019. Committee consists of: Julie Farkas, Marcia Dominick, Lindsay Gojcaj, Kathleen Alberga, Jessie Schenk, Kirsten Malzahn, and Christopher Nadeau.

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

(Wood – Chair, Messerknecht, Lawler)

- Committee met on Monday, September 23, 2019 to discuss Endowment and Financial Policy. Committee members are reviewing the current policy and will recommend changes.
- Café is running smoothly. Extended hours began Wednesday, October 9<sup>th</sup>. Many social media posts and a Novi News article was done to promote the new partnership (see Director's report. Director Farkas has not completed the cost analysis for the café as of yet because I am waiting on a quote to move the gate key system to another location for access by café employees.

**D. Events/Marketing/Fundraising Committee: Outreach opportunities**

(Yu– Chair, Michener, Dooley)

1. Dana provided a rough draft of the Board bingo game. The Marketing plan is being revised.
2. Library/ Community Events attended by Library Board Members in the last month:
  - October 7<sup>th</sup>: School Breakfast- Michener, Yu  
An iCube table was accessible at the breakfast for attendees.
  - October 9<sup>th</sup>: New Hours @ Library Café – Michener, Yu

- October 9<sup>th</sup>: Friends of Novi Library Mtg. – Dooley
- October 10<sup>th</sup>: City of Novi Ambassador Academy – Agosta
- October 16<sup>th</sup>: MLA Conference– Michener

Trustee Dooley emphasized the reasonable fee to be a Friends member is as low as \$10 for an individual. Also, keep in mind books can be purchased at the Friends Book Nook for the upcoming Holiday Gift giving season.

Trustee Lawler enjoyed the Kaleidoscope program hosted by the Friends.

Trustee Agosta is an alum of the Novi Ambassador program and enjoyed presenting the iCube and exciting happenings at the Library.

Trustee Michener attended the MLA Conference and enjoyed the speakers and the topics at the conference. Director Farkas was proud that Shannon O'Leary and Mary Robinson presented at the Conference.

**E. Strategic Planning Committee: Annual review of current plan**

(Dooley – Chair, Yu) Review completed in November 2017.

- Current Strategic Objectives Summary is provided. A promotional piece is being designed by Communications Coordinator, Dana Brataniec, at this time.

**F. Building/Landscape Committee: Entrance Project, LED conversion project, Building assessment**

(Messerknecht – Chair, Lawler, Wood)

- Novi Special Race Car – Car left the building safely and without any issues on Monday, October 7<sup>th</sup>. A library program related to the history of the car will take place on Wednesday, October 30<sup>th</sup> at 7pm at the City of Novi, Atrium (see photos in Director's report.)
- Library Café – Café is running smoothly. Extended hours began Wednesday, October 9<sup>th</sup>. Many social media posts and a Novi News article was done to promote the new partnership (see Director's report). I have not completed the cost analysis for the café as of yet because I am waiting on a quote to move the gate key system to another location for access by café employees.
- Grounds- Quotes were received and investigative work was complete. Keith Perfect met with vendor and the following was determined: the corrugated drain tile was crushed in multiple places, it was not buried correctly, it was not wrapped with silt sock properly, and does not have the correct pitch to drain. Vendor will be submitting a quote to replace drain tile with correct silt sock and install a dry basin near the culvert and re-grade the soil for optimal drainage.
- Lending Library Kiosk - Request to Library Board to close on a Friday in early May 2020 (tentatively: May 1, 2020) for an All-Staff Training Day instead of in August 2020 was approved at the August 22, 2019 meeting. A staff planning meeting was held on October 2, 2019. Focus groups in the north end of Novi are being set up for November (hoping for Hickory Woods and Meadowbrook PTO groups, Fox Run, etc.) Another staff meeting is scheduled for November 6, 2019.
  - Director Farkas is reaching out to the community looking for unique suggestions for helping name the kiosk.
- LED Lighting – work completed.
- Library Van- A meeting occurred on Thursday, September 12, 2019 to discuss a van wrap design for the new vehicle. Pricing will be submitted in the next month to review. A design was submitted and is currently being reviewed. No costs have been submitted at this time.

Trustee Lawler inquired what happened with the drain tile. Director Farkas explained that we noticed a large puddling of water after a rain that was not draining. The tile was broken underneath and needs to be refitted better. This could have been broken over time and needs repaired.

**G. Bylaw Committee: Review Library Board Bylaws**

(Lawler – Chair, Agosta)

- Bylaw revisions were approved at the March 28, 2019 meeting.
- No report at this time.

Trustee Messerknecht notified the Board that the Library Board Calendar on page 67 has the incorrect date for the November Library Board meeting. The date for the November Meeting should be corrected to read November 20, 2019. The November meeting will be held at the Novi Library.

**14. Public Comment**

There was no public comment.

**15. Matters for Board Action**

A. N/A

**16. Adjourn**

A motion was made to adjourn at 7:48 p.m.

1<sup>st</sup>— Tara Michener

2<sup>nd</sup>—Kat Dooley

The motion passed unanimously.



November 20, 2019

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Kat Dooley, Secretary

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Date