



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
August 19, 2015**

1. Call to Order and Roll Call

Library Board

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

Library Board Absent/Excused

John Lesko, Vice President
Paul S. Funk, Board Member

Student Representatives

Ruchira Ankireddygari (departed at 7:28 p.m.)
Cindy Huang (departed at 7:28 p.m.)

Library Staff

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

Guest(s)

Kathleen Alberga, Information Services Librarian, Novi Public Library
Debra Carbott, Support Services Supervisor, Novi Public Library
Erin Durrett, Information Services Librarian, Novi Public Library
Sam Gillman, Support Services Shelver, Novi Public Library
Jacqueline Liebau, Support Services Clerk, Novi Public Library
Keith Perfect, Facilities Assistant, Novi Public 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

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

1st – Ramesh Verma
2nd – Craig Messerknecht

The motion was approved unanimously.

4. Consent Agenda

A. Approval of Claims and Warrants L533

A motion was made to approve the Claims and Warrants L533 as presented.

1st – Ramesh Verma
2nd – William Lawler

The motion was passed unanimously.

B. Approval of Regular Meeting Minutes – July 15, 2015

A motion was made to approve the Regular Meeting Minutes of July 15, 2015 as presented.

1st – Ramesh Verma
2nd – William Lawler

The motion was passed unanimously.

5. Correspondence

There was no correspondence.

6. Presentation/Special Guests

A. 2015 Staff Recognitions:

Above and Beyond Award:

In recognition for staff that continuously goes above and beyond in their performance, the following were chosen by their managers/supervisors to receive this award:

- Kathleen Alberga
- Nancy Bohdan (was not able to be present to receive award)
- Debra Carbott
- Sam Gillman
- Keith Perfect

Customer Service Award:

Each year, the Library staff recognizes their peers who they feel excel in providing the utmost in customer service at the Library. This year we are recognizing the following staff members:

- Bill Bembeneck (was not able to be present to receive award)
- Jacqueline Liebau
- Scott Rakestraw (was not able to be present to receive award)

Each of those recognized as Library Stars or for going Above and Beyond in their daily jobs at the Library were given a certificate and will be taken to dinner. A plaque was created

listing their names and will be displayed in the Library. We are fortunate to have them on our staff.

B. Erin Durrett – Shark Bowl update

Ms. Durrett was chosen as one of the top three finalists to go to Shark Bowl to present their idea at the American Library Association conference held in San Francisco, CA. The American Library Association sponsors each of the top three with a stipend for airfare and accommodations to come and present. The Library funded the difference. Ms. Durrett earned prizes provided by 3D Systems and Tutor.com, and was awarded \$2,000 to be used to bring her idea to fruition. Ms. Durrett thanked the Library Board and Library for supporting her in her efforts.

While at the American Library Association, Ms. Durrett was given the assignment to speak with the company who provides Lending Libraries. Lending Libraries are vending machines located in satellite locations allowing visitors to check out materials, i.e. books, DVDs, etc. More information will be available in the future.

7. Public Comment

There was no public comment.

8. Student Representatives Report

The Student Representative Report can be found on pages 15-16 in the August 19, 2015 Library Board packet.

The Student Representative Report highlights the following events:

- July 1 – a superhero movie was shown at the Library
- July 9 – Mythological Heroes Epic Quest program
- July 15 – T-Shirt Design Remix was held
- July 22 – Creatures of the Night Program presented by the Howell Nature Center
- July 29 – Cupcake Warz – a battle for the best cupcake design

Upcoming Programs:

- August 1 – Teen Book Club
- August 5 – Summer Reading Finale held at Paradise Park in Novi

The Friends of the Novi Library contributed \$500 to two teen coordinators who oversaw the Summer Reading Program volunteers.

The Teen Space Report for 2014-15 showed that it was another successful year with 166 sessions which saw over 6,000 students in attendance.

9. President's Report

A. Goals Update – July 2015

The Novi Public Library 2015-2016 Goals for July 2015 can be found on pages 17-24 of the August 19, 2015 Library Board packet. Since this is the beginning of the fiscal year, we are just underway with reaching the goals set by the Board.

10. Treasurer's Report

A. Library Budget Fund 268 – 2015-2016

The 2015-2016 fiscal year Library Budget dated March 25, 2015 can be found on pages 25-27 of the August 19, 2015 Library Board packet.

The fiscal year-end will continue to change for a while as invoices are still being received and processed for the 2014-15 fiscal year. The cut-off for invoices to be processed for 2014-2015 fiscal year is August 24, 2015.

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

The Library Fund 268 Expenditure and Revenue Report can be found on pages 28-31 of the August 19, 2015 Library Board packet.

The Property Tax Revenue is shown at the beginning of each fiscal year. This year the figure is a little higher than what was initially budgeted.

The Library received a partial payment from the Café this month for May and June. The Café owner indicated that he would pay the second 1/3 in a week and then the final 1/3 the following week. These installment payments do not include the payment due for July. A letter of default will be drawn up and provided to the Café owner.

A report from the Health Inspector indicates there were 3 (three) critical actions that needed to be rectified soon. Julie will follow-up with the inspector regarding the issues. The Oakland County Michigan Health Division report can be found on pages 41-43 of the August 19, 2015 Library Board packet.

Julie Farkas was asked to provide information regarding the types of café service other area libraries provide to their patrons, i.e. café, vending, self-service, etc.

C. Contributed Fund Budget 269

The approved 2015-16 fiscal year Library Contributed Fund 269 budget is located on pages 32-33 of the August 19, 2015 Library Board packet.

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

The Contributed Fund 269 Expenditure and Revenue Report dated July 31, 2015 can be found on page 34 of the August 19, 2015 Library Board packet.

E. Balance Sheets

The Library Balance Sheet for period ending July 31, 2015 for accounts Library Fund 268 and Contributed Fund 269 were distributed at the August 19, 2015 Board meeting.

11. Director's Report

The Director's Report can be found on pages 36-44 of the August 19, 2015 Library Board packet. Highlights include:

- Michigan State University's mascot Sparty visited the Novi Public Library on July 15 during a Summer Sizzling morning program.
- Out and About in Novi and Library Profession is listed on page 36
- Two Strategic Planning Sessions are scheduled for August 26 and September 23 at the Library. These sessions are for patrons to provide feedback.

- A Staff Appreciation Luncheon, provided by the Library Trustees, is planned for Tuesday, September 1 at the Library as a way of saying thank you for the hard work and dedication provided by the staff.
- Roary, the Detroit Lions mascot, made a visit to the Summer Reading Program finale party at Paradise Park on August 5.
- A huge thank you to Paradise Park for sponsoring the Summer Reading Program finale party again this year.
- Director Farkas met with David Barr and legal counsel to discuss the opportunity to purchase the full rights of David Barr's book, Villa Barr. This is a project initiated by the Historical Commission.
- As mentioned prior, Ms. Erin Durrett was a winner of the YALSA's digital literacy program contest sponsored by the American Library Association. Ms. Durrett's project was an Interactive 3D Display, which she was one of three winners. The announcement is located on page 38 of the August 19, 2015 Library Board packet.
- Congratulations to Mary Robinson, Information Services Librarian, for representing Michigan at the Digipalooza Conference this year. She spoke on rights to digital books from local authors.

A. Public Services Report

The Public Services Report can be found on pages 45-46 of the August 19, 2015 Library Board packet.

B. Building Operations Report

The Building Operations Report can be found on page 47 of the August 19, 2015 Library Board packet.

The installation of the Wi-Fi amplifier went well and was finished before expected. This will not speed up connectivity but acceptability.

C. Library Usage Statistics

The Library Usage Statistics can be found on pages 48-57 of the August 19, 2015 Library Board packet. Highlights include:

- 434 Library cards were issued
- The Read Boxes saw 326 books delivered to the three locations during the month of July with high usage from Lakeshore and ITC Parks
- Over 79,000 items were checked out during the month of July 2015
- 56.68% of the items checked out were completed on the self-checkout stations. The goal this year is to reach the 60% mark.

Trustee Lawler asked of the 434 Library cards issued, how many were new patrons, and how many issued were from patrons residing in the North end of Novi? Director Farkas will look into seeing if this information can be obtained.

On Friday, August 21, the Library will be closed to the public for a Staff In-Service where the staff will undergo Active Shooter training.

D. Friends of the Novi Library

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

E. Novi Historical Commission

There was no report provided by the Novi Historical Commission.

12. Committee Reports

A. Policy Committee (Lesko, Michener- Chair)

There was no report provided for the Policy Committee.

B. HR Committee (Michener, Verma – Chair)

Staff is currently meeting and reviewing policies.

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

There was no report provided for the Finance Committee.

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

1. Meeting held on Friday, August 7, 2015

Julie Farkas and Communications Coordinator, Christina Salvatore met with Trustees Michener and Lawler to discuss fundraising ideas. Some ideas discussed were:

- Become more active in meeting with homeowner and condominium associations
- More exposure with social media including Facebook and Instagram
- Library representation at the Michigan State Fair – Trustee Sturing and Director Farkas will be attending the Opening Day reception.
- Declined participation in the State Fair parade this year, but intend to be involved in the future.

E. Strategic Planning Committee (Lawler, Funk – Chair)

There was no report provided for the Strategic Planning Committee.

F. Building/Landscape Committee (Funk, Messerknecht-Chair)

1. Meeting held on Friday, August 14, 2015 re: Rain garden improvements

A Building and Grounds Committee meeting was held on August 14 with Trustee Funk, Julie Farkas, and Drew Lathin in attendance to discuss the rain gardens located on the Library property. Drew Lathin, of Creative Sustainable Landscapes, proposed to clean up the area and re-plant with appropriate plantings using either plants or seeds. It was decided that the two rain gardens located on the south end of the property (patio area and front of the Novi High School) could be brought back to life by removing unwanted weeds and dead plants. Mr. Lathin proposed two cost considerations for the rain garden that needed extensive work which is located in the main parking lot. Option 1 – \$11,000: Is to have Creative Sustainable Landscapes complete the work or, Option 2 – \$8,500: Is to have volunteers to assist with the plantings. The tentative project dates are September 12 and 13, 2015 for the clean-up and planting. Julie will try to obtain volunteers to assist with the project.

The proposal can be found on pages 39-40 of the August 19, 2015 Library Board packet.

A motion was made to proceed with Creative Sustainable Landscapes as outlined in Paul's (Trustee Funk) write-up as subject to the same concerns as he had regarding plantings and warranties, and to allow Julie to continue to begin the process of implementing this. To authorize Julie to enter into a contact with Creative Sustainable

Landscapes (CSL) taking into consideration the guidelines we have here and give Julie the authority to enter into contact with him.

1st – Craig Messerknecht
2nd – William Lawler

The motion was passed unanimously.

13. Public Comment

There was no public comment.

14. Matters for Board Discussion

A. Rain garden improvements

Discussed and reported under item **12. Committee Reports, F. Building/Landscape Committee.**

15. Adjourn

A motion was made to adjourn the meeting at 8:42 p.m.

1st – Ramesh Verma
2nd – Craig Messerknecht

The motion was passed unanimously.



September 16, 2015

Ramesh Verma, Secretary

Date