



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
October 19, 2016**

1. Call to Order and Roll Call

Library Board

Craig Messerknecht, President

Tara Michener, Vice President

Melissa Agosta, Treasurer

Ramesh Verma, Secretary

Bill Lawler, Board Member

Doreen Poupard, Board Member (Absent and Excused)

Geoffrey Wood, Board Member

Student Representatives

Ruchira Ankireddygari (Departed at 7:21)

Cindy Huang (Departed at 7:21)

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 Craig Messerknecht, President, at 7:00 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Approval and Overview of Agenda

Ms. Farkas presented a request from Gary Bernstein of the Read a Latte Café asking to make changes to his Sunday hours as well as closing the day after Thanksgiving. Trustee Messerknecht added a new line item, **15B.**, to the **Matters for Board Action**.

A motion was made to approve the Overview of the Agenda as amended by Trustee Messerknecht.

1st—Melissa Agosta

2nd—William Lawler

The motion passed unanimously.

4. Consent Agenda

A. Approval of Claims and Warrants L547

B. Approval of Regular Meeting Minutes – September 21, 2016

A motion was made to approve both the Claims and Warrants L547 and the Regular Meeting Minutes for September 21, 2016.

1st—Ramesh Verma

2nd—Melissa Agosta

The motion passed unanimously.

5. Correspondence

A. Thank you letter from Rose Ann Gordon

Ms. Gordon sent a thank you letter to April Stevenson, Head of Information Services, thanking the Novi Library for participating in Patriot Week's First Annual Library Initiative. The Library was awarded \$100.00 in order to purchase American history books for the Library.

- Trustee Agosta appreciated the donation.

B. Email from Maryann Cook

Ms. Cook is the Office Manager at A Growing Place preschool in Novi. She attended the Early Childhood Literacy Fair in August and wanted Ms. Farkas to know that she had distributed 75 reading logs and enrollment forms to her students. Ms. Farkas is happy to see other preschools in the Novi community eager to participate in the Raising a Reader program.

C. Email from Lesley Tauro

Ms. Tauro and her daughter attended the Diversity Day celebration held on October 4, 2016. She enjoyed celebrating the various cultures in Novi.

- Trustee Verma reported it was a very successful event and would like to see photos of the event displayed in the Library.
- Ms. Farkas reported that about 1,000 people were in attendance over a 3 hour period.

6. Presentation/Special Guest

A. Recognition of the Friends of the Novi Public Library—11th Annual Celebration, October 16-22, 2016.

B. Presentation by Carrie Wogeman, Art Institute of Novi Intern

Ms. Wogeman had an internship at the Novi Library over the summer. Under the guidance of Ms. Farkas and Christina Salvatore, she created a newly designed library card and new brochures promoting the Library. It was Ms. Wogeman's desire to create a uniform campaign that targeted all age groups. She presented the brochures to the Library Board and each Board member was given a newly designed library card.

- Trustee Lawler thanked her for her effort.
- Trustee Michener commended her work and said that a part of Ms. Wogeman will remain with the Library after her internship has ended.

7. Public Comment

There was no public comment.

8. Student Representatives Report

The Student Representative Report can be found on pages 17-18 of the October 19, 2016 Library Board packet.

A. Programs

- September 13: Charlie and the Chocolate Factory movie

- September 17: Free SAT Diagnostic Test courtesy of Sylvan Learning Center
- September 20: First Maker Teen Club
- September 27: Banned Book Mystery Challenge followed by a movie based on a banned book.
- September 28: Debbie Marion from Essay Coaching presented the program "Seven Secrets for Writing Standout College Essays".
- September 30: Cider and brownies were served at Teen Space.

B. Upcoming Programs:

- October 4: DIY No Sew Emoji Pillows
- October 6,10,11: 3D Print
- October 8: Star Wars Read Day
- October 9: Pumpkinfest at Tollgate Farm
- October 11: Cupcake Warz
- October 16: Pokémon Go Extravaganza
- October 18: Maker Tween Club
- October 21: TAB meeting
- October 29: Pumpkin Decorating Palooza

C. Teen Space: Teen Space had 538 attendees in September

9. President's Report

A. Goals Update (as of September/October, 2016)

The Goals updates can be found on pages 19-29 of the October 19, 2016 Library Board packet.

- As the Goals report illustrates, Ms. Farkas reported that Library staff is busy working on the goals for the 2016-2017 fiscal year.

10. Treasurer's Report

A. Library Budget Fund 268—2016-2017 Approved

The approved 2016-2017 Fund 268 budget can be found on pages 30-32 of the October 19, 2016 Library Board packet.

- Revenue is expected to be \$2,774,726.00 and expenditures are expected to be \$3,035,900.00 which would consume \$261,174.00 of the fund balance.

B. Library Fund 268 Expenditure and Revenue Report (September 30, 2016)

The Fund 268 Expenditure and revenue report can be found on pages 33-36 of the October 19, 2016 Library Board packet.

- The year to date revenue is \$2,713,978.81 which is an increase of \$2,545,116.39 for the month of September. The Library has received 85% of its revenue.
- The year to date expenditures total \$693,697.64 which increased \$319,726.28 for the month of September. The percentage of budget used is 22.85% which is under the budgeted 25%.

C. Contributed Fund Budget 269

The Contributed Fund Budget 269 can be found on page 37 of the October 19, 2016 Library Board packet.

D. Contributed Fund 269 Expenditure & Revenue Report (September 30, 2016)

The Contributed Fund 269 Expenditure & Revenue Report can be found on page 38 of the October 19, 2016 Library Board packet.

- Little fund activity was recorded.

E. Balance Sheets for Funds 268 and 269

The balance sheets for funds 268 and 269 can be found on pages 39-40 of the October 19, 2016 Library Board packet.

- The ending balance for fund 268 for the month of September is \$3,802,487.07
- The ending balance for fund 269 for the month of September is \$1,680,281.72

11. Director's Report

The Director's Report can be found on pages 41-47 of the October 19, 2016 Library Board packet.

- An email vote was made based on the vote from the September 21, 2016 Library Board meeting regarding closing the Library on Saturday, December 23, 2017. Based on usage statistics provided after the September 21, 2016 Board meeting, the Board voted via email (6 Yes, 0 No, 1 No Response) to keep the Library open on Saturday, December 23, 2017.
- Ms. Farkas informed Trustee Lawler of new library card renewal rates that he requested at the September Board meeting. The average new card renewal rate is 37.2%. This is lower than what was expected and Trustee Messerknecht suggested double checking the numbers.
 - An email is sent to card holders one month prior to their card's expiration date.
 - Ms. Farkas reported that a library card is good for one year and that it can only be renewed in the Library. The Library is investigating ways of doing a renewal online if a card is without fines or an address change.
- Ms. Farkas and Support Services manager Maryann Zurmuehlen met with Keri Blough from the City of Novi to investigate a way to map which homes have library card holders.
- Ms. Farkas included an email on page 42 of the Library Board packet from Carl Johnson from the City of Novi that informs the Board that all investments for the entire City are pooled.
- Elizabeth Kopko provided information on the Read Boxes. 1,421 books were put into the boxes from May to October. The number increased by 200 from last year. Ms. Farkas informed the Board that there are three Read boxes in Novi with a possibility of adding a fourth box.
 - All the books used are donations therefore the Library can provide the books with no cost.
- Ms. Farkas informed the Board of a date change to the Budget Planning Session meeting in January. The new date is Saturday, January 7, 2016. The City of Novi's Budget Session meeting is being held on January 14, 2016 and Ms. Farkas likes to be in attendance for that meeting.
- Ms. Farkas reported that September and October were very busy months for her attending events inside and outside the Library.
- Robert Florka, from the Energy Reduction Coalition, sent an email thanking the attendees of the ERC meeting held on October 3, 2016 for their time and attention. The email is included on page 43 of the October 19, 2016 Library Board packet.
- On page 44 of the Library Board packet, Ms. Farkas included a draft of an infographic which is a new form of marketing. The Fundraising and Marketing committee will be looking at this as a marketing tool when trying to get library cards into the homes that don't have them next September. Ms. Farkas is working with Oakland Schools on this project.
- Ms. Farkas included write-ups from staff members that attended the City of Novi In-Service on September 23, 2016. More Library staff were able to attend because the City offered both a morning and afternoon session.
- On page 69, Ms. Farkas included a new flier for donations of five or more boxes/bags of books. A new procedure is in place to make dropping off these large donations easier for the donors and for the staff.
- Ms. Farkas included an article in the Novi News about the Raising a Reader in Novi. The article can be found on page 71 of the Library Board packet.

A. Information Technology Report

The Information Technology Report can be found on pages 47-48 of the October 19, 2016 Library Board packet.

B. Facilities Report

The Facilities Report can be found on page 49 of the October 19, 2016 Library Board packet.

- Trustee Verma asked if there is a card in each fire-extinguisher box. Ms. Farkas reported that there is and that staff is in charge of checking them monthly. The fire marshal comes in annually for an inspection and if the extinguishers have expired new ones are purchased.
- Trustee Verma also commented on the bad odor from the urinals in the men's restroom. Ms. Farkas said that deodorizers had been tried but there were also complaints about their overpowering smell.

C. Information Services Report

The Information Services Report can be found on pages 50-52 of the October 19, 2016 Library Board packet.

- September Raising a Reader Stats:
 - 147 children have registered for the program.
 - 11 have completed their first 100
 - 1 has completed 200.
- The dates for staff attending the preschool have been delayed but will resume.
- Trustee Agosta asked how many children the Library hoped to see registered for the Raising a Reader program. Ms. Farkas hoped to see 200. Trustee Agosta also asked if any of the registered children were from the preschools and Ms. Farkas reported that she was not sure.
 - Trustee Michener commented that her son's preschool teacher had sent information and reading logs home promoting the program.

D. Support Services Report N/A

E. Library Usage Statistics

The Library Usage Statistics can be found on pages 53-62 of the October 19, 2016 Library Board packet.

F. Friends of the Novi Library

The Friends of the Novi Library report for September can be found on pages 63-64 of the October 19, 2016 Library Board packet.

G. Novi Historical Commission

The Novi Historical Commission report can be found pages 65-68 of the October 19, 2016 Library Board packet.

12. Committee Reports

A. Policy Committee (Michener– Chair, Poupard): Review current public policies for the Library.

- Trustee Michener reported that the committee is waiting for Library staff to finish going through all the policies.

B. HR Committee (Verma – Chair, Michener): HR policies, Director Review, Salary

- Trustee Verma said there was nothing to report.

C. Finance Committee (Agosta – Chair, Messerknecht, Lawler): Financial plan based on Building assessment review.

- Trustee Agosta reported no new information.
- Trustee Messerknecht asked for follow-up regarding a meeting with a patron interested in setting up an endowment. Ms. Farkas reported that she had a meeting scheduled with the attorney to discuss the next steps.

D. Events/Marketing/Fundraising Committee (Michener—Chair, Agosta Wood): 2016 Gala

And outreach events.

- Trustee Michener said that at this time there was nothing to report, but there will soon be a campaign working on a target mailing of physical library cards to homes that do not participate at the Library.

E. Strategic Planning Committee (Poupard—Chair, Wood): Annual review of current plan.

- Ms. Farkas reported that Doreen Poupard approved the Strategic Planning flier and Ms. Farkas is working on dates in November for those meetings.

F. Building/Landscape Committee (Messerknecht—Chair, Lawler, Verma, Wood): Entrance Project, Energy Reduction Coalition project, building assessment.

- The committee continues to move forward with the LED project. They are waiting on feedback from the attorney about the contract with the ERC. The staff is also scheduled to meet with another contractor to do a lighting study of the building.
- Ms. Farkas reported that all of the damaged plants in the bioswales have been replaced but she has yet to connect with the owner of the Library's landscaping company to discuss replacement costs. Trustee Messerknecht suggested that should the contract allow, to withhold payment or deduct the amount from their payment.

G. Bylaw Committee (Lawler—Chair, Agosta): Review Library Board bylaws.

- Trustee Lawler reported that the Bylaws were approved at the September 21, 2016 Library Board meeting and are now in effect.

13. Public Comment

There was no public comment.

14. Matters for Board Action

A. Based on usage statistics provided after the September 21, 2016 Board meeting, the Board voted via email (6 Yes, 0 No, 1 No response) to keep the Library open on Saturday, December 23, 2017.

- This was discussed in the Director's Report.

B. Request by Gary Bernstein to change the Café hours from 12:00-5:00 to 12:30-4:30 and to close the Cafe on the Friday after Thanksgiving.

- Trustee Lawler commented that he would like to see Mr. Bernstein put forth some effort toward customer service and did not feel he could approve Mr. Bernstein's request.
- From a business perspective, Trustee Michener feels it is in bad taste to have a business within a business that is closed during opening hours.
- Trustee Agosta feels he is losing future business by shortening hours and closing on various days.
- Since Mr. Bernstein's hours of operation are in the contract, Trustee Wood believes there is no reason to make changes at this time.

A motion was made to vote on 15B collectively to approve Mr. Bernstein's request to cut his hours on Sunday to 12:30-4:30 and to be closed on the Friday after Thanksgiving.

1st—Melissa Agosta

2nd—William Lawler

The motion passed unanimously.

After further discussion, a motion to amend the motion previously adopted was made to reject Mr. Bernstein's request for the changes to his Sunday hours and for the Friday after Thanksgiving closure.

1st—Geoff Wood

2nd—Melissa Agosta

The motion passed unanimously.

- Ms. Farkas reminded the Library Board that the November 16, 2016 Library Board meeting will be held at the Novi Library.
- Light up the Night is on December 2, 2016 from 6:00-9:00 p.m.
- The City of Novi Annual Evening of Appreciation is on December 9, 2016
- Trustee Verma requested that in the future a private room be used for coffee when the Library is hosting an unveiling or an event.

15. Adjourn

A motion was made to adjourn the meeting at 8:04 p.m.

1st—Melissa Agosta

2nd—Tara Michener

The motion passed unanimously.



November 16, 2016

Ramesh Verma, Secretary

Date