

**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
November 16, 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 (Arrived at 7:02)

Student Representatives

Ruchira Ankireddygari (Departed at 7:19)
Cindy Huang (Departed at 7:19)

Library Staff

Julie Farkas, Director
Julie Prottengeier, Office Assistant

Guests

Maryanne Zurmuehlen, Support Services Manger
Judy Hurley, Support Services Supervisor

The meeting was held at the Novi Public Library, in the Board Room, 45255 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

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

1st—Ramesh Verma

2nd—Tara Michener

The motion passed unanimously.

4. Consent Agenda

A. Approval of Claims and Warrants L548

B. Approval of Regular Meeting Minutes –October 19, 2016

A motion was made to approve Claims and Warrants L548 and the Regular Meeting Minutes for October 19, 2016.

1st—Ramesh Verma

2nd—Melissa Agosta

The motion passed unanimously.

5. Correspondence

A. Thank you postcard from Ellen and Annie, MSU Tollgate Farms

A postcard was sent from Ellen and Annie at MSU Tollgate thanking April Stevenson and Kathleen Alberga for participating in Pumpkinfest 2016 at MSU Tollgate.

B. Thank you letter from Mary Ann Cook, A Growing Place

Ms. Cook sent a thank you to Kathleen Alberga, Youth Librarian, thanking her for the Storytime she presented to the students at A Growing Place preschool on November 3, 2016.

6. Presentation/Special Guest

A. Recognition of Christine Krieger, Support Services Clerk

Ms. Zurmuehlen accepted a certificate on behalf of Christine Krieger who retired from the Novi Library after 29 years of loyal service in the Support Services Department. Ms. Zurmuehlen commended Ms. Krieger for being a loyal and enthusiastic employee.

B. Recognition of Judy Hurley, Support Services Supervisor

Ms. Zurmuehlen presented Ms. Hurley with a certificate for her 31 years of service to the Novi Library. Ms. Hurley was a supervisor in the Support Services department and did all the ordering of new materials for the Library. Ms. Hurley joked that she came to the Library for 2 years and stayed for 31. She will be greatly missed.

C. Presentation of a plaque to the Novi Library from Novi Rotary for their continued support of the Feed the Need Summertime Lunch Program

The Library was given a plaque from the Novi Rotary for their second year of participation in the Feed the Need program. The first year saw 1,400 lunches served and the second year served nearly 5,000 lunches. Ms. Farkas thanked the Board members for allowing staff to use work time as an opportunity for volunteering. Many staff members chose to participate in supporting this wonderfully successful program.

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 November 16, 2016 Library Board packet.

A. Programs

October 4: Easy No Sew Emoji Pillows

October 5, 19: Gene Wilder Wednesdays

October 6, 25: Library Tours given to Novi High School Students

October 6, 10, 11: 3D Print Program

October 8: Star Wars Read Day

October 11: Cupcake Warz

October 16: Pokémon Go

October 18: Maker Tween Club

October 29: Pumpkin Decorating Palooza

B. Upcoming Programs

November 15: Maker Tween Club: Coding

November 18: TAB meeting

November 19: Life-sized Candyland

November 22: Escape from Mr. Lemoncello's Library Great Game

November 29: Harry Potter Fantastic Beasts/Live Owl Presentation

C. TAB Update

On October 21, 2016 TAB had its second meeting. Members chose this year's community service projects. The chosen projects are holiday card-making, collecting canned goods, and a school supplies drive.

D. Teen Space 762 attendees for the month of October.

- Ms. Farkas reminded the Board that December would be the last meeting for the two current student representatives. She said they would be recognized at the December 21, 2016 Library Board meeting. Two new student representative would be coming on board in January.

9. President's Report

A. Goals Update (as of October, 2016)

The Goals updates can be found on pages 19-30 of the November 16, 2016 Library Board packet.

Goal #3: Provide quality and diverse services, materials, programs and technology.

- Expanding on Community Read events, the Novi Library has joined with the Neighborhood Library Association to adopt a sister library. The Library is adopting SAY Detroit. From November 25, 2016 to January 20, 2017 the Library will be accepting new and gently used books. The Friends have agreed to match monetary donations up to \$500. With this money, the Library will purchase books to give to SAY Detroit.
 - Ms. Farkas will notify the Board when the date for the book delivery has been chosen.

Goal #4: To promote the Library in Novi's residential and business communities and provide outreach to non-library users.

- Trustee Verma asked how the Library would go about mapping current library cards in the Novi area. Ms. Farkas explained that addresses of card holders (no names are used) are sent to the City and are plotted on a map of the Novi area. This allows a visualization of what neighborhoods in Novi have a concentration of library card holders. Four years have passed since the last mapping and there has been significant residential growth in Novi.
- Ms. Farkas, along with Maryann Zurmuehlen and Barb Rutkowski, drove to the Columbus Ohio area to visit two different lending library kiosks which are being considered for purchase by the Novi Library. Ms. Farkas believes purchasing one of these machines would provide an opportunity to reach remote areas of Novi. Novi would be the first library in the state to have one of these machines.

Lending Library (seen on page 46 of the November 16, 2016 Library Board Packet)

- Priced at about \$38,000.00
- Vending machine style that can hold 350-500 different items. Adult books, youth books, CD books, and DVDs can all be available to check out in each machine.
- Non-browsing; meaning, you can only check out what is in the front space of a row as you would in a vending machine.

- No return box, but a return box can be purchased for those locations that are further from the Library.
- The machine is movable so if a location does not get traffic, it can be relocated.
- Multiple machines can be purchased for the price of one of the large machines. Ms. Farkas has many ideas for places she could place the lending library for maximum circulation.
- Ms. Farkas thinks there is an option to lease as well as buy.

Envisionware 24-Hour Library (seen on page 47 November 16, 2016 Library Board Packet)

- \$294,000.00 including lighting, cameras and installation.
- This state of the art machine has browsing capability.
- Offers downloadable E Books.
- Can place holds and have books sent to the machine.
- Includes multiple return bins.
- Has a built in computer which allows you to search for items.
- Unmovable, so once it is installed it must stay in that location.
- Built in lighting and security cameras.
- Ms. Farkas would like to meet with the Buildings and Grounds Committee before the next Library Board meeting and come to the December 21, 2016 meeting a recommendation.
 - Trustee Verma asked if the City would pay for a portion of the machine and Ms. Farkas informed the Board that the City has offered to provide the electricity and the cement for installation.

Goal #5 Ensure that the Library maintains policies and planning strategies that promote safe, efficient, productive and enjoyable experiences for patrons and staff.

- Trustee Verma asked about investigating the installation of an electric sign in front of the Library to promote programs. Ms. Farkas reached out to another Library who had just installed a similar sign and she said the cost would be about \$54,000.00.

B. Library Director Mid-Year Review in December 2016

Trustee Verma suggested that the review be moved to the January 26, 2017 meeting to accommodate schedules and fellow members agreed.

C. Welcome Desk Schedule for January-May 2017

Trustee Messerknecht said that if the dates do not work, Board members are welcome to switch dates.

10. Treasurer's Report

A. Library Budget Fund 268—2016-2017

The approved 2016-2017 Fund 268 budget can be found on pages 31-33 of the November 16, 2016 Library Board packet.

- Revenue is budgeted to be \$2,774,726.00 with expenditures totaling \$3,035,900.00 consuming \$261,174.00 of the fund balance.

B. Contributed Fund Budget 269

The Contributed Fund Budget 269 can be found on page 34 of the November 16, 2016 Library Board packet.

C. Library Fund 268 Expenditure and Revenue Report (October 31, 2016)

The Fund 268 Expenditure and revenue report can be found on pages 35-37 of the November 16, 2016 Library Board packet.

- Revenue for the month of October increased \$14,045.00 to a total of \$2,728,024.00. Trustee Agosta reported that nearly all of the budgeted revenue has been received.
- Expenditures increased \$239,950.00 for the month of October bringing the year to date total to \$933,647.00. The budgeted expenditures are 31% used. Since the Library should be at 33%, the Library is under budget in expenditures.

D. Contributed Fund 269 Expenditure & Revenue Report (October 31, 2016)

The Contributed Fund 269 Expenditure & Revenue Report can be found on page 38 of the November 16, 2016 Library Board packet.

- Year to date revenue is \$17,334.00 and expenditures are \$5,271.00. Very little activity has occurred in Fund 269.

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 November 16, 2016 Library Board packet.

- The ending balance in October for Fund 268 was \$3,549,487.50
- The ending balance in October for Fund 269 was \$1,683,974.99

Trustee Lawler asked about account 704.000 Permanent Salaries in Fund 268's 2016-2017 approved budget and the projected 2017-2018 budget. He commended Ms. Farkas for lowering this line item from previous years and asked what accounted for the increase in 2017-2018. Ms. Farkas explained that the increase reflects increased wages and potential new staffing. If the Library decides to move forward with the Lending Libraries, there will be a need for increased outreach staffing.

11. Director's Report

The Director's Report can be found on pages 41-50 of the November 16, 2016 Library Board packet.

- The Novi Library opened early on Election Day, November 8, 2016, to accommodate voters. She included a photo on page 41 of the November 16, 2016 Library Board packet of a resident receiving a new card while waiting to vote. 400 voters had entered the building by 9:00 a.m.
- The café hours and Mr. Bernstein's contract were discussed.
- Corey Grassmyer, a Novi High School senior, is completing his Eagle Scout project which was creating an informational sign explaining the purpose of a bioswale and describing the plants in the Library's rain garden on the south side of the building. Ms. Farkas complemented his fundraising, leadership and design skills in making this project a reality. Corey worked closely with Drew Lathin from Creating Sustainable Landscapes and Keith Perfect from the Library facilities department.
- In regards to the endowment, the attorney recommends connecting with the Friends since they are established as a 501C3. The Friends are interested in being involved in creating an endowment and have approved \$10,000.00 to the establishment. Ms. Farkas suggested that the Friends collect the money for the endowment and the money used would be generated from a wish list that both the Director and Library Board members would see. The Friends would like to have this ready for the Gala in August, 2017.

- Trustee Wood asked if the endowment was defined and Ms. Farkas said that at this time it is not, which is why they need to continue working with an attorney to work out the specifics.
- Over 1,000 books were read for the Community Read event on November 2, 2016.
- Ms. Farkas recommended that if there are not many attendees at the next Strategic Planning session then she would look at adding dates in December.

A. Information Technology Report

The Information Technology Report can be found on page 51 of the November 16, 2016 Library Board packet.

- The Library has begun circulating to patrons 3 Hot Spots through Verizon.

B. Facilities Report

The Facilities Report can be found on pages 52-53 of the November 16, 2016 Library Board packet.

- The rose bushes were divided and replanted in the area where driveway construction was done. New plants were also added to this area.
- Trustee Agosta inquired about graffiti on the outdoor table. Ms. Farkas explained it wasn't spray paint and facilities staff was able to buff out the scratches.
- Trustee Verma asked about the monthly van wash/fluid check. Ms. Farkas explained that the Library keeps the van parked at the Library and takes care of these monthly checks.
- The Library annual fire inspection was completed with zero violations issued.

C. Information Services Report

The Information and Services Report can be found on pages 55-58 of the November 16, 2016 Library Board packet.

- 185 children have registered for the program so far and 1 child has read 500 books.
- Ms. Farkas included photos of the Diversity Day program on page 58 of the November 16, 2016 Library Board packet.
- Ms. Farkas included notes that were submitted by librarians who attended the MLA Annual Conference. Those notes can be found on pages 59-61 of the November 16, 2016 Library Board packet.

D. Support Services Report

The Support Service report can be found on pages 65-67 of the November 16, 2016 Library Board packet.

E. Library Usage Statistics

The Library Usage Statistics can be found on pages 68-77 of the November 16, 2016 Library Board packet.

- Ms. Farkas reported the City discovered that one of the electric car charging stations service had been turned off. A new vendor is in the works and there is a potential for no cost to the users of the charging station.

F. Friends of the Novi Library

The Friends of the Novi Library report for October can be found on pages 78-79 of the November 16, 2016 Library Board packet.

G. Novi Historical Commission

The Novi Historical Commission report can be found pages 80-82 of the November 16, 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. Meetings on September 29 and November 3 were held.
- B. HR Committee (Verma – Chair, Michener): HR policies, Director Review, Salary**
- Trustee Verma reported no action was taken.
- C. Finance Committee (Agosta – Chair, Messerknecht, Lawler): Financial plan based on Building assessment review.**
- Trustee Agosta reported no action was taken.
- D. Events/Marketing/Fundraising Committee (Michener—Chair, Agosta Wood): 2016 Gala And outreach events.**
- Trustee Michener reported no action was taken.
- E. Strategic Planning Committee (Poupard—Chair, Wood): Annual review of current plan.**
- Ms. Farkas reported on one Strategic Planning session that was held and another scheduled later in November.
- F. Building/Landscape Committee (Messerknecht—Chair, Lawler, Verma, Wood): Entrance Project, Energy Reduction Coalition project, building assessment.**
- Ms. Farkas is waiting on quotes from three electrical companies for the LED project.
- G. Bylaw Committee (Lawler—Chair, Agosta): Review Library Board bylaws.**
- Trustee Lawler reported no action was taken.

13. Public Comment

There was no public comment.

14. Matters for Board Action

A. Approval of revised overtime policy

- New changes in labor laws have forced the Library to make revisions to their overtime policy. Ms. Farkas sent Tia Gronlund-Fox, Director of Human Resources for the City of Novi, the Library's current overtime policy so she could make recommendations based on the new law. The new law states that if an employee is under a certain pay threshold, they are entitled to overtime pay at a rate of time-and-one-half, if they work over 40 hours in a week. Ms. Farkas explained that the Library tries to avoid these situations, but in an emergency situation Information Technology staff and facilities staff may need to exceed their hours.

A motion was made to approve newly revised overtime policy as presented.

1st—Tara Michener

2nd—Melissa Agosta

The motion passed unanimously.

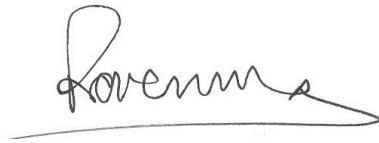
15. **Adjourn**

A motion was made to adjourn the meeting at 8:32 p.m.

1st—Melissa Agosta

2nd—William Lawler

The motion passed unanimously.

A handwritten signature in black ink, appearing to read "Ramesh Verma", with a long horizontal flourish extending to the right.

December 21, 2016

Ramesh Verma, Secretary

Date