

**CITY OF NOVI LIBRARY BOARD  
MINUTES, REGULAR MEETING  
January 26, 2017**

**1. Call to Order and Roll Call**

**Library Board**

Craig Messerknecht, President  
Tara Michener, Vice President  
Melissa Agosta, Treasurer  
Ramesh Verma, Secretary (Absent and Excused)  
Bill Lawler, Board Member  
Doreen Poupard, Board Member  
Geoffrey Wood, Board Member (Arrived at 7:02)

**Student Representatives**

Ravenna Joshi, Student Representative (Departed 7:17)  
Lahari Vavilala, Student Representative (Departed 7:17)

**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**

Trustee Michener requested to include an item for discussion in the Marketing Committee Report.

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

1st—Doreen Poupard

2nd—Tara Michener

The motion passed unanimously.

#### **4. Consent Agenda**

- A. Approval of Claims and Warrants L550**
- B. Approval of Regular Meeting Minutes –December 21, 2016**
- C. Approval of Library Board Budget Session Minutes—January 7, 2017**
- D. Library Board Budget Session Agenda—January 7, 2017**

A motion was made to approve Claims and Warrants L550, the Regular Meeting Minutes for December 21, 2016, the Budget Session Minutes for January 7, 2017 and the Library Board Budget Session Agenda for January 7, 2017.

1<sup>st</sup>—Doreen Poupard

2<sup>nd</sup>—Tara Michener

The motion passed unanimously.

#### **5. Correspondence**

##### **A. Thank you letter from Christina Struwe and Marcia Green from the American Business Women's Association (ABWA)**

- Ms. Struwe and Ms. Green, co-chairs of the Novi Oaks Charter Chapter of the ABWA, thanked the Novi Library for contributing to their Annual Autumn Brunch with Auction on October 1, 2016.

#### **6. Presentation/Special Guest**

##### **A. Introductions of new Student Representatives—Raveena Joshi and Lahari Vavilala**

- Miss Joshi and Miss Vavilala are both students at Novi High School and they will hold their positions until December 31, 2019. Both students have extensive community service experience and are actively involved at Novi High School. Ms. Farkas and the Library Board welcomed them to the Board and are looking forward to working with them.

#### **7. Public Comment**

There was no public comment.

#### **8. Student Representatives Report (December 2016)**

The Student Representative Report can be found on pages 25-29 of the January 26, 2017 Library Board packet.

##### **A. Programs**

12/6/17: DIY M&M Holiday Gift program (attendance=43)

12/7/17: Teen Book Club Q&A Meeting (attendance=0)

- Trustee Michener commented on the lack of attendance and wondered what might account for this. Ms. Farkas was unsure if it was a book discussion or a planning session, but she would find out from the teen librarian.

12/8/17: Getting Mobbed with Minecraft (attendance=24)

12/20/17: STEM: Gingerbread House Engineering (attendance=71)

##### **B. Upcoming Programs**

1/12/17: Getting Mobbed with Minecraft

1/16/17: The Power of Unity Breakfast

1/17/17: Maker Tween Club—Choose Your Own Adventure

1/20/17: TAB Meeting

1/24/17: Keeping Safe Self-Defense Workshop

1/25/17: Chinese New Year Celebration

##### **C. TAB Update**

- Holiday cards were delivered to Providence Hospital and the Manor of Novi on 12/21/17 and 12/24/17.

- A 12-member committee was formed to create a video promoting the Summer Reading Program. The teens will be writing the script and filming from late December, 2016 to January 2017.
- D. Teen Space** 601 attendees for the month of December. There was no Teen Space on December 12 and the week of December 26, 2017.

- Trustee Agosta requested that the Student Representative Report now include two months of upcoming programs since many of the programs have passed by the time the Library Board convenes.
- Ms. Farkas thanked all of the teen volunteers that helped with the Unity Breakfast on January 16, 2017. School was closed for MLK Day and yet a great number came to assist with the breakfast.
- Ms. Farkas praised the group of students from Novi High School that performed in the group Awkward Pause at the Unity Breakfast. She informed the Board that they would be performing again in February at the Library and encouraged everybody to see their performance.

## **9. President's Report**

### **A. Goals Update (as of December 2016/January 2017)**

The Goals updates can be found on pages 30-44 of the January 26, 2017 Library Board packet.

#### **Goal #1: Maintain excellent customer service in all facets of the library's operations, Board functions, and community involvement.**

- Customer Service Committee: The committee had its second meeting on December 29, 2016 to discuss the article "The Answer is Yes". The committee continues to work on a customer service survey and look at customer service goals for the year.
- IT staff is creating a customer service survey in Google Forms.
- A facilities staff member is working on creating an emergency manual for the Library. The first draft has gone to the Management Team.

#### **Goal #2: Balance the needs of the community with fiscal responsibility and reduce the deficit spending.**

- Working with Town and Country Eyecare, the Library was able to add to their low-vision collection with new magnifiers. Patrons have a variety of magnifiers available for check out that can help them select what works best for their vision needs.

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

- On page 41 of the January 26, 2017 Library Board packet Ms. Farkas included a list of Novi HOA's that have used the Novi Library as their meeting space over the past 6 months. The attendees of these meetings are given information about the Library and upcoming programming which Ms. Farkas said is a great way to get information out to the residents.

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

- Ms. Farkas reiterated that at the January 7, 2017 Library Board Budget Session meeting that the Board had decided not to move forward with the purchase of an electronic sign in front of the Library.

- Trustee Messerknecht inquired to the meaning of “Director's Station” and “Director's List” that are mentioned in the Status section of the Goals Report. Ms. Farkas explained that those are modules of the ILS system the Library uses. Much of the reporting and statistics come from these modules.
- Trustee Michener expressed an interest in the party being planned for those children that reached 1000 books. Ms. Farkas reported a party is being planned for this summer.
- Trustee Agosta asked about the status on the wedding since the application deadline was past. Ms. Farkas reported that there had been four submissions which would need to be narrowed down to three.
  - Trustee Poupard commended Ms. Farkas for her skill at finding ways to reach out to the community, but cautioned of the hidden costs of staff time and the materials to promote this program.

**B. Thank you letter to Corey Grassmeyer, Eagle Scout**

The letter Ms. Farkas sent is included on page 45 of the January 26, 2017 Library Board packet. Mr. Grassmeyer is the student who created signage and a bench for the Library's bioswale as part of his Eagle Scout project. Trustee Messerknecht appreciated the project and thanked Ms. Farkas for the nice letter as well.

**C. Director's Mid-Year Review—February 23, 2017**

Ms. Farkas asked the Board if there was anything specific they were looking for from her.

- Trustee Michener mentioned a summary written by Ms. Farkas would be helpful to have prior to the meeting.
- Trustee Agosta asked Ms. Farkas to think about what she feels are her greatest accomplishments and also to focus on the relationship and expectations she has with the Board.

**10. Treasurer's Report**

**A. Library Budget Fund 268—2016-2017**

The approved 2016-2017 Fund 268 budget can be found on pages 46-48 of the January 26, 2017 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 49 of the January 26, 2017 Library Board packet.

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

The Fund 268 Expenditure and revenue report can be found on pages 50-52 of the January 26, 2017 Library Board packet.

- Revenue for the month of December decreased \$19,229.00 for a total year-to-date revenue of \$2,715,773.00.
- Expenditures increased \$207,853.00 for the month of December bringing the year to date total to \$1,325,936.00. The budgeted expenditures are 44% used. Since the Library is half way through the fiscal year, the Library is under budget for expenditures.

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

The Contributed Fund 269 Expenditure & Revenue Report can be found on page 52 of the January 26, 2017 Library Board packet.

- Year to date revenue is \$4,721.74 and expenditures are \$6,579.56.

**E. Balance Sheets for Funds 268 and 269**

The balance sheets for funds 268 and 269 can be found on pages 53-54 of the January 26, 2017 Library Board packet.

- The ending balance in December for Fund 268 was \$3,172,447.40
- The ending balance in December for Fund 269 was \$1,682,437.73

Trustee Poupard requested a brief written statement be added in the Finance Report summarizing what Funds 268 and 269 are used for. She feels that for the public that is watching, or attending, including this information would be helpful.

## **11. Director's Report**

The Director's Report can be found on pages 55-59 of the January 26, 2017 Library Board packet.

- Money Smart Week is April 22-29, 2017. The Novi Library receives 5,000 books that get boxed and shipped to 104 libraries across the state of Michigan. Community Financial Credit Union is a partner and helps with getting the books boxed and shipped out.
- The Library won \$478.00 in grant money from the Michigan Humanities Council that will be divided between 4 programs over the summer. Teen Librarian Lindsay Fricke wrote the grant and Ms. Farkas thanked her for that.
- Ms. Farkas reported that TLN is investigating a new ILS system for the library cooperative. Novi Library staff members will be attending vendor demonstrations to offer feedback. The change would occur in April, 2018.
  - Trustee Messerknecht asked what the cooperative is looking for in a new system. Ms. Farkas reported some systems have more advanced features. The current system used by TLN is also be considered.
  - Trustee Lawler asked what would happen if not all the libraries agreed. Ms. Farkas said that some libraries may not be happy, but because of the cost savings associated with being a part of the consortium, she doubts libraries would drop out.
- Ms. Farkas reported that all of the midyear reviews for her 9 direct reports have been completed.
- Ms. Farkas commended Gail Anderson, Program Coordinator, for the Power of Unity Breakfast which had over 100 people in attendance. She included the article in the Novi News on page 57 of the January 26, 2017 Library Board packet. She thanked Trustee Verma for being in attendance.
  - Trustee Poupard complimented Ms. Farkas for taking the time to celebrate diversity at the Library and keeping the building open on Martin Luther King Day. Ms. Farkas is glad to be open as it allows her to do programming for the students.

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

The Information Technology Report can be found on pages 60-61 of the January 26, 2017 Library Board packet.

- Three new hotspots have been purchased for the Library that bring the total circulating to six.

### **B. Facilities Report**

The Facilities Report can be found on pages 61-62 of the January 26, 2017 Library Board packet.

- Mixing boxes were in need of repair. Keith Perfect, from the Facilities department, was able to make some repairs without the need for purchasing all new boxes.

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

The Information and Services Report can be found on pages 63-65 of the January 26, 2017 Library Board packet.

- 204 children have registered for the Raising a Reader in Novi program. Two children have already read 700 books.

**D. Support Services Report**

The Support Service report can be found on pages 66 of the January 26, 2017 Library Board packet.

**E. Library Usage Statistics**

The Library Usage Statistics can be found on pages 68-77 of the January 26, 2017 Library Board packet.

- Ms. Farkas highlighted the drive-up window statistics on page 69. These numbers are new to the report and she is happy to see patrons using it.
- Trustee Agosta appreciates all the time and effort that goes into generating the statistics but wonders if it is necessary to include them unless a particular statistic needs to be discussed. Ms. Farkas agreed and suggested they could be included quarterly or yearly. The Library will continue to gather the statistics but will not include them in the Board packet.
  - Trustee Messerknecht suggested including a few specific statistics, such as meeting rooms, on a regular basis but others can be taken out on a monthly basis.
  - Trustee Michener suggested that for goal planning, the statistics are important to have and also that seeing the statistics helps her share information about the Library when interacting with the community.
  - Trustee Poupard said that if the statistics are taken out of the packet, she would like Ms. Farkas to highlight anything important in the Director's report.

**F. Friends of the Novi Library**

No Report.

**G. Novi Historical Commission**

The Novi Historical Commission minutes from October, 2016 can be found pages 76-78 of the January 26, 2017 Library Board packet.

**12. Committee Reports**

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

- Ms. Farkas informed the Board that the staff is almost done with the first draft of the new policies. It is a long process but hopes to have the first draft ready for the committee in early spring.

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

- Trustee Michener reported that the committee met with Ms. Farkas on January 10, 2017 to go over numbers from the salary comparison and will share the information with the rest of the Board at the February 4, 2017 Budget Session meeting.

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

- Ms. Farkas met with the family to discuss a possible endowment to the Library. She reported that she will reach out to the attorney for details.

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

- Trustee Michener is looking into logo wear for the Board members to wear when attending Library and community events.

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

- Trustee Poupard said there had been 3 strategic planning sessions. The number of attendees were low, but those that came represented Parks and Recreation, the Friends, and the School Board and represented more than just themselves.
  - Ms. Farkas reported that over 17,000 Engage magazines go out to homes and businesses in the Novi community, the Library puts out an E-newsletter monthly, and utilizes social media. They all are ways of reaching out to the community.

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

- The third and final quote for the LED project was just completed. A meeting is scheduled for February 1, 2017 with the Building/Landscape Committee. She would email the committee members the information and also have paper copies at the meeting.

**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**

There was no action taken.

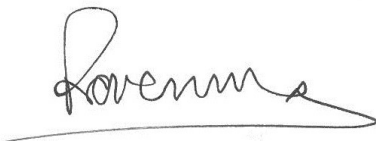
**15. Adjourn**

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

1<sup>st</sup>—Melissa Agosta

2<sup>nd</sup>—Doreen Poupard

The motion passed unanimously.



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Ramesh Verma, Secretary

**February 23, 2017**

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Date