



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
September 20, 2018**

1. Call to Order

The meeting was held at the Novi Public Library, Board Room, 45255 W. Ten Mile Road, Novi, Michigan, 48375, and was called to order by Tara Michener, President, at 7:00 p.m.

2. Roll Call (Trustee Lawler)

Library Board

Tara Michener, President
Ramesh Verma, Vice President
Melissa Agosta, Treasurer
Bill Lawler, Secretary
Craig Messerknecht, Board Member
Doreen Poupard, Board Member
Geoffrey Wood, Board Member

Student Representatives

Ravenna Joshi, Student Representative (Absent and Excused)
Lahari Vavilala, Student Representative (departed at 7:39)

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. Mrs. Farkas requested to add C." Budget Session Date Change Discussion" to item #**10. Presidents Report**. Also, Trustee Agosta requested to remove the Balance Sheet as of July 31, 2018 located on pages 42 and 43; replace with the Balance Sheet as of August 31, 2018. These motions were accepted and approved.

1st—Doreen Poupard

2nd—William Lawler

The motion passed unanimously.

5. Consent Agenda

A. Approval of Regular Meeting Minutes - August 23, 2018.

A motion was made to approve the regular meeting minutes from August 23, 2018.

1st—Doreen Poupard

2nd—William Lawler

The motion passed unanimously.

B. Approval of Claims and Warrants L569

Trustee Messerknecht asked if the \$8,243.30 Engage expenditure is a three times a year billing. Mrs. Farkas responded that the billing was three times, but the City just made a change and going forward the billing will be 4 times a year. The expenditure includes the Friends, the Historical Commission, and the Library invoices, each of them for reimbursement.

1st – Melissa Agosta

2nd – Doreen Poupard

The motion passed unanimously.

6. Correspondence

A. August 13, 2018: Cortney Hanson, City Clerk – Thank You for Election Facility Use

Cortney Hanson, City Clerk, extended a thank you to the Library for allowing use of the facility for voting. We are now a standard location for Precinct 13 and voting will take place in November as well. Mrs. Farkas enjoys seeing people in the building visiting the Library. Trustee Poupard inquired about how solicitors distributing political flyers/signs are monitored. Mrs. Farkas responded that solicitors need to be 100 feet from the door and that the Library follows the City's Ordinances. Signage is posted indicating this and actions are monitored by voting volunteers.

B. August 20, 2018: Bob Steeh, NYA Golf Chair – Re: NYA Golf Outing Sponsorship

The Library made a small contribution in support of the Novi Youth Assistance Golf Outing. Mr. Bob Steeh, the golf outing chair sent a thank you letter. Novi Youth is one of four partners for the teen space program, they assist with the cost of monitors from Sept. through June. Mrs. Farkas is appreciative of their support and happy to contribute a small amount to reciprocate and support their event.

C. August 22, 2018: Amelia Purdy-Ketchum, City of Novi – Re: Thank you Sizzling Summer

Amelia Purdy-Ketchum from the City of Novi Parks and Recreation sent a thank you for being partners for the Sizzling Summer Event. The Library pays a fee towards some of the performers and programs throughout the summer. This summer not all of the programs were at Fuerst Park in order to encourage patrons to visit other parks.

D. August 25, 2018: Jay Shah, Patron – Re: Comment Card for SRP

A comment card written by Jay Shah, a patron at the Library was included because he requested a follow up with the Library Board. Mrs. Farkas acknowledged that he brought up a great point and this has already been addressed and the staff will look further into it for next year. The staff wants to make the Library programs the best and most accommodating as they can. Mrs. Farkas also commented that this was the only complaint received through the summer with hundreds of families taking part in summer reading events. The patron does acknowledge that he had other commitments and was unable to make the event. The program was an hour long from 11:00 to 12:00 and the patron arrived at 12:30.

E. August 28, 2018: Jim Pletz, TLN – Re: Online Card Renewal

This is a response from a patron who would like to renew online. The Library has encountered this issue for a couple of years now, with other businesses having options to renew online. Mrs. Farkas wanted to share with the Board the comments that Mr. Pletz made. He suggested the Library change their renewal year. Mrs. Farkas explained that the reason the libraries renewal year is every year is because Novi has a lot of residents moving in and out of Novi and the Library wants to keep in contact with the citizens of Novi as much as possible. Since Mr. Pletz's response Mrs. Farkas has received additional comments from other patrons looking to renew online. Therefore, Mrs. Farkas will be pushing this topic additionally with TLN. Patrons want the flexibility to use the Library as needed and not necessarily physically come into the Library every time. Hopefully, with CARL upgrades and other services available we can push to have this online renewal service available in the future. Currently, no Library in the TLN system has online renewal services available.

F. August 29, 2018: Sandi Gerwin, Patron – Re: SRP Event at Paradise Park

Mrs. Farkas was appreciative that Library patron, Sandi Gerwin took the time to write a nice thank you to the Library staff for hosting the Summer Reading Program.

G. September 5, 2018: Frank Buscher, Patron – CARL Issues

Patron, Frank Buscher, notified staff of issues with CARL. Mrs. Farkas acknowledged that when CARL first launched there were some glitches and she did respond to Frank and resolved these things with him.

H. Sept. 10, 2018: Jason Smith, NEF Director – NEF Breakfast

A thank you email was sent from Jason Smith for the Library's involvement in the NEF Breakfast. Over 500 were in attendance. Trustee Michener is on the Board for the NEF and was pleased with the attendance and funds raised. Mrs. Farkas was excited to meet new teachers in the District as well as say hello to existing Novi families in attendance.

I. Sept. 12, 2018 Pam Bagosy, Patron – Re: Sandstone Holistic Wellness Program

A thank you email from Lyon Township patron, Pam Bagosy, was received praising the Library for the Welcome to Wellness program. This is a series of three programs that happened through the Rotary and this was a comment from the first program.

7. Presentation/Special Guest

A. April Stevenson, Head of Information Services – Summer Reading Final Report

Mrs. Stevenson presented a vibrant and informative slide show summing up the summer reading program themed, "Libraries Rock".

Reading programs are grouped in separate school aged categories from birth to 12th grade, and adult. In 2017, there were 2,909 participants and in 2018 the staff was pleased to welcome 3,042 participants. Mrs. Stevenson was thrilled to report that 56,155 books were read in just 12 weeks. In 2017, the percent of completion was less than 20 percent. However, in 2018 numbers for participation and percent complete, based on each school, were higher across the board. In the past, minutes read were counted and this year books completed are counted. Also, this year students received lanyards and earned a button each time they reached a certain amount of books read. Mrs. Stevenson will continue to collect data from the summer reading programs to compare progress.

The Library Staff offers approximately 138 programs. Mrs. Farkas is pleased that the staff consists of many out of the box thinkers that are passionate about bringing amazing programs to the Library.

The Finale was held at Paradise Park. The Library staff thanks the generosity of the owners for their overwhelming support. Paradise Park has donated thousands of dollars for these types of events at zero cost to the Library.

The 2019 Summer Reading Program Theme is, "Space – A Universe of Stories". Mrs. Farkas commented that the City of Novi was established in 1969 and will be celebrating their 50th Anniversary. Mrs. Farkas is pleased that the libraries summer reading program correlates with the City's theme; acknowledging historical 1960's events such as Neil Armstrong landing on the moon in July 1969. The staff is looking forward to celebrating the 1960's.

A Trustee noticed that some grade school participation numbers are higher than others and suggested making a competition out of it. Mrs. Farkas welcomed the idea and said they have considered that in the past and added that they could include some form of recognition for the school that wins. Mrs. Stevenson also has statistics on other schools and home schools as well.

8. **Public Comment**

There was no public comment.

9. **Student Representatives Report**

The Student Representative Report can be found on pages 23-26 of the September 20, 2018 Library Board packet.

Programs:

- 8/01/18 Coding for Girls Workshop (18 attendees)
- 8/07/18 Album Cover Photography (13 attendees)
- 8/08/18 Minecraft Coding Using Python (18 attendees)
- 8/15/18 Tween Pizza & Pages Book Club (13 attendees)
- 8/22/18 Drummunity: Rhythmic Music (70 attendees)
- 8/24/18 End of Summer Teen After Hours Party (50 attendees)

Upcoming Programs:

- ACT Practice Test - October 6
- Howell Nature Center Creatures of the Night – October 9
- Tween Pizza & Pages Book Club – October 24
- Teen Advisory Board Meeting – October 26

A Trustee asked who administers the ACT Practice Test. Mrs. Farkas said this is a free program presented by a non-profit that is affiliated with the ACT.

10. **President's Report (Tara Michener)**

A. Novi Library Receives Enhanced Level 2 for QSAC (Quality Service Audit Checklist)

Only 13 out of 387 Michigan public libraries have received this certification. HUGE thank you to Jessie Schenk, Librarian, for making this her goal for the last two years and working on the extensive documentation to submit the applications. Mrs. Farkas explained there is only one more level to go which is Excellent. The Library receives window clings which acknowledge each level acquired. Patrons can see these on the window as they enter the Library.

B. 2017-2018 Library Board Goals (Updates occur: July, October, January, April)

The Library Goals document can be found on pages 29-31. Mrs. Farkas said that this report will begin to fill up more in October and the staff has been working on it.

C. Budget Session Date Change Discussion

Mrs. Farkas said that the City's Budget Session is scheduled the same day as the Library's. Mrs. Farkas plans to attend the City's meeting and recommends that it would be beneficial for the President to attend as well. Mrs. Farkas will check her schedule to see if the budget session can be rescheduled to Jan. 19th and email the trustees.

11. **Treasurer's Report (Melissa Agosta)**

Trustee Agosta provided a printed summary of the Treasurer's Report to all members. Once again, the Trustees were very pleased to be able to use this report as a reference. The Treasurer's Report can be found on pages 32-43 of the September 20, 2018 Library Board packet.

A. 2018-2019 Library Budget Fund 268

The 2018-2019 Fund 268 budget can be found on pages 32-35 of the September 20, 2018 Library Board packet.

- The 2018-2019 Fund 268 budget calls for revenue of \$3,033,030.00 and expenditures of \$3,140,250.00 consuming \$107,220.00 of the fund balance.

B. 2018-2019 Contributed Fund Budget 269

The 2018-2019 Contributed Fund 269 Budget can be found on page 36 of the September 20, 2018 Library Board packet.

- The 2018-2019 Fund 269 budget calls for revenue of \$33,000.00 and Expenditures of \$145,700.00 consuming \$112,700 of the fund balance.

C. Library Fund 268 Expenditure & Revenue Report through August 31, 2018

The Fund 268 Expenditure and Revenue Report can be found on pages 37-40 of the September 20, 2018 Library Board packet.

- Revenue through August 31, 2018 was \$167,482.90
- Expenditures through August 31, 2018 were \$446,099.02.

D. Contributed Fund 269 Expenditure & Revenue Report through August 31, 2018

The Contributed Fund 269 Expenditure & Revenue Report can be found on page 41 of the September 20, 2018 Library Board packet.

- Revenue through August 31, 2018 was \$8,607.94.
- Expenditures through August 31, 2018 was \$12,602.03

E. Balance Sheet for Funds 268 and 269 as of August 31, 2018

The Balance Sheet for Funds 268 and 269 can be found on pages 42 and 43 of the September 20, 2018 Library Board packet.

- Ending Fund Balance for Fund 268 as of August 31, 2018 was \$1,625,934.70.
- Ending Fund Balance for Fund 269 as of August 31, 2018 was \$1,703,434.19

12. Director's Report

The Director's Report can be found on pages 44-55 of the September 20, 2018 Library Board packet.

Staff celebrating anniversaries in October are:

- Barbara Rutkowski – 21 years
- Patricia Amireskandari – 16 years
- Kit-Ming Tang – 10 years
- Kristen Abate – 9 years
- Linda Brewin – 9 years

To recognize Veterans, the Library will be providing both a commemorative display on the main floor and a book display on the second floor in November. Also, Library staff who have served in the military have been invited to attend the City's Veterans Brunch on Thursday, November 8th. Over 200 people are in attendance for this event.

Mrs. Farkas has a meeting set up with Mr. Bialek to discuss a potential program that might be of interest to the community for him to host. Mrs. Farkas will keep the Board informed about that program. Mr. Bialek asked Mrs. Farkas to share with the Board some of his upcoming programs. These can be found on page 46. Mr. Bialek has a 2:30 pm and 7:00 pm program on November 13 at the Novi Police Training Center. Also, Mr. Bialek's press release is included on page 47.

On page 48 is an email from Kathy Webb informing the Library about state aid. Mrs. Farkas explained the amount is higher and the breakdown of how funds are distributed is included in the email. This money is included in budgeted revenue.

Mrs. Farkas included an email from the Michigan Department of Treasury confirming that the Library doesn't receive Personal Property Tax Reimbursements.

On page 50 a copy of the check and the penal fine money is included.

On page 52, a flyer that was presented to the Walled Lake School District Board is provided. Trustee Poupard and Mrs. Farkas attended the Walled Lake School District Board Meeting presenting the flyer that highlights outreach efforts extended to the Walled Lake Community. Mrs. Farkas made a contact with their communications specialist that night and will be meeting with her to determine additional ways to build a greater relationship. Mrs. Farkas was appreciative that Trustee Poupard joined her for the meeting.

Mrs. Farkas attended a Breakfast on September 20 hosted by the Novi Library. About 20 were in attendance, half of what the staff expected. Four principals attended and lots of media specialists gathered at the Library for breakfast. This year the invitation was extended to the preschools. The staff plans to have the event in October next year. In the past, October typically brings a higher attendance.

On page 54 is the flyer for the September Songfest that is held at Paradise Park on September 21. Mrs. Farkas invited the Board to attend.

Page 55 includes information relating to MCLS and MelCat being back online. We are now borrowing from our larger State consortium and we are borrowing books that we haven't been able to all summer; due to the CARL changeover.

A. Information Technology Report

The Information Technology Report can be found on pages 56-58 of the September 20, 2018 Library Board packet. An assembly day was held at the Library to assemble the custom hands. Discussion took place regarding the foam for the inside of the hand, so that it doesn't scratch the child's hand. Recently the Library made contact with a company willing to donate the foam needed to complete the hand. Although the project is moving along a little slower than originally planned, the importance of the project being completed right is taken into consideration.

B. Facilities Report

The Facilities Report can be found on page 58 of the September 20, 2018 Library Board packet. HVAC preventative maintenance and the HVAC filter change has been completed. Also, just north of the sidewalks the Library gets a lot of standing water accumulating. DPW has checked this area and the drainage is not an issue however, they recommended adding dirt and limestone so the water can be guided towards the drain.

C. Information Service Report

The Information Service Report can be found on pages 59-62 of the September 20, 2018 Library Board packet. This report highlights the Raising A Reader books read at 7,900 in August. Also, the Rotary, Vibe Credit Union and Friends of the Novi Public Library have been HUGE supporters of the 1,000 Books program. The Rotary recently pledged an additional \$1,000. Mrs. Farkas gave the Rotary a tour today to show them where the numbers are at and where their donation is going.

D. Support Service Report

The report is found on pages 63 and was prepared by Eva Sabolcik on behalf of the Department Head, Maryann Zurmuehlen, in her absence.

E. Library Usage Statistics

The Library Usage Statistics can be found on pages 64-72 of the September 20, 2018 Library Board packet.

F. Friends of the Novi Library

Mrs. Farkas is pleased to announce that the Friends of the Novi Public Library and Lindsay Fricke, Teen Librarian, won a \$1,000 grant. This money will be used to purchase kits for the Battle of the Books and each team will receive their own set of books instead of borrowing from the Library.

G. Novi Historical Commission

March and April meeting information can be found on pages 74-80 of the September 20, 2018 Library Board packet.

Mrs. Farkas will email customized agendas to each Trustee attending the MLA event.

13. Committee Reports

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

(Michener-Chair, Poupard)

- No report was provided.

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

(Lawler – Chair, Verma)

- The Committee is hoping to meet within the next few weeks to start the process to create a new Directors Evaluation.

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

(Agosta – Chair, Messerknecht, Lawler)

- No report was provided.
- Mrs. Farkas is reaching out to one more person in order to get their feedback.

D. Events/Marketing/Fundraising Committee: Outreach opportunities

(Michener – Chair, Agosta, Wood)

- Thursday, September 6: Walled Lake Consolidated Schools Board Presentation (Trustee Poupard)
- Saturday, September 8: NEF Breakfast (Trustee Michener)

E. Strategic Planning Committee: Annual review of current plan

(Poupard – Chair, Wood)

- A Business Leadership/School District Breakfast is scheduled for Wednesday, October 31st. Trustee Wood and Poupard will be in attendance to help facilitate strategic planning questions.
- The Libraries questions for strategic planning made it into the City's survey.
- Patron Feedback sessions on Thursday, October 4, for Strategic Planning are 10am, 2pm and 7pm and the sessions will be no more than an hour. The questions are from the citizens survey but include an additional question that if money were not an issue what would you like to see done, based on five categories provided.

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

(Messerknecht – Chair, Lawler, Verma, Wood)

- A new bulb has been tested for the last week (Sept. 6-14) and an order will be placed. Unused bulbs will be returned to Graybar and the Library will be reimbursed. The project is delayed until the new bulbs are received.
- Currently, the Library is working with Gasser-Bush to determine if our current LED lights can be fitted to accommodate lighting on the west side of the main floor. Since the Library did not use the dimmers in this area it seems that the Library should be able to accommodate the initial change over plans.

G. Bylaw Committee: Review Library Board Bylaws

(Lawler – Chair, Agosta)

- The committee met and plan to provide a draft in October.

14. Public Comment

There was no public comment.

15. Matters for Board Action

A. None

16. Adjourn

A motion was made to adjourn at 8:27 p.m.

1st—Melissa Agosta

2nd—Craig Messerknecht

The motion passed unanimously.



October 25, 2018

William Lawler, Secretary

Date