



**CITY OF NOVI LIBRARY BOARD  
MINUTES, REGULAR MEETING  
November 16, 2017**

**1. Call to Order**

The meeting was held at Fox Run of Novi, 41000 Thirteen Mile Road, Novi, Michigan, 48377, and was called to order by Craig Messerknecht, President, at 7:00 p.m.

**2. Roll Call**

**Library Board**

Craig Messerknecht, President

Tara Michener, Vice President

Melissa Agosta, Treasurer

Ramesh Verma, Secretary (Absent and Excused)

Bill Lawler, Board Member (Absent and Excused)

Doreen Poupard, Board Member

Geoffrey Wood, Board Member

**Student Representatives**

Ravenna Joshi, Student Representative (Departed at 7:23 p.m.)

Lahari Vavilala, Student Representative (Departed at 7:23 p.m.)

**Library Staff**

Julie Farkas, Director

Julie Prottengeier, Office Assistant

**Guests**

24 Fox Run residents in attendance

**3. Pledge of Allegiance**

The Pledge of Allegiance was recited.

- Trustee Messerknecht thanked Fox Run and the residents of Fox Run for hosting the November 16, 2017 Library Board meeting.
- Trustee Poupard welcomed the Novi Library Board on behalf Executive Director Mike McCormick. Trustee Poupard suggested Fox Run can be a trial-run for holding Library Board meetings outside of the Novi the Civic Center in an attempt to reach out to the community.

**4. Approval and Overview of Agenda**

Ms. Farkas requested that the two following items be added to the agenda:

- Item **10E** to the **President's Report** to discuss a letter that was sent to Mr. Bernstein, proprietor of the Read a Latte Café by Ms. Farkas.
- Item **15B** to **Matters for Board Action** to discuss Mr. Bernstein's request for closure of the Café on Friday, November 24, 2017.

A motion was made to approve the Agenda as amended.

1<sup>st</sup>—Doreen Poupard

2<sup>nd</sup>—Melissa Agosta

The motion passed unanimously.

5. **Consent Agenda**

**A. Approval of Claims and Warrants L560**

Trustee Messerknecht asked Ms. Farkas about the \$15,987.00 expense for projection equipment in account 268-000.00-734.500 on the Claims and Warrant L560.

- Ms. Farkas explained that this money was spent in order to upgrade the meeting rooms' video and projection capabilities. The upgrade was necessary to stay current with changing technologies as the previous equipment was seven years old.

A motion was made to approve the Claims and Warrants L560

1<sup>st</sup>— Doreen Poupard

2<sup>nd</sup>— Melissa Agosta

The motion passed unanimously.

**B. Approval of Regular Meeting Minutes—October 26, 2017**

A motion was made to approve the regular meeting minutes from October 26, 2017.

1<sup>st</sup>—Melissa Agosta

2<sup>nd</sup>—Doreen Poupard

The motion passed unanimously.

6. **Correspondence**

**A. Thank you email from Al Bialek—November 6, 2017**

- Vietnam veteran Al Bialek gave a presentation to the TAB members and students in Teen Space sharing his life experience and honoring Veterans Day. 30 students were in attendance. Mr. Bialek thanked Ms. Farkas for allowing him the opportunity to share his message.

7. **Presentation/Special Guest**

**A. 2016-2017 Annual Report by Julie Farkas, Library Director (created by Christina Salvatore, Communications Coordinator)**

Referencing the Novi Library's 2016-2017 Annual Report, Ms. Farkas highlighted the following accomplishments:

- The Library hosts 100 programs per month. One program is *Raising a Reader in Novi—1000 Books before Kindergarten*. This program encourages children under the age of 5 to read with their parents. The registration goal in the first year was 200 and with 427 children actually registering, the program exceeded expectations.
- Technology allowing for the transcribing of vinyl albums into a digital format was purchased.
- The Novi Library hosted the 2016 Community Reads event that had over 1,000 people reading the book *Born to Run*. This event is a joint effort between Lyon Township Public Library, Northville District Library, Novi Public Library, Salem-South Lyon Library, Walled Lake City Library, and Wixom Public Library.
- The Library hosted its first wedding provided all by donations. The couples had to submit a video and tell why they deserved to win. The Library provided the location for the ceremony and reception.

- The Library started a television show with Dr. Matthews, Superintendent of Novi Schools, called *Let's Read*. Youth, teen and adult books are discussed on this local cable TV show.
  - Trustee Poupard informed the audience that at Fox Run the show can be viewed on channel 20.
- Financially, the Library was able to budget and refrain from drawing on the fund balance for the 2016-2017 fiscal year. Ms. Farkas thanked the Library Board and the Library staff for their fiscal responsibility. The annual report contains a chart that illustrates how the money was spent.
- Ms. Farkas thanked the following people at Fox Run who continue to foster the relationship between the Novi Library and Fox Run: Peggy Mather, Tom Hollinshead, Geri Angel, Doreen Poupard and Mike McCormick.
  - Ms. Farkas shared that with the success of A Taste of Art that was held in September for residents of Fox Run, another event will be planned for the spring of 2018.

**B. Thank you to Fox Run**

- Ms. Farkas thanked the members of YOU (Your Own University) for cohosting the Author's Live event with the Novi Library. The YOU members help Ms. Farkas pick books for the event and bring over one hundred people to Fox Run for an afternoon of lunch and literature.
- Ms. Farkas thanked the Fox Run book discussion group leaders. The Library provides the books for these groups.
- Ms. Farkas said it is a pleasure working with all the residents of Fox Run and thanked them for allowing the Novi Library to come in to their residence.

**8. Public Comment**

- Fox Run residents thanked the Library for the large print books that are donated to their library and for the Taste of Art event held in September.

**9. Student Representatives Report-October 2017**

The Student Representative Report can be found on pages 15-18 of the November 16, 2017 Library Board packet.

**A. Programs**

- 10/10/17: If you Give a Tween Cupcake (22 in attendance)
- 10/17/17: Eats & Treats Teen Cooking Club—Cake Decorating (25 in attendance)
- 10/25/17: Pizza & Pages Book Club—*School of the Dead*, by Avi (10 in attendance)
- 10/28/17: Pumpkin Decorating Palooza (46 in attendance)

**B. Upcoming Programs**

- 12/7/17: Virtual Reality in Teen Space
- 12/12/17: Eats & Treats Teen Cooking Club—Edible Holiday Gifts
- 12/15/17: TAB Meeting
- 12/19/17: STEM—Gingerbread Engineering Challenge
- 12/20/17: Pizza and Pages Book Club
- 12/21/17: Virtual Reality in Teen Space

**C. TAB Update**

The Teen Advisory Board met on October 20, 2017 and formed 3 new committees: A Community Service Project Committee; an Arts and Craft Committee; and a Teen Programming Committee.

**D. Teen Space**

Teen Space had 1,048 attendees for the month of October, 2017.

**10. President's Report**

**A. Role of the Novi Library Board Trustees reported by Trustee Messerknecht, President**

- Responsibility for the operation of the Novi Library is vested in the Library Board. The Library Board is responsible for the following:

- o The Board has the power and the duty to determine the policy, the rules, and the regulations governing the Library's operations and services.
- o The Board selects, appoints and supervises the Library Director as well as review the Director's performance, salary and benefits.
- o The Board adopts and approves a budget each fiscal year which begins on July 1<sup>st</sup> of each year. Planning for the 2018-2019 budget will begin in January of 2018.
- o The Board has exclusive control of the revenue and expenditures of the Library.
- o The Board is in charge of supervising and maintaining the building and the grounds around the building.
- o To be on the Novi Library Board an application must be submitted to the City and then an interview takes place by Novi City Council. The ultimate decision is made by the Mayor of Novi.
- o The seven member Library Board elects its own officers (President, Vice-President, Treasurer and Secretary).
- o The Director is the Chief Officer responsible for the implementation of the rules and policies established by the Board. The Director is also responsible for the day to day management and operation of the Library.
- o The relationship between the Library Board and the Library Director is key to the success of the Novi Library.

**B. 2017-2018 Library Board Goals**

- Maintain excellent customer service in all facets of the Library's operations, Board functions and community involvement.
  - o The Lending Library at Lakeshore Park is an opportunity to bring library materials to areas in Novi that currently do not use the Novi Library. The Lending Library is a large unit that contains books and DVD's that can be checked out from the unit using a library card. Lakeshore Park is a possible location for one of these units.
- Balance the needs of the community with fiscal responsibility and reduce the deficit spending.
  - o The Library is working on a LED light conversion project that will reduce spending. The Director and the Board are also looking into an endowment opportunity.
- Provide quality and diverse services, materials, programs and technology.
  - o Virtual Reality programming
  - o Fostering connections with the diverse community through programs and discussions.
- Promote the Library in Novi's residential and business communities and provide outreach to non-library users.
  - o Conducting the Library Board meeting at Fox Run is an opportunity to reach out to the north end of Novi and make contact with non-library users. Ms. Farkas hopes to continue with this trend of reaching out to the community.
  - o The Library Card Campaign was an opportunity to reach Novi residents that did not have a Novi Library card.
  - o 1000 Books before Kindergarten is an opportunity to reach families of young children.
- Ensure that the Library maintains policies and planning strategies that promote safe, efficient, productive and enjoyable experience or patrons and staff.
  - o The Library Board will create a staff survey
  - o Human Resource Salary Review

**C. Goals Update (October, January, April and June/July)**

**D. Inform. Inspire. Include.**

The Library's motto is Inform. Inspire. Include. This phrase is used as a guidepost when the Board and the Director are creating policies.

**E. Café Letter**

- Ms. Farkas sent a letter to Mr. Bernstein reminding him of the Library's policy of providing good customer service. A dialogue between Mr. Bernstein and a library staff member, who was purchasing from the café, took place that left the staff member unsatisfied. Ms. Farkas asked Mr. Bernstein to refrain from using negative comments to patrons and staff members.

**11. Treasurer's Report**

**A. Library Budget Fund 268—2017-2018**

The 2017-2018 Fund 268 budget can be found on pages 25-29 of the November 16, 2017 Library Board packet.

- The 2017-2018 approved budget for Fund 268 calls for revenue of \$2,901,020.00 and expenditures of \$3,032,496.00 which would consume \$131,476.00 of the fund balance.

**B. 2017-2018 Contributed Fund Budget 269**

The 2017-2018 Contributed Fund 269 Budget can be found on page 30 of the November 16, 2017 Library Board packet.

- The 2017-2018 approved budget for Fund 269 calls for revenue of \$48,500.00 and expenditures of \$118,465.00 which would consume \$69,965.00 of the fund balance.

**C. Library Fund 268 Revenue and Expenditure Report (October 31, 2017)**

The Fund 268 Expenditure and Revenue Report can be found on pages 31-34 of the November 16, 2017 Library Board packet.

- Year-to-date revenue through October 31, 2017 totals \$2,816,872.00 which is an increase of \$2,635,361.00. Trustee Agosta informed the Board that the tax revenue has been received.
- Year-to-date expenditures through October 31, 2017 total \$914,149.00 which is an increase of \$221,799.00.

**D. Contributed Fund 269 Expenditure & Revenue Report (October 31, 2017)**

The Contributed Fund 269 Expenditure & Revenue Report can be found on page 35 of the November 16, 2017 Library Board packet.

- Year-to-date revenue through October 31, 2017 is \$22,111.00 which is an increase of \$7,854.00.
- Year-to-date expenditures through October 31, 2017 total \$10,125.00 which is an increase of \$3,869.00.

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

The balance sheets for funds 268 and 269 can be found on pages 36-37 of the November 16, 2017 Library Board packet.

- The ending fund balance for fund 268 through October 31, 2017 is \$3,741,267.59
- The ending fund balance for fund 269 through October 31, 2017 is \$1,709,933.24

**F. How the Library is Funded**

- Fund 268 is considered the general fund. Revenue comes from taxes, penal fines, gifts and donations, assessments, the Café, meeting room rentals, and library overdue fines. This money is used for the operation of the Library which includes utilities, personnel, supplies, books, office supplies, services and charges.
- Fund 269 is the result of a generous donation by the Walker family. When the new building was being considered, the family donated that money for special programs and updates to the Library. The automated Lending Library will come out of fund 269.
- The Friends of the Novi Library also give money to the Library annually. Purchases made with their money were an Apple TV, a 3-D printer, a laptop for the youth area, as well as funding for the Raising a Reader in Novi. The Friends gave over \$20,000.00 to the Novi Library in the 2016-2017 fiscal year.

## 12. Director's Report

The Director's Report can be found on pages 38-44 of the November 16, 2017 Library Board packet.

- Adopting a Little Library
  - Ms. Farkas was approached by friends of former Teen Librarian Jennifer Preston. Jennifer's friends were able to have a Little Library, which is a free standing kiosk that houses youth and teen books, donated in Jennifer's memory at the Children's Hospital of Michigan-DMC. Ms. Farkas was asked to help fill the kiosk with donated books. Donations will be accepted at any of the six Neighborhood Libraries until January 10, 2018.

### A. Information Technology Report

The Information Technology Report can be found on pages 45-46 of the November 16, 2017 Library Board packet.

- Monthly virtual reality patron events are scheduled through February 2018.
- The 3-D printer is busy making parts for the e-NABLE Community 3-D Hand Assembly Day scheduled for December 14, 2017.

### B. Facilities Report

The Facilities Report can be found on pages 47-48 of the November 16, 2017 Library Board packet.

- The Library passed all fire inspections and Keith Perfect continues to work on the LED project by testing bulbs and fixtures.

### C. Information Services Report

The Information and Services Report can be found on pages 48-50 of the November 16, 2017 Library Board packet.

- Currently there are 518 children registered for the Raise a Reader in Novi program and 16 children have read 1,000 books.

### D. Support Service Report

The Support Service report can be found on pages 51-52 of the November 16, 2017 Library Board packet.

### E. Library Usage Statistics

The Library Usage Statistics can be found on pages 53-61 of the November 16, 2017 Library Board packet.

- 387 new library cards were issued in October and over 60,000 items were checked out.
- The Library App. had 36,000 hits in October.

### F. Novi Historical Commission

The September 27, 2017 Novi Historical Commission Report can be found on pages 62-64 of the November 16, 2017 Library Board packet.

### G. Friends of the Novi Library

No report included.

## 13. Committee Reports

- Policy Committee (Michener- Chair, Poupard): Review current public policies for the Library.
- HR Committee (Verma - Chair, Michener): HR policies, Director Review, Salary Study
- Finance Committee (Agosta - Chair, Messerknecht, Lawler): Financial plan based on Building assessment review.
- Events/Marketing/Fundraising Committee (Michener—Chair, Agosta Wood): Outreach
- Strategic Planning Committee (Poupard—Chair, Wood): Annual review of current plan.
- Building/Landscape Committee (Messerknecht—Chair, Lawler, Verma, Wood): Entrance Project, Energy Reduction Coalition project, building assessment.
- Bylaw Committee (Lawler—Chair, Agosta): Review Library Board bylaws

**14. Public Comment**

Fox Run resident Mr. George W. Smith reported that he had several thousand books that he would be interested in donating to the Library.

**15. Matters for Board Action**

**A. Second draft of Limited part-time Assignment Policy**

Trustee Agosta believes since the City has implemented this policy the library should as well. Ms. Farkas explained that in order for an employee to take advantage of this policy, they must exhaust all vacation time, sick time and personal business time.

A motion was made to approve the Limited Part-Time Assignment Policy.

1<sup>st</sup>—Doreen Poupard

2<sup>nd</sup>—Tara Michener

The motion passed unanimously.

**B. Request by Mr. Bernstein to close the Café on Friday, November 24, 2017**

Mr. Bernstein requested that he be closed on the Friday after Thanksgiving. Ms. Farkas and the Board were in agreement that it is not good business to be closed when the library is open.

A motion was made to deny closing the Read-A-Latte Café on Friday, November 24, 2017.

1<sup>st</sup>—Doreen Poupard

2<sup>nd</sup>—Melissa Agosta

The motion passed unanimously.

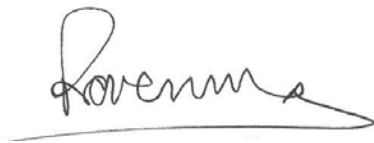
**16. Adjourn**

A motion was made to adjourn at 8:05 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

**December 20, 2017**

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Date