



**CITY OF NOVI LIBRARY BOARD  
MINUTES, REGULAR MEETING  
May 23, 2019**

**1. Call to Order**

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 Melissa Agosta, President, at 7:00 p.m.

**2. Roll Call by Secretary, Bill Lawler**

**Library Board**

Melissa Agosta, President

Bill Lawler, Secretary

Kat Dooley, Board Member

Craig Messerknecht, Board Member

Tara Michener, Board Member

Geoffrey Wood, Board Member (absent and excused)

Torry Yu, Board Member

**Student Representatives**

Mahek Nasser, Student Representative (absent and excused)

Tarun Tangirala, Student Representative (absent and excused)

**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 move item **15. Executive Session** to **5.** on the Agenda.

1<sup>st</sup>—Craig Messerknecht

2<sup>nd</sup>—Torry Yu

The motion passed unanimously.

A motion was made to approve the overview of the Agenda.

1<sup>st</sup>—Kat Dooley

2<sup>nd</sup>—Craig Messerknecht

The motion passed unanimously.

A motion was made to go into Executive Session: Attorney client privileged communication.

1<sup>st</sup>—Kat Dooley

2<sup>nd</sup>—Bill Lawler

The motion passed unanimously.

Roll Call was taken by Trustee Lawler to go into Closed Executive Session. All trustees were in favor of the closed Executive Session.

**5. Executive Session: Attorney client privileged communication**

Closed Executive Session began at 7:04pm and ended at 8:23pm.

**6. Consent Agenda**

**A. Approval of Regular Meeting Minutes**

A motion was made to approve the Regular Meeting Minutes from April 25, 2019.

1<sup>st</sup> – Craig Messerknecht

2<sup>nd</sup> – Bill Lawler

The motion passed unanimously.

**B. Approval of Claims and Warrants**

A motion was made to approve the Claims and Warrant 578.

1<sup>st</sup> – Craig Messerknecht

2<sup>nd</sup> – Bill Lawler

The motion passed unanimously.

**7. Correspondence**

**A. Thank you email from Sundara Rajan re: chess tournament at library, April 22, 2019**

**B. Thank you card by Novi Incubator, April 30, 2019**

**C. Thank you card by staff at ECEC – NCSD, May 9, 2019**

Early Literacy Librarian, Emily Brush, received a thank you card from the Early Childhood Education Center (ECEC) for her great work this year. Ms. Brush's work with the ECEC will start up again in the fall.

The Trustees discussed the Novi Incubator and the amazing talent at the Novi High School. Quest T-Shirts and On Purpose Socks were some of the creative concepts that were launched this year.

**8. Presentation/Special Guest**

**A. None**

**9. Public Comment**

There was no public comment.

**10. Student Representatives Report**

The Student Representative Report can be found on pages 18 and 19 of the May 23, 2019 Library Board packet.

**A. Grant Award Letter from Michigan Humanities to Lindsay Gojcaj, Librarian**

Information Services Librarian, Lindsay Gojcaj, was awarded two grants from Michigan Humanities for programming this summer. The Trustees were very appreciative of Mrs. Gojcaj's dedication in securing grant funds for Novi Library programs. The detail of the awards can be found on pages 20 and 21.

## **11. President's Report (Melissa Agosta)**

### **A. 2018-2019 Library Goals**

Goals can be found on page 22 of the May 23, 2019 Library Board packet.

### **B. 2018-2019 Library Goals Update (July, October, January, April)**

N/A

### **C. Accept Nominations and Vote of Officers for 2019-2020**

#### **Offices: Vice President, Treasurer and Secretary**

Nominations for officers are as follows:

- Vice President – Craig Messerknecht
- Treasurer – Geoffrey Wood
- Secretary – Kat Dooley

A motion was made to accept the nominations for 2019-2020 Officers for Vice President, Secretary and Treasurer.

1<sup>st</sup>—Bill Lawler

2<sup>nd</sup>—Torry Yu

The motion passed unanimously.

### **D. Appointment of Chair to the following committees:**

Policy, HR, Finance, Events/Marketing/Fundraising, Strategic Planning, Building/Landscape and Bylaw.

President Agosta handed out a worksheet listing all the committees and chairs. A Trustee mentioned that the Treasurer has traditionally been Chair of the Finance committee because of the close alliance of some of the topics. However, it is not required that the Treasurer be the Chair of the Finance committee. President Agosta decided to take another look at the Chairs and confirm the Chair appointments for the next meeting.

Trustee Dooley offered to Chair more than one committee and would like to be added to the Events/Marketing/Fundraising committee.

## **12. Treasurer's Report (Melissa Agosta)**

President Agosta provided a printed summary of the Treasurer's Report.

### **A. 2018-2019 Library Budget Fund 268**

The 2018-2019 Library Fund 268 Budget can be found on pages 23-25 of the May 23, 2019 Library Board packet.

- The 2018-2019 Library 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 26 of the May 23, 2019 Library Board packet.

- The 2018-2019 Contributed Fund 269 budget calls for revenue of \$39,500.00 and expenditures of \$164,700.00 consuming \$125,200.00 of the fund balance.

### **C. Library Fund 268 Expenditure & Revenue Report**

The Library Fund 268 Expenditure and Revenue Report can be found on pages 27-30 of the May 23, 2019 Board packet.

- Revenue ending April 30, 2019 was \$3,085,301.
- Expenditures ending April 30, 2019 was \$2,349,787.

#### **D. Contributed Fund 269 Expenditure & Revenue Report**

The Contributed Fund 269 Expenditure and Revenue Report can be found on page 31 of the May 23, 2019 Library Board packet.

- Revenue ending April 30, 2019 was \$66,242.
- Expenditures ending April 30, 2019 was \$84,414.

#### **E. Balance Sheets for Fund 268 and 269**

The Balance Sheet for Funds 268 and 269 can be found on pages 32 and 33 of the May 23, 2019 Library Board packet.

- Ending Fund Balance for Fund 268 as of April 30, 2019 was \$2,638,438.05.
- Ending Fund Balance for Fund 269 as of April 30, 2019 was \$1,689,256.10.

During the discussion of the financials, Director Farkas mentioned that the second installment of State Aid was received and was higher than budgeted. Also, the Café deposit will be expedited fairly soon.

Director Farkas reviewed the updated version of the 269 revenue and expenditure totals as requested by the City. The requested revenue and expenditure changes are highlighted in yellow in the 2018-2019 column. The Trustees discussed the 269 4<sup>th</sup> quarter library revenue and expenditure changes that were presented.

A motion was made to approve the 269 2018-2019 Amendment 4<sup>th</sup> Quarter Budget.

1<sup>st</sup>—Kat Dooley

2<sup>nd</sup>—Craig Messerknecht

The motion passed unanimously.

### **13. Director's Report**

The Director's Report can be found on pages 34-71 of the May 23, 2019 Library Board packet.

Staff members celebrating anniversaries in June are:

- Nancy Bohdan – Support Services Clerk – 23 years
  - Catherine Huff - Support Services Clerk – 11 years
  - Mary Grewell – Support Services Clerk – 11 years
  - Lindsay Gojcaj – Librarian – 4 years
  - Laura Bateman – Support Services Clerk – 4 years
  - Eileen Massarello – Support Services Shelver – 2 years
  - Josef Ploski – Facilities Assistant – 2 years
  - Ruth Rice – Support Services Shelver- 1 year
- On pages 34-35 is the Strategic Planning Committee Report. Trustee Dooley will address this under item **14. Committee Reports**.
  - On pages 36-71 are policies that will be addressed under item **16. Matter for Board Action**.

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

The Information Technology Report, provided by Barb Rutkowski, can be found on pages 72-73 of the May 23, 2019 Library Board packet. The Library App has been updated and users can now place holds and choose the Library where items can be picked up.

#### **B. Facilities Report**

The Facilities Report, created by Keith Perfect, can be found on page 73 of the May 23, 2019 Library Board packet. A majority of work is in the iCube Makerspace room and a new catch pad for the AST room book drop was created to protect the falling books from damage. LED updates can be read under item **14.F Building**

**C. Information Services Report**

The Information Service Report is found on pages 74-78, prepared by April Stevenson. Many great programs took place this month. Raising a Reader has 296 active participants logging 100 books or more, 1,148 logs received to date and 27,000 books read this month. On the top of page 76 is a photo of Mary Robinson who is the lead for the iCube. Ms. Robinson attended the Volunteer Fair on April 27, 2019 as the Library searches for attendees to be a part of the talent team. On page 77 are photos and details of the On the Road Trip to Blissfield, hosted by Programming Coordinator, Gail Anderson.

**D. Support Service Report**

The Support Services report is found on page 79, prepared by Maryann Zurmuehlen. The Read Boxes are out in the community. The locations are ITC, Rotary and Pavilion Shore Parks. Statistics will be provided on the Read Boxes next month.

**E. Library Usage Statistics**

The Library Usage Statistics report can be found on pages 80-88.

**F. Friends of the Novi Library- April 10, 2019 minutes, May 8, 2019 agenda**

The Friends of the Novi Public meeting minutes from April 10, 2019 can be found on pages 89-93. The May 8, 2019 Agenda can be found on page 94.

**G. Novi Historical Commission- May 15, 2019 agenda**

Included on page 95 is the Novi Historical Commission Agenda for the May 15, 2019 meeting.

**14. Committee Reports**

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

(Michener-Chair, Dooley)

- Board approved revised policy manual on June 22, 2017; committee will begin review work in fall 2019.
- President Michener stated that the 1<sup>st</sup> draft of policies are available for review under item **16. Matters for Board Action**

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

(Lawler – Chair, Yu, Staff Liaison – Marcia Dominick)

- Staff satisfaction and strategic planning survey on hold until further notice.

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

(Agosta – Chair, Messerknecht, Lawler)

- Craig Messerknecht and Director Farkas met with the library's attorney on Friday, November 30, 2018, to discuss the library's options for an endowment/foundation. The attorney is currently gathering information relevant to the start-up (policies, bylaws, costs, etc.).
- As of January 14, 2019: Director contacted the library attorney for updates to the discussion on November 30, 2018. Attorney is still working on investigating start-up costs, policies, bylaw, etc. As of February 20, 2019: No update from Attorney; As of March 19, 2019: No update from Attorney; April 18, 2019: No update from the Attorney.
- As of Monday, May 6, 2019: Spoke to attorney about the new draft for Friends MOU and endowment information. She was going to be getting back to Director Farkas with further information.

**D. Events/Marketing/Fundraising Committee: Outreach opportunities**

(Michener – Chair, Agosta, Wood)

1. Library Board Member Bingo Idea

- April 27<sup>th</sup>: Volunteer Fair– Yu, Messerknecht
- April 30<sup>th</sup>: Equity, Diversity & Inclusion webinar – Dooley (with Farkas and Dominick), Michener (remote)
  - Trustee Michener discussed the webinar and the importance in understanding the difference between diversity and equity. Trustee Dooley felt the webinar teachings could be incorporated in how we view our interactions with the public, our team and the Library staff.
- May 2<sup>nd</sup>: State of the City Address – Michener, Agosta, Lawler, Messerknecht, Dooley
- May 13<sup>th</sup>: Meet your Elected Officials – Messerknecht, Michener
  - Trustees Michener and Messerknecht discussed the Meet your Elected Officials event. They were pleased with the presenters and the questions from the participants.

Trustee Michener was pleased to announce that Summer Reading t-shirts have arrived. Trustees plan to wear their Summer Reading t-shirts at the next meeting.

**E. Strategic Planning Committee: Annual review of current plan**

(Wood – Chair, Dooley) Review completed in November 2017.

- April 26<sup>th</sup>: Committee met to finalize the 2019-2020 Strategic Objectives based on data and public feedback sessions. The committee has a recommendation for the Library Board to consider.
  - Members of the Strategic Planning Committee are: Geoffrey Wood (Chair), Kat Dooley, Doreen Poupard, April Stevenson, Christina Salvatore and Director Farkas. Trustee Dooley presented the foundation for the objectives, in her report, which can be found at the bottom of page 34. Also, the 2019-2022 Strategic Objectives can be found on page 35 of the May 23, 2019 Board packet.
  - Trustees made numerous positive comments about the Strategic Objectives.

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

(Messerknecht – Chair, Lawler, Yu, Wood)

- Novi Special Race Car – City Council approved the budget and moving of the car from the Library. Director had a meeting with Rob Petty to discuss costs that were quoted for shelving to be moved, security gates to be moved and carpet to be replaced in order for the library to be fully-functional again as car is moved. No timeframe for this project to begin as of yet, more data needs to be collected. As of May 14, 2019: No report.
- Library Café – May 1<sup>st</sup>: committee met with attorney and Mr. Bernstein to discuss the close out plans for his current lease. Lease will expire on June 1, 2019. Mr. Bernstein plans to move most of his owned equipment out during the Memorial Day weekend. Mr. Bernstein was reminded that the library is not open on Sunday, May 26<sup>th</sup> and 27<sup>th</sup>. Library Administration has processed the deposit check that will be returned to Mr. Bernstein in the amount of \$500 as of June 1, 2019. A notice and thank you was placed in the library's May and June e-newsletter regarding the café lease coming to an end for Mr. and Mrs. Bernstein. May 15<sup>th</sup>: Trustee Wood joined a conference call with Julie Farkas, the library attorney, and possible new tenant to discuss agreement language. The agreement will not be ready for Board review for the May and possibly June meetings. Still questions need to be investigated. Director Farkas and Trustee Wood believe the café could be vacant through the summer based on the time still needed for negotiations. On the good side, this will give the library plenty of time to clean, fix and prep the café space for the possible new tenant. Planned timeframe for new café is fall 2019.
  - Director Farkas approved a statement presented by Mr. Bernstein notifying patrons of the café closing.

- Director Farkas will be providing snacks for the teenagers visiting the Library for the last two weeks of school.
  - Teen Space participants will be provided pizza donated from a local business.
- Grounds- A 1-year contract (April 2019 – December 2019) for lawn services was signed with Brien's Lawn Care. Spring-cleaning has been completed, weed killer and fertilizer has been applied. Mulch is expected to be installed before the Memorial Day holiday. The City of Novi installed some new bushes in the islands (at no cost to the library).
- iCube Makerspace-the date for the grand opening has been moved to Saturday, June 22<sup>nd</sup> at 10:30 am due to timing of receiving new technology in the building, installation of furniture, staff training, and policy/procedure development. We found we needed a few more weeks in order for the space to be optimal for public use. The Friends of the Library were given an overview of the space at their May 8<sup>th</sup> meeting by Mary Robinson and an additional \$2,500 was granted to the library by the Friends for more technology purchases. HUGE thank you to the Friends.
  - A Trustee asked if media presence would be at the event. Director Farkas will try hard to recruit the media, however, based on past experience it is not easy to do.
- Lending Library Kiosk- As of May 14<sup>th</sup>, Rob Petty, City of Novi reports: the Lakeshore Project will go to City Council for approval on May 20<sup>th</sup>. The tentative timeline is for shovels to go quickly into the ground in June 2019. In addition, substantial park completion is planned for December 2019. The recommendation is for the kiosk to be planned for installation in late spring 2020 with an opening planned around June 1, 2020 (10<sup>th</sup> birthday of Library). This allows for the final punch list and landscaping in the park to be completed and launches the start of summer programming in the park as well as summer reading 2020 for the library.
  - Update: Lakeshore Project was approved by City Council.
- LED Lighting- As of Tuesday, May 15<sup>th</sup> we have experienced a lighting issue with a large section of LED bulbs on our 2<sup>nd</sup> floor southwest corner. Calls have been put in to our lighting vendor and our lighting consultant to trouble shoot why such a large bank of lights have failed. Right now, we are placing fluorescent bulbs back in the sections to provide some lighting for patrons until a solution can be found. We are not sure if this is a faulty bulb or ballast inconsistency with the new bulbs.

**G. Bylaw Committee: Review Library Board Bylaws**

(Lawler – Chair, Agosta)

- Bylaw revisions were approved at the March 28, 2019 meeting.

**15. Public Comment**

There was no public comment.

**16. Matters for Board Action**

**A. 2019-2022 Strategic Objectives (1<sup>st</sup> review submitted by Strategic Planning Committee)**

A motion was made to approve the 2019-2022 Strategic Objectives

1<sup>st</sup>—Tara Michener

2<sup>nd</sup>—Bill Lawler

The motion passed unanimously.

**B. Approve iCube Public Policy (2<sup>nd</sup> draft, Attorney reviewed)**

A motion was made to approve the iCube Public Policy

1<sup>st</sup>—Craig Messerknecht

2<sup>nd</sup>—Kat Dooley

The motion passed unanimously.

**C.** Approve Sick Leave Policy Revised (2nd draft has been reviewed by City HR Dept.)

A motion was made to approve the Sick Leave Policy Revised

1<sup>st</sup>—Kat Dooley

2<sup>nd</sup>—Torry Yu

The motion passed unanimously.

**D.** P23: Customer Service Policy (1<sup>st</sup> draft)

A motion was made to approve the P23: Customer Service Policy

1<sup>st</sup>—Tara Michener

2<sup>nd</sup>—Bill Lawler

The motion passed unanimously.

**E.** P13: Unattended Children (1<sup>st</sup> draft, Attorney reviewed)

**F.** P11: Rules of Conduct (1<sup>st</sup> draft, Attorney reviewed)

**G.** B4: Meeting Room Rental and Use (1<sup>st</sup> draft, Attorney reviewed)

**H.** B8: Social Media (1<sup>st</sup> draft, Attorney reviewed)

**I.** Approve 4<sup>th</sup> quarter library financials provided at the May 23, 2019 meeting

Approved under section **12. Treasurer's Report**

Items **16. Matters for Board Action E. – H.** President Agosta explained that the committee reviewed the policies found on pages 46-71. This review of policies stemmed from an incident that occurred in January. President Agosta would like the Trustees to carefully read over these policies and prepare to vote at the next meeting. Additionally, President Agosta and the Board requested Director Farkas to proceed as discussed in the closed session.

**17. Adjourn**

A motion was made to adjourn at 9:25 p.m.

1<sup>st</sup>—Tara Michener

2<sup>nd</sup>—Kat Dooley

The motion passed unanimously.



June 27, 2019

---

Bill Lawler, Secretary

---

Date