



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
October 25, 2018**

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 Tara Michener, President, at 7:00 p.m.

2. Roll Call by Secretary, Bill Lawler

Library Board

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

Student Representatives

Ravenna Joshi, Student Representative (departed at 7:11)
Lahari Vavilala, Student Representative (departed at 7:11)

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. Trustee Agosta requested to add the balance sheet as of September 30, 2018 under item number **11.E. Balance Sheet for funds 268 and 269 as of September 30, 2018**. Director Farkas requested to add a bullet under item **13.D. Events/Marketing/Fundraising Committee: Outreach Opportunities** - 10/12: Novi High School Open House – Our student representative Ravenna Joshi attended on behalf of the Novi Public Library.

These motions were accepted and approved as amended.

1st—Ramesh Verma
2nd—Melissa Agosta

The motion passed unanimously.

5. Consent Agenda

A. Approval of Regular Meeting Minutes – September 20, 2018

A motion was made to approve the regular meeting minutes from September 20, 2018.

1st—Craig Messerknecht

2nd—Ramesh Verma

The motion passed unanimously.

B. Approval of Claims and Warrants L571

A motion was made to approve the Claims and Warrants L571.

1st – Craig Messerknecht

2nd – Ramesh Verma

The motion passed unanimously.

6. Correspondence

A. 9/15: Thank you note – Beth Hinmer, Scrapbook Event

Beth Hinmer, a scrapbook attendee hand wrote a thank you note.

B. 9/16: Thank you note – Rozelle & Stacey White, Real 1st Ladies Group

Rozelle and Stacey were renters at the Library and sent a thank you note expressing their appreciation for the accommodations.

C. 10/3: Thank you email – Tom Daniels & Tom Marsh, Authors LIVE event

Tom Daniels & Tom Marsh, authors that presented at the Authors LIVE event emailed a thank you note.

D. 10/3: Thank you email – Steve Harms, Authors LIVE event

Steve Harms, an author that presented at the Authors LIVE event emailed a thank you note.

E. 10/8: Thank you letter – Lisa Brown, Oakland County Clerk/Register of Deeds

Lisa Brown, Oakland County Clerk/Register of Deeds, mailed a thank you to the Novi Public Library for allowing Oakland County to host a program at the Library. Also, she expressed a thank you to Gail Anderson for working with her on the program.

F. 10/8: Thank you email – Rob David, Strategic Planning meeting

Rob David, Novi resident, attended the Strategic Planning meeting and sent a thank you email to the Novi Public Library.

7. Presentation/Special Guest

A. None

8. Public Comment

There was no public comment.

9. Student Representatives Report

The Student Representative Report can be found on pages 21-23 of the October 25, 2018 Library Board packet.

Programs:

9/04/18 Teen Space (699 attendees during the month of September)

9/21/18 Teen Advisory Board Meeting (TAB)

9/22/18 SAT Practice Test (22 attendees)

9/25/18 SAT and /or ACT Review (80 attendees)

9/26/18 Tween Pizza & Pages Book Club (18 attendees)

Upcoming Programs:

11/16/18 TAB

11/28/18 Tween Pizza & Pages Book Club

At the first TAB meeting of the year, new officers made introductions and explained their responsibilities. Ms. Fricke provided an update on the Crayon Initiative. Crayon donation bins were located at the Novi Library. The new and used crayons collected will be made into new crayons and donated to children in local hospitals.

Trustee Lawler congratulated the student representatives for scheduling the variety of programs available. Also, he encouraged the student representatives to continue to schedule the ACT and SAT programs, although a more rigorous program, the response and attendance was notable. Director Farkas thanked student representative, Ravenna Joshi, for volunteering to represent the Novi Public Library at the Novi High School Open House.

10. President's Report (Tara Michener)

A. 2018-2019 Library Board Goals

The goals are on page 24 of the October 25th Library Board packet.

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

Director Farkas said that the Library Board Goals October update is included on pages 25-34 and that everything in red is new. One of the Trustees asked about CARL. Director Farkas explained that CARL was not the Novi Public Libraries staff's first choice however, with sixty libraries evaluating the software, the Library didn't expect to get their first choice. The Novi Public Library staff was encouraged to see new items added into the software that was not included in the old system. Director Farkas said that communication is good between the Library and The Library Network and that CARL continues as a work in progress. Also, Director Farkas made a connection at the MLA conference to begin addressing online renewal of library cards as discussed in the September 20, 2018 Board Meeting. A Trustee asked if the Novi Library is looking into a new café vendor and another Trustee asked if it will go to bid. Director Farkas explained that it went to bid when the Library was opening; however, she is investigating other options and it might not need to go to bid. If it goes to bid that will take place in January or February of 2019. The Café's current lease expires June 1, 2019. The Building and Grounds Committee will be brought into the bidding process if it goes that route. Another Trustee inquired as to the details of the first STEM book. Director Farkas will be happy to get that information from the IS department.

C. Director's Annual Evaluation (1st draft)

Please refer to **Matters for Board Action 15.A.**

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 with the appearance of this report. The Treasurer's Report can be found on pages 38-49 of the October 25, 2018 Library Board packet.

A. 2018-2019 Library Budget Fund 268

The 2018-2019 Fund 268 budget can be found on pages 38-41 of the October 25, 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 42 of the October 25, 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 ending September 30, 2018

The Fund 268 Expenditure and Revenue Report can be found on pages 43-46 of the October 25, 2018 Library Board packet.

- Revenue ending September 30, 2018 was \$2,913,198

- Expenditures ending September 30, 2018 were \$667,371

D. Contributed Fund 269 Expenditure & Revenue Report ending September 30, 2018

The Contributed Fund 269 Expenditure and Revenue Report can be found on page 47 of the October 25, 2018 Library Board packet.

- Revenue ending September 30, 2018 was \$18,467.
- Expenditures ending September 30, 2018 was \$17,553

E. Balance Sheet for Funds 268 and 269 as of September 30, 2018

The Balance Sheet for Funds 268 and 269 can be found on pages 48 and 49 of the October 25, 2018 Library Board packet.

- Ending Fund Balance for Fund 268 as of September 30, 2018 was \$4,149,698.09.
- Ending Fund Balance for Fund 269 as of September 30, 2018 was \$1,708,343.04.

12. Director's Report

The Director's Report can be found on pages 50-72 of the October 25, 2018 Library Board packet.

Staff members celebrating anniversaries in November are:

- Betty Lang – 30 years
- Bill Bembeneck – 18 years
- Julie Farkas – 11 years
- Denise Johnston – 4 years
- Lisa Rinkel – 2 years
- Kirsten Malzahn – 1 year
- Katie Iversen – 1 year

Director Farkas invited Librarian Betty Lang to attend the November meeting to celebrate 30 years of service. This marks the longest years of service that we have celebrated at the Novi Library. We are waiting to see if Betty is available.

On page 51 is the final version of the Strategic Plan document that celebrates accomplishments over the last five years. Director Farkas expressed a huge thank you to Trustees Poupard and Wood for their work on the committee and assistance with getting the final draft approved and circulated. The document contains some really good numbers. On page 53, over 3 million items have been checked out and 1.6 million patrons have visited the Library in the past five years.

On page 55 is the invitation to the Strategic Planning Feedback Sessions. These notifications were distributed to specific community leaders, the school district, and boards and commissions. Also, phone calls were made to encourage attendance. These sessions are scheduled for Wednesday, October 31 at 7:30 am and 1:00 pm. Additional drop in sessions are scheduled in November in order to reach out to the public. Director Farkas is attempting to schedule as many sessions as she can, and would like to see higher attendance numbers, but is not taking less attendee's as a negative. Perhaps, people view the Library as positively serving the community and they may not have anything they want to add. Surveys will be distributed the entire month of November and the survey can be filled out at the Library or online. The survey will be on the website and a link to the survey will be in the e-newsletter in an effort to reach as many people as possible. As shown on page 53, the Novi Library averages about 25,000 cardholders. If we can touch base with about 10 percent of the cardholders, we would like to get back about 250 surveys. Also, we will capture the information from the citizen's survey. Director Farkas believes we will have good data once we get the comments back at the end of November.

Christina Salvatore will be at the November Library Board meeting to present the Annual Report, and in December, the Annual Report and the Strategic Plan will be presented to Council.

On page 56 is an article about the Community Read's event featured in Novi Today. "The Poisoned City: Flint's Water and the American Urban Tragedy" by Anna Clark is now contending for an Andrew Carnegie Medal. At the time this book was chosen, the Library did not know this non-fiction title was in consideration for the award. The Community Reads event will take place at the Wixom Public Library, Friday, November 9th at 7 pm.

On pages 59-61 is the most recent health report for the Café, located inside the Library. There were no major issues and everything was addressed immediately. Director Farkas has been in communication with the Café owner because he is not in compliance with his contract. The contract requires proof of insurance with a Michigan insurance agency. He submitted an insurance form but it was not a Michigan agency and therefore not in compliance. The prior insurance form expired almost two weeks ago. Director Farkas has sent numerous requests on this matter and is preparing to send a formal letter at this point.

On page 62-64 is an updated Inform, Inspire and Include pamphlet. This is used in conjunction with the City of Novi's ambassador program, for new people interested in local government. President Michener attended with Director Farkas. This document includes some good talking points and useful information to reflect on.

On page 71 is a call for Novi memorabilia. The City is looking for artifacts to commemorate the 50 year anniversary for the City. The City prefers tangible artifacts to display like an old varsity jacket or a relic distributed at a City event.

On page 72 is marketing material for Novi Community School District featuring the Novi Public Library.

A. Information Technology Report

The Information Technology Report can be found on pages 73 and 74 of the October 25, 2018 Library Board packet. IT representatives visited Fox Run for a virtual reality session. They had sixty participants testing the virtual reality equipment. Scott will follow-up with a report in November.

B. Facilities Report

The Facilities Report can be found on page 74 of the October 25, 2018 Library Board packet. The LED project has continued with the delivery of more bulbs. The facilities department completed replacing bulbs in the staff area and are working on some public spaces at this time. A Trustee asked about the dimmer switch. There is no longer a dimmer option. This change permitted the expansion of LED lighting to more areas in the building than first anticipated.

C. Information Service Report

The Information Service Report can be found on pages 75-79 of the October 25, 2018 Library Board packet. The Library hosted the second 1,000 Books Before Kindergarten event for our Raising a Reader kids. On page 77 is a photo from the Raising a Reader event. Also, on page 76 are the numbers for the Raising a Reader program. There are 260 participants logging 100 books or more, and 2,700 books read this month. On page 78 are the details from the On the Road to Midland trip that Gail Andersen hosts with our State Representative, Kathy Crawford. Also, a wonderful cultural event celebrating India was hosted at the Library this month.

D. Support Service Report

The report is found on page 80 and prepared by Maryann Zurmuehlen.

E. Library Usage Statistics

The Library Usage Statistics can be found on pages 81-89 of the October 25, 2018 Library Board packet. On page 81 the total checkouts are 10,000 higher this month compared to last year. On page 83 the highlighted area indicates that the door counter was not working and the numbers reflected are a little lower as a result. The issue with the door counter has now been resolved. Also, we encountered a previous connectivity issue with the new catalog, CARL and the app.

Now the app is back up and running and numbers are more representative of what we expect to see on page 89.

F. Friends of the Novi Library (Agenda- 10/1018; Minutes 9/12/18)

On page 90 is the agenda for the October 10th meeting and minutes for the September 12th meeting following. Last Friday night was the Booked for the Evening Event hosted by the Friends. It was a wonderful success and Director Farkas thanked the Board members that attended. They had their highest attendance numbers for this event.

G. Memorandum of Understanding between Friends & Novi Library

On pages 93 -94 is the Memorandum of Shared Understanding between the Friends of the Novi Public Library and the Novi Public Library. Friends have requested that the changes in yellow be reviewed. This is discussed further in the **Matters for Board Action 15.C.**

H. Novi Historical Commission (Minutes 7/25/18; Minutes 8/22/18)

On pages 95-102 are the minutes from the July 25th meeting and the minutes from the August 22nd meeting.

I. David Barr Premier Event – January 31, 2019

On page 103 the Historical Commission and specifically; Kathy Crawford, Betty Lang, Christina Salvatore and Director Farkas have been working on a presentation to highlight artist David Barr's life. Focusing on who he is and what he means to our community. Director Farkas is excited to endorse a program that she hopes can encourage communities to visit the park, Villa Barr, located in Novi. Also, Director Farkas visualizes a program that can go on the road and can be shared with other libraries. Former Mayor, David Landry, was brought on-board to get his feedback as he has been very much involved in the unveiling of the park. Additionally, Jeff Muck, Director of Parks, Recreation and Cultural Service and Tracie Ringle, Deputy Director of Parks, Recreation and Cultural Services also attended the meeting conveying valuable information and data. This premier event takes place on Thursday, January 31st.

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, Staff Liaison – Marcia Dominick)

- The committee met about a week ago and this will be discussed further in the **Matters for Board Action 15. A.**

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

(Agosta – Chair, Messerknecht, Lawler)

- No report was provided.
- Director Farkas said that a meeting is scheduled for November 2 with an outside financial advisor and Trustee Messerknecht will accompany Director Farkas to the meeting.

D. Events/Marketing/Fundraising Committee: Outreach opportunities

(Michener – Chair, Agosta, Wood)

- 9/10: Back to School Admin/Teacher Breakfast - Michener
- 9/21: Paradise Park Fundraiser – Verma
- 10/2: Fox Run Authors LIVE – Poupard
- 10/4: Strategic Planning Public Sessions: Poupard, Wood, Michener
- 10/9: Novi Ambassadors Academy – Michener
- 10/12: Novi High School Open House – Student Representative Ravenna Joshi
- 10/17-10/18: MLA Conference – Poupard, Verma, Michener, Lawler, Agosta
- 10/19 Friends Booked for the Evening – Michener, Verma, Agosta

Director Farkas appreciates the Trustees support and attendance at many events this month. She also added a special thank you to Ravenna Joshi for representing the Novi Library at the Novi High School open house.

E. Strategic Planning Committee: Annual review of current plan

(Poupard – Chair, Wood)

- Trustee Wood attended some of the events and mentioned some of the super users. These users were happy to answer many of Director Farkas and Trustee Wood's questions. A lot of feedback centered on technology. A parent discussed what type of technology changes she wanted to see for her children. Additionally, an adult, similar to an empty nester felt they were not as well represented when it came to technology. Some unique suggestions were made as a result of these sessions. Also, Trustee Wood suggested having these conversations on a regular basis, similar to a coffee with the superintendent session. Director Farkas and the Trustees thought this was a great idea and perhaps something Director Farkas can host a couple times a year.
- Director Farkas plans to host sessions with the Library staff because they are in direct contact with patrons that visit the Library. They hear first-hand what the patrons are saying.
- Also, these questions will be asked at the TAB meeting tomorrow. The teen responses are fundamental and five years ago teen space was implemented as a result of these sessions.

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

(Messerknecht – Chair, Lawler, Verma, Wood)

- Trustee Messerknecht updated the Board on the progress of the LED conversion. The project is continuing to run and they are making good progress with the switch out. Trustee Messerknecht also mentioned that the approval by Counsel has taken place for the Lending Library Kiosk project. The Trustees and Director Farkas are very excited about the upcoming Lending Library Kiosk.

G. Bylaw Committee: Review Library Board Bylaws

(Lawler – Chair, Agosta)

- Trustee Lawler said the committee met recently and he will be presenting in more detail in the **Matters for Board Action 15. B.**

14. Public Comment

There was no public comment.

15. Matters for Board Action

A. Director Annual Performance Evaluation (1st draft)

Trustee Lawler explained that the current Director Performance Evaluation is now a three part evaluation. This evaluation can be found on pages 35-37 of the October 25, 2018 Board packet. When the Director's Evaluation was completed back in June, a fair amount of feedback was provided, recommending improvements. Trustee Lawler, Trustee Verma and Marcia Dominick met and provided the new format which took into consideration these requests. Trustee Lawler is pleased to have Marcia Dominick on the committee and stated that she is an outstanding addition to the committee. The new format, which is electronically fillable, retained the categories due to their relevance. Two new pages were added that included questions like what are three major strengths of the Director and are there limitations to the Director's performance. Also, Trustee Lawler stated the additional pages will generate excellent discussion for the executive session. Trustee Agosta opened for discussion questions #2 and #5 on page 36 recognizing that they are yes and no questions. The Board agreed that they would like these questions amended. Also, discussion took place over the rating system used with options 1-5, perhaps changing the performance rating to 1-3. Ultimately, the Board agreed to keep the 1-5

rating and stay in conformity with other evaluation forms used at the Novi Library and at the City of Novi. Trustee Lawler and the committee will make revisions to questions #2 and #5 on page 36 and bring the Performance Evaluation back to the Board. Director Farkas will provide her self-evaluation in the May meeting.

B. Board of Trustees Bylaws (1st draft)

On pages 65-70 are the Bylaws with changes highlighted in yellow and indicated with a strikeout. Trustee Lawler reported that no substantial changes were made. Some language used 6 or 7 years ago did not apply anymore and were removed. Additionally, some sections were no longer applicable to our City, such as signing checks; which is seldom done. Director Farkas mentioned that on page 67 there is a strikeout out that is not highlighted and they would like to omit that language. Also, on page 68 there is a section that has been added to the Bylaws. This section is specific about public comment at the Board Meetings. The language used is consistent with the agenda and will now be mirrored in the Bylaws.

A motion was made to accept the amended Bylaws.

1st— Bill Lawler

2nd— Geoffrey Wood

The motion passed unanimously.

C. Memorandum of Shared Understanding between the Friends of the Novi Public Library and the Novi Public Library (1st draft)

On pages 93 and 94 is a draft of the Memorandum of Shared Understanding between the Friends of the Novi Public Library and the Novi Public Library. President Sue Johnson requested some small changes be considered. On page 93 the language is changed to encourage to make the language more supportive. A sentence was added on the same page that allows for each entity to invite each other to the year-end meeting to share accomplishments and show support. On the bottom of the page 93 some examples are added to clarify who may participate or be involved. On page 94 the word annually is omitted. Also, at the bottom of page 94 the President's name was updated for accuracy. A Trustee asked if the Friends will be included in the Libraries Strategic Planning. Director Farkas said she plans to attend the November Friends meeting and get their feedback. She also mentioned that the Novi Library Board packet is sent to the Friends every month. If the Board is comfortable with the reviewed changes, Director Farkas will take the draft to the Friends, then the second draft will come back to the Board for approval. The Board is comfortable with the changes and will look forward to reviewing the second draft in December.

16. Adjourn

A motion was made to adjourn at 8:01 p.m.

1st—Melissa Agosta

2nd—Craig Messerknecht

The motion passed unanimously.



December 19, 2018

William Lawler, Secretary

Date