



**CITY OF NOVI LIBRARY BOARD  
MINUTES, REGULAR MEETING  
May 24, 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 (Trustee Lawler)**

**Library Board**

Tara Michener, President

Ramesh Verma, Vice President

Melissa Agosta, Treasurer

Bill Lawler, Secretary

Craig Messerknecht, Board Member (Absent and excused)

Doreen Poupard, Board Member

Geoffrey Wood, Board Member

**Student Representatives**

Ravenna Joshi, Student Representative (Departed at 8:25 p.m.)

Lahari Vavilala, Student Representative (Absent and Excused)

**Library Staff**

Julie Farkas, Director

Julie Prottengeier, Office Assistant

**Guests**

Kathy Crawford, Chair, Novi Historical Commission

April Stevenson, Head of Information Services, Novi Public Library

Lindsay Fricke, Information Services Librarian, Novi Public Library

Tammy-Lee Knopp, Novi Historical Commission member

**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

1<sup>st</sup>—Doreen Poupard

2<sup>nd</sup>—Geoff Wood

The motion passed unanimously.

Teen Librarian Lindsay Fricke was not included on the Agenda as part of the **7. Presentations and Special Guests**. Trustee Michener requested Ms. Fricke be included as a co-presenter in item **7A**, and requested that item **7C. Lindsay Fricke, Teen Advisory Board** be added to the Agenda.

Another motion was made to approve the overview of the Agenda as amended.

1<sup>st</sup>—Doreen Poupard

2<sup>nd</sup>—Geoff Wood

The motion passed unanimously.

## 5. Consent Agenda

### A. **Approval of Regular Meeting Minutes from April 26, 2018.**

A motion was made to approve the regular meeting minutes from April 26, 2018.

1<sup>st</sup>—Bill Lawler

2<sup>nd</sup>—Ramesh Verma

The motion passed unanimously.

### B. **Approval of Claims and Warrants L566**

A motion was made to approve the Claims and Warrants L566.

1<sup>st</sup>—Melissa Agosta

2<sup>nd</sup>—Doreen Poupard

The motion passed unanimously.

## 6. Correspondence

### A. **Thank you email from Torry Yu to April Stevenson regarding Hickory Woods event**

Ms. Stevenson was present as a Library representative at an event at Hickory Woods Elementary School. Ms. Yu thanked her for attending.

### B. **Response Email from April Stevenson regarding the Hickory Woods event**

Ms. Stevenson was able to connect with 46 adults and 53 students at the event.

### C. **Email from Jill Minnick, NCSD regarding summer parking lot paving projects**

Ms. Minnick works for the Novi Community School District and informed Ms. Farkas of the upcoming paving project for the High School parking lot off of Taft Road between July and August. The Library uses this lot for staff parking and deliveries.

## 7. Presentation/Special Guest

### A. **April Stevenson—Head of Information Services, Department Update and Summer Reading; Lindsay Fricke-- Information Service Librarian**

Ms. Stevenson presented the following achievements for the 2017/2018 year:

- The creation of a Sensory Sunday Story Time Video. This video allows children the opportunity to experience what a Story Time session is like before attending.
- Youth librarians created a braille enhanced story walk at Furst Park.
- The Novi Library received a \$600 Arts and Humanities Touring grant from Michigan Humanities Council for 4 Summer Reading Programs.
- The second annual Diversity Day was hosted with 700 in attendance. This program has expanded into a monthly program where a different culture is explored each month.
- The Teen Advisory Board was once again the State of Michigan winner of the Summer Reading Program Video Challenge.
- The Library received a donation of books from Congressman Dave Trott.
- The Library embarked on a redesign of the Business Resource Center on the second floor, as well as a redesign in the Youth Department.
- The Summer Reading Program begins June 1 and runs through August 25. This year the Library will be keeping track of the number of books read instead of the number of minutes spent reading.

**B. Kathy Crawford—Chair, Novi Historical Commission—Annual Update**

Ms. Crawford is Chairperson of the 7 member Historical Commission which meets once a month in the Local History Room of the Library. Some of the accomplishments for the 2016/2017 year were:

- Programs: Over 250 people attended various programs hosted by the Commission. The most popular was the Walled Lake Casino and Amusement Park program.
- Community Outreach
- Novi History Cabinet: The History Cabinet was donated by Hugh and Kathy Crawford and is used for displays that correspond with programs being offered by the Historical Commission.
- Acquisitions: The Historical Commission acquired genealogy books, burial permits and various documents to add to the collection.
- History Room: Commission members volunteer 36 hours per month to staff the Local History Room.
- Novi Cemetery: The Commission worked with CSX Rail Road at replacing a retaining wall along the tracks in the cemetery.
- Goals: The Historical Commission is always looking at ways to increase visibility via outreach to schools, community organizations and City functions.

**C. Lindsay Fricke—Teen Librarian, Teen Summer Reading and Teen Advisory Board Update**

**1. Tweens**

- The Pizza and Pages Book Club has been very successful. Each month a book of 200-300 pages is read and instead of a book discussion Ms. Fricke uses trivia questions as a way to examine the book. About 10 students a month attend and the group will continue through summer.
- On June 23 from 11:00-4:00 the DIA (Detroit Institute of Art) Away Trailer will be at the Novi Library. This is a mobile interactive classroom that brings creative and educational experiences to people of all ages.
- DIY T-Shirt Design is returning on June 27 at 7:00 p.m.
- YouTube Karaoke is scheduled for July 3 at 7:00 p.m.
- On July 25 from 7:00-8:30 Phoenix Freerunning Academy will be holding a high energy program about playing sports safely.
- A Coding for Girls Workshop will take place on August 1. Girls will build and program their own LED lamp.
- On August 8 Minecraft Coding using Python will allow tweens and teens the chance to create their own customizations for the popular game.
- Drummunity: Rhythmic Music is on August 22 from 7:00-8:00.

**2. Teens**

- Teens will kick off the Summer Reading Program at Lucky Strike on June 16.
- Virtual Reality programs will be held over the summer
- A Henna Workshop will be held on July 11 at 7:00 p.m. The presenter will provide a history on this art form.
- The College for Creative Studies will be at the Library on August 7 to help create photos worth of an album cover.
- The Teen After-Hours party will be on August 24 to conclude the Summer Reading Program.

**3. TAB**

- TAB, once again, won the State of Michigan Summer Reading Video Challenge. Each member receives a certificate of appreciation, and the Library receives a \$50 gift card from UPSTART.

## 8. Public Comment

There was no public comment.

## 9. Student Representatives Report-April 2018

The Student Representative Report can be found on pages 19-20 of the May 24, 2018 Library Board packet.

### Programs

- 4/4/18: Demolition Derby (80 in attendance)
- 4/11/18: Get Cracking on Code (13 in attendance)
- 4/14/18: National Library Week celebration at Lucky Strike (78 in attendance)
- 4/17/18: Extreme Reality STEM Workshop
- 4/24/18: Pizza and Pages Book Club (8 in attendance)
- 4/25/18: Tween National Geography Bee (17 in attendance)

### Upcoming Programs

- 6/17/18: Kick-OFF Teen Summer Party at Lucky Strike
- 6/20/18: Tween Pizza and Pages Book Club
- 6/23/18: DIA Away: Think Like an Artist
- 6/27/18: DIY T-Shirt Design

### TAB Update

The April 20, 2018 TAB meeting update:

- Teens discussed the officer positions for 2018-2019 and voting will take place at the May 18, 2018 meeting.
- Teens were awarded the win for the State of Michigan Teen Video Challenge.
- Teens crafted paper flowers for a Fox Run community service project.

### Teen Space

- 456 attendees in Teen Space for the month of April. Since September 2017 there have been 5,526 students in Teen Space.

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

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

B. Director's Evaluation –June 28—Request for Executive Session

Trustee Lawler explained the new rating criteria for the Director's evaluation which will be held during Executive Session on June 28, 2018. The form now matches the evaluation that other Library staff members receive. The grading has changed and it is important to note that it goes from 1-5 with 1 being the highest; in the past, 5 was the highest. In addition to the form, Trustee Lawler asked each Board member to include a written narrative of the Director's performance. He requested both documents by June 15, 2018. Trustee Lawler requested that Ms. Farkas write a self-evaluation which she will have completed by June 25, 2018.

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

The Treasurer's Report can be found on pages 21-32 of the May 24, 2018 Library Board packet.

A. 2017-2018 Library Budget Fund 268

The 2017-2018 Fund 268 budget can be found on pages 21-24 of the May 24, 2018 Library Board packet.

- The 2017-2018 Fund 268 budget calls for revenue of \$2,901,020 and expenditures of \$3,032,496 consuming \$131,476 of the fund balance.

B. 2017-2018 Contributed Fund Budget 269

The 2017-2018 Contributed Fund 269 Budget can be found on page 25 of the May 24, 2018 Library Board packet.

- There was little to no activity for the month of April.

**C. Library Fund 268 Expenditure & Revenue Report as of April 30, 2018**

The Fund 268 Expenditure and Revenue Report can be found on pages 26-29 of the May 24, 2018 Library Board packet.

- Revenue through April 30, 2018 was \$2,899,406 which is an increase of \$19,779.
- Expenditures through April 30, 2018 were \$2,344,234 which as an increase of \$250,283.
- The Library continues to operate without using fund balance.

**D. Contributed Fund 269 Expenditures & Revenue Report as of April 30, 2018**

The Contributed Fund 269 Expenditure & Revenue Report can be found on page 30 of the May 24, 2018 Library Board packet.

**E. Balance Sheets for Funds 268 and 269 as of April 30, 2018**

The Balance Sheets for Funds 268 and 269 can be found on pages 31-32 of the May 24, 2018 Library Board packet.

- Ending Fund Balance for Fund 268 through April, 2018 was \$2,392,480.92
- Ending Fund Balance for Fund 269 through April, 2018 was \$1,712,596.47

Ms. Farkas reported that she spoke with the City Finance Department and was informed that the discrepancy in revenue between the Revenue and Expenditure Report and the Balance Sheets will not match as there are other monies that the City has access to that are not included in the Budget.

**12. Director's Report**

The Director's Report can be found on pages 33-37 of the May 24, 2018 Library Board packet.

- Ms. Farkas thanked Trustee Poupard for sending anniversary cards to the following employees who celebrated their anniversary in May:
  - Gail Anderson            2 Years
  - Amy Markus             1 Year
  - Allison Janicki         1 Year
- Ms. Farkas included the Cost Proposal for the LED Project. The chart, that is located on page 38 of the May 24, 2018 Library Board Packet, reflects an estimate of 97.41 hours of work that will be needed to complete the part of the LED project that will be done by Library staff. Facilities staff member Keith Perfect will be paid time-and-a-half to work on the project before the Library opens. Ms. Farkas also put together an expense estimate of \$23,713.41 to complete the project:
  - Personnel: \$5,300 (including \$300 for Social Security)
  - Materials: \$16,232.08 (LED bulbs)
  - Supplies: \$681.33 (\$181.33 was used to purchase a scaffolding)
  - Consultant: \$1,500
- The last e-NABLE Assembly Day will be at the Library on Saturday, June 23, 2018 from 10:00-4:00. Ms. Farkas reported that Toolbox for Education from Lowes is now a sponsor of the project. A religious group from Fox Run donated \$600 for the project and another Fox Run resident also made a donation to the project. A demonstration of the e-NABLE process will be held at Fox Run on June 25, 2018 in the Ascot building.

**A. Information Technology Report**

The Information Technology Report can be found on pages 38-51 of the May 24, 2018 Library Board packet.

**B. Facilities Report**

The Facilities Report can be found on page 52 of the May 24, 2018 Library Board packet.

- Water damage from leaking skylights have been repaired.

**C. Information Service Report**

The Information Service Report can be found on pages 52-55 of the May 24, 2018 Library Board packet.

- On the Road bus trip to Detroit took place on May 11, 2018. The target profit was \$1,000 but actual profit turned out to be \$1,955.55.

**D. Support Service Report**

The Support Service report can be found on pages 56-57 of the May 24, 2018 Library Board packet.

**E. Library Usage Statistics**

The Library Usage Statistics can be found on pages 58-66 of the May 24, 2018 Library Board packet.

**F. Friends of the Novi Library**

The Friend's report can be found on pages 67-69 of the May 24, 2018 Library Board packet.

**G. Novi Historical Commission**

**13. Committee Reports**

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

**B. HR Committee (Verma - Chair, Lawler): HR policies, Director Review, Salary Study**

**C. Finance Committee (Agosta - Chair, Messerknecht, Lawler): Financial plan based on the Building assessment review, Library endowment investigation**

- A meeting was held with the City Finance department and there may be an option for setting up an endowment through the City.
- Ms. Farkas and the Committee are working on creating a purchasing policy.

**D. Events/Marketing/Fundraising Committee (Michener—Chair, Agosta Wood): Outreach Opportunities**

**E. Strategic Planning Committee (Poupard-Chari, Wood)**

**F. Building/Landscape Committee (Messerknecht—Chair, Lawler, Verma, Wood): Entrance Project, LED conversion project, Building assessment**

**G. Bylaw Committee (Lawler—Chair, Agosta): Review Library Board Bylaws**

**14. Public Comment**

There was no public comment.

**15. Matters for Board Action**

**A. Approval of new salary chart effective July 1, 2018**

A motion was made to approve the new salary chart, found on page 35 of the May 24, 2018 Library Board packet, effective July 1, 2018.

1<sup>st</sup>—Ramesh Verma

2<sup>nd</sup>—Doreen Poupard

The motion passed unanimously.

**B. Approval of amended 268 budget for 2017/2018**

The City has requested a budget amendment for the year end of 2017/2018 to reflect the change in account 268-000.00-990.000 for furniture from \$31,000 to \$35,000.

A motion was made to amend the 2017/2018 Fund 268 budget for account 268-000.00-990.000 to reflect the new amount of \$35,000.

1<sup>st</sup>—Doreen Poupard

2<sup>nd</sup>—Geoff Wood

The motion passed unanimously.

**C. Approval of amended 268 budget for 2018/2019**

The original estimate for the salary increases was \$56,000. After completing the salary study it was determined that only \$36,000 would be needed. Ms. Farkas can now place the allotted amounts in the correct accounts.

A motion was made to approve \$36,000 for Permanent and Temporary salaries and Social Security for the salary chart increases; and the LED project overtime costs of \$2,500 plus \$150 for Social Security for the 2018/2019 fiscal year. This will reflect a fund balance usage that was \$127,220 and is now \$107,220. The \$56,000 that is in 268-000.00-704.200 Wages (non-pensionable) will now be zero.

1<sup>st</sup>—Geoff Wood

2<sup>nd</sup>—Doreen Poupard

The motion passed unanimously.

**D. Approval of amended 269 budget for 2017/2018**

The City needed to reflect changes in revenue and expenditures to 2017/2018 Fund 269. In addition to these changes the City also added a Capital Outlay to the expenditures which the LED project, the Lending Library and Makerspace will fall under.

A motion was made to approve the 2017/2018 Fund 269 as amended.

1<sup>st</sup>—Melissa Agosta

2<sup>nd</sup>—Doreen Poupard

The motion passed unanimously.

**E. Approval of amended 269 budget for 2018/2019**

A motion was made to approve the amended 269 budget for 2018/2019.

1<sup>st</sup>—Melissa Agosta

2<sup>nd</sup>—Ramesh Verma

The motion passed unanimously.

**16. Adjourn**

A motion was made to adjourn at 9:15 p.m.

1<sup>st</sup>—Doreen Poupard

2<sup>nd</sup>—Melissa Agosta

The motion passed unanimously.



June 28, 2018

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William Lawler, Secretary

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Date