

**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
August 24, 2017**

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 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
Bill Lawler, Board Member
Doreen Poupard, Board Member
Geoffrey Wood, Board Member

Student Representatives

Ravenna Joshi, Student Representative (Absent and Excused)
Lahari Vavilala, Student Representative (Absent and Excused)

Library Staff

Julie Farkas, Director
Julie Prottengeier, Office Assistant

Guests

Jeff Muck, Director of Parks, Recreation and Cultural Services, City of Novi

3. Pledge of Allegiance

The Pledge of Allegiance was recited.

4. Approval and Overview of Agenda

Trustee Poupard requested that in the Consent Agenda the approval of Claims and Warrants L557 and the regular meeting minutes for July 27, 2017 be separated and approved singularly.

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

1st—Melissa Agosta

2nd—Doreen Poupard

The motion passed unanimously.

5. **Consent Agenda**

A. **Approval of Claims and Warrants L557**

A motion was made to approve the Claims and Warrants L557.

1st—Melissa Agosta

2nd—Doreen Poupard

The motion passed unanimously.

B. **Approval of Regular Meeting Minutes –July 27, 2017**

A motion was made to approve the regular meeting minutes for July 27, 2017.

1st—Melissa Agosta

2nd—Ramesh Verma

The motion passed with 6 ayes and 1 abstention.

6. **Correspondence**

There was no correspondence.

7. **Presentation/Special Guest**

A. **Jeff Muck, Director of Parks, Recreation and Cultural Services—Lakeshore Park**

- Mr. Muck shared information with the Library Board about the plans for the upcoming Lakeshore Park renovation.
- The renovated park will have a new camp building which will have several rooms, one that will hold 100 people, and a usable outdoor patio. There will also be new paved pathways, paved parking, handicap access, an updated playground, new landscaping as well as indoor and outdoor bathroom facilities.
- The new building will hold two voting precincts.
- The City plans to do year round programming at the park which will allow for year round access to the Lending Library that will be housed in the building.
- The new building will not be available for renting, but the pavilion will be rentable.
- Mr. Muck is hopeful that renovations can be started by the end of 2017. Once work is started, he expects 8-9 months of renovation.

8. **Public Comment**

There was no public comment.

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

The Student Representative Report can be found on pages 22-24 of the August 24, 2017 Library Board packet.

A. **Programs**

- 7/8/17: Teen SRP Readathon (4 in attendance)
- 7/11/17: Taste Test Challenge (40 in attendance)
- 7/12/17: STEAM Challenges (75 in attendance)
- 7/15/17: Tween SRP Readathon (15 in attendance)
- 7/19/17: DIY Animal Shelter Blankets (25 in attendance)
- 7/20/17: Comic Art Camp (14 in attendance)
- 7/26/17: Rock Wall Climbing Adventure (75 in attendance)

B. Upcoming Programs

- 9/12/17: Chocolate Milk Shakes for all
- 9/16/17: SAT Practice Test
- 9/18/17: Eats and Treats Teen Cooking Club—Rice Krispies
- 9/22/17: TAB Meeting
- 9/27/17: Pizza & Pages Book Club
- 9/30/17: ACT Practice Test

C. TAB Update

TAB meetings will resume in September.

D. Teen Space

Teen Space will resume in September.

- Trustee Michener offered the TAB members the support of the Board if needed. Ms. Farkas encouraged any Board members interested to attend the September 22, 2017 TAB meeting.

10. President's Report

A. Goals Update

Goals are addressed quarterly.

11. Treasurer's Report

A. Library Budget Fund 268—2017-2018

The Fund 268 2017-2018 Budget can be found on pages 26-28 of the August 24, 2017 Library Board packet.

- The 2017-2018 approved budget for Fund 268 calls for revenue of \$2,901,020.00 and expenditures of \$3,090,996.00 which would consume \$189,976.00 of the fund balance.

B. 2017-2018 Contributed Fund Budget 269

The 2017-2018 Contributed Fund 269 Budget can be found on page 29 of the August 24, 2017 Library Board packet.

- Ms. Farkas reported that the "2017-2018 Proposed" budget should read "2017-2018 Approved". She will make the change for the September 28, 2017 Library Board meeting.
- The 2017-2018 Fund 269 budget 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 (July 31, 2017)

The Fund 268 Expenditure and Revenue Report can be found on pages 30-33 of the August 24, 2017 Library Board packet.

- Revenue through 7/31/17 totals \$124,377.89
- Expenditures through 7/31/17 totals \$169,502.80
- Property tax revenue has not been received but State Penal Fines were received for a total of \$112,141.45.

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

The Contributed Fund 269 Expenditure & Revenue Report can be found on page 34 of the August 24, 2017 Library Board packet.

E. Balance Sheets for Funds 268 and 269

The balance sheets for funds 268 and 269 can be found on pages 35-36 of the August 24, 2017 Library Board packet.

- The ending balance for Fund 268 through July 31, 2017 is \$1,795,042.12.
 - Trustee Agosta noted that the beginning 2016-2017 Fund 268 balance was \$1,755,110.14. At the end of the 2016-2017 fiscal year there is a positive revenue of \$85,056.89 which will be added to the fund balance making the ending balance \$1,840,167.03. Ms. Farkas cautioned that a few expenditures might come in, but is pleased with the 2016-2017 fiscal year.
- The ending balance for Fund 269 through July 31, 2017 is \$1,696,634.20.

12. Director's Report

The Director's Report can be found on pages 37-38 of the August 24, 2017 Library Board packet.

- Ms. Farkas informed the Board of the staff in-service that was held on Friday, August 18, 2017. The morning was spent practicing emergency procedures (tornado, fire and active shooter drills). Ms. Farkas thanked Jerrod Hart (police), Marshall Johnson (Emergency Management Coordinator), and Kevin Pierce (Fire Marshal) for their help planning the drills. The remainder of the day was spent learning about the various departments within the Library. Ms. Farkas thanked the Board for allowing the Library to close so that staff can connect and practice procedures.
- Ms. Farkas explained that the \$18,000.00 that was removed from account 742.231 Building/Grounds/Furniture of the approved 2016-2017 269 budget was a result of moving the Lending Library project to the 2017-2018 269 budget.
- Former Novi Chief of Police Lee BeGole received a library card in the mail as a result of the library card campaign. At the age of 97, Mr. BeGole activated his card.
- Christina Salvatore, Communication Coordinator, is being nominated for the Marketer of the Year award. \$2,000.00 will be awarded to the winner sponsored by Library Journal.
- Ms. Farkas is waiting on lighting samples to be delivered to the Library for the LED project. When the lights are available, Ms. Farkas will invite the Building Committee to come view them.
- The book "Underground Airlines" has been chosen for the 8th Annual Community Reads. The author, Ben H. Winters, will be in the Library on November 10, 2017 at 7:00 p.m. Following the presentation there will be a wine after-glow. Because of the wine event, the attendants must be 21 and over. The author will be speaking at the Novi High School earlier in the day.

A. Information Technology Report

The Information Technology Report can be found on pages 48-49 of the August 24, 2017 Library Board packet.

- The Library is in the beginning stages of working with the Novi High School Frog Force Robotics Team and E-Nable to use the 3D printer to make prosthetic hands for people overseas. The Library will serve as an E-Nable chapter and host a community assembly day.

B. Facilities Report

The Facilities Report can be found on pages 50-51 of the August 24, 2017 Library Board packet.

C. Information Services Report

The Information and Services Report can be found on pages 51-53 of the August 24, 2017 Library Board packet.

- 455 children have registered for the Raise a Reader in Novi program.
- Ms. Farkas reported that connections were made with Walled Lake Schools and she is hopeful that the Library will be working on programming with them.

D. Support Service Report

The Support Service report can be found on pages 54 of the August 24, 2017 Library Board packet.

E. Library Usage Statistics

The Library Usage Statistics can be found on pages 55-63 of the August 24, 2017 Library Board packet.

F. Novi Historical Commission

The Novi Historical Commission minutes from June 28, 2017 can be found on pages 64-65 of the August 24, 2017 Library Board packet.

G. Friends of the Novi Library

The Friends June 14, 2017 minutes and August 9, 2017 agenda can be found on pages 66-68 of August 24, 2017 Library Board packet.

- The Friends have decided to vary the meeting times. Some will be held from 4:00-6:00 p.m. and some from 7:00-9:00 p.m.
- The Library will be hosting Taste of Art on Friday, September 15, 2017 for Fox Run residents. Wine and desserts will be served as guests mingle and learn about the various art in the Library.

13. Committee Reports

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

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

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

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

- The Library Card campaign kicked off on August 15, 2017.
- Board members have received their logo-wear shirts.

E. Strategic Planning Committee (Poupard—Chair, Wood): Annual review of current plan.

F. Building/Landscape Committee (Messerknecht—Chair, Lawler, Verma, Wood): Entrance Project, Energy Reduction Coalition project, building assessment.

- A letter was received from the previous lawn-service company about money that was withheld from their last payment for damage that was done to the bioswales. Ms. Farkas reported that information has been sent to the attorney and is awaiting a reply.

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 2018 Calendar Changes for Library Openings and Closings

- The Library will be converting to a new ILS system over the Memorial Day weekend in May, 2018. Ms. Farkas is requesting that to accommodate this major change, the Library close on Saturday, May 26, 2018. The Library is already scheduled to be closed on Sunday, May 27 and Monday, May 28, 2018.
- Ms. Farkas is requesting that the date for the 2018 Staff In-Service be moved from Friday, August 17, 2018 to Friday, August 24, 2018.

A motion was made to approve the 2018 Library Closings on page 40 of the August 24, 2017 Library Board packet with two exceptions: The addition of closing Saturday, May 26, 2018 and changing the August 17, 2018 closing date to August 24, 2018.

1st—Doreen Poupard

2nd—Geoff Wood

The motion passed unanimously.

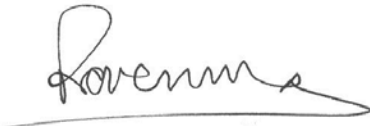
16. Adjourn

A motion was made to adjourn at 8:23 p.m.

1st—Melissa Agosta

2nd—Tara Michener

The motion passed unanimously.



September 28, 2017

Ramesh Verma, Secretary

Date