

**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
May 18, 2016**

1. Call to Order and Roll Call

Trustee Messerknecht made a point to introduce and welcome the new officers as well as new board member Geoffrey Wood.

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

Ruchira Ankireddygari (Departed at 7:08)

Cindy Huang (Departed at 7:08)

Library Staff

Julie Farkas, Director

Julie Prottengeier, Office Assistant

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. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Approval and Overview of Agenda

- Trustee Agosta corrected an error on page 2 of the Agenda under Treasurer's Report. Item **A. Library Budget Fund 268—2016-2017 Approval** is incorrect. **Approval** should read **Approved**.
- Trustee Verma congratulated Trustee Poupard on her recognition by the Novi City Council.

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

1st—Doreen Poupard

2nd—Ramesh Verma

The motion passed unanimously.

4. Consent Agenda

A. Approval of Claims and Warrants L542

B. Approval of Regular Meeting Minutes – April 20, 2016

A motion was made to approve both the Claims and Warrants L542 and the Regular Meeting Minutes for April 20, 2016.

1st—Ramesh Verma

2nd—Tara Michener

Trustee Poupard abstained.

The motion passed with a majority.

5. Correspondence

There was no correspondence.

6. Presentation/Special Guest

There was no presentation.

7. Public Comment

There was no public comment.

8. Student Representatives Report

The Student Representative Report can be found on pages 15-16 of the May 18, 2016 Library Board packet.

A. Programs

- The Teen Book Club met to discuss *I'll Give You the Sun*, by Jandy Nelson, on April 12, 2016.
- Local author Melanie Zwegers shared the delight of mixing poetry and drawing.
- An Introduction to Robotics program was held on April 17 and April 24, 2016.
- On April 20, 2016 the owner of Paradise Park discussed tips and techniques for a successful interview.
- Teens celebrated National Pretzel Day on April 26, 2016 by enjoying a variety of pretzels with cheese, chocolate and mustard dips
- Community Financial discussed saving options at the Smart Money Saving Tips for Teens program on April 28, 2016.

B. Teen Space

- Teen Space had a total of 469 attendees in April.

C. Teen Advisory Board

- Jeff Hocking and Lynette Curtiss from COEI discussed a potential TAB service project for next year. Their organization assists the homeless by collecting backpacks, socks and other vital items throughout the year.
- The new TAB officers were voted on and will be announced at the May TAB meeting.
- The spring service project involved collecting toiletries in collaboration with Novi National Honor Society and the Novi Library. The items will be collected and delivered to the Holy Family Church at the May TAB meeting on May 20, 2016.
 - Trustee Agosta offered a bag of sample size items for the Students Representatives to take and add to the collection.

D. Upcoming Programs

- May 7: Comic Book Magnets
- May 15 & 22: Introduction to Robotics
- May 20: TAB meeting

9. President's Report

A. Goals Update

The Goals Updates can be found on pages 17-33 of the May 18, 2016 Library Board packet. Ms. Farkas offered to take questions.

- Trustee Poupard expressed concerned about the volume of information contained in the goals and hopes that the staff is not overwhelmed. Ms. Farkas thanked Trustee Poupard for her concern and explained that she has informed her staff that not every goal has to be completed every year. Many of the goals are a team effort and do not fall on a single staff member.
- Trustee Michener feels the goals are a collaborative team effort between the staff and also the board members. The board members contribute to achieving the goals by participating in community events and attending meetings.
- Trustee Lawler also expressed concern about balancing the day-to-day activities with the goal strategies. At this time he doesn't feel it is problem, but it is important to be aware of that balance.

B. Directors Evaluation

The Director's evaluation will take place on Wednesday, June 15, 2016 in Executive Session.

- Trustee Verma will send the evaluation form to all the board members to fill out and return to him prior to the June board meeting.
 - Trustee Poupard asked if there were other responsibilities required of the board members and if salary would be discussed. Trustee Messerknecht explained that there are not any other responsibilities and that the Director's salary was addressed at the December evaluation. The June evaluation would focus primarily on performance.

C. Library Board Committee Appointments for 2016-2017

- Trustee Messerknecht thanked Trustee Verma for coordinating the new committee assignments. Trustee Poupard asked what the expectations of the committee members were and Ms. Farkas gave a brief summary of what each committee might be addressing in the forthcoming fiscal year.
 - Trustee Messerknecht told the new committee members that although many of committee ideas come from Ms. Farkas, ideas can also be suggested by the board members.
1. **Policy Committee:** Tara Michener (Chair), Doreen Poupard
 - The committee will be working on updating the policies for the Library. Trustee Michener explained that the HR Committee took about six months to complete the new employee handbook. The committee and Ms. Farkas met initially to go over the nuts and bolts of the handbook, and then the internal committee, made up of staff members, went through each policy. The committee and Ms. Farkas met again after the staff completed their updates. Trustee Michener and Ms. Farkas both agreed it was a smooth and efficient process.
 2. **HR Committee:** Ramesh Verma (Chair), Tara Michener
 3. **Finance Committee:** Melissa Agosta (Chair), Craig Messerknecht, Bill Lawler
 - Ms. Farkas hopes to have a finance plan in place that she can share with the community. The building will be requiring some costly updates and replacements in the future and she hopes to look at ways to put aside and invest fund balance so the money is available for use when needed.

4. **Events/Marketing Committee:** Tara Michener (Chair), Melissa Agosta, Geoff Wood
 - The committee will be working on the annual gala that the Library puts on in collaboration with the Friends of the Novi Library. The gala is an opportunity to reach out to sponsors and patrons as a thank you for giving generously to the Library.
5. **Strategic Planning Committee:** Doreen Poupard (Chair), Geoff Wood
 - Ms. Farkas hopes to host a strategic planning session with members of the community to share what the Library has achieved over the past year and to discover what the community wants and expects from the Library.
6. **Building/Landscape Committee:** Craig Messerknecht (Chair), Ramesh Verma, Bill Lawler, Geoff Wood
 - The committee is already working on the entry-way project that is to begin in June. The parking lot is also in need of repair and that work will likely be started in the spring of 2017.
7. **By-Law Review:** Bill Lawler (Chair), Melissa Agosta

A motion was made accept the committee assignments as outlined.

1st—Doreen Poupard

2nd—Melissa Agosta

The motion passed unanimously.

10. **Treasurer's Report**

A. **Library Budget Fund 268—2016/2017 Approved**

The Library Budget Fund 268 2015-2016 and 2016-2017 can be found on pages 34-36 of the May 18, 2016 Library Board packet.

- The budget for fund 268 2015-2016 ending June 30, 2016 shows revenue of \$2,673,181.00 and expenditures of \$3,092,245.00 consuming \$419,064.00 of the fund balance. The expenditures will increase \$4,500.00 pending review by the Board after increasing the Capital Outlay account Grounds Maintenance \$4,500.00
- The budget for fund 268 2016-2017 calls for revenues to total \$2,774,726.00 and expenditures to total \$2,974,944.00 consuming \$234,782.00 of the fund balance.

B. **Library Fund 268 Expenditure and Revenue Report (April 30, 2016)**

The Library Fund 268 Expenditure and Revenue Report can be found on pages 37-40 of the May 18, 2016 Library Board packet.

- **Revenue:** Revenue increased \$17,533.00 for the month of April bringing the total revenue through April 30, 2016 to \$2,754,126.81.
- **Expenditures:** Expenditures increased \$275,407.00 through the month of April bringing the total expenditures through April 30, 2016 to \$2,284,966.45. This amount is 75% of what was budgeted for and since the Library is 80% through the fiscal year, expenditures are tracking well.
- **Net Revenue & Expenditures** are a positive \$468,160.33. The Library is on track to use very little of the fund balance for this fiscal year.

C. **Contributed Fund Budget 269**

The Contributed Fund Budget 269 can be found on pages 41-42 of the May 18, 2016 Library Board packet.

D. Contributed Fund 269 Expenditure and Revenue Report (April 30, 2016)

The Contributed Fund 269 Expenditure and Revenue Report can be found on page 43 of the May 18, 2016 Library Board packet.

- \$2,159.00 was used toward the new art in honor of Mr. Robert Prost. Of this amount, \$2,000.00 had been donated from friends and family of Mr. Prost.

E. Balance Sheets for Funds 268 and 269

The Balance Sheets for Funds 268 and 269 can be found on pages 44-45 of the May 18, 2016 Library Board packet.

- Fund 268: The ending fund balance through April 30, 2016 is \$2,187,583.00
- Fund 269: The ending fund balance through April 30, 2016 is \$1,659,539.00

Trustee Agosta inquired if the issue with the \$25,659.00 that was incorrectly allocated to Fund 268 line 986.000 had been resolved. Ms. Farkas said she would get that information and share it with the Board.

11. Director's Report

The Director's Report can be found on pages 46-47 of the May 18, 2016 Library Board packet.

- Ms. Farkas informed the Board that beginning Saturday, May 28, 2016 the Administration Office would no longer be open on Saturdays. After two years the amount of traffic generated did not justify staying open. Staff is available Monday through Friday 10:00-6:00 to assist with rental inquiries. Ms. Farkas explained that the management team will be trained to handle last minute rentals during evening hours.
 - Trustee Verma asked if there would be an opportunity for people to leave a message if they called on Saturday. Ms. Farkas assured him that there is and staff would get back with the caller as soon as possible.
- Ms. Farkas included the email that she sent to the Library Board members to approve an additional \$4,500.00 for the entry way project.
- Ms. Farkas included an email received by Adam Wayne confirming the time frame for the entry way project beginning June 20, 2016 and ending July 16, 2016. She will be working with the City and The Novi News to get the word out to the community. The Library entry will be off of Wildcat Drive and the exit will be on Ten Mile.
 - Trustee Messerknecht asked if the City would be handling the signage and Trustee Poupard wondered how soon the signage would be going up. Ms. Farkas would confirm all this with the City.
- The Library will be continuing the lease with the café owner but would not be signing another with the owner in 2019. Ms. Farkas will be sending a copy of the lease to all the board members and will be holding Mr. Bernstein responsible to the language of the lease.
- Community Read is in its seventh year and this year's book will be revealed on August 11, 2016. The author will be present on Wednesday, November 2, 2016 for a discussion.
- On October 12, 2016 the Authors Live Luncheon will be held at Fox Run.
- The Michigan State Fair will host Michigan author Johnathan Rand writer of Michigan Chillers.
- Ms. Farkas encourages everyone to stop in and see the new artwork in memory of Robert Prost. The piece, titled "Autumn Kaleidoscope", was created in oil by artist Emilie Beadle. Ms. Farkas thanked Trustees Messerknecht and Verma for being at the unveiling.
 - Trustee Poupard asked what the process is for donations like this. Ms. Farkas explained that she meets with the family to see what things connect them to the Library. Then, she offers suggestions to the family

based on the Library's needs. Ms. Farkas feels the Library has reached its limit with art and in the future she would be looking at other options.

A. Information Technology Report

The Information Technology Report can be found on pages 48-50 of the May 18, 2016 Library Board packet.

- In response to Trustee Lawler's question about contacting patron's from the technology survey that was discussed at the April 20, 2016 Library Board meeting, Ms. Farkas explained that the answers to the survey have been uploaded to the Novi Library website with comments added by IT staff. Patrons will have the opportunity to get some feed-back from their survey responses.

B. Facilities Report

The Library Usage Statistics can be found on pages 50-51 of the May 18, 2016 Library Board packet.

- Trustee Verma asked about monthly wash/fluid check for the van since it belongs to the City. Ms. Farkas explained it is a courtesy check. The van belongs to the City but is kept at the Library.
- Trustee Lawler asked if the 29 Facilities Help Tickets that were closed in April are the same as the 29 IT Help Tickets that were closed. Ms. Farkas explained that they are separate. Both departments operate separately.

C. Information Services Report

- Trustee Lawler commented on the number of programs held in April. Ms. Farkas reported that the 117 programs included story times, teen programs, adult programs, and all library events. It works out to be about 3-4 programs a day.
- Trustee Agosta asked about April Stevenson's report on the Public Library Association held in Denver. Ms. Farkas explained that Ms. Stevenson returned with lots of ideas to implement at the Novi Library.
- Trustee Poupard thanked Ms. Farkas for attending the Fox Run Expo.
- Trustee Poupard noticed a lot of shrubs along the edge of parking lot have died. Ms. Farkas said close to 50 shrubs will need to be replaced from salt damage. She hopes to have a meeting with the City landscape designer to find a more viable landscape solution.

D. Support Services Report

- Trustee Agosta asked if out-going Support Service Supervisor, David McCown, would be replaced and Ms. Farkas said that a person has already been hired for the part-time position.

E. Library Usage Statistics

The Library Usage Statistics can be found on pages 58-67 of the May 18, 2016 Library Board packet.

F. Friends of the Novi Library (Approved April 13, 2016 Minutes)

The Friends of the Novi Library meeting minutes for April 13, 2016 can be found on page 68 of the May 18, 2016 Library Board packet.

G. Novi Historical Commission (Approved March 23, 2016 Minutes)

The Novi Historical Commission minutes for March 23, 2016 can be found on pages 69-71 of the May 18, 2016 Library Board packet.

12. Committee Reports

- Trustee Messerknecht explained that the new members are not listed but that will change for the next meeting. Ms. Farkas reported she had not had any committee meetings for the month.

- Trustee Poupard asked about the opportunity for the Library to communicate with the community in regards to Strategic Planning. Ms. Farkas hopes to have that opportunity in the fall.

A. Policy Committee (Open, Michener- Chair)

There was no report provided for the Policy Committee.

B. HR Committee (Michener, Verma – Chair)

There was no report provided for the HR Committee.

C. Finance Committee (Open, Open, Messerknecht – Chair)

There was no report provided for the Finance Committee.

D. Events/Marketing/Fundraising Committee (Lawler, Michener – Chair)

There was no report provided for the Events/Marketing/Fundraising Committee.

E. Strategic Planning Committee (Lawler, Open – Chair)

There was no report provided for the Strategic Planning Committee.

F. Building/Landscape Committee (Open, Messerknecht-Chair)

There was no report for the Building/Landscape Committee.

13. Public Comment

There was no public comment.

14. Matters for Board Action

A. Approval for an additional \$4,500.00 to be spent for the library entrance widening project in budget line 941.000 for 2015-2016 Capital Outlay.

- Trustee Verma wanted confirmation that the money will be transferred to the City and the City will pay the contractors, which it will. Ms. Farkas assured the Board that the \$4,500.00 is now reflected in the budget.

A motion was made to accept the approval of the \$4,500.00 to be spent for the widening project.

1st—Bill Lawler

2nd—Melissa Agosta

The motion passed unanimously.

15. Adjourn

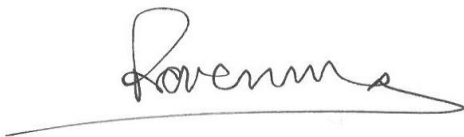
Trustee Messerknecht reminded the Board of the June 1, 2016 event being held at the Novi Library.

A motion was made to adjourn the meeting at 8:00 p.m.

1st—Melissa Agosta

2nd—Ramesh Verma

The motion passed unanimously.



June 15, 2016

Ramesh Verma, Secretary

Date