

**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
December 20, 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 (Absent and excused)
Melissa Agosta, Treasurer (Absent and excused)
Ramesh Verma, Secretary
Bill Lawler, Board Member
Doreen Poupard, Board Member
Geoffrey Wood, Board Member

Student Representatives

Ravenna Joshi, Student Representative (Departed at 7:32 p.m.)
Lahari Vavilala, Student Representative (Departed at 7:32 p.m.)

Library Staff

Julie Farkas, Director
Julie Prottengeier, Office Assistant

Guests

Maryann Zurmuehlen, Support Services Manager

3. Pledge of Allegiance

The Pledge of Allegiance was recited.

4. Approval and Overview of Agenda

Trustee Messerknecht requested that item **D. Toast of the Town** be added to **10. President's Report**.

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

1st—Doreen Poupard

2nd—William Lawler

The motion passed unanimously.

5. Consent Agenda

A. Approval of Claims and Warrants L561

A motion was made to approve Claims and Warrants L561.

1st—Doreen Poupard

2nd—Geoff Wood

The motion passed unanimously.

B. Approval of Regular Meeting Minutes—November 16, 2017

- Trustee Messerknecht acknowledged that the November Library Board meeting held at Fox Run was a success and thanked Fox Run for their cordial treatment of the board members. Trustee Poupard thanked the Library and board members for coming to Fox Run and reported that the residents were happy to be the first to experience a Library Board meeting off-site. Trustee Poupard hopes more meetings held off-site will follow.
- Trustee Verma asked about the staff survey that is referenced in the President's Report of the November 16, 2017 meeting minutes. Ms. Farkas explained as part of the 2017-2018 Library Board Goals the Library Board members will create a survey to administer to Library staff. At this time there has been no planning, but Ms. Farkas hopes to begin working on it after January.

A motion was made to approve the Regular Meeting Minutes from November 16, 2017.

1st—Doreen Poupard

2nd—Ramesh Verma

The motion passed unanimously.

6. Correspondence

A. Email from library patron Alvin Wood

- Mr. Wood is a Novi resident who is disappointed in the lack of African American magazines that the Library currently subscribes to. Mr. Wood is not satisfied with the reason given for the absence of these magazines from the collection and he suggests that the Novi Library reach out to Southfield Public Library or the Detroit Public Library to see how these libraries are able to offer their patrons these magazines.

B. Response to Mr. Wood's email by David Silberman, Librarian

- Mr. Wood's email was given to the librarian in charge of periodicals, David Silberman. Mr. Silberman offered Mr. Wood a more detailed explanation of the problems with the magazines Mr. Wood is looking to read at the Library. Mr. Silberman explained that as the digital age has progressed, the print industry has seen a decline in publications. Mr. Silberman is waiting on contact with both Southfield and Detroit and will follow up with Mr. Wood when he hears from these libraries.

C. Email from Sally Denoyer

- Ms. Denoyer thanked the Library on behalf of herself, her husband, and her children for the mobile app. She appreciates the access the app gives and believes the Novi Library is a gem to this city.

7. Presentation/Special Guest

A. Maryann Zurmuehlen, Head of Support Services

- Ms. Zurmuehlen over-sees the circulation and technical service departments of the Library. She recently created new branding of documentation that is handed to the public upon getting a Novi Library card. Ms. Zurmuehlen gave each Board member a copy of the two new brochures. Her goal was to highlight the services available for patrons.
 - Board members were in agreement that the use of acronyms TLN (The Library Network) and SAS (Shared Automation System) were confusing and suggested the full name be listed on the brochures.
 - Ms. Farkas added that these new brochures have been translated into Japanese as the Japanese residents of Novi have requested.

8. Public Comment

There was no public comment.

9. Student Representatives Report-November 2017

The Student Representative Report can be found on page 18 of the December 20, 2017 Library Board packet.

A. Programs

- 11/08/17: How to Navigate the College-Going Process: Financial Aid (23 in attendance)
- 11/21/17: Eats and Treats Teen Cooking Club—Peanut Butter Lovers (20 in attendance)
- 11/29/17: Pizza and Pages Book Club--*The Book Scavenger*, by Jennifer Bertman (10 in attendance)

B. Upcoming Programs

- 1/10/18: Get Cracking on Code: Coding Club
 - Trustee Messerknecht asked for more detail on this club which the representatives were unable to provide. He hopes they gather more information for the next meeting.
- 1/17/18: Parade of Preschools
- 1/19/18: Teen Advisory Board meeting
- 1/24/18: Create-A-Puzzle
- 1/26/18: After-hours Harry Potter Party
- 1/30/18: Pizza and Pages Book Club

C. TAB Update

- The Teen Advisory Board (TAB) meeting took place on November 17, 2017 and had 30 students in attendance.

D. Teen Space

- 970 attendees in the month of November.

10. President's Report

The President's Report can be found on page 19 of the December 20, 2017 Library Board packet.

A. Library Director Mid-Year Review by HR Committee—January 25, 2018

- Library Director Julie Farkas will enter into an executive session with the Library Board at the January 25, 2018 Library Board meeting to discuss her mid-year review. Trustee Verma volunteered to help with gathering information from the other Board members.

B. 2017-2018 Library Board Goals

- Trustee Poupard stated that she attended the Lakeshore Park meeting at which Ms. Farkas spoke about the Lending Library that is part of the 2017-2018 budget. Ms. Farkas was part of a panel with City Council members hoping to gather information from the residents of the Lakeshore Park area in hopes of saving the Lakeshore Park project. Trustee Poupard thought that residents were not interested in a Library presence at the park, but Ms. Farkas reported that there was a misunderstanding in that residents did not realize the Lending Library was a kiosk and not a physical building. Ms. Farkas said she is hopeful that planning will continue and she will bring new numbers to the Budget Session meeting on January 13, 2018.

C. Goals Update (October, January, April and June/July)

- Updates will be provided in detail at the January 25, 2018 Library Board meeting.

D. Toast of the Town and other City events

- The following events are on the calendar for 2018 and Ms. Farkas is hoping to have Library representation at these events.
 - Toast Of the Town (Novi Chamber of Commerce)—2/2/18
 - Green Gala (Novi Educational Foundation)—3/3/18
 - Pour on the Shore (Novi Parks Foundation)—7/27/18

- Ms. Farkas said that the Library has been partnering with these groups for a number of years and feels the time has come for the Library to have a presence at their events. Ms. Farkas is looking to sponsor a table at each of these events as a show of support and is asking Board members to attend.
- Ms. Farkas hopes to allocate \$2,200 to the budget each year going forward to participate in these events.
- Board members supported the idea, but expressed some concern about Pour on the Shore since they are unsure if a table can be sponsored. Ms. Farkas reported she would come back with more information at the Budget Planning Session in January.

11. Treasurer's Report

The Treasurer's Report can be found on pages 20-33 of the December 20, 2017 Library Board packet.

A. Library Budget Fund 268—2017-2018

The 2017-2018 Fund 268 budget can be found on pages 21-25 of the December 20, 2017 Library Board packet.

- The 2017-2018 Library Budget Fund 268 calls for revenue of \$2,901,020 and expenditures of \$3,032,296 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 26 of the December 20, 2017 Library Board packet.

- The 2017-2018 Contributed Fund Budget 269 calls for revenue of \$48,500 and expenditures of \$118,465 using \$69,965 of the Fund Balance.

C. Library Fund 268 Revenue and Expenditure Report (November 30, 2017)

The Fund 268 Expenditure and Revenue Report can be found on pages 27-29 of the December 20, 2017 Library Board packet.

- **Revenue:** The year to date revenue through November 30, 2017 is \$2,827,591 which is an increase of \$10,719.
- **Expenditures:** The year to date expenditures through November 30, 2017 totaled \$1,133,241 which is an increase of \$219,092.

D. Contributed Fund 269 Expenditure & Revenue Report (November 30, 2017)

The Contributed Fund 269 Expenditure & Revenue Report can be found on pages 30-31 of the December 20, 2017 Library Board packet.

- Revenue as of November 30, 2017 increased \$1,561 to \$23,672, and expenditures were \$16,858 which is an increase of \$6,460.

E. Balance Sheets for Funds 268 and 269

The balance sheets for funds 268 and 269 can be found on pages 32-33 of the December 20, 2017 Library Board packet.

- Fund 268: Fund 268 had an ending balance of \$3,532,893 through November.
- Fund 269: Fund 269 had an ending balance of \$1,704,761 through November.

12. Director's Report

The Director's Report can be found on pages 34-44 of the December 20, 2017 Library Board packet.

- Ms. Farkas has started to include staff anniversaries in the Board packet. The City of Novi hosts a quarterly recognition breakfast for City and Library employees. The Library pays for their own staff at these breakfasts. This quarter the recognitions go to:
 - Barbara Rutkowski—20 years
 - Pat Amireskandari—15 years
 - Jacqueline Liebau—10 years
 - Julie Farkas—10 years
 - Steven Palizzi—5 years
- E-Nable assembly day on December 14, 2017 was a success.

- Ms. Farkas continues to prepare for the budget planning sessions in January and February.
- Mid-year evaluations are currently being given by managers and supervisors.
- On page 35 of the December 20, 2017 Library Board packet Ms. Farkas included the data she gathered and shared with City Manager Pete Auger about Lakeshore Park. Of the 26 subdivisions in the Lakeshore Park area only 21% of the households utilize the Library. Of 26 subdivisions near the Library, 53% of the residents use the Library.
 - The Library could bring programming, a Lending Library, Library card sign-up days and Summer Reading Initiatives to Lakeshore Park therefore reaching non-library users.
- Ms. Farkas included the Novi News article about the E-Nable program that was picked-up by the Detroit Free Press on page 36 of the December 20, 2017 Library Board packet.
- On Tuesday, February 27, 2018 the Novi Library will host a community conversation about the book *All American Boys* by Jason Reynolds and Brendan Kiely as part of Students for Success and Black History Month. 30 copies of the book have been purchased by the Library to circulate.
- Adopting a Little Library continues until January 10, 2018.
 - Trustee Poupard inquired as to how the businesses became aware of Adopting a Little Library. Ms. Farkas said that many come to her looking for a way to connect with the Library.

A. Information Technology Report

The Information Technology Report can be found on pages 45-47 of the December 20, 2017 Library Board packet.

- Ms. Farkas thanked Barb Rutkowski for taking the lead on the E-Nable program.
- Teen Space, as well as planned community events, continue to be places for the IT Department to share the virtual reality equipment.

B. Facilities Report

The Facilities Report can be found on pages 48-49 of the December 20, 2017 Library Board packet.

- Ms. Farkas will have a meeting with the Building Committee after the holidays to go over the LED draft bid provided by the City.

C. Information Service Report

The Information Service Report can be found on pages 49-51 of the December 20, 2017 Library Board packet.

- 525 children have registered for the 1,000 Books before Kindergarten. 19 children have read 1,000 books.

D. Support Service Report

The Support Service report can be found on pages 52-57 of the December 20, 2017 Library Board packet.

E. Library Usage Statistics

The Library Usage Statistics can be found on pages 58-66 of the December 20, 2017 Library Board packet.

- 1,271 materials were borrowed from the 3 Read Boxes located in Novi. From May until October Rotary Park, ITC Park and Lakeshore Park all have a Read Box that gets filled with the donated materials.

F. Novi Historical Commission

No report included.

G. Friends of the Novi Library

The Friends of the Novi Library November 15, 2017 Agenda and October 11, 2017 Minutes can be found on pages 67-70 of the December 20, 2017 Library Board packet.

- Trustee Poupard believes Fox Run is a haven for people to join the Friends of the Novi Library and is thinking of ways to include the Friends at Fox Run. One suggestion is to

have Friend's members meet with the reading groups at Fox Run and to also offer the Friend's a table at the Fox Run Expo.

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**
- Library Director Mid-Year Review-January 25, 2018 (Executive Session)
 - HR meeting is scheduled for December 27, 2017 at 3:00 p.m.
- C. Finance Committee (Agosta – Chair, Messerknecht, Lawler): Financial plan based on Building assessment review.**
- A meeting is scheduled for Tuesday, January 23, 2018 at 6:00 p.m. to discuss an endowment with Jessica Striegle from the Northville Community Foundation.
- D. Events/Marketing/Fundraising Committee (Michener—Chair, Agosta Wood): Outreach**
- Light Up the Night (12/1/17)—Messerknecht and Michener
 - Lakeshore Park Public Meeting (12/2/17)—Messerknecht and Poupard
 - Evening of Appreciation (12/8/17)—Messerknecht and Michener
 - Ms. Farkas stated that Trustee Verma was in attendance as well.
- E. Strategic Planning Committee (Poupard—Chair, Wood): Annual review of current plan.**
- Plans for a new Strategic Plan will need to be discussed since the current plan expires in June, 2018.
- F. Building/Landscape Committee (Messerknecht—Chair, Lawler, Verma, Wood): Entrance Project, Energy Reduction Coalition project, building assessment.**
- Mr. Bernstein has paid his late fees of \$750. His November rent is due no later than December 20, 2017
 - An LED meeting was held on December 1, 2017. Trustees Lawler, Messerknecht, and Verma were in attendance as well as Ms. Farkas, Keith Perfect, Charles Boulard (City of Novi) and Karl from Illuminart.
 - Ms. Farkas is working with the City of Novi on the bid language and expects to have a draft after December 20, 2017. She anticipates the bid will go out on January 15, 2018.
- G. Bylaw Committee (Lawler—Chair, Agosta): Review Library Board bylaws**

14. Public Comment

There was no public comment.

15. Matters for Board Action

Ms. Farkas reported that both policies open for discussion are identical to the policies the City of Novi has adopted.

A. First Draft: SAFETY, INJURIES AND WORKERS COMPENSTATION INSURANCE

A motion was made to approve the new Safety, Injuries and Workers Compensation Insurance policy.

1st—Ramesh Verma

2nd—Doreen Poupard

The motion passed unanimously.

B. First Draft: DISCRIMINATION AND HARASSMENT

- Trustee Poupard was not comfortable with the tone of the policy and wanted time to work on making the verbiage more encouraging so that an employee would feel comfortable coming forward. Ms. Farkas agreed to bring the policy back in January for a second draft.

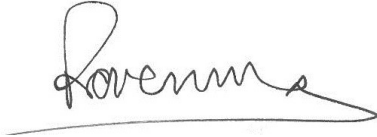
16. Adjourn

A motion was made to adjourn at 8:20 p.m.

1st—Doreen Poupard

2nd—Geoff Wood

The motion passed unanimously.



January 25, 2018

Ramesh Verma, Secretary

Date