

**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
June 22, 2017**

1. Call to Order and 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 (Absent)

Student Representatives

Raveena Joshi, Student Representative (Absent and excused)
Lahari Vavilala, Student Representative (Absent and excused)

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

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

1st—Doreen Poupard

2nd—Ramesh Verma

The motion passed unanimously.

4. Consent Agenda

A. Approval of Claims and Warrants L555

- Trustee Agosta asked about the expenditure of \$8,876.00 in account 268-000.00-934.000 for Lyon Mechanical. Ms. Farkas explained that expenditure is annual maintenance.

- Trustee Agosta asked how many Read Boxes the Library has and where are they located. Ms. Farkas said the three boxes in Novi are located at ITC Park, Lakeshore Park, and Rotary Park.

B. Approval of Regular Meeting Minutes –May 25, 2017

- Trustee Verma asked if the State Aid check that was referenced on page 11 of the May 25, 2017 Minutes had been received. Ms. Farkas reported that she is still waiting for the check.
- Trustee Verma asked Ms. Farkas if she had the percentage of older adults that use the Library that is mentioned in the Information Services Report on page 12 of the May 25, 2017 Minutes. Ms. Farkas reported that she had not gathered that statistic but that she would do so. She also informed the Board that “older adults” are considered ages 55 and over.
 - Trustee Poupard feels that the Library does a great job advertising and connecting with youth patrons but does not advertise as much to older adult patrons. Trustee Poupard thinks the Library is missing a big resource for contributions and use of services by not advertising as aggressively to older adults.
- Trustee Verma asked about the status of the LED project that is referenced in the Building/Landscape Committee Report on page 13 of the May 25, 2017 Minutes. Ms. Farkas informed Trustee Verma that the walk-throughs were completed but she was waiting on the proposal from Illuminart. Ms. Farkas was told that the proposal would take 2-3 weeks to complete.
 - Ms. Farkas is still confident the project will go out to bid the first of July.

A motion was made to approve the Consent Agenda.

1st—Doreen Poupard

2nd—Melissa Agosta

The motion passed unanimously.

5. Correspondence

A. Email from patron Linda Potts (Pages 15-16 of the June 22, 2017 Library Board packet)

Ms. Potts is a Novi Library patron who is unhappy with the quality of the audio book disks she repeatedly checks out and finds scratched and dirty.

- Ms. Farkas responded to Ms. Potts' email which is included on page 15 of the June 22, 2017 Library Board packet.
 - The audio book collection is a very large collection that checks out frequently. The Library relies on patrons to alert the staff of dirty or damaged disks. The Library also relies on volunteers to help clean the damaged disks.
 - Ms. Farkas informed the Board that other libraries that share materials with the Novi Library have not complained about the quality of disks contained in Novi Library materials.
 - Ms. Farkas has informed the Support Service department of the complaint and will continue to monitor the concern.
- Both Trustees Verma and Lawler commended Ms. Farkas on the well written response.
- Trustee Messerknecht suggested including a slip of paper in the disk cases so that patrons would have at their access a place to note any unusable disks.

B. Email to the Novi Community School District Educators

- Ms. Farkas included an email that she sent to 40 teachers and administrators in the Novi Community School District thanking them for the impact they make on the Novi Library. The Library and the District have a wonderful partnership sharing in programs, books discussions, community events and many other activities.

6. Presentation/Special Guest

No presentation or special guest in attendance.

7. Public Comment

There was no public comment.

8. Student Representatives Report

The Student Representative Report can be found on pages 17-18 of the June 22, 2017 Library Board packet.

- Student Representative Raveena Joshi and Lahari Vivilala were not in attendance due to a school function. They will return at the July 27, 2017 Library Board meeting. Ms. Farkas highlighted the upcoming teen programs for July:
 - July 8: Teen Summer Reading Program Readathon
 - July 11: Taste Test Challenge
 - July 12: STEAM Challenges
 - July 15: Tween Summer Reading Program Readathon
 - July 19: DIY Animal Shelter Blankets
 - July 20: Comic Art Camp
 - July 26: Rock Wall Climbing Adventure

9. President's Report

A. Goals Update

The Goals document will be discussed at the July Library Board meeting.

10. Treasurer's Report (Melissa Agosta)

The Treasurer's Report can be found on pages 19-29 of the June 22, 2017 Library Board packet.

A. Library Budget Fund 268—2016-2017

- The 2016-2017 approved budget for fund 268 calls for revenue to total \$2,774,726.00 and expenditures to total \$3,035,900.00 with a fund balance consumption of \$261,174.00.

B. Contributed Fund Budget 269

C. Library Fund 268 Revenue and Expenditure Report (May 31, 2017)

- Year to date revenue totals \$2,819,222.96 which is an increase of \$32,402.00 for the month of May.
- Year to date expenditures total \$2,410,597.29 which is an increase of \$218,914.00 for the month of May.
- The budget for 2016-2017 is \$3,035,900.00 and \$2,410,597.00 has been used leaving \$625,303.00 for the remaining fiscal year. The Library is very much on track to use no fund balance.
- Trustee Messerknecht asked for clarification on the numbers in the 2016-2017 year end column of the Fund 268 budget. Trustee Agosta explained that those numbers are estimates that Ms. Farkas had to provide to the City of Novi.

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

- Year to date revenue is \$24,239.71 which is an increase \$7,250.00 from the last month.
- Year to date expenditures are \$8,533.00 which is an increase of \$457.00 from the last month.
- The budget for Fund 269 is \$32,000.00.

E. Balance Sheets for Funds 268 and 269

- The ending fund balance for Fund 268 through May 31, 2017 is \$2,162,847.33
- The ending fund balance for Fund 269 through May 31, 2017 is \$1,687,518.46
 - Trustee Poupard asked how the balance sheets compare to the budget. Trustee Messerknecht compared it to balancing a check book and shows how much money is left at the end of the month.

11. Director's Report

The Director's Report can be found on pages 30-37 of the June 22, 2017 Library Board packet.

- Novi Career Prep Commencement took place on June 15, 2017. Jessie Schenk, a Novi Library librarian, attended the event and presented the students with a book. This is the third year the Library has participated in this event that has about 30 graduates.
- Gail Anderson, Adult Programming Coordinator, submitted a report for the On the Road trip that took place in April, 2017. \$1,720.00 was raised for the Novi Library as a result of this program. On the Road is a great way to connect with the older adult citizens of Novi. Another On the Road will take place in September with the destination of Grand Rapids, Michigan.
 - Trustee Michener asked if Board members have attended and Ms. Farkas said no, but it would be a great to have a board member as a representative on the trip. The September trip will be on a Saturday.
 - Ms. Farkas thanked Kathy Crawford for partnering with the Library for this event.
- The Summer Lunch Program flier is on page 37 of the June 22, 2017 Library Board packet. The Novi Library partners with this program and this year Ms. Farkas reported that library cards will be given to children who do not currently have a library card. The cards will be usable only through the summer. Ms. Farkas will provide the statistics on these cards at the end of summer.

A. Information Technology Report

The Information Technology Report can be found on pages 38-39 of the June 22, 2017 Library Board packet.

B. Facilities Report

The Facilities Report can be found on pages 40-41 of the June 22, 2017 Library Board packet.

- Trustee Lawler asked about the new facilities position that was filled. Ms. Farkas reported that it is a part-time position.
- Trustee Messerknecht noted the flange that was made on the 3D printer for the relocation of a security camera. Not only did it save the Library money, but it demonstrates that staff is thinking of ways to fix things outside the box. Trustee Messerknecht asked Ms. Farkas to congratulate David Silberman and Keith Perfect on their success.

C. Information Services Report

The Information and Services Report can be found on pages 42-45 of the June 22, 2017 Library Board packet.

- 273 students are registered for Raise a Reader in Novi which has surpassed the goal of 250. This number will continue to grow as it is being used as the Summer Reading Program for children under the age of 5.

D. Support Services Report

The Support Service report can be found on pages 46-47 of the June 22, 2017 Library Board packet.

- Ms. Farkas noted that 337 materials were taken from Read Boxes in the month of May.

E. Library Usage Statistics

The Library Usage Statistics can be found on pages 48-56 of the June 22, 2017 Library Board packet.

- Trustee Messerknecht noted the increase in meeting room rentals for the month of May.
- Ms. Farkas thanked the facilities department for all the work they have put in preparing for the wedding. Brickwork has been colored and resealed, painting touch-ups have been done as well as the cleaning of windows and ceiling tiles.
- Trustee Messerknecht attended a meeting in the East meeting room as a guest and was impressed with the attentive work shown by the facilities staff.
- Trustee Verma asked how many staff members are in the Facility Department. Ms. Farkas informed him there is 1 full time and 2 part time staff members.

F. Friends of the Novi Library

Meetings were held in April and May. The Friends approved their 2017-2018 budget and the Library's wish list for 2017-2018. Ms. Farkas is excited about the virtual reality technology that will be purchased from the wish list.

G. Novi Historical Commission

The Novi Historical Commission held meetings in March and April. The agendas can be found on pages 70-76 of the June 22, 2017 Library Board packet.

H. Bits and Pieces

- A company has been chosen to replace the current TLN Integrated Library System. TLN hopes for it to be operating by June 2018. Ms. Farkas reported that getting a new system will be a big project for Information Services and Support Services. A new catalog will be implemented as well as new technical service components. Ms. Farkas reported that the new system is much more intuitive which will make searching the catalog easier.
 - Trustee Messerknecht asked about the App. interfacing with the new system. Ms. Farkas is unsure how the app will interact with the new system since they are different companies.
 - Trustee Agosta asked if the new system would be more expensive. Ms. Farkas was happy to report that the costs could actually go down.
- Trustee Verma asked about the Annual TLN Picnic to be held on July 14, 2017. Ms. Farkas explained it is held every year for Directors and that normally a speaker is on hand to discuss Library related issues.
- The Michigan Activity Pass (MAP) is an opportunity to visit parks or museums for free through the Novi Library. There are 500 venues to choose from.

- Tom Sharpe drummer for the rock group Styx and The Mannheim Steamrollers performed at the Library on June 10, 2017. Over 70 people were in attendance.
- Trustee Agosta asked about the State Fair Luncheon that is referenced on page 30 of the June 22, 2017 Library Board packet. Ms. Farkas told Trustee Agosta that the Library is not a part of the State Fair this year, but was invited to the luncheon. Ms. Farkas would keep the Board informed of any opportunities to attend.
- Ms. Farkas informed the Board that there will be an after-hours event in September for residents of Fox Run programmed around the art in the Library. Trustee Poupard noted that Fox Run is fortunate to have a partnership with the Novi Library.
- Trustee Messerknecht mentioned that he was at the Meadowbrook Activity Center and noticed that the television monitors that scroll Library events had some slides that didn't fit on the screen and also that dates for events were listed from April through November with no years indicated. He feels this could be confusing for the viewers. Ms. Farkas said she would have Christina Salvatore check on it.
- Trustee Agosta asked about the books that are donated to Thrift Books. Ms. Farkas explained that Thrift Books takes our discarded books and the Library receives a portion of the sale on the books that are resold. The Library has received about \$700.00 so far.

12. Committee Reports

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

- Trustee Lawler inquired about the meaning in policy **C-6 Collection Evaluation** and the third element "poor content". Ms. Farkas explained that a book that is out of date, irrelevant, or inappropriate could fall under this description and the Library would eliminate that book from the collection.
- Ms. Farkas also explained that new language was added to **B-3 Hours of Operation** because the Library opens the lobby to patrons at 9:50 a.m. on all days except Sunday when it opens at 11:50 a.m.

A motion was made to approve the public policy manual.

1st—Tara Michener

2nd—Doreen Poupard

The motion passed unanimously.

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

- Trustee Verma reported the Director's Review would be completed at the conclusion of the Board meeting.

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

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

- Trustee Michener explained the upcoming library card campaign that will target non-library users. A specially designed card will be attached to a flier based on three different types of households: those with children, those with adults ages 55 and above, and those with 2 incomes but no children. Trustee Michener reported that 8,700 of these cards will be mailed out in August.

- Ms. Farkas is excited about this campaign and is expecting 10% of these cards to be registered at the Novi Library.
- Trustee Poupard requested that the font and coloring on the flier for older adults be adjusted so that it is easier to read.
- Trustee Michener informed the Board members that they could order a polo shirt with the Novi Library logo in the color of their choice. "Trustee" would also be embroidered on the shirt.

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

13. Public Comment

There was no public comment.

14. Matters for Board Action

- A.** Approval of Public Policies—approved in Committee Reports
- B.** Approval of additional \$11,500.00 for the permanent and temporary staff salaries based on information received from the City of Novi.
 - The additional \$11,500.00 that will be added to the 2017-2018 budget is to accommodate a change in the performance evaluation wage increases. The City allows for 2.5% for "meeting expectations". The Library desires to be in keeping with the City and would need the extra \$11,500.00 to move from a 2% increase to 2.5%.
 - Trustee Messerknecht requested that after the evaluations are completed that Ms. Farkas share with the Board how many staff members are at each level.

A motion was made to support the increase of \$11,500.00.

1st—Doreen Poupard

2nd—William Lawler

The motion passed unanimously.

- C.** Approval to adjust the 2017-2018 budget to expend the LED project out of the 269 account instead of the 268 account.

A motion was made to approve the adjustment of 2017-2018 to expend the LED project out of the 269 account versus the 268 account.

1st—Melissa Agosta

2nd—William Lawler

Yes-5; No-1

The motion passed with a majority.

15. Executive Session

The Board went into Executive Session at 8:25 p.m. and reconvened at 8:59 p.m.

A motion was made for the Board to grant a 3.5% increase to the Library Director based on exceeding the expectations of the Board and her role as Director of the Novi Library.

1st—Doreen Poupard

2nd—Ramesh Verma

The motion passed unanimously.

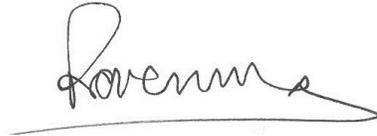
16. Adjourn

A motion was made to adjourn at 9:02 p.m.

1st—Melissa Agosta

2nd—William Lawler

The motion passed unanimously.



July 27, 2017

Ramesh Verma, Secretary

Date