



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
April 20, 2016**

1. Call to Order and Roll Call

Library Board

Craig Messerknecht, President
Tara Michener, Vice President
Ramesh Verma, Secretary
Melissa Agosta, Board Member
Bill Lawler, Board Member
Doreen Poupard, Board Member (Absent and Excused)
Geoffrey Wood, Board Member (Absent and Excused)

Student Representatives

Ruchira Ankireddygari (Absent and Excused)
Cindy Huang (Departed 7:06 p.m.)

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 Overview of the Agenda for April 20, 2016.

1st—Ramesh Verma

2nd—William Lawler

The motion passed unanimously.

4. Consent Agenda

A. Approval of Claims and Warrants L541

- Trustee Messerknecht inquired about an item for \$14,245.00 made payable to CDW-G Government. Ms. Farkas explained that the expense was for upgrading software to accommodate new computer equipment in the second floor computer area.

B. Approval of Regular Meeting Minutes – March 16, 2016

A motion was made to approve Claims and Warrants L541 as well as the Regular Meeting Minutes for March 16, 2016.

1st—Ramesh Verma

2nd—Tara Michener

The motion passed unanimously.

5. Correspondence

There was no correspondence.

6. Presentation/Special Guest

There was no presentation.

7. Public Comment

There was no public comment.

- Trustee Verma asked about the Library's five-minute policy for public presentations when the City's policy is three minutes. Ms. Farkas clarified that the Library's bylaws state five minutes which is why there is a difference between the two.

8. Student Representatives Report

The Student Representative Report can be found on page 16 of the April 20, 2016 Library Board packet.

A. Programs

- Kidpreneur Coding Workshop (3/4/16): participants were instructed on how to design and create a game in less than two hours.
- Battle of the Books (3/12/16): Teams of students competed against each other on questions about six books that each team read.
- Saving for College (3/16/16): Megan Buonodona of the Michigan Education Trust shared valuable knowledge on how the Michigan Education Savings Program plan can help students with tuition at eligible colleges.
- Teen Writing Contest (3/28/16): participants are to submit an original poem or short story by April 22, 2016. The contest is open to teens in grades 9-12.
- Prom Prep 101 (3/29/16): teens met to learn about skincare, fashion and style.

B. Teen Space

- Teen Space had a total of 672 attendees in March.

C. Teen Advisory Board

- Veteran Alan Bialek shared his life lessons through workshops and storytelling.
- Jackie Smale, human resource generalist for the City of Novi, shared her valuable knowledge of resume writing and interviewing skills.
- Librarian Erin Durrett expressed her desire to work with TAB on creating 3D printer programs.

D. Upcoming Programs

- Teen Book Club (4/12/16); Draw Your Own Anime & Manga (4/14/16); Tween Poetry Fun (4/16/16).

9. President's Report

A. **Goals Update**—Goals can be found on pages 17-31 of the April 20, 2016 Library Board packet. Ms. Farkas took questions from Board members about this month's Goals Update.

1. **Goal #2: Balance the needs of the community with fiscal responsibility and reduce the deficit spending.**

- **Strategy: Investigate and implement changes that save money.**
Trustee Verma inquired about the sale of retired IT equipment. Ms. Farkas explained that the money made from these items goes back into the IT account that it came from. She was unsure of the amount collected, but she would put together a comprehensive list for the next Board meeting.

- Trustee Messerknecht asked how the items were sold. It was explained by Ms. Farkas that the items are first listed on MichLib, which is a listserv for libraries, and then the items are put on the City's Bidnet. Ms. Farkas reported that the Library has had much success using these services.

- **Strategy: Seek funding through grants.**

Ms. Farkas informed the Board that she applied for the Library of the Year award. This award is sponsored through Library Journal and the American Library Association and includes all libraries, not just public libraries, in all 50 states. The winner receives a \$10,000.00 cash award as well as major media attention. Ms. Farkas would be notified in early May and it would be presented the end of June in Florida.

- Trustee Messerknecht had an opportunity to review the submission and was very impressed with all Ms. Farkas shared about the Novi Library. Ms. Farkas said that she would share the submission with the Board members. Trustees Michener and Verma thanked Ms. Farkas for nominating the Library.

2. **Goal #7: Ensure that the Library maintains policies and planning strategies that promote safe, efficient, productive and enjoyable experiences for patrons and staff.**

- **Strategy: Maintain communication with Read a Latte Café.**

Trustee Verma asked about the legal opinion being considered for the café. Ms. Farkas explained that when the lease for the café went out for bid she received a letter from the attorney representing the café owner, Mr. Bernstein. Mr. Bernstein was under the impression that he had the option to renew his lease. The Library's attorney responded by saying that was not the intent. Ms. Farkas is awaiting a secondary response from Mr. Bernstein's attorney.

B. **Library Board Officer Elections**

Trustee Verma read the slate of Board officers for the 2016-2017 year. They are:

1. Craig Messerknecht—President
2. Tara Michener—Vice President

3. Melissa Agosta—Treasurer
4. Ramesh Verma—Secretary

The slate was voted on and passed unanimously.

C. Approve the addition of a Library Board Bylaw Review Committee for 2016-2017

Ms. Farkas explained that the bylaws have not been reviewed since she became the Director over eight years ago. With all of the policy changes made while updating the employee handbook, Ms. Farkas found herself referencing the bylaws. She feels it is time to review them.

A motion was made to form a Bylaw Review Committee for 2016-2017.

1st—Craig Messerknecht

2nd—Tara Michener

The motion passed unanimously.

D. Library Board Committee Appointments

Ms. Farkas volunteered to send an email to the Board members suggesting they each choose two committees. The Board members would then contact Trustee Verma with their choices. The Board members may choose three committees since some of the committees require less time. Trustee Verma will share the new committee members at the May Library Board meeting.

10. Treasurer's Report

A. Library Budget Fund 268 2016-2017 Approval

The Library Budget Fund 268 2016-2017 can be found on pages 32-34 of the April 20, 2016 Library Board packet.

- 2015-2016 revenue is projected to be \$2,673,000 with expenditures of \$3,870,000.00 thus leaving a fund balance draw of \$414,000.00. Through nine months, it looks like the Library will continue to use significantly less of the fund balance this current fiscal year.
- 2016-2017 revenue is budgeted to be \$2,774,000.00 and expenditures are budgeted to be \$3,018,000.00 thus requiring a fund draw of \$243,000.00. This is significantly less than the current fiscal year.

B. Library Fund 268 Expenditure and Revenue Report (March 31, 2016)

The Library Fund 268 Expenditure and Revenue Report can be found on pages 35-38 of the April 20, 2016 Library Board packet.

- **Revenue:** Revenue increased almost \$15,000.00 for the month of March bringing the total YTD revenue to \$2,736,593.00.
- **Expenditures:** Expenditures increased \$258,000.00 for the month of March bringing the year to date expenditures to \$2,010,000.00 which is about 65% of what was budgeted. Since the Library is already through three-fourths of the fiscal year, this is very good.
 - Trustee Messerknecht had concerns over a line item on page 38 of the Library Board packet. Account 268-000.00-986.000 shows it had no budget for \$25,659.00. Ms. Farkas explained that that it was an error on the part of the City and she is working with them to fix it. The money had been budgeted but the City had lumped it in with another account.

- **Net Revenue and Expenditures:** are a positive \$726,000.00. Currently the Library is on track to use very little of the fund balance, and the most little used in several years.

C. Contributed Fund Budget 269

The Contributed Fund Budget 269 can be found on pages 39-40 of the April 20, 2016 Library Board packet.

- Little activity was reported for the month of March.

D. Contributed Fund 269 Expenditure and Revenue Report (March 31, 2016)

The Contributed Fund 269 Expenditure and Revenue Report can be found on page 41 of the April 20, 2016 Library Board packet.

E. Balance Sheets for Funds 268 and 269

The Balance Sheets for Funds 268 and 269 can be found on pages 42-43 of the April 20, 2016 Library Board packet.

- **Account 268** had an ending fund balance of \$2,445,457.36 for the month of March.
- **Account 269** had an ending fund balance of \$1,655,623.09 for the month of March.

11. Director's Report

The Director's Report can be found on pages 44-81 of the April 20, 2016 Library Board packet.

- Staff have received the new policy manuals.
- Consul General of Japan Mitsuhiro Wada, and his wife Naoko, were given a tour of the Library by Ms. Farkas and Trustee Verma. The tour allowed the Consul General the opportunity to see how the Japanese population is using the Library. Consul General Wada was given a complimentary library card.
- Trustee Michener and Christina Salvatore attended the April City Council meeting to receive a proclamation from Mayor Gatt in honor of National Library Week. Ms. Farkas thanked both of them for attending.
- Novi Library joined with Walled Lake City Library for a program with the hopes of reaching out to more members of the community. Over 60 people attended. There were games and activities for children and patrons were allowed to renew their library cards. Ms. Farkas hopes to do more partnerships and thanked the Walled Lake library.
- Ms. Farkas attended the City of Novi Quarterly Breakfast. In addition to welcoming new staff, Ms. Farkas recognized staff members Erin Durrett, Dominic Doot, Evan Smale, Barb Rutkowski and April Stevenson for their work on installing the 3D printer.
- The Library had a tornado drill. Ms. Farkas thanked the Novi Police Department and Ray Garbarino for his assistance. A fire drill will be practiced in August, and Ms. Farkas is looking to do a bomb threat drill in the future.
- Ms. Farkas invited the Board members to a Library Board retreat on Wednesday, June 1, 2016 in the Board Room of the Novi Public Library. From 5:00-6:30 attorney Anne Seuryneck will speak and hold a question and answer session about library boards and the legal issues they encounter. From 6:45-8:30 Ms. Farkas would like to hold a goal setting session. There will be a light dinner served at 4:30 for those available.
- Trustee Lawler informed Ms. Farkas that he and Trustee Messerknecht switched welcome desk dates. Trustee Messerknecht will work May 9, 2016 and Trustee Lawler will work June 13, 2016.

A. Information Technology Report

Provided by Barb Rutkowski, the report can be found on pages 52-60 of the April 20, 2016 Library Board packet.

- The NPL Technology Survey results are included in the Library Board packet. The number of responses was disappointing. Next year this survey will be solicited more aggressively.
 - Trustee Lawler asked about the additional comments patrons provided on page 60 of the Library Board packet. He wondered if some of these questions could be resolved by contacting the patrons. Ms. Farkas explained that only if they provided an email address would they be able to reach out to the patron. She would check with Barb Rutkowski to see if there were any emails provided.
 - Trustee Verma asked what can be done with the comments provided by patrons on page 56 of the Library Board packet under "What Kinds of technology would you like to see at the library". Ms. Farkas explained that these comments are, indeed, looked at and provide excellent feed-back. The staff looks at the information as a guide for future programs and what types of new technology could be purchased.

B. Facilities Report

The Facilities Report can be found on pages 61-62 of the April 20, 2016 Library Board packet.

- Trustee Verma asked about the fire extinguisher inspection cards. Ms. Farkas said that they are signed and kept inside the compartment.

C. Information Services Report

Provided by April Stevenson, the report can be found on pages 63-66 of the April 20, 2016 Library Board packet.

D. Library Usage Statistics

The Library Usage Statistics can be found on pages 67-76 of the April 20, 2016 Library Board packet.

- Trustee Messerknecht asked Ms. Farkas to be sure to thank Barbara Rutkowski (IT), Keith Perfect (Facilities) and April Stevenson (Information Services) for providing these reports each month.

E. Friends of the Novi Library (no March meeting)

F. Novi Historical Commission—Approved March 2, 2016 minutes

The minutes can be found on pages 77-81 of the April 20, 2016 Library Board packet.

- The contract for selling the David Barr book, Villa Barr, is nearly complete and the Library hopes to sell the book at the Spring into Novi event in May 14, 2016.

12. Committee Reports

A. Policy Committee (Open, Michener- Chair)

No action at this time.

B. HR Committee (Michener, Verma – Chair)

No action at this time.

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

No action at this time.

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

No action at this time.

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

No action at this time.

F. Building/Landscape Committee: Entrance project, Energy Reduction Coalition project, Building Assessment (Open, Messerknecht-Chair)

1. Trustee Messerknecht and Ms. Farkas met to go over references provided by Energy Reduction Coalition. When all the feed-back is gathered, they will present it to the Board.
 - Trustee Messerknecht explained to new Trustee Agosta that the coalition can provide energy efficient lighting to the Library and also lower the cost. The coalition takes a percentage of the savings over a period of time. The Library currently spends about \$100,000.00 per year on electricity.
2. The bid opening for the main entrance project begins April 21, 2016 at 10:00 a.m.
 - Ms. Farkas explained to Trustee Agosta that there are two bids going out because there are two options available. One bid involves extra work on Ten Mile Road.
3. A letter was submitted to Ms. Farkas on behalf of Gary Bernstein owner of Read a Latte Café. Ms. Farkas is awaiting a response from his attorney.

13. Public Comment

There was no public comment.

14. Executive Session

A motion was made to move to Executive Session at 7:41 p.m.

1st—Tara Michener

2nd—Ramesh Verma

The motion passed unanimously.

The Board reconvened at 7:58 p.m.

15. Matters for Board Action

A. Audience Comment (3rd Draft)

A motion was made to adopt the Audience Comment language.

1st—Tara Michener

2nd—Ramesh Verma

The motion was passed unanimously.

B. 3D Printing Policy (3rd draft)

A motion was made to approve the 3D Printing Policy.

1st—Ramesh Verma

2nd—Melissa Agosta

The motion was passed unanimously.

16. Adjourn

A motion was made to adjourn the meeting at 8:02 p.m.

1st—Tara Michener

2nd—William Lawler

The motion passed unanimously.



May 18, 2016

Ramesh Verma, Secretary

Date