

**CITY OF NOVI LIBRARY BOARD  
MINUTES, REGULAR MEETING  
May 25, 2017**

**1. Call to Order and Roll Call**

**Library Board**

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

**Student Representatives**

Ravenna Joshi, Student Representative (Departed 7:16)  
Lahari Vavilala, Student Representative (Departed 7:16)

**Library Staff**

Julie Farkas, Director  
Julie Prottengeier, Office Assistant  
April Stevenson, Information Services Manger

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 Tara Michener, Vice-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.

1<sup>st</sup>—Doreen Poupard

2<sup>nd</sup>—Geoff Wood

The motion passed unanimously.

#### **4. Consent Agenda**

##### **A. Approval of Claims and Warrants L554**

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

##### **C. Approval of Library Board Goal Setting Session Meeting Minutes—May 6, 2017**

A motion was made to approve Claims and Warrants L554, the regular meeting minutes for April 27, 2017 and the goal setting session meeting minutes from May 6, 2017.

1<sup>st</sup>—Doreen Poupard

2<sup>nd</sup>—Melissa Agosta

The motion passed unanimously.

#### **5. Correspondence**

There was no correspondence.

#### **6. Presentation/Special Guest**

##### **A. Summer Reading 2017 by April Stevenson, Head of Information Services**

- Ms. Stevenson reported the following information about the 2017 Summer Reading Program (SRP):
  - The theme for 2017 is “Build a Better World”
  - SRP started on May 15, 2017 a month earlier than usual in hopes of having more participants following the school visits that take place in early in May.
  - Pre-schoolers will be participating in the Raising a Reader in Novi program. At the time of the Board meeting there were 273 registered and the goal was 250 for the year.
  - K-4<sup>th</sup> grade students are to read 20 hours. If they read an additional 10 hours they can return their calendar to school in the fall for an additional prize.
  - 5<sup>th</sup>-8<sup>th</sup> grade students read for 24 hours and if they read an additional 12 hours they may return their calendar to their school for an additional prize.
  - Teens through 12<sup>th</sup> grade must read 3 books and complete 5 activities to attend the end of summer Teen After-Hours Party.
  - There is also an Adult Summer Reading Program that can be logged online. Participants will receive a book for registering and have the chance to win prizes.
  - Ms. Stevenson thanked the generous sponsors of the 2017 SRP: Friends of the Novi Library, Novi Community School District, Everbrook Academy, Twelve Oaks Mall, Paradise Park, and Town and Country Eyecare.
- Ms. Farkas thanked Ms. Stevenson and her staff for their hard work and dedication to this program.

#### **7. Public Comment**

There was no public comment.

#### **8. Student Representatives Report**

The Student Representative Report can be found on pages 21-23 of the May 25, 2017 Library Board packet.

**A. Programs**

April 11: Teen Volunteer Appreciation Dinner (20 in attendance)

April 18: Maker Tween Club Chain Reaction (14 in attendance)

April 24: Teen Volunteer Orientation (18 in attendance)

April 26: Teen Volunteer Orientation (28 in attendance)

**B. Upcoming Programs**

June 6: Simple Summer Recipes

June 16: Kick-Off Teen Summer Party

June 20: Summer Carnival Extravaganza at Fuerst Park

June 22: Comic Art Camp

June 28: T-Shirt Design

**C. TAB Update**

Officer positions for the next year were discussed at the April 21, 2017 TAB meeting.

Voting will take place for these positions at the May meeting. (24 in attendance)

**D. Teen Space**

Attendance for the month of April was 241. There was no school April 3-7 and April 14<sup>th</sup>.

**9. President's Report**

**A. Goals Update**

Although there were no Goals on the agenda to discuss in the President's report, Trustee Poupard noted that goals were discussed at the May 6, 2017 Goal Setting Session. Ms. Farkas explained that during Matter's for Board Action, the modifications from the May 6, 2017 Goal Setting Session will be discussed.

**B. Library Director Annual Evaluation June 22, 2017 (Request for Executive Session)**

It was noted that the Library Director's annual evaluation will be held during executive session at the June 22, 2017 Library Board meeting. Trustee Michener said that because of Trustee Verma's absence, she would reach out to him about correspondence from fellow board members in regards to the evaluation.

**10. Treasurer's Report**

**A. Library Budget Fund 268—2016-2017**

The approved 2016-2017 Fund 268 budget can be found on pages 25-27 of the May 25, 2017 Library Board packet.

- o The 2016-2017 Approved budget calls for revenue to total \$2,774,726.00 and expenditures to total \$3,035,900.00 which would consume \$261,174.00 of the fund balance.

**B. 2016-2017 Contributed Fund Budget 269**

The Contributed Fund Budget 269 can be found on page 28 of the May 25, 2017 Library Board packet.

**C. 2017-2018 Contributed Fund Budget 269**

The Contributed Fund Budget 269 can be found on page 29 of the May 25, 2017 Library Board packet.

**D. Library Fund 268 Revenue and Expenditure Report (April 30, 2017)**

The Fund 268 Expenditure and Revenue Report can be found on pages 30-33 of the May 25, 2017 Library Board packet.

- o Total revenue through April 30, 2017 is \$2,786,821.77 which is an increase of \$10,386.00.
- o Expenditures totaled \$2,191,683.00 through April 30, 2017 which is an increase of \$201,312.00.

- Trustee Agosta reported that roughly \$2,200,000.00 of a \$3,000,000.00 budget has been used and with only 2 months left in the fiscal year the Library is on target to use no fund balance. Ms. Agosta stressed that although a significant amount of fund balance usage is on track to go unused, due to the technology renewals in the spring and expenditures coming in after the fiscal year, the number may not be as high as it is showing at the end of April, 2017. Trustee Agosta hopes to save, conservatively, \$100,000.00
- Trustee Wood asked about the sources of revenue. Trustee Agosta report that nearly 90% is tax based. Trustee Wood also inquired about fund balance surplus. Trustee Agosta informed him that any surplus remains in Fund 269 and goes unused.
- Ms. Farkas noted that the Library is still waiting on a State Aid check which generally arrives before the end of the fiscal year. Receiving this check would further increase the revenue for the 2016-2017 fiscal year.

**E. Contributed Fund 269 Expenditure & Revenue Report (April 30, 2017)**

The Contributed Fund 269 Expenditure & Revenue Report can be found on page 34 of the May 25, 2017 Library Board packet.

- Year to date revenue totals \$16,989.05 and with expenditures totaling \$8,076.29 there is a positive \$8,912.76 net of revenue and expenditures.

**F. Balance Sheets for Funds 268 and 269**

The balance sheets for funds 268 and 269 can be found on pages 35-36 of the May 25, 2017 Library Board packet.

- Fund 268 total as of April 30, 2017 is \$1,755,110.14
- Fund 269 total as of April 30, 2017 is \$1,671,812.62

**11. Director's Report**

The Director's Report can be found on pages 37-38 of the May 25, 2017 Library Board packet.

- Ms. Farkas suggested that since the Board meeting has three Trustees absent, discussion about the new public policies be put on hold until the June 22, 2017 meeting. Board members in attendance agreed with Ms. Farkas.
- Ms. Farkas met the new City of Novi Chamber Director Farrah Shammami.
- Ms. Farkas had the opportunity to attend the Fox Run Expo on May 4, 2017.
- Ms. Farkas attended the Metro Detroit Book and Author Event on May 15, 2017.
- Ms. Farkas highlighted the flier on page 55 of the Board packet for the movie "13<sup>th</sup>" that was shown on May 24, 2017 in conjunction with PAASN, the Novi Police Department and Novi Community Schools.

**A. Information Technology Report**

The Information Technology Report can be found on pages 39-42 of the May 25, 2017 Library Board packet.

- On pages 40-42 Ms. Rutkowski, IT manager, included the technology survey questions and answers that patrons were able to participate in online. Ms. Farkas said that this survey is a great way to connect with community on technology needs.

**B. Facilities Report**

The Facilities Report can be found on pages 43-44 of the May 25, 2017 Library Board packet.

**C. Information Services Report**

The Information and Services Report can be found on pages 45-48 of the May 25, 2017 Library Board packet.

- April Stevenson included the results from the survey that was administered at the Fox Run Expo on May 4, 2017 on pages 47-48 of the Board packet.
    - Trustee Poupard asked if the Library reaches out to other senior communities. Ms. Farkas reported that they do. Some senior centers use the Library's outreach service and receive carts of books. The surveys administered to these centers ask different questions.
    - Trustee Poupard asked Ms. Farkas what percentage of Library users are older adults. Ms. Farkas would get the numbers for her, but reported that she thinks the numbers are high. Afternoon concerts, senior book discussions, and the knitting group all bring in older adults.
- D. Support Services Report**  
The Support Service report can be found on pages 49-50 of the May 25, 2017 Library Board packet.
- E. Library Usage Statistics**  
The Library Usage Statistics can be found on pages 51-53 of the May 25, 2017 Library Board packet.
- F. Friends of the Novi Library**  
No report included.
- G. Novi Historical Commission**  
No report included.
- H. Bits and Pieces**
- TLN will be using a new vendor for its software system. Planning will begin in the fall with a launch in spring 2018. The new software will require a lot of training for the Support Services Department. The system will bring a new catalog as well as a new circulation system. Staff training will begin in the winter.

## **12. 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**
- The salary study continues and Ms. Farkas is looking at dates for a meeting with the HR committee.
  - The Library Director's evaluation will be done at the June 22, 2017 Library Board meeting.
  - Ms. Farkas informed the Board that she would like to have a discussion on salary compensation at the next Board meeting to discuss the information she learned from the City's HR Department. The City has moved from 2.0 to 2.5 for "Meets Expectations" and, for the Library, this would require additional money to the permanent and temporary salaries.
- C. Finance Committee (Agosta – Chair, Messerknecht, Lawler): Financial plan based on Building assessment review.**
- D. Events/Marketing/Fundraising Committee (Michener—Chair, Agosta Wood):**
- A June 13, 2017 meeting is scheduled to discuss the Library Card campaign.
  - Polo shirts will be ordered for the Board members.
- 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.**
- Ms. Farkas, Trustee Lawler and Trustee Verma met with the Illuminart to discuss the bid specs for the upcoming LED project. Illuminart will continue gathering

information through June with the project going out to bid in July. Work should begin in early fall.

- o Trustee Poupard thanked Ms. Farkas for listening to the Board members' concerns on this big project.

**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 the 2017-2018 Library Board Goals**

The Board was satisfied with the goals from 2016-2017 and for 2017-2018 chose to add a specific focus for each goal based on projects that need to be completed in 2017-2018.

- Trustee Poupard asked how the Strategic Objectives interface with the Library Goals.
  - o Ms. Farkas explained that the Goals are more specific but related to the objectives.
  - o Ms. Farkas said that the Strategic Objectives are due to be revised in 2018. In 2012 she created the objectives in-house which took 9 months. Ms. Farkas suggested that using a consulting firm for 2018 might be an option. Although Board members are cautious of paying a consulting firm, Ms. Farkas explained that these firms can reach members in the community that may not use the Library.

A motion was made to approve the 2017-2018 Library Board Goals as submitted.

1<sup>st</sup>—Doreen Poupard

2<sup>nd</sup>—Melissa Agosta

The motion passed unanimously.

**B. Approval of the revised Library Public Policies as of May 25, 2017**

As mentioned earlier in the meeting, to be discussed at the June 22, 2017 Library Board meeting.

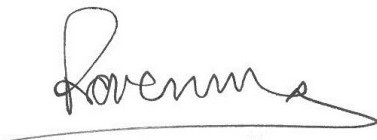
**15. Adjourn**

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

1<sup>st</sup>—Melissa Agosta

2<sup>nd</sup>—Doreen Poupard

The motion passed unanimously.



Ramesh Verma

June 22, 2017

Date