

**CITY OF NOVI LIBRARY BOARD  
MINUTES, REGULAR MEETING  
April 27, 2017**

**1. Call to Order**

**2. Roll Call**

**Library Board**

Craig Messerknecht, President

Tara Michener, Vice President (absent and excused)

Melissa Agosta, Treasurer

Ramesh Verma, Secretary

Bill Lawler, Board Member

Doreen Poupard, Board Member

Geoffrey Wood, Board Member

**Student Representatives**

Ravenna Joshi, Student Representative (absent and excused)

Lahari Vavilala, Student Representative (absent and excused)

**Library Staff**

Julie Farkas, Director

Julie Prottengeier, Office Assistant

**Guests**

Lindsay Fricke, Teen Librarian, Novi Public Library

Madison Bates, Teen Advisory Board (TAB) Member

Brooklynne Bates, TAB Member

Amanda Hawkins, TAB Member

Sara Jacob, TAB Member

Maya Simonte, TAB Member

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.

**3. Pledge of Allegiance**

The Pledge of Allegiance was recited.

#### **4. Approval and Overview of Agenda**

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

1<sup>st</sup>—Doreen Poupard

2<sup>nd</sup>—Melissa Agosta

The motion passed unanimously.

#### **5. Consent Agenda**

##### **A. Approval of Claims and Warrants L553**

Trustee Lawler asked what CDW Government is in Warrant L553. Ms. Farkas explained that it is a company that the IT department uses to purchase technology equipment. Because the new building opened in the spring, every year at this time larger purchases tend to be made.

##### **B. Approval of Regular Meeting Minutes –March 23, 2017**

Trustee Poupard requested that in the first sentence on page 9 of the Board packet that “Trustee Farkas” be corrected to read “Ms. Farkas”. Trustee Poupard requested clarification on who the “she” was in the second sentence of the same paragraph.

A motion was made to approve the Claims and Warrants L553 and the regular meeting minutes from March 23, 2017 as corrected.

1<sup>st</sup>—Doreen Poupard

2<sup>nd</sup>—Ramesh Verma

The motion passed unanimously.

#### **6. Correspondence**

There was no correspondence.

#### **7. Presentation/Special Guest**

##### **A. TAB (Teen Advisory Board) summer reading video presentation**

Ms. Lindsay Fricke, Teen Librarian at Novi Public Library, presented the video that was made by TAB members for the upcoming Summer Reading Program. The video was chosen as the winner for the state of Michigan. Ms. Fricke explained that there were criteria that needed to be fulfilled. The video had to be 90 seconds or less and the theme was Build a Better World.

- Ms. Farkas thanked Ms. Fricke for her hard work and commended her for developing great programs and building the teen volunteer program.

#### **8. Public Comment**

There was no public comment.

#### **9. Student Representatives Report**

The Student Representative Report can be found on pages 15-17 of the April 27, 2017 Library Board packet.

- Ms. Farkas highlighted the photos on pages 16-17 that illustrated some of the teen programs. She commended them for the wonderful programs that have been planned.
- Teens are gearing up for the Summer Reading Program which brings over 100 teen volunteers to the Library.
- Trustee Poupard asked if all libraries have teen representatives. Ms. Farkas said that it is becoming popular for public libraries to build on this age group.

##### **A. Upcoming Programs**

- May 2: Board Games at the Library

- May 5: Cinco de Mayo Celebration
- May 13: Study Skills Survival Guide with Sylvan Learning Center
- May 19: TAB meeting

## **10. President's Report**

### **A. Goals Update (March/April 2017)**

The Goals updates can be found on pages 19-36 of the April 27, 2017 Library Board packet.

- Trustee Poupard requested that Ms. Farkas include in the status updates the outcome of the tactics. Trustee Poupard feels the purpose and outcome of these goals are as important as the goals themselves.
- Ms. Farkas reported she will be attending a meeting with TLN on May 2, 2017 to vote on the new cataloguing system. Ms. Farkas informed Trustee Agosta that she is unsure if the new system will bring additional costs.
- Trustee Poupard commended Ms. Farkas for the emphasis that is placed on outreach in the Goals document.
- Trustee Agosta asked if the Library has been able to connect with the new preschool Everbrook Academy. Ms. Farkas reported that it had and that the preschool has become a Summer Reading sponsor.
- Trustee Messerknecht asked about the success of the Nell Duke author event. Ms. Farkas reported that 26 people were in attendance and the number was lower than hoped considering the marketing that went into the event. Ms. Farkas thanked the Novi Schools for their contribution. Trustee Agosta suggested a webcast for future events like these would allow people to watch remotely.
- Trustee Poupard asked who connects with the many HOA meetings held in the Library. Ms. Farkas said that the management team, as well as the Communication Coordinator, are on hand to present information to the groups.

### **B. Library Board Goal Setting Session**

Scheduled for Saturday, May 6, 2017 from 10:00-12:00 in the Board Room.

### **C. Election of Officers**

A motion was made to approve the slate of officers for the 2017-2018 fiscal year as proposed.

1<sup>st</sup>—Doreen Poupard

2<sup>nd</sup>—Bill Lawler

The motion passed unanimously.

## **11. Treasurer's Report**

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

The approved 2016-2017 Fund 268 budget can be found on pages 37-39 of the April 27, 2017 Library Board packet.

- Projected revenue for the approved 2016-2017 Budget is \$2,774,726.43 and projected expenditures are \$3,035,900.00 consuming \$261,174.00 of the fund balance.
- Trustee Agosta explained that the 2016-2017 Year End column is an estimate that Ms. Farkas required to submit to the City.

### **B. Contributed Fund Budget 269**

The Contributed Fund Budget 269 can be found on page 40 of the April 27, 2017 Library Board packet.

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

The proposed 2017-2018 Budget 269 Contributed Fund can be found on page 41 of the April 27, 2017 Library Board packet.

**D. City of Novi 2017-2018 Draft Budget Information**

- Ms. Farkas included the 2017-2018 budget draft on pages 42-48. This is provided by the City to illustrate how the Library's budget is included in the budget document that goes to City Council in May.
- Trustee Poupard expressed concern about the amount of numbers contained in the document but Ms. Farkas explained that the Council members have ample time and opportunity to review the numbers before it is approved in May.

**E. Library Fund 268 Revenue and Expenditure Report (March 31, 2017)**

The Fund 268 Expenditure and Revenue Report can be found on the handout provided by Ms. Farkas.

- The year to date revenue through March 31, 2017 is \$2,776,435.43.
  - Revenue decreased approximately \$20,000.00 for the month of March.
- The year to date expenditures through March 31, 2017 are \$1,990,371.55.
  - Expenditures increased \$258,744.00 for the month of March.
- The Library is through approximately 75% of the fiscal year and there is 35% of the budget remaining to be used. If this continues, the Library is on track to use no fund balance.
  - Trustee Agosta advised the Board to disregard the Percentage of Budget Used column on the handout. The numbers in that column are incorrect.
  - Trustee Messerknecht requested clarification on the number discrepancies between the total amount of expenditures in the Fund 268 Revenue and Expenditure report in the Board packet and the handout provided by Ms. Farkas. Trustee Agosta explained the report in the packet had been printed at an earlier date and did not reflect the most current numbers.

**F. Contributed Fund 269 Expenditure & Revenue Report (March 31, 2017)**

The Contributed Fund 269 Expenditure & Revenue Report can be found on page 52 of the April 27, 2017 Library Board packet.

- Year to date revenue totals \$15,855.86 and expenditures total \$7,865.71 leaving a net of \$7,990.15

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

The balance sheets for funds 268 and 269 can be found on pages 54-55 of the April 27, 2017 Library Board packet.

- The ending fund balance for fund 268 for the month of March is \$2,552,372.86.
- The ending fund balance for fund 269 for the month of March is \$1,679,802.77.

**12. Director's Report**

The Director's Report can be found on pages 56-67 of the April 27, 2017 Library Board packet.

- Ms. Farkas reported that the Lakeshore Park project should be completed in June, 2018. Money will need to be spent toward the end of the 2017-2018 fiscal year for the purchase the Lending Library. Ms. Farkas said that planning within the Library will begin in the fall.
  - Trustee Verma asked if a design firm has been hired for the project. Ms. Farkas reported that it has and that the design requirements for the Lending Library have been submitted to the City.

- On pages 57-66 Ms. Farkas provided statistics compiled by the City with numbers she had provided to them. Usage, volunteers, and program participants have increased steadily.
  - On page 57 Ms. Farkas explained that children's materials are tracked separately from all other materials.
  - Trustee Wood asked about the decrease in the number of library programs offered. Ms. Farkas explained that the Library has scaled back on some programs based on attendance and because the Library makes a conscious effort not to compete or repeat programs that the City offers. Trustee Wood was happy to see that although the number of programs offered has gone down, the attendance has remained high.
- Ms. Farkas mentioned the new staff members that have joined the Information Services department. Sarah Andrus, Hillary Hentschel and Julie Mills are all new part-time librarians and Jessie Schenk is a former part-time librarian that moved to full-time.

**A. Information Technology Report**

The Information Technology Report can be found on pages 68-74 of the April 27, 2017 Library Board packet.

**B. Facilities Report**

The Facilities Report can be found on pages 75-76 of the April 27, 2017 Library Board packet.

**C. Information Services Report**

The Information and Services Report can be found on pages 77-78 of the April 27, 2017 Library Board packet.

- 220 children are registered for the Raising a Reader program.

**D. Support Services Report**

The Support Service report can be found on pages 78-79 of the April 27, 2017 Library Board packet.

- Hot Spot check-outs continue to circulate. The initial 3 from November, 2016 checked out 61 times and 3 more were added in January, 2017 with 32 check-outs.
- The Library has 37 Steam Kits which have checked out 256 times since February, 2017.

**E. Library Usage Statistics**

The Library Usage Statistics can be found on pages 80-88 of the April 27, 2017 Library Board packet.

- Trustee Lawler asked about the self-checkout number staying at 56% when the goal is 60%. Ms. Farkas reported that the Support Service staff is encouraged to assist people if they are trying to use self-check-out. Because over half of the patrons are using self-checkout, Ms. Farkas is not concerned since over half the patrons are using it. Ms. Farkas is not in favor pulling away staff from the circulation desk to make that number go up.

**F. Friends of the Novi Library**

The agenda for the April meeting along with the minutes from the November, 2016 meeting are included on page 89 of the April 27, 2017 Library Board packet.

**G. Novi Historical Commission**

The Novi Historical Commission February minutes and the 2017-2018 approved budget can be found on pages 95-99 of the April 27, 2017 Library Board packet.

- Trustee Poupard thanked Ms. Farkas for the continued presence of the Novi Library at Fox Run.
- Trustee Verma asked if it would be possible to hold a Board meeting once a year at Fox Run. Ms. Farkas liked the idea and would check into it.

### 13. Committee Reports

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

- Trustee Poupard reported that the committee had met and went through the new policies the staff had worked on. Trustee Poupard said that the policy on behavior was looked at in detail because it is used on a daily basis, and highlighted the new policy on campaigning at the Library.
- Ms. Farkas thanked the team of Kathleen Alberga, Bill Bembeneck, Marcia Dominick, Lindsay Fricke, Barb Rutkowski, and April Stevenson for working on this project. Ms. Farkas welcomes the opportunity to have a conversation about the new policy manual at the Goal Setting Session on May 6, 2017.

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

- Work continues on pulling data for the salary study. Ms. Farkas hopes this will be completed in May and she can set up a meeting with the HR Committee.
- Trustee Verma asked that the slate of 2017-2018 Board officers be read since it was not during the President's Report. Trustee Messerknecht read the following:
  - Ramesh Verma, Secretary
  - Melissa Agosta, Treasurer
  - Tara Michener, Vice President
  - Craig Messerknecht, President

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

#### D. Events/Marketing/Fundraising Committee (Michener—Chair, Agosta Wood): 2016 Gala And outreach events.

- Ms. Farkas thanked Trustees Michener and Agosta for attending the National Library Proclamation presentation at the City Council meeting on April 10, 2017.
- Ms. Farkas mentioned that Springpalooza will be held on May 19, 2017 and invited Board members to attend.
- Polo shirts will be purchased for Board members with the Library logo.
- Trustee Poupard thanked Trustee Michener for providing professional development activities for Library staff.

#### 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.

##### LED Project:

- Ms. Farkas had requested \$7,500.00 to retain the services of an engineering firm to help with the coordinating of the upcoming LED project. The \$7,500.00 was more than originally budgeted. Ms. Farkas attempted to get a second quote but that company declined. Trustee Messerknecht suggested the Board either approve the \$7,500.00 or go in another direction.

- Ms. Farkas explained it is a long, slow process and to take more time would put the project even further behind.

A motion was made to approve the original proposal for the spec. bid work at \$7,500.00.

1<sup>st</sup>—Doreen Poupard

2<sup>nd</sup>—Melissa Agosta

The motion passed unanimously.

#### **Landscaping:**

A new company, Xpert Lawn, has been hired for lawn service.

- Ms. Farkas assured the Board that the issues with the bioswale have been written into the language of the contract. The company was also shown the locations of the bioswales. The Library continues working with Sustainable Landscaping to take care of the bioswales.
- Trustee Verma requested that the landscape trucks park in the back end of the parking lot to not inconvenience patrons.

#### **Parking Lot Resealing:**

- Ms. Farkas is asking the Board to close Saturday, May 27, 2017 to accommodate the resealing of the parking lot over the 3 day Memorial Day weekend. She feels it would be a good time to get the project completed with little interruption for Library users since the Library is already closed on Sunday and Monday of this weekend.
- Ms. Farkas explained the company is much respected and has done work for many libraries in the area. The company will not charge more for the holiday weekend.
- Trustee Verma asked that Ms. Farkas inquire about working at night to remain open during the day.
- The Board expressed concern about closing an extra day when the weather can be undependable.

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

#### **14. Public Comment**

There was no public comment.

#### **15. Matters for Board Action**

- A.** Approval for a potential 1-2 day closing of the Library to allow for the parking lot sealing project to occur.

A motion was made to first have Ms. Farkas ask if the company would work Saturday, May 27, 2017 after 6:00 p.m. through Monday May 29, 2017 at no additional cost, barring weather, and if the company is not willing to do this, the Library would close on Saturday, May 27, 2017

1<sup>st</sup>—Doreen Poupard

2<sup>nd</sup>—Geoff Wood

The motion passed with a majority 5-1.

A motion was made to amend the previous motion by adding that the Library Director has the discretion to negotiate the parking lot project start time on Saturday, May 25, 2017 between 3:00 and 6:00 p.m.

1<sup>st</sup>—Doreen Poupard

2<sup>nd</sup>—Melissa Agosta

The motion passed with a majority 5-1.

- B.** Approval of the 2017-2018 269 Contributed Library Fund—first draft (April 23, 2017). Revenue is proposed to be \$48,500.00 and expenditures to be \$48,465.00.

A motion was made to approve the Fund 269 Budget for 2017-2018.

1<sup>st</sup>—Melissa Agosta

2<sup>nd</sup>—Geoff Wood

The motion passed unanimously.

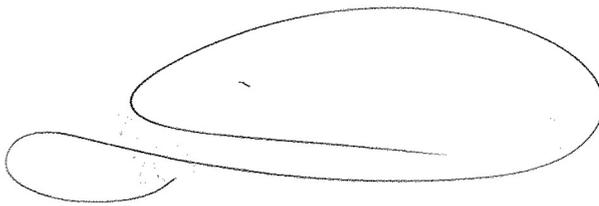
**16. Adjourn**

A motion was made to adjourn the meeting at 8:38 p.m.

1<sup>st</sup>—Melissa Agosta

2<sup>nd</sup>—Doreen Poupard

The motion passed unanimously.



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Tara Michener

May 25, 2017

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Date