



**CITY OF NOVI LIBRARY BOARD  
MINUTES, REGULAR MEETING  
June 18, 2014**

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

**Library Board**

Willy Mena, President  
David Margolis, Vice President  
Ramesh Verma, Secretary  
John Lesko, Board Member  
Craig Messerknecht, Board Member  
Mark Sturing, Board Member

**Absent and Excused**

Larry Czekaj, Treasurer

**Student Representatives**

Ziyang Huang

**Student Representative Absent and Excused**

Ruchira Ankireddygari

**Library Staff**

Julie Farkas, Director  
Marcia Dominick, Administrative Assistant

**Guests**

Sue Johnson, President, Friends of Novi Public Library  
Pat Brunett, former President, Friends of Novi Public Library

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 Willy Mena, President at 7:00 p.m.

**2. Pledge of Allegiance**

The Pledge of Allegiance was recited.

**3. Approval and Overview of Agenda**

It was noted that **Section 15. Matters for Board Discussion, Item B. Renaming of 269 Walker Fund to 269 Library Contributed Funds** was also listed under **Section 16. Matters for Board Action, Item A.** 15B. should be eliminated.

A motion was made to approve the June 18, 2014 Agenda as amended.

1<sup>st</sup> – Mark Sturing  
2<sup>nd</sup> – Ramesh Verma

The motion was passed unanimously.

**4. Consent Agenda**

A motion was made to approve the June 18, 2014 Consent Agenda as presented.

1<sup>st</sup> – Mark Sturing  
2<sup>nd</sup> – John Lesko

The motion was passed unanimously.

**5. Correspondence**

A thank you letter was presented to Julie Farkas from Maryanne Cornelius, City Clerk for the City of Novi, for allowing our facility to play host as a voting Precinct.

A thank you letter was presented to Julie Farkas from the Flint Public Library staff who visited the Novi Public Library in their appreciation for the tour of our facility.

**6. Presentation**

**A. Sue Johnson, President – Friends of Novi Library, Check Presentation to Library for \$25,000**

Friends newly elected President, Sue Johnson, and former Friends President Pat Brunett presented to the Library and Library Board of Trustees a check in the amount of \$25,000 for the 2014-2015 Wish List requests and for on-going programs for the year.

Director Julie Farkas thanked the Friends for their continued support of the Library for the past 50+ years. The partnership that we have is invaluable. A special thank you was given to Pat Brunett for his amazing leadership over the last few years.

Library Trustees welcomed Sue Johnson and thanked Pat Brunett for all his service to the Friends and the Library. Trustee Verma commended Mr. Brunett for bringing diverse members to the Friends membership.

## **7. Public Comment**

There was no public comment.

## **8. President's Report**

### **A. Goals Document July 2013-June 2014**

The 2013-2014 completed Goals document is located on pages 14-24 the June 18, 2014 Library Board Packet. Highlights include:

- A Summer Reading Program reach-out to the Thorton Creek and Village Oaks Schools was completed addressing close to 500 students.
- On Monday, June 16, the Summer Reading Program kicked off with hundreds of sign-ups.
- A thank you to the Novi Community Schools for partnering with the Library for the Summer Reading Program; the Media Specialists were very instrumental in getting the word out to the students.
- On Thursday, June 19 at 7 p.m., the Earth Angels will be performing on the patio. If inclement weather, the performance will be relocated to the meeting room.
- The On the Road fundraising event raised \$800. A thank you to Margi Karp-Opperer and Kathy Crawford for hosting the event.
- The Library is participating in the City's bid process for the janitorial services.
- Policies were revised and approved, providing a good guideline for the Library.

## **9. Treasurer's Report**

### **A. Library Budget 2013-2014**

The 2013-2014 Budget dated March 20, 2013 is included in the June 18, 2014 Library Board Packet on pages 25-26.

### **B. Quarterly Investment Report (through March 31, 2014)**

The Quarterly Investment Report was provided by the City of Novi and can be found on pages 27-31 of the June 18, 2014 Library Board Packet.

### **C. Library Financials and Walker Fund – May, 2014**

The Financials and Walker Fund Reports ending May 31, 2014 are located on pages 32-37 of the June 18, 2014 Library Board Packet.

It is anticipated that the Library will not draw as much from the fund balance as authorized.

### **D. Library Café Revenue Report – due 15<sup>th</sup> of the month – May 2014**

There was no report provided as the funds were not received by the time of this meeting.

## **10. Director's Report**

The Director's Report is provided on pages 38-39 of the June 18, 2014 Library Board Packet. Highlights of the report are:

- There is no need to move forward on the proposed Driver's License Verification Policy as we do not have any CDL drivers.
- Two Read Boxes were installed in the following Novi Parks – ITC and Lakeshore, with another to be installed in Rotary Park on June 26, 2014. The Novi Rotary will be holding their meeting at Rotary Park to unveil the Read Box. Three Novi High School students created the artwork for the Read Box located in the ITC Park, and an art student from The Art Institute of Michigan located in Novi created the artwork for the Read Box located in Rotary Park.
- With the acceptance of the \$25, 000 Friends donation, a formal thank you will be in the June 19, 2014 edition of the Novi News.
- A thank you goes to the Novi Community Schools Superintendent, Dr. Matthews; Assistant Superintendent of Academic Services, Mr. R.J. Webber; and all the Media Specialists for their support and collaboration in working with the Library on this year's Summer Reading Program.

## **11. Additional Reports**

### **A. Public Services Report**

The Public Services Report is provided on pages 39-40 of the June 18, 2014 Library Board Packet.

Highlights include:

- The Library hosted a table at the Memorial Day Parade.
- The Summer Reading Program is off to a huge start which draws youth, teens, and adults to participate.
- The first annual Growing Together partnership with MSU Tollgate and the Friends was held.
- Hosted the first International Language Committee Meeting.
- A great number of programs for youth, teens, and adults were held during the month.

### **B. Building Operations Report**

The Building Operations Report is provided on page 41 of the June 18, 2014 Library Board Packet.

Highlights include:

- The plumbing situation that plagued the Library has been resolved.
- After a harsh winter, some shrubs and trees were lost. An inventory was taken and shared with the Building/Landscape Committee.
- A power outage burned out software equipment which controls the Library HVAC system. The part was replaced and the cost was submitted to the insurance company.
- We are waiting to hear from the supplier a location to tour a facility that uses an air curtain. The air curtain is mounted in the ceiling between the double doors at the entrance to the Library. Cold air triggers the sensors to allow warm air to flow.

A memo from Mary Ellen Mulcrone dated May 21, 2014 sent to the Library Building & Grounds Committee is located on page 42 of the June 18, 2014 Library Board Packet. This memo outlines the new landscaping company the Library contracted with, B&B Landscaping; the plumbing issues with the second floor public bathroom; the proposal to install a 53-gallon expansion tank; and the demonstration of an air curtain.

Mary Ellen Mulcrone also provided a memo on June 10, 2014 to the Library Building and Grounds Committee highlighting the trees, shrubs, and plants that were lost during the past winter months.

**C. Library Usage Statistics – May 2014**

The May 2014 statistics are located on pages 44-51 of the June 18, 2014 Library Board Packet. Highlights include:

- 322 Library cards issued
- 60,090 items checked out
- Number of items borrowed from TLN – 3,566
- Number of items borrowed from MEL – 79
- Number of items loaned through TLN – 4,652
- Number of items loaned through MEL – 59
- 56.13% of all items checked out were completed on self – checkout stations
- Total circulation – 60,090
- Daily average people using the Library was 1,167
- Early Literacy workstation usage 734
- Daily average computer logins – 1,346
- Technology Sessions – 16 with 28 participants
- Check-outs Freegal – 1,756; Overdrive – 4,053; Zinio – 797
- Charging Station Usage – 4
- Meeting Room Rentals – 35
- Library App Visits – 19,778

**D. Friends of Novi Library**

There was no report provided by the Friends of the Novi Public Library.

**E. Historical Commission Report**

The Historical Commission held meetings on March 26, 2014 and April 16, 2014 and the minutes from these meetings are located on pages 52-55 of the June 18, 2014 Library Board Packet.

The eight (8) MotorCities marker boards were received and are being reviewed for installation throughout the community within the next month or two.

## **12. Student Representatives Report**

The Student Representatives Report is provided on page 56 of the June 18, 2014 Library Board Packet. Highlights include:

- Programs:
  - Teen Advisory Board (TAB) Meeting was held with 9 teens in attendance
  - Teen Book Club was held on May 17 with 7 attendees
  - Spring Craftiness Program – 6 teens in attendance
  - Teen Space held 20 sessions this month with 657 in attendance
  - WOW Writing Workshop saw 14 teens in attendance
- Upcoming Programs:
  - Summer Reading Program
  - Volunteer Orientation, June 2 and June 4
  - Tie-Dye Day, June 17

New Officers:

President – Ziyang Huang  
Vice President – Yong Huang  
Secretary – Cindy Huang

## **13. Committee Reports**

### **A. Policy Committee (Lesko, Messerknecht, Margolis – chair)**

There was no report provided.

### **B. HR Committee (Lesko, Verma – chair)**

There was no report provided.

### **C. Finance Committee (Czekaj, Sturing, Margolis – chair)**

#### **1. Meeting held on Friday, June 6, 2014 at 9:00 a.m.**

Discussed the 269 Walker Fund in preparation for Board Action.

“There was discussion by the committee to recommend a change in title for the 269 Walker Library Fund to 269 Library Contributed Funds.

The 269 account will be restructured to have only 5 accounts. The recommended titles for the accounts are: Collections/Materials, Programming, Building/Grounds/Furniture, Technology and Undesignated (Miscellaneous). This information has been shared with the City of Novi's Finance Department. They are currently reviewing the requests. At this time a budget for 2014-2015 269 Library Contributed Funds account has not been completed for approval.”

### **D. Fundraising Committee (Lesko, Sturing, Mena – chair)**

There was no report provided.

### **E. Strategic Planning Committee (Messerknecht, Sturing, Mena – chair)**

There was no report provided.

### **F. Building/Landscape Committee (Margolis, Messerknecht, Czekaj – chair)**

#### **1. Email Updates by Mary Ellen Mulcrone.**

The emails are located on pages 42-43 of the June 18, 2014 Library Board Packet.

**14. Public Comment**

There was no public comment.

**15. Matters for Board Discussion**

**A. Driver's License Verification Policy – update**

There is no need to move forward on the proposed Driver's License Verification Policy as we do not have any CDL drivers.

**16. Matters for Board Action**

**A. Renaming of 269 Walker Library Fund to 269 Library Contributed Funds**

After Finance Committee discussion, it was suggested to rename the former 269 Library Walker Fund to the 269 Library Contributed Funds. The City informed the Director that they will continue to have the Walker Fund name on documents as a history of the account. The reason for eliminating the Walker Fund name from the account is due to the contract has expired. The Contributed Funds account will not be used for operations, but will be used for Capital expenditures, i.e. roof, parking lot, etc., or will be funds that are donated to the Library and used according to the wishes of the donor unless the donor chooses the funds be left undesignated. The Trustees do not want to comingle the 268 (tax revenue funds) and the 269 (contributed) funds into one large Library fund. The categorization of the 269 funds will be simplified into five accounts. The 269 Contributed Funds account will have a separate budget, but the 2014-15 fiscal year budget for 269 Contributed Funds will be created after the end of the 2013-14 fiscal year ends June 30, 2014.

A motion was made to rename the 269 Library Walker Fund to the 269 Library Contributed Funds.

1<sup>st</sup> – Ramesh Verma

2<sup>nd</sup> – David Margolis

The motion was approved unanimously.

**B. 2015 Calendar – Library Closure on July 4<sup>th</sup> (Saturday) and July 5<sup>th</sup> (Sunday); October 2015 (one evening 5-9 p.m. to host the Michigan Library Association All Conference Event (October 16-17)**

- o A request to have the Library closed on Sunday, July 5 allowing for a long weekend.
- o Closing the Library an evening from 5-9 p.m. in October 2015 to host a reception for the Michigan Library Association attendees. Typically there are 300-400 attendees at the conference, which will

be held at the Suburban Collection. Library Board Trustees will be invited to attend.

A motion was made to approve the closing of Sunday, July 5, 2015 and either the evening of October 16 or October 17, 2015 at 5 p.m.

1<sup>st</sup> – Craig Messerknecht  
2<sup>nd</sup> – Mark Sturing

The motion was passed unanimously.

**17. Executive Session – Director’s Annual Evaluation**

A motion was made to continue to Executive Session for the Director's Annual Evaluation.

1<sup>st</sup> – Mark Sturing  
2<sup>nd</sup> – John Lesko

The motion was approved unanimously.

The Library Trustees held Director, Julie Farkas' Annual Evaluation in closed session.

A motion was made to continue Executive Session at the July 16, 2014 Board Meeting for purposes of Director Evaluation.

1<sup>st</sup> – Mark Sturing  
2<sup>nd</sup> – John Lesko

The motion was approved unanimously.

**18. Adjourn**

A motion was made to adjourn the meeting at 9:05 p.m.

1<sup>st</sup> – Craig Messerknecht  
2<sup>nd</sup> – David Margolis

The motion was passed unanimously.



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Ramesh Verma, Secretary

July 16, 2014

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Date