



**CITY OF NOVI LIBRARY BOARD  
MINUTES, REGULAR MEETING  
February 17 2016**

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

**Library Board**

Mark Sturing, President  
Craig Messerknecht, Treasurer  
Ramesh Verma, Secretary (Absent and Excused)  
William Lawler, Board Member  
Tara Michener, Board Member  
Doreen Poupard, Board Member

**Student Representatives**

Ruchira Ankireddygari (Departed at 7:26 p.m.)  
Cindy Huang (Absent and Excused)

**Library Staff**

Julie Farkas, Director  
Julie Prottengeier, Office Assistant

**Special Guests**

Laura Marie Casey, Council Member, Novi City Council  
Willy Mena, Trustee, Board of Education, Novi Community School District  
Terry Margolis  
David Margolis  
Larry Czekaj

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 Mark Sturing, 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.

1<sup>st</sup> – Doreen Poupard

2<sup>nd</sup> – Tara Michener

The motion passed unanimously.

#### 4. Consent Agenda

- A. Approval of Claims and Warrants L539
- B. Approval of Regular Meeting Minutes – January 20, 2016
- C. Approval of Minutes—Special Meeting Budget Study Session, January 16, 2016
- D. Approval of Minutes—Special Meeting Budget Study Session, February 6, 2016

Trustee Michener had concerns that there were many omissions in the January 16, 2016 Budget Session Minutes. She requested that they be redone and submitted at the March Library Board meeting.

A motion was made to approve items A, B and D of the Consent Agenda with the understanding that item C would be redone.

1<sup>st</sup>—Tara Michener

2<sup>nd</sup>—Bill Lawler

The motion passed unanimously.

#### 5. Correspondence

##### A. Thank you letter from ABWA-Novis Oaks Chapter for Auction Participation

Co-chairs Christina Struwe and Marcia Green thanked the Novi Library for donating a bag of books that were auctioned off at their event.

#### 6. Presentation

##### A. Recognition of Mark Sturing, Library Board President, for his 12 years of service to the Novi Public Library.

- Ms. Farkas thanked Trustee Sturing for his 12 years of service to the Novi Library Board and to the Novi Library. Trustee Sturing assisted with the building of the new Library, he assisted with creating policy, and he shared his legal expertise and was always there to offer guidance to the Board and Ms. Farkas. His time and effort will be greatly missed. Ms. Farkas presented Trustee Sturing with a plaque which read:  
“In grateful recognition of 12 years of service to the Novi Public Library; March 2004-March 2016; Thank you for your amazing leadership with building planning and execution, financial oversight, strategic planning and library advocacy.”
- Council Member Laura Marie Casey thanked Trustee Sturing for his service. Council Member Casey looked to Trustee Sturing as a mentor when she joined the Board. His time with the Building Authority and the Library Board will always be remembered.
- Willy Mena served with Trustee Sturing on the Library Board for over six years. Mr. Mena thanked Trustee Sturing for his outstanding work from assisting with getting the bond on the ballot to build the Library, to his work with the Building Authority, to serving on the Library Board for 12 years. Mr. Mena learned from Trustee Sturing that no matter how tough or heated an issue is, things can be resolved in a calm manner.
- Terry Margolis served on the Board with Trustee Sturing for four years. She thanked him for being a selfless public servant. Trustee Sturing was never too busy for a conversation and was always willing to listen. His work on the Building Authority, the bond issue, and the Library Board is irreplaceable.

- David Margolis had the honor and privilege of serving alongside Trustee Sturing for 6 years. As a resident of Novi, Mr. Margolis thanked Trustee Sturing for his dedication and service.
  - Larry Czekaj, former Library Trustee, served on the Library Board with Trustee Sturing for 8 years, congratulated him for his achievements.
  - Trustee Michener complimented Trustee Sturing for his ability to be welcoming and friendly. He graciously shared his legal experience with Trustee Michener's student she is mentoring.
  - Trustee Messerknecht has served on the Library Board with Trustee Sturing for three years. He complimented him as a great leader who brings much knowledge to the Board and always solicits everyone's opinion.
  - Trustee Poupard commented that Trustee Sturing will leave a powerful legacy and she thanked him for that. His history with the Library will be a body of knowledge that will be greatly missed.
  - Trustee Lawler echoed the sentiments of the other speakers and thanked Trustee Sturing for his service.
  - Trustee Sturing thanked the speakers for all of their comments. He said he had the pleasure of serving and working with the current Library Board members, former members, the Director, the staff, the Friends of the Library, and the City staff and City Council. Trustee Sturing feels lucky to have served with these great people who are able to put aside politics and personal interests and do what is best for Library patrons and the citizens of Novi. Some highlights that Trustee Sturing is most proud of since being on the Library Board include:
    - The Library has doubled the participants and nearly doubled the collection size.
    - Novi Library was voted the Number one library in Michigan a few years ago.
    - The Library has extended its hours of operation.
    - The Library does not have an accrued liability in the pension fund.
    - The Library has a financial reserve.
    - The Library was able to avoid lay-offs during the economic down turn.
    - Part-time employees have been moved to a position with some benefits.
- Trustee Sturing envisions different challenges for the Library in the future but is confident that the current Board, the Director, the staff, and the Friend's will do a great job and make the right decisions.

## **7. Public Comment**

There was no public comment.

## **8. Student Representatives Report**

The Student Representative Report can be found on page 31 of the February 17, 2016 Library Board packet.

- Teen Space had 542 attendees for the month of January.
- On January 16, 2016 teens learned about robots at the Introduction to Robotics program put on by Club Z.
- On January 26, 2016 a college Financial Aid program was held by the Student Financial Services Bureau.
- The January TAB meeting had guest speaker Erin Durrett present on 3-D printing; the TAB members discussed book titles for an upcoming teen book club; and

the members discussed possible technology and STEAM based teen programs in the future.

- Upcoming teen events:
  - Introduction to Robotics – February 6, 13, 20, 27.
  - Pizza Taste Fest—February 9
  - Teen Book Club—February 17
  - Teen Chocolate Party—February 19
  - Resume Writing Workshop—February 23

## 9. President's Report

### A. Goals Update January, 2016

The 2015/2016 Goals can be found on pages 32-44 of the February 17, 2016 Library Board packet.

1. **Goal #1 Strategy:** Provide appropriate staffing for the best customer service.
  - Novi librarian Mike Postula was awarded a \$500.00 Library of Michigan Continuing Education Grant to attend Leadership Academy.
2. **Goal #2 Strategy:** Investigate and implement changes that save money.
  - Two budget planning sessions were held. One on January 20, 2016 and the other on February 6, 2016.
3. **Goal #2 Strategy:** Seek funding through grants.
  - Unfortunately, Novi Library was not awarded the Curiosity Creates ALSC grant through the American Library Association.
4. **Goal #3 Strategy:** Library Board Trustees participate in City events.
  - Ms. Farkas noted the State of the City Address scheduled for May 3, 2016 as well as Spring into Novi being held on May 14, 2016. She invited any Board members that would like to attend.
5. **Goal #4 Strategy:** Increase/Implement programming opportunities for each patron group.
  - The Listen @the Library event had 80 participants and the Martin Luther King event had 76 children in attendance.
6. **Goal #4 Strategy:** Provide up to date technology and resources.
  - Ms. Farkas initiated conversation about a teen "geek squad" with the Activities Director at Fox Run. Teens would share their knowledge of technology with the older adult residents of Fox Run.
7. **Goal #5 Strategy:** Increase awareness of services, collections, programs and technology.
  - Ms. Farkas reported that there have been many HOA meetings held at the Library in January with more scheduled in February and March. These meetings provide opportunities to share what is going on in the Library.
8. **Goal #6 Strategy:** Review past fundraising and plan future fundraising.
  - The Library has received two \$750.00 Summer Reading Program sponsorships. One from Twelve Oaks Mall and the other from Dearborn Federal Credit Union.
9. **Goal #7 Strategy:** Maintain best practices and policies.
  - The HR Committee has turned over a draft to all the Board members. Ms. Farkas will take comments until March 4, 2016.
10. **Goal #7 Strategy:** Provide convenient access to collections, programs and services.
  - Traffic study information was received on February 11, 2016.

- Trustee Sturing felt the study raised as many questions as it answered. Ms. Farkas and Trustee Messerknecht have a meeting with Brian Coburn from the City of Novi to go over the results on Friday, February 26, 2016. She reported the suggestion the Library made was not the best solution. There is no easy solution to handling the traffic congestion.
- Trustee Messerknecht said that adding an extra egress lane would help a little, but probably not significantly. He said that a plan needs to be decided on in order to get the work done as scheduled in June, 2016.
- Trustee Poupard inquired about cooperation from the Novi Schools and Ms. Farkas reported that they did not want to be involved.
- Trustee Lawler is concerned if any of the solutions will make a significant difference.

**B. Nominations for Library Board Officers May 2016-April 2017.**

Ms. Farkas recommended Board members be thinking about taking an officers roll for the next year. Trustee Verma will reach out to those interested. Trustee Michener volunteered to help Trustee Verma work on a slate of officers for May through April. Typically, the slate would come in March, Board members would vote in April, and members begin their positions in May.

- With his leaving, and with Trustee Lesko's resignation, Trustee Sturing suggested filling either the President or Vice-President Seat for the remaining two months. Trustee Messerknecht agreed to take the seat of President and Trustee Michener agreed to be Vice-President.

A motion was made for Trustee Messerknecht to be President and Trustee Michener be Vice-President for March and April, 2016.

1<sup>st</sup>—Doreen Poupard

2<sup>nd</sup>—Bill Lawler

The motion passed unanimously.

- Trustee Lawler would like further information before committing to the Treasurer's position for March and April, 2016. Ms. Farkas said she would check the by-laws to see if Trustee Messerknecht can fill both positions during the interim.

**10. Treasures Report**

**A. Library Budget Fund 268-2015-2016**

The Library Budget Fund 268 can be found on pages 45-47 of the February 17, 2016 Library Board packet.

- The budget for fund 268 remains unchanged. Total revenue is expected to be \$2,673,181.00 and total expenditures are to be \$3,087,745.00. This will require a fund draw of \$414,564.00.

**B. Proposed Library Budget Fund 268—2016-2017**

The proposed Library Budget Fund 268 for 2016-2017 can be found on pages 48-50 of the February 17, 2016 Library Board packet.

- As a result of the Budget Planning sessions in January and February, the total projected revenue for 2016-2017 fiscal year is \$2,774,726.00 and the total expenditures are projected to be \$3,018,400.00.
- For revenue this is a 3.7% increase from the 2015-2016 fiscal year and a decrease in expenditures of 2.2%.

- The 2016-2017 Fund 268 Budget indicates a fund usage amount of \$243,674.00. This amount is considerably less than what is projected to be used for this current fiscal year.

A motion was made to approve the 2016-2017 Fund 268 Budget.

1<sup>st</sup>—Craig Messerknecht

2<sup>nd</sup>—Doreen Poupard

The motion passed unanimously.

**C. Library Fund 268 Expenditure & Revenue Report (January 31, 2016)**

The Library Fund 268 Expenditure and Revenue Report can be found on pages 51-54 of the February 17, 2016 Library Board packet.

- **Revenue:** For the month of January revenue increased nearly \$23,000.00 from book fines, meeting room rentals and unrealized gains on investments. The year to date amount of revenue is \$2,704,000.00
- **Expenditures:** For the month of January, expenditures increased \$248,000.00. This includes two significant one-time charges: A \$10,000.00 stipend and \$18,963.00 final pay-out. Year to date expenditures total \$1,576,000.00.
- Through seven months there is a positive net of revenue and expenditures of \$1,128,600.00. The Library is positioned to use less of the Fund balance than was originally budgeted.

**D. Contributed Fund Budget 269**

The contributed fund 269 budget can be found on pages 55-56 of the February 17, 2016 Library Board packet.

- The budget for fund 269 remains unchanged. Revenue is expected to total \$41,700.00 and expenditures are expected to be \$39,600.00 which would leave a positive net of revenue and expenditures of \$2,100.00.

**E. Contributed Fund 269 Expenditure & Revenue Report (January 31, 2016)**

The contributed fund 269 Expenditure and Revenue report can be found on page 57 of the February 17, 2016 Library Board packet.

- Through seven months there has been revenue that totals \$41,554.97 and expenditures of \$19,578.70. This leaves a positive net of revenues and expenditures of \$21,976.27.

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

The balance sheets for funds 268 and 269 can be found on pages 58-59 of the February 17, 2016 Library Board packet.

- **Fund 268:** Fund 268 had a beginning fund balance of \$1,719,423.02 and a positive net of revenue and expenditures of \$1,128,600.96. This leaves an ending fund balance of \$2,848,023.98
- **Fund 269:** Fund 269 had a beginning balance of \$1,629,605.26 and a positive net of revenues and expenditures of \$21,976.27. This leaves an ending fund balance of \$1,651,581.53.

**11. Director's Report**

The Director's Report can be found on pages 60-89 of the February 17, 2016 Library Board packet.

- HR Policy review has been going on for four months. Ms. Farkas thanked Trustees Michener and Verma for their time and dedication. She also thanked Library staff for their effort: Barb Rutkowski, Marcia Dominick, Evan Smale, Elizabeth Kopko, and Glen Caldwell from the City of Novi Human Resource Department.
- The Novi Library will be collaborating with the Walled Lake Public Library for National Library Week. The Walled Lake Fire Department has offered their space to be used for a variety show between the two libraries on April 16, 2016.
- Ms. Farkas has invited Walled Lake Public Library to join the Community Read event. She is awaiting a response.
- The Robert Prost donation is going to be used for a new piece of art for the Library. This will be art done in the oil medium.
- Facilities staff member Keith Perfect hung the quilt that was made in collaboration with Toll Gate on the wall next to the first floor self-checkout machines.
- Ms. Farkas hopes to have a tour available for patrons next year showcasing the various art work in the Library.

**A. Information Services Report**

The Information Service Report is located on pages 61-64 of the February 17, 2016 Library Board packet.

**B. Building Operations Report**

The Building Operations Report by Keith Perfect can be found on page 65 of the February 17, 2016 Library Board packet.

**C. Library Café: Food Service Inspection Report**

This report can be found on pages 66-68 of the February 17, 2016 Library Board packet.

- One noted violation that the Library's facility staff had to fix was a leak in the sink. Trustee Lawler asked if this inspection is planned or unplanned and Ms. Farkas reported that these inspections are unplanned. Trustee Lawler also inquired about an uncorrected violation of a heavily soiled floor fan. Ms. Farkas informed the Board that she spoke with Mr. Bernstein and the violation is now corrected.

**D. Novi Public Library Proposed Access Review Report (Feb. 11, 2016)**

The Access Review Report can be found on pages 69-76 of the February 17, 2016 Library Board packet.

- This report was discussed earlier in the meeting.

**E. Conference Report by Barb Rutkowski**

The Conference Report can be found on page 77 of the February 17, 2016 Library Board packet.

**F. Library Usage Statistics**

The Library Usage Statistics can be found on pages 78-87 of the February 17, 2016 Library Board packet.

- Ms. Farkas is impressed with how the Library App is used. She is glad the Library uses this form of technology and reported that the Library just upped the contract with the company for another three years.
- Ms. Farkas informed Trustee Lawler that the Library is able to track how the App is being used. Trustee Poupard inquired about the privacy issue of tracking the usage. Ms. Farkas explained that no names, only numbers, are used to track information.
- Ms. Farkas explained to Trustee Lawler that Proquest, LLC Fold 3 (Military Records) is a reference database service that the Library uses. Fold 3 is a database that allows people to search for genealogy records or military records.

**G. Friends of the Novi Library**

**H. Novi Historical Commission**

The City of Novi Historical Commission approved minutes can be found on pages 88-89 of the February 17, 2016 Library Board packet.

**12. Committee Reports**

**A. Policy Committee (Open, Michener—Chair)**

No action at this time.

**B. HR Committee (Michener, Verma—Chair)**

Continuing work on the HR policies.

- Trustee Sturing inquired about the moving up of the benefits of new hires, relative to health insurance, from the date of hire as opposed to the end of the probation period. Ms. Farkas said that the Library is following the City's lead.

**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 (Open, Messerknecht—Chair)**

A meeting is to be held on February 26, 2016 with the City of Novi on the traffic report.

**13. Public Comment**

There was no public comment.

**14. Matters for Board Action**

**A. Approval of 2016-2017 Library Budget for General Fund 268.**

The 2016-2017 Library Budget was approved in the Treasure's Report.

**B. Approval to move Library Board Regular Meetings from the 3<sup>rd</sup> Wednesday of the month to the 4<sup>th</sup> Thursday of the month beginning in January 2017.**

This is proposed to help with the accuracy of the monthly financial numbers.

A motion was made to move the Library Board regular meetings from the third Wednesday of the month to the fourth Thursday of the month in January through October and the third Wednesday of the month in November and December starting in January 2017.

1<sup>st</sup>—Doreen Poupard

2<sup>nd</sup>—Tara Michener

The motion passed unanimously.

**C. Approval of audience comment language.**

In order to hear all citizen comments at a reasonable hour, the Library Board requests that speakers respect the three-minute time limit. This is not a question-answer session. However, it is an opportunity to voice your thoughts with the Novi Public Library Board of Trustees. Speakers wishing to display visual materials through the City's audiovisual system must provide the materials to the Library's Administration office at least five days prior to the meeting.

- Ms. Farkas explained that the five days needed for audiovisual presentation is set by the City and that there will be time needed to communicate with the



City to make sure the presentation is able to run. Flash drives can sometimes not sync with the City's files.

- Ms. Farkas was asked to rework the language of the five-day audiovisual policy and bring back a second draft in March.
- This language will be read twice at each meeting and will be added to the Agenda for easy reading.

**15. Adjournment**

A motion was made to adjourn the meeting at 8:21 p.m.

1<sup>st</sup>—William Lawler

2<sup>nd</sup>—Tara Michener

The motion passed unanimously.



March 16, 2016

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Ramesh Verma, Secretary

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Date