



**CITY OF NOVI LIBRARY BOARD  
MINUTES, REGULAR MEETING  
(Rescheduled from October 26, 2017)  
October 30, 2017**

**1. Call to Order**

The meeting was held at the Novi Public Library, 45255 W. Ten Mile Road, Novi, Michigan, 48375, and was called to order by Craig Messerknecht, President, at 7:00 p.m.

**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 (Absent and excused)  
Doreen Poupard, Board Member  
Geoffrey Wood, Board Member

**Student Representatives**

Ravenna Joshi, Student Representative (Departed at 7:25 p.m.)  
Lahari Vavilala, Student Representative (Departed at 7:25 p.m.)

**Library Staff**

Julie Farkas, Director  
Julie Prottengeier, Office Assistant

**Guest**

Emily Brush, Early Literacy Librarian, Novi Public Library

**3. Pledge of Allegiance**

The Pledge of Allegiance was recited.

**4. Approval and Overview of Agenda**

Trustee Messerknecht added item **10B. Café Discussion** to the President's Report.

A motion was made to approve the Overview of the Agenda as amended.

1<sup>st</sup>—Doreen Poupard

2<sup>nd</sup>—Geoff Wood

The motion passed unanimously.

## 5. Consent Agenda

A motion was made to approve the Claims and Warrants L559 and the regular meeting minutes for September 28, 2017.

1<sup>st</sup>— Ramesh Verma

2<sup>nd</sup>— Doreen Poupard

The motion passed unanimously.

## 6. Correspondence

A. Thank you email from Kim Clark, Novi Schools Media Specialist

- Ms. Clark thanked Ms. Farkas for the breakfast Ms. Farkas hosted for the Novi School District media specialists.

B. Thank you letter from Berl Falbaum, Author

- Mr. Falbaum addressed his letter to the Library Board President, Craig Messerknecht, commending Ms. Farkas and her staff for the *Author's Live* event that Mr. Falbaum participated in at Fox Run. Mr. Falbaum, a local author, has participated in other author events and this one hosted by Ms. Farkas was exceptional.

C. Thank you letter from Julie Farkas, Novi Library Director

- Ms. Farkas included the thank you letter she sent to the Friends of the Novi Library for their hosting of the event *Booked for the Evening*.

## 7. Presentation/Special Guest

A. Emily Brush, Early Literacy Librarian, Novi Public Library

- Ms. Brush started her career at the Novi Library as a student working in the Support Service Department. While working toward her Master's in Library Science she worked as an intern in the Information Service Department. Ms. Brush was recently hired to fill the new position of *Early Literacy Librarian* and brings skill, creativity and enthusiasm to it.
- Sensory Sundays is a program Ms. Brush coordinates. This program provides Storytime to children with special needs on Sunday mornings before the Library opens. The age range is from 18 months to 9 years and offers stories and sensory experiences in a quiet environment. Ms. Brush hopes to expand this program into the schools.
- Ms. Brush will be reaching out to preschools and home daycares in Novi that the Library currently does not have contact with in hopes of doing Storytime.
  - Trustee Agosta asked if giving library cards to the children in these centers is a possibility. Both Ms. Farkas and Ms. Brush felt this idea was worth pursuing and would look into it.
- For the 2017-2018 year Ms. Brush hopes to increase the number of registered readers for the program *Read a 1,000 Books before Kindergarten* by 200.

## 8. Public Comment

There was no public comment.

## 9. Student Representatives Report-September, 2017

The Student Representative Report can be found on pages 19-20 of the October 26, 2017 Library Board packet.

### A. Programs

- 9/12/17: Chocolate Milkshakes For All (38 in attendance)
- 9/16/17: SAT Practice Test (24 in attendance)
- 9/18/17: Eats and Treats Teen Cooking Club—Rice Krispies (8 in attendance)
- 9/27/17: Pizza and Pages Book Club (9 in attendance)
- 9/30/17: ACT Practice Test (30 in attendance)

### B. Upcoming Programs

- 11/08/17: How to Navigate the College-Going Process

- 11/17/17: TAB Meeting
- 11/21/17: Eats and Treats Teen Cooking Club—Peanut Butter Lovers
- 11/29/17: Pizza and Pages Book Club

**C. TAB Update**

The first meeting of the year kicked off on September 22, 2017 with over 40 teens in attendance. The group brainstormed programming and activity ideas as well as discussed community service projects for the year. Trustee Geoff Wood and Trustee Bill Lawler were in attendance for this meeting and the Student Representatives thanked them, and the rest of the Board, for their support.

**D. Teen Space**

Teen Space had 740 attendees for the month of September.

**10. President's Report**

**A. Goals Update**

The 2017-2018 Goals Document can be found on pages 19-20 of the October 26, 2017 Library Board packet.

- Ms. Farkas included a brief summary of the goals for each of the following: Library Board, Administration, Facilities, Information Technology, Information Services and Support Services. Tactics and strategies will be added to the document as they are executed by each department.
- Ms. Farkas reported that the Lending Library at Lakeshore Park is on hold. It is possible that this purchase will move into the 2018-2019 fiscal year. Ms. Farkas has reached out to Fox Run as a possible location for the Lending Library but discussions have just begun.

**B. Café Discussion**

- Mr. Bernstein, proprietor of the Read-A-Latte Café, owes the Library \$700 in late fees. As a way to get back on track, Mr. Bernstein is asking to pay a lump sum of \$150 on October 31, 2017 and then \$50 payments every week going forward until the balance is paid off.
  - The Board was in agreement in asking that Mr. Bernstein pay the initial \$150 and then \$100 per week going forward until December 11, 2017 when the balance must be paid off in full or it could lead to his termination as the contract states.
  - Farkas agreed to share this information with the Library's attorney so that the attorney could put this in writing and send it to Mr. Bernstein.

**11. Treasurer's Report**

**A. Library Budget Fund 268—2017-2018**

The 2017-2018 Fund 268 budget can be found on pages 21-25 of the October 26, 2017 Library Board packet.

- The 2017-2018 Library Budget 268 calls for revenue to be \$2,901,020.00 and expenditures to be \$3,032,496.00 consuming \$131,476.00 of the fund balance.

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

The 2017-2018 Contributed Fund 269 budget can be found on page 26 of the October 26, 2017 Library Board packet.

- The 2017-2018 Fund 269 budget calls for revenue of \$48,500.00 and expenditures of \$118,465.00 which would consume \$69,965.00 of the fund balance.

**C. Library Fund 268 Revenue and Expenditure Report (September 30, 2017)**

The Fund 268 Expenditure and Revenue Report can be found on pages 27-31 of the October 26, 2017 Library Board packet.

- **Revenue**
  - The year to date revenue totals \$181,511.50 which is an increase of \$22,598.50 from the previous month. The Library is still waiting on tax revenue money. Ms. Farkas said she would call the Finance Department to inquire about it, but she

informed the Board that the Finance Department is down two staff members which might explain the delay in receiving the money.

- **Expenditures**

- The year to date expenditures total \$692,350.11 which is an increase of \$284,936.01 from the previous month.

**D. Contributed Fund 269 Expenditure & Revenue Report (September 30, 2017)**

The Contributed Fund 269 Expenditure & Revenue Report can be found on page 31 of the October 26, 2017 Library Board packet.

- Through the month of September, revenue totals \$14,257.83 and expenditures total \$6,258.17.

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

The balance sheets for funds 268 and 269 can be found on pages 32-33 of the October 26, 2017 Library Board packet.

- The ending balance for Fund 268 through September 30, 2017 is \$1,329,151.12.
- The ending balance for Fund 269 through September 30, 2017 is \$1,705,946.06.

**12. Director's Report**

The Director's Report can be found on pages 34-43 of the October 26, 2017 Library Board packet.

- Ms. Farkas thanked Congressman Dave Trott for his part in making sure the Novi Library received a donation of new books from the Library of Congress. The books were unveiled at an event in the Library on October 17, 2017. The books will be plated and added to the collection.
  - Trustee Poupard asked that City Council member Wayne Wrobel be thanked and commended for his faithful support of the Novi Library. Mr. Wrobel's connections help the Novi Library benefit from programs such as these.
- Ms. Farkas reported that participation in the library card campaign that was introduced in August was not as high as she had hoped. 143 new cards were registered. Ms. Farkas thanked the Friends for their generous support of the campaign and reported she may try this again in the future.
- On page 41 of the Board packet, Ms. Farkas highlighted the Virtual Reality program that was held October 20-21 in the Library. There will be more of these programs scheduled through-out the year.
- Ms. Farkas thanked PAASN and Chief Molloy for starting a conversation with the community about opiate addiction at a presentation held at the Library on October 30, 2017.
- On page 43 of the October 26, 2017 Library Board packet Ms. Farkas included the form explaining how to get involved with the e-Nable program. The December 14, 2017 assembly date registration is full. The Novi Rotary graciously donated \$1,000 to the program to help off-set the cost of supplies. E-Nable hopes to have 200 hands built by June, 2018.
- Planning for the November Library Board Meeting that will be held on Thursday, November 16, 2017 at Fox Run at 7:00 p.m. was discussed. The meeting will take place in the Derby room of the Belmont building.

**A. Information Technology Report**

The Information Technology Report can be found on page 44-45 of the October 26, 2017 Library Board packet.

**B. Facilities Report**

The Facilities Report can be found on pages 46-47 of the October 26, 2017 Library Board packet.

- Bill Bembeneck of the Facilities Department represented the Library at the Sustainable Homes Event in Novi to share information about the bioswale.
- The Library successfully passed the annual fire inspection.

**C. Information Services Report**

The Information and Services Report can be found on pages 48-50 of the October 26, 2017 Library Board packet.

- 501 children are registered for the Raise a Reader in Novi program.

**D. Support Service Report**

The Support Service report can be found on pages 51 of the October 26, 2017 Library Board packet.

**E. Library Usage Statistics**

The Library Usage Statistics can be found on pages 52-60 of the October 26, 2017 Library Board packet.

- 964 books were borrowed from Read Boxes through September. These books are donated to the Library and are reused.

**F. Friends of the Novi Library**

The Friends report can be found on pages 61-64 of October 26, 2017 Library Board packet.

**G. Novi Historical Commission**

The Novi Historical Commission report can be found on pages 65-68 of the October 26, 2017 Library Board packet.

**13. 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 Study**

- The next HR Committee meeting is scheduled for November 8, 2017 to discuss the salary study.

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

- A meeting is scheduled for Tuesday, January 23, 2018 at 6:00 p.m. to discuss an endowment.

**D. Events/Marketing/Fundraising Committee (Michener—Chair, Agosta Wood): Outreach**

**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.**

- Trustee Messerknecht is impressed with Keith Perfect's attention to detail with the LED project.

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

**14. Public Comment**

There was no public comment.

**15. Matters for Board Action**

**A. 1<sup>st</sup> Draft of Limited Part-time Assignment Policy**

The City of Novi recently added this policy that allows a full-time employee to move to a limited, part-time assignment for up to one year during which their benefits would be frozen. At the end of the year, the employee would return to their full-time position and benefits would begin again. The decision to allow an employee this opportunity is at the discretion of the Library Director and the needs of the individual department at the time of the request.

- Ms. Farkas included the FAQ that the City of Novi wrote on page 39 of the October 26, 2017 Library Board Packet.
- The policy will be voted on at the November 16, 2017 Library Board meeting.

**B. Consideration of Closing the Library Friday, May 25, 2018 for a staff In-Service day with The Library Network. The Library would remain open on Friday, August 24, 2018.**

Because the Novi Library is the largest library in the consortium, TLN has asked if the Novi Library building could be used for a presentation on civility and for training. If agreed upon, the Library would be closed on Friday, May 25, 2018 for a staff In-Service but remain open on Friday, August 24, 2018.

- In addition to the presentation, Ms. Farkas is hoping to do an active shooter drill which would also include staff members from other libraries within the consortium that are in attendance. By joining with TLN, less planning will be required of Novi staff.
- All Board members were in agreement that communicating the closure with the community is of key importance.
- Trustee Wood has concerns about closing the Library on a school day at the end of the school year.

A motion was made to close the Novi Library on Friday, May 25, 2018 for a staff in-service day and to remain open on Friday, August 24, 2018.

1<sup>st</sup>—Melissa Agosta

2<sup>nd</sup>—Doreen Poupard

The motion passed with 4 votes in favor and 1 vote opposed.

**16. Adjourn**

A motion was made to adjourn at 8:43 p.m.

1<sup>st</sup>—Melissa Agosta

2<sup>nd</sup>—Geoff Wood

The motion passed unanimously.



**November 16, 2017**

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Craig Messerknecht, President

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Date