

**CITY OF NOVI LIBRARY BOARD  
MINUTES, REGULAR MEETING  
March 16, 2016**

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

**Library Board**

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

**Student Representatives**

Ruchira Ankireddygar (Departed 7:09 p.m.)  
Cindy Huang (Arrived 7:06; Departed 7:09 p.m.)

**Library Staff**

Julie Farkas, Director  
Julie Prottengeier, Office Assistant

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.

**2. Pledge of Allegiance**

The Pledge of Allegiance was recited.

**3. Approval and Overview of Agenda**

Trustee Messerknecht requested that item 9 of the Agenda, President's Report, be altered to include two additional topics. He would like **9A. Goal Updates** to become **9C**; then, add **9A. Congratulations and Welcome to the new Board Appointees**, **9B. Officer Appointments**, and finally **9C. Goals Update**.

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

1<sup>st</sup>—Ramesh Verma

2<sup>nd</sup>—Doreen Poupard

The motion passed unanimously.

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

##### **A. Approval of Claims and Warrants L540**

##### **B. Approval of Budget Planning Session Meeting Minutes—January 16, 2016**

- Trustee Lawler noted that his name was not listed with the other Board members even though he was present.
- Trustee Agosta noted an error in the number of hours the Shelving staff works each week on page 8 of the January 16, 2016 Budget Planning Session Meeting Minutes. They do not work 12-16 hour shifts, rather they work 12-16 hours per week.

##### **C. Approval of Regular Meeting Minutes – February 17, 2016**

A motion was made to approve the Consent Agenda based on changing the two discrepancies discussed in the January 16, 2016 Budget Planning Session Minutes.

1<sup>st</sup>—Doreen Poupard

2<sup>nd</sup>—William Lawler

The motion passed unanimously.

#### **5. Correspondence**

There was no correspondence.

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

There was no presentation.

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

There was no public comment.

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

The Student Representative Report can be found on pages 29-33 of the March 16, 2016 Library Board packet.

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

- On February 8, teens honored the Chinese New Year by sampling Chinese foods, making paper lanterns and creating fortune bookmarks.
- On February 9, teens celebrated National Pizza Day by tasting various types of pizza from local Novi pizza shops. All the pizzas were donated.
- On February 12, teens were introduced to robotics at the Introduction to Robotics program sponsored by Club Z.
- On February 17, teens attended the first Teen Book Club, which was generously sponsored by a grant received from Community Financial.
- On February 19, teens enjoyed a chocolate fondue party.
- On February 23, teens had the opportunity to write their first resume at the Resume Writing Workshop.
  - Trustee Poupard inquired about the success and popularity of this program. Ms. Farkas explained that the Library utilized the City of Novi's Human Resource Department to help with this event. She is unsure of the specific number of attendees, but will find out and share the number with the Library Board.
- Trustee Agosta asked the Student Representatives to explain what programs are most popular, how programs are decided upon, and how the programs are run. The Student Representatives reported that programs that include food are very popular. Prior to the Engage magazine being published, the Teen Advisory Board and their advisor brainstorm topics that would make for interesting programs. Most of the programs utilize teen volunteers to help.

**B. Teen Space**

- Teen Space had a total of 482 attendees in February.

**C. Teen Advisory Board**

- TAB members made library themed valentines to celebrate "Love Your Library Month".
- Work continues on planning an upcoming community service project.
- Guest speaker Jane Hecker spoke about the upcoming AAUW Let's Read Math program and sought out teen volunteers to help at this program.

**D. Upcoming Programs**

- Kidpreneur Coding Workshop (3/4); Tips and Techniques for a Successful Interview (3/9); Battle of the Books (3/12); Saving for College (3/16); TAB Meeting (3/18); Introduction to Robotics Demonstration (3/19); Prom Prep 101 (3/29).

**9. President's Report**

**A. Congratulations and Welcome of New Board Appointees**

Trustee Messerknecht welcomed, congratulated, and thanked the following returning and new Board members:

- Trustee Ramesh Verma was reappointed to the Library Board. Trustee Verma began serving on the Library Board in March, 2007. He not only brings a unique perspective to the Board, but he also brings years of valuable experience.
- Trustee Melissa Agosta is new to the Library Board. She is a graduate of Novi High School, Schoolcraft College, and Henry Ford Community College. She has been a resident of Novi for the past 18 years as well as a business owner in Novi for the past 11 years. Ms. Agosta was part of the City's Ambassador Program and she credits that for bringing her to the Novi Library Board.
- Also new to the Board is Trustee Geoffrey Wood, an 11-year resident of Novi, and a graduate of Grand Valley State University. Mr. Wood has over 18 years of sales and management experience in a high tech company. Since 2005 he has served on the Novi Educational Foundation, and from 2006-2012 he served as a youth baseball coach for Novi Parks and Recreation.
- Trustee Verma asked about a meeting between Ms. Farkas and the new Board members and she informed him it was scheduled for March 24, 2016 from 3:00-4:30.

**B. Officer Appointments**

Trustee Verma reported that a slate for the Library Board officers will be presented at the April Library Board meeting.

**C. Goals Update**

1. **Goal #2: Balance the needs of the community with fiscal responsibility and reduce the deficit spending.**
  - **Strategy: Seek funding through grants.**

The display case that was purchased with grant money awarded to librarian Erin Durrett was delivered and will be on display outside the Teen Stop room located on the second floor. Part of the grant requirement was to showcase the finished designs of the 3D printer.
2. **Goal #4: Provide quality services, collections, programs and technology with an emphasis on the diverse and aging population.**

- **Strategy: Engage the older adult community in Library programs and services.**

Local Activity Directors from senior centers are bringing memory loss residents to the Library on a monthly basis to read and use BiFolkal Kits. The kits are a packaged program designed to bring back memories of a particular time or topic. Ms. Farkas explained to Trustee Agosta that the senior center residents are seeking out the Library for these kits; it is not a program that the Library is hosting. Anybody that stops into the Library can use the kits if they ask. Trustee Poupard asked if the items can be taken to the senior centers, which they can, but Ms. Farkas was not sure if they could be checked out to an individual patron as asked by Trustee Agosta.

- **Strategy: Increase/Implement programming opportunities for each patron group.**

Teen librarian Lindsey Fricke worked hard to start the Teen Book Club which was highly attended at its first meeting. With the help of Community Financial, Ms. Fricke will be able to sustain the club on a monthly basis. Trustee Lawler asked if audio/visual items were going to be used for the book club, and Ms. Farkas explained for now it will just be printed novels but that the student could listen to the book if necessary.

3. **Goal #5: Promote the Library in Novi's residential and business communities; promote library services to non-library users balancing existing resources whenever possible.**

- **Strategy: Increase awareness of services, collections, programs and technology.**

Two Novi staff members were asked to be a part of a podcast for Boopsie which is the company that runs the Novi Library App. They shared their knowledge of marketing, customer response, and integrating social media with the App.

4. **Goal #7: Ensure that the Library maintains policies and planning strategies that promote safe, efficient, productive and enjoyable experiences for patrons and staff.**

- **Strategy: Provide convenient access to collections, programs and services.**

- o Trustee Verma asked for a readable blue print of the drive-way project and Ms. Farkas said she would ask the City for something easier to read.
- o Trustee Poupard asked how Ms. Farkas keeps track of all the different goals and strategies. Ms. Farkas explained that she relies on staff members from the different departments that are assigned various goals. Since it is getting toward the end of the fiscal year, Ms. Farkas will email her staff requesting updates.
- o Trustee Michener expressed that setting these goals and strategies allows for the Board to get together as a group and go over each Goal/Strategy and discuss how it ties in with the Library's motto of "inform, include, inspire". It takes a huge team effort to set the goals, she also added.

- o Ms. Farkas hopes to have a Goal setting session at the end of April and hopes to have a speaker present as well as some Trustees from neighboring library boards.
- o Trustee Verma suggested tying the speaker in with National Library Week event at Walled Lake Library.

#### 10. **Treasurer's Report**

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

The Library Budget Fund 268 2015-2016 can be found on pages 48-50 of the March 16, 2016 Library Board packet.

##### **B. Library Budget Fund 268 2016-2017 Approval**

The Library Budget Fund 268 2016-2017 can be found on pages 51-54 of the March 16, 2016 Library Board packet.

- The City made no changes to the numbers in the Budget but they did include amounts for account **976.000 Parking Lot Improvements \$53,400.00** and account **976.100 Internal Technology- Capital Outlay \$56,000.00**.
- Ms. Farkas explained to the Board that \$17,500.00 included in the 2015-2016 year end number in account **986.000-Data Processing-Security Camera Update** may be moved into the 2016-2017 Budget. Originally the Library was going to share this update with work being done at City Hall, but the latest information shows that the City has moved the project to a status date of to-be-determined. Ms. Farkas and the Board agree that there is cost savings to sharing RFP's with the City, and should this project move to the next fiscal year, Ms. Farkas will bring it to the Board.
- Trustee Poupard inquired about changes in the mileage being discussed by the City, but Ms. Farkas believes at this point these changes shouldn't affect the Library's Budget.

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

1<sup>st</sup>—Ramesh Verma

2<sup>nd</sup>—Tara Michener

The motion passed unanimously.

##### **C. Library Fund 268 Expenditure and Revenue Report (February 29, 2016)**

The Library Fund 268 Expenditure and Revenue Report can be found on pages 55-57 of the March 16, 2016 Library Board packet.

- **Revenue:** Revenue increased \$17,000.00 for the month of February bringing the total YTD revenue to \$2,721,000.00.
- **Expenditures:** Through seven months, the total expenditures are \$1,752,000.00 which is 57% of what was budgeted. Since the Library is through 66% of its fiscal year budget, expenditures are looking good.
- **Net Revenue and Expenditures:** are a positive \$969,000. Currently the Library is on track to use very little of the fund balance which has been a serious concern of the Board over the past few years. Trustee Messerknecht thanked Ms. Farkas and her staff for working so diligently at reducing this amount.

##### **D. Contributed Fund Budget 269**

The Contributed Fund Budget 269 can be found on pages 58-59 of the March 16, 2016 Library Board packet.

- Little activity was reported for the month of February.

**E. Contributed Fund 269 Expenditure and Revenue Report (February 29, 2016)**

The Contributed Fund 269 Expenditure and Revenue Report can be found on page 60 of the March 16, 2016 Library Board packet.

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

The Balance Sheets for Funds 268 and 269 can be found on pages 61-62 of the March 16, 2016 Library Board packet.

- **Fund 268:** Ending fund balance of \$2,688,000.00 for the month of February.
- **Fund 269:** Ending fund balance of \$1,653,000.00 for the month of February.

**G. Library Bond Refunding Opportunity**

Library Bond refunding opportunity can be found on pages 73-77 of the March 16, 2016 Library Board packet.

- The City of Novi was able to get its bond rating upgraded to AAA status which will allow them to do an advance refund and save the City \$95,000.00 per year over the remainder of the bond. Since the Library operates on a separate bond, this should not affect Library.
- Trustee Poupard asked Ms. Farkas if anything was planned to showcase this upgraded bond status by the City. Ms. Farkas offered to reach out to the City and find an answer. Trustee Poupard feels it is a wonderful opportunity to show the community how fiscally responsible the Library and City are and that there is a cooperative spirit between the two organizations.

**11. Director's Report**

The Director's Report can be found on pages 63-100 of the March 16, 2016 Library Board packet.

- Ms. Farkas confirmed the new 2017 Library Board Meeting dates. The City was able to accommodate the changes.
  - As part of the Money Smart Week program, Novi Library helped almost 200 libraries across the state receive free books to share with students. The Library had 8,000 books delivered, and with the help of Community Financial, was able to box-up the books to be shipped to libraries across the state. TLN delivery service helped with the deliveries. Ms. Farkas is glad to partake in a Library of Michigan sponsored program.
  - Ms. Farkas attended a meeting with Dr. Matthews, Superintendent of Novi Schools, about the new preschool opening in Novi in the fall. The Library would like to have a big part in the opening of this school. Over 300 children are already registered for the school. Since there is no media center in the school, Ms. Farkas thinks this is a great opportunity for the Library to step in.
  - On page 64 of the Board packet, Ms. Farkas included an email from Adam Wayne from the City of Novi listing the schedule of the planned driveway project. Trustee Verma asked what "MITN" meant. MITN is the online bidding resource the City of Novi uses. More work may be done on 10 Mile road then was originally planned, but it would save the Library problems in the future.
- A. Memorandum of Understanding—City of Novi and Library for van usage**
- Trustee Verma suggested putting money aside for any expenses accrued for damage to the van since the Library is responsible for the cost of repairs.
- B. Information Services Report**
- Provided by April Stevenson, the report can be found on pages 83-86 of the March 16, 2016 Library Board packet.

**C. Information Technology Report**

The Information Technology Report can be found on pages 87-88 of the March 16, 2016 Library Board packet.

- Trustee Agosta asked about the Technology survey. Ms. Farkas said she would send it to her. The number of responses was low so in the future the Library will be more proactive about soliciting responses.
- Ms. Farkas explained Freegal is the free downloadable music resource the patrons use. They are allowed five free songs per week with a library card. Zinio is the free online magazine resource you can use with a library card. There are over 200 online magazines available.

**D. Library Usage Statistics**

The Library Usage Statistics can be found on pages 89-98 of the March 16, 2016 Library Board packet.

- The Read Boxes will begin in early May. Lakeshore Park, Rotary Park and ITC Park are the locations. The Library is always thinking about adding a fourth location. A location close to Northwest Novi would be beneficial.
- Trustee Messerknecht noted that completed Gale courses in February increased. Ms. Farkas said that staff has worked harder at promoting the courses.
- Trustee Lawler noted the increase in room rentals. It is beneficial monetarily, but also it brings in community members that might not be familiar with Library.
- The charging station was not working and is being repaired. The City handles all the repairs.

**E. Friends of the Novi Library (no February meeting)**

**F. Novi Historical Commission—January**

The minutes are on pages 99-100 of the March 16, 2016 Library Board packet.

- Trustee Agosta reported that the Historical Commission is in need of volunteers to cover office hours in the Local History Room.

**12. Committee Reports**

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

There was no report provided for the Policy Committee.

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

Trustee Verma and Trustee Michener are working on a slate of officers for the April Board meeting.

- After the new officers take their positions in May, the Board can work on filling new committee positions.

**C. Finance Committee (Open, Open, Messerknecht – Chair)**

There was no report provided for the Finance Committee.

**D. Events/Marketing/Fundraising Committee (Lawler, Michener – Chair)**

There was no report provided for the Events/Marketing/Fundraising Committee.

**E. Strategic Planning Committee (Lawler, Open – Chair)**

There was no report provided for the Strategic Planning Committee.

**F. Building/Landscape Committee (Open, Messerknecht-Chair)**

There was no report for the Building/Landscape Committee.

**13. Public Comment**

There was no public comment.

#### 14. Matters for Board Action

##### A. Library Budget 268 for 2016-2017 (2<sup>nd</sup> approval following City of Novi Finance Department review)

- This matter was voted on during the Treasurer's Report.

##### B. Approval of audience comment language by Library Board (2<sup>nd</sup> draft)

AUDIENCE COMMENT—In order to hear all citizen comments at a reasonable hour, the Library Board requests that speakers respect the ~~three five 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.

DISCLAIMER: Audiovisual presentations are welcome. To insure adequate equipment needs, please contact Library Administration at least 5 days in advance of the meeting.

- Trustee Messerknecht commented that while attending the City Council meeting he noticed that their Public Comment policy included verbiage saying the Council Members are not to respond to what is being discussed by the audience member. The Council Members are there to listen, not engage in dialogue. He feels it would be beneficial to include this in the Library's policy.
  - Trustee Michener agreed with this inclusion and Trustee Agosta thinks it is good to be consistent with the City's policy.
  - Trustee Poupard liked the changes to the words on the disclaimer. She also inquired about why the speaker's time-limit was changed from three to five minutes. Ms. Farkas explained that the bylaws say five minutes so keeping it at five minutes is easier than changing the bylaws.
  - Trustee Messerknecht asked fellow Board members if there was a need to read the disclaimer at every meeting. Trustee Michener feels that it is unnecessary to read it at each meeting and Trustee Agosta also agreed. Ms. Farkas said that she would add the disclaimer to the pamphlet that is available to the public at each meeting.
  - Ms. Farkas offered to reach out to the City to review their policy and then bring it back for approval at the April Board meeting. The Board members agreed with this suggestion.

##### C. HR Employees Policies (2<sup>nd</sup> draft)

- Trustee Messerknecht thanked Trustees Verma and Michener as well as Ms. Farkas and her staff for all the hard work over the six month long period.
- Trustee Poupard asked what changes were made after the Board members read through the policies. Ms. Farkas reported a minor grammatical error was fixed and a question was raised about the probationary period of new hires receiving benefits. Trustee Messerknecht wondered if it would be more work to have their benefits begin immediately as opposed to waiting until the probationary period ends. Ms. Farkas explained that it is easier to be on track with the City, therefore it was decided benefits would begin immediately.

A motion was made to approve the HR Employees Policies as has been distributed to the Board members.

1<sup>st</sup>—Ramesh Verma

2<sup>nd</sup>—Tara Michener

The motion passed unanimously.

Commented [JP1]:

Commented [JP2]:



**D. 3D Printing Policy (1<sup>st</sup> draft)**

- The Board members discussed concerns about weapons of any kind being made with the 3D printer. Ms. Farkas said she would consult with an attorney for guidance as to how it can be worded in the policy. She also assured Board Members that she would inquire about the Library's responsibility in copyright law infractions. Ms. Farkas will bring this policy back for review at the April Library Board meeting.

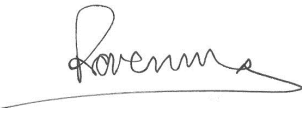
**15. Adjourn**

A motion was made to adjourn the meeting at 8:23 p.m.

1<sup>st</sup>—Ramesh Verma

2<sup>nd</sup>—Doreen Poupard

The motion passed unanimously.



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Ramesh Verma, Secretary

**April 20, 2016**

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Date