



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
June 17, 2015**

1. Call to Order and Roll Call

Library Board

Mark Sturing, President
John Lesko, Vice President
Craig Messerknecht, Treasurer
Ramesh Verma, Secretary
Paul S. Funk, Board Member
Tara Michener, Board Member

Library Board Absent/Excused

William Lawler, Board Member

Student Representatives

Ruchira Ankireddygari (departed at 7:25 p.m.)
Cindy Huang (departed at 7:25 p.m.)

Library Staff

Julie Farkas, Director
Mary Ellen Mulcrone, Assistant Director, Building Operations
Margi Karp-Opperer, Assistant Director, Public Services
Marcia Dominick, Administrative Assistant

Guest(s)

Ziyang Huang, Student Representative (former)
Kathleen Alberga, Information Services Librarian
Erin Durrett, Information Services Librarian
Lindsay Fricke, Information Services Librarian

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 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Approval and Overview of Agenda

Trustee Messerknecht commented that the agenda page numbers do not reflect the pages where the financials are to be found.

Trustee Lesko questioned why the 269 Account was dated a different date than the rest of the financials. Director Farkas stated that this was the most up-to-date figures for the 269 account since a report had not been provided in a while. Director Farkas intends on providing the 2015-2016 fy budget for account 269 Contributed Fund at the July Library Board Meeting.

A request was made to add Item **15, Executive Session, Director's Review** to the **Agenda** with the **Adjournment** as item **16**.

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

1st – Paul Funk
2nd – John Lesko

The motion was approved unanimously.

4. Consent Agenda

A. Approval of Claims and Warrants L531

As noted in item **4A, Approval of Claims and Warrants L530** of the May 20, 2015 Library Board minutes, Trustee Lesko was not questioning the payment of the invoice, but the accounting practice as a prepayment for said invoice.

A motion was made to approve the Claims and Warrants L531 as amended.

1st – Tara Michener
2nd – Craig Messerknecht

The motion was passed unanimously.

B. Approval of Regular Meeting Minutes – May 20, 2015

It was noted that the May meeting was held at the Novi Civic Center, Council Chambers and not at the Novi Public Library as stated.

A motion was made to approve the Regular Meeting Minutes of May 20, 2015 as amended.

1st – Tara Michener
2nd – Craig Messerknecht

The motion was passed unanimously.

5. Correspondence

There was no correspondence.

6. Presentation/Special Guest

A. Staff Introductions:

Maryann Zurmuehlen – Department Head for Support Services

Ms. Zurmuehlen was not able to attend the Library Board meeting. Ms. Zurmuehlen has been with the Library and was promoted to department head. Ms. Zurmuehlen comes with many years of experience in the Support Services department.

Lindsay Fricke – Information Services Librarian (Teen Services)

Ms. Fricke is new to the Library and was hired as a full time Information Services Librarian and her primary role is Teen Services.

Kathleen Alberga – Information Services Librarian (Youth Services)

Ms. Alberga has been with the Library as a part-time Librarian of the Information Services Team and was hired as a full time Librarian with her primary role in Youth Services.

B. Introduction of Cindy Huang, new Student Representative for Library Board

Ms. Huang has been on the Teen Advisory Board (TAB) for two years as Secretary and is now Vice President of the TAB for the 2015-16 year. She has been involved in many projects through the TAB group and involved in volunteer work in the community.

C. Annual Student Representatives Report by Ziyang Huang and Ruchira Ankireddygari

Ziyang Huang and Ruchira Ankireddygari presented a year-in-review PowerPoint of the amazing things they did this past year.

D. Recognition of Ziyang Huang for 2 years of service as a Student Representative for Library Board

Ziyang Huang has been on the Library Board as a Student Representative for the past two years and has brought with her many wonderful ideas and was a very involved member of TAB. She was presented with a certificate and gifts as she transitions to the University of Michigan this fall.

7. Public Comment

There was no public comment.

8. Student Representatives Report

As presented in the Year-in-Review.

9. President's Report

A. Goals Update – May 2015

The Novi Public Library 2014/2015 Goals for reporting June 2015 can be found on pages 12-24 of the June 17, 2015 Library Board packet.

Highlights for the monthly goals are:

There is a big focus on the Summer Reading Program which included school visits throughout the community.

- Goal #1: Balance the needs of the community with fiscal responsibility and reduce the deficit spending.
 - Strategy – Provide appropriate staffing for best customer service.
 - Tactic – Implement recognition for volunteers with City of Novi
 - 2015 event held at Buddy's Pizza on April 14, 2015.
- Goal #2: Develop a fiscal plan for 2015/2016 to reduce the projected fund balance usage of \$468,575 by approximately 20%.

- Strategy - Seek funding through grants.
 - Tactic – Teens and technology ideas for YALSA Shark Bowl.
 - NPL proposal was selected as one of top six; Erin (Durrett) will present the pitch at the ALA annual conference in June.
- Goal #4: Provide quality services, collections, programs and technology with an emphasis on the aging population.
 - Strategy - Engage the Older Adult community in Library programs and services.
 - Tactic – Partner with Older Adult Services/Meadowbrook Activity Center to attract Older Adults for Library programming, services, resources and technology (provide no fee transportation to Library).
 - Attend May Older Adult Advisory Board meeting; much discussion on the new format for Engage and Enhance.
 - Strategy – Provide up to date technology and resources.
 - SirsiDynix workflow upgrade to improve circulation processes for assisting patrons.
- Goal #7: Utilize efficient fundraising opportunities for our community to continue to support the growth of the Library's services, collections, programs and technology.
 - Strategy – Review past fundraising and plan future fundraising.
 - Tactic – Continue "On the Road" series.
 - Site investigation and planning for fall 2015 event.
- Goal #8: Ensure that the library maintains policies and planning strategies that promote safe, efficient, productive and enjoyable experiences for patrons and staff.
 - Strategy – Maintain best practices and policies.
 - Tactic – Strategic Planning process
 - Board's strategic planning committee met to discuss reconnecting with original planning team/stakeholders and community with plan updates.

10. Treasurer's Report

A. Library budget 2014-2015

The 2014-2015 Library Budget dated March 19, 2014 with the final update dated January 31, 2015 is located on pages 25-27 of the June 17, 2015 Library Board packet. The 2015-2016 fiscal year Library Budget dated March 25, 2015 can be found on pages 28-29 of the June 17, 2015 Library Board packet.

B. 269 Contributed Fund Report as of June 12, 2015

The 269 Contributed Fund Report can be found on pages 30-31 of the June 17, 2015 Library Board packet. Noted, \$10,000 was received, but \$11,000 was expensed as of June 12, 2015.

The 2015-2016 fiscal year 269 Contributed Fund Budget is expected to be brought to the Library Board at the July 2015 Regular Meeting.

C. Budget Amendment Request for 2014/2015 and 2015/2016

A request for a budget amendment was brought to the Board to transfer unused funds from the 2014/2015 fiscal year budget in account #268-000.00-976.000 in the amount of \$14,000 to the 2015/2016 fiscal year budget to purchase additional security cameras bringing the 2015/2016 budget for this line to \$78,800. This will be discussed in **Item 14 – Matters for Board Discussion.**

D. Library Balance Sheets for 268 and 269 Funds – as of May 31, 2015

The Library Balance Sheet can be found on pages 33-34 of the June 17, 2015 Library Board Packet.

The Ending Fund Balance for period ending May 31, 2015 is \$2,004,257.84 for the Library Fund 268 account. The Total Liabilities and Fund Balance for the Library Fund 268 account is \$2,087,481.13.

The Ending Fund Balance for period ending May 31, 2015 is \$1,626,775.36 for the 269 Library Contributed account. The Total Liabilities and Fund Balance for the Library Contributed Fund 269 account is \$1,627,179.67.

E. Library Financials and 269 Contributed Fund – as of May 31, 2015

The Library Financials and 269 Contributed Fund can be found on pages 35-38 of the June 17, 2015 Library Board Packet.

There is nothing out of the ordinary to report as we are looking solid. Revenues have increased and expenditures have decreased.

The salaries lines have increased this month but that is due to a 3-pay period month.

State Aid was received this month in the amount of \$16,147, which is higher than initially budgeted.

The electricity invoice was not reported for May, but is expected to be reported on the next warrant.

Library Book Fines was reported down again this month.

11. Director's Report

The Director's Report can be found on page 29 of the June 17, 2015 Library Board packet.

A. Memo: Library Traffic Update

A Memorandum from Rob Hayes, Director of Public Services/City Engineer for the City of Novi dated June 3, 2015 can be found on pages 40-41 of the June 17, 2015 Library Board packet.

B. Letter from Jerry Graczyk Re: MML Fund Loss Control Services

The report can be found on pages 42-44 of the June 17, 2015 Library Board packet.

Mr. Jerry Graczyk from the Michigan Municipal League visited the Library and reviewed our building in respects to our loss control. He reviewed our claims, contractor certificate of insurance, employee training and risk management practices. He was "favorably impressed with the building maintenance safety practices".

He did suggest that a policy be created regarding employees operating Library vehicles and have valid drivers' licenses with minimal points. A draft Driver's License Verification Policy and draft Motor Vehicle Record Check was provided for Board discussion.

C. YALSA's Shark Bowl 2015: Erin Durrett Finalist, NPL Librarian

Ms. Erin Durrett's proposal for the Shark Bowl contest can be found on page 48 of the June 17, 2015 Library Board packet. The YALSA announcement and rules are located on page 47 of the packet.

Director Farkas introduced Librarian Erin Durrett to the Library Board to have her present her submission for the YALSA Shark Bowl 2015 contest, which she was chosen to present in San Francisco this June at the American Library Association annual conference. Ms. Durrett was one of six contestants to present and possibly win an award of cash and prizes. The ALA has provided Ms. Durrett an award of \$1,500 to travel to make her presentation and the Library will cover the rest of her expenses. The Library supports Erin as she is representing the Novi Public Library. Congratulations, Erin!

D. Computers in Libraries Conference Report by Barbara Rutkowski

The Computers in Libraries report can be found on page 49 of the June 17, 2015 Library Board packet.

E. Public Services Report

The Public Services Report can be found on pages 50-51 of the June 17, 2015 Library Board packet.

F. Building Operations Report

The Building Operations Report is located on page 52 of the June 17, 2015 Library Board packet.

Mary Ellen Mulcrone reported that the AST was not operating for a day due to a part that had to be ordered. With the assistance of the facilities and IT staff, it is now up and running.

The City of Novi will handle the bids for the Traffic Controls.

The contractor did a great job in fixing the cracks in the parking lot. It was suggested that directional signals would be very helpful. The temporary signs in the drive benefit the drivers, but directional signs painted on the drive would be helpful especially at the front door to the building.

G. Library Usage Statistics

The Library Usage Statistics can be found on pages 53-62 of the June 17, 2015 Library Board Packet.

H. Friends of the Novi Library – Draft Minutes from May 13, 2015 Regular Meeting

The Draft minutes of the May 13, 2015 Friends of the Novi Library Meeting can be found on page 64 of the June 17, 2015 Library Board packet.

I. Novi Historical Commission – Draft Minutes from April 22, 2015 Regular Meeting

The Draft minutes of the April 22, 2015 City of Novi Historical Commission Meeting can be found on page 65 of the June 17, 2015 Library Board packet.

The City of Novi purchased Villa Barr, property originally owned by David Barr, renowned Novi artist. Approximately one year ago, he had published a book on his art

work. The Historical Commission is looking at purchasing the rights to his book. There is a meeting scheduled with Kathy Crawford, Historical Commission President, Director Julie Farkas, and David Barr to discuss the purchase of the book.

12. Committee Reports

A. Policy Committee (Lesko, Michener- Chair)

There was no report provided for the Policy Committee.

The Policies will be reviewed by the Policy Committee and select staff to look at present Library policies. The City's policies are reviewed as comparisons. QSAC accreditation is being reviewed to be updated.

B. HR Committee (Michener, Verma – Chair)

i. Planning meeting held on Wednesday, June 10, 2015 with Trustee Michener

The HR Committee, along with select staff, will schedule a meeting to review the present Library HR policies. A review of the City's policies will be taken into consideration.

C. Finance Committee (Sturing, Lesko, Messerknecht – Chair)

There was no report provided for the Finance Committee.

Trustee Funk questioned compensation for the staff, as was discussed earlier in the year, as he stated that the Library has had a favorable year. Trustee Funk asked that this be a point of discussion on the July agenda.

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

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

E. Strategic Planning Committee (Lawler, Funk – Chair)

i. Planning meeting held on Tuesday, June 2, 2015 with Trustees Funk and Lawler

Two Strategic Planning Meetings will be scheduled for later this summer.

Attendees would include those who have participated in the past, businesses, families and stakeholders who do not use the Library services.

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

i. Parking lot entryway update meeting held on Friday, June 12, 2015 with Trustee Messerknecht and Rob Hayes, Director of Public Services, City of Novi

The City of Novi Council voted to fund this project and the Library will cover the contingencies. Plan is to widen the current pathway with a turn lane. During construction, the main entrance will be reduced to one lane. A thank you goes to the Novi City Council and to Councilman Wrobel for moving this project forward. A thank you also goes to the DPS staff for assisting with this project.

13. Public Comment

There was no public comment.

14. Matters for Board Discussion

A. Budget Amendments:

2014/2015 Capital Outlay budget line 976.000 Data Processing – Computer/Equip: Est. Yr. End cost will be \$0.00

**2015/2016 Capital Outlay budget line 976.000 Data Processing – Computer/Equip:
Approved cost would increase by \$14, 000 from \$64,800 to total \$78,800.**

Additional security cameras were to be installed during the 2014-15 fiscal year, but have been postponed until the 2015-26 fy. Director Farkas asked that the funds earmarked for this project (\$14,000) be transferred for this usage to the 2015-26 fy. Looking at the budget, account 976.000 Data Processing shows \$14,000 was to be spent in the 2014-15 fy, but requested they be transferred to the 2015-16 fy for a total line of \$78,800. The City of Novi is going out for bids for cameras in the 2015-16 budget and we may attempt to piggyback on the City's bidding. Trustees accept the proposal as discussion only; it was moved to accept as a memo only.

B. Driver's License Verification policy and Motor Vehicle Record Check form

Suggestion of draft Driver's License Verification policy is to remove the word "circumstances" located on the last paragraph and replace it with "above four factors".

On the Motor Vehicle Record Check, remove the Date of Birth and the Social Security Number lines on the form.

It was suggested to review the City's policy.

15. Executive Session – Director's Review

A motion was made to enter into a closed Executive Session at 8:46 p.m.

1st – Paul Funk

2nd – Tara Michener

The motion was passed unanimously.

16. Adjourn

A motion was made to adjourn the meeting at 9:42 p.m.

1st – Tara Michener

2nd – Ramesh Verma

The motion was passed unanimously.



July 15, 2015

Ramesh Verma, Secretary

Date