



**CITY OF NOVI LIBRARY BOARD  
MINUTES, REGULAR MEETING  
August 22, 2019**

**1. Call to Order**

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, Vice President, at 7:02 p.m.

**2. Roll Call by Library Bookkeeper, Barbara Cook  
**Library Board****

Melissa Agosta, President (absent and excused)  
Craig Messerknecht, Vice President  
Geoffrey Wood, Treasurer (absent and excused)  
Kat Dooley, Secretary (absent and excused)  
Bill Lawler, Board Member  
Tara Michener, Board Member  
Torry Yu, Board Member

**Student Representatives**

Mahek Nasser, Student Representative (absent and excused)  
Tarun Tangirala, Student Representative (departed at 7:14pm)

**Library Staff**

Julie Farkas, Director  
Barbara Cook, Bookkeeper

**3. Pledge of Allegiance**

The Pledge of Allegiance was recited.

**4. Approval and Overview of Agenda**

A motion was made to approve the overview of the Agenda. Director Farkas requested to add item 15. F. Discussion and possible approval of the Surplus, currently showing in personnel service, from 2018-19 to be applied to Defined Benefit Contribution.

1<sup>st</sup>—Bill Lawler

2<sup>nd</sup>—Tara Michener

The motion passed unanimously.

**5. Consent Agenda**

**A. Approval of Regular Meeting Minutes**

Vice President Messerknecht abstained from voting on the July 25, 2019 Meeting Minutes since he did not attend the July Meeting. Therefore, the Board of Trustees is not able to make quorum. The July 25, 2019 Meeting Minutes will be in the September Board packet for trustees to approve.

**B. Approval of Claims and Warrants**

Trustee Lawler inquired about the payment to LinkedIn. LinkedIn acquired Lynda.com. The annual payment is for access to Lynda.com, an educational website that offers lessons on applications, technologies and skills for success in the workplace.

A motion was made to approve the Claims and Warrant 581.

1<sup>st</sup> – Tara Michener

2<sup>nd</sup> – Torry Yu

The motion passed unanimously.

**6. Correspondence**

**A. Comment card from John Martin Re: Program**

**B. Comment card from Joanne Rudy Re: Program**

**C. Comment card from Sophia Zhao Re: Safety concern in youth area**

**7. Presentation/Special Guest**

**A. N/A**

**8. Public Comment**

Venkat Thalla, a Novi Resident of 21 years and an IT Professional of 35 years presented agile methodology to the Library Board of Trustees. Mr. Thalla noted that globally industry is changing to agile methodology.

**9. Student Representatives Report – (provided by Lindsay Gojcaj for July 2019)**

The Student Representative Report can be found on pages 20-22 of the August 22, 2019 Library Board packet. Trustee Lawler asked who administers the SAT practice test. Director Farkas said there are qualified testing companies in the community who partner with the Library.

Director Farkas informed the Board that Information Services Librarian, Lindsay Gojcaj won the 2019 Young Adult Services Symposium stipend from the Young Adult Library Services Association (YALSA). The details of this stipend can be found on page 23 of the August 22, 2019 Library Board packet. Vice President Messerknecht and the Board send their congratulations to Mrs. Gojcaj.

**10. President's Report**

**A. 2019-2022 Strategic Objectives (3 year plan)**

The Strategic Objectives can be found on page 24 of the August 22, 2019 Library Board packet.

**B. 2019-2020 Goals Update (July, October, January, April)**

The 2019-2020 Goals will be reviewed at the October Meeting.

**11. Treasurer's Report**

The Treasurer's Report was summarized by Vice President, Craig Messerknecht. Vice President Messerknecht summarized FY 2018-2019 budgeted revenue and expenditure amounts for the Board. Additionally, Mr. Messerknecht informed the Board that the current unaudited FY 2108-2019 activity reflects an expected increase in the fund balance.

**A. 2019-2020 Library Budget Fund 268**

The 2019-2020 Library Fund 268 Budget can be found on pages 26-28 of the August 22, 2019 Library Board packet.

- The 2019-2020 Library Fund 268 budget calls for revenue of \$3,142,439 and expenditures of \$3,234,539 consuming \$92,100 of the fund balance.

**B. 2019-2020 Contributed Fund Budget 269**

The 2019-2020 Contributed Fund 269 Budget can be found on page 29 of the August 22, 2019 Library Board packet.

- The 2019-2020 Contributed Fund 269 budget calls for revenue of \$39,500 and expenditures of \$75,250 consuming \$35,750 of the fund balance.

**C. Library Fund 268 Expenditure & Revenue Report**

The Library Fund 268 Revenue and Expenditure Report can be found on pages 30-33 of the August 22, 2019 Board packet.

- Revenue ending July 31, 2019 was \$33,758.43.
- Expenditures ending July 31, 2019 was \$188,769.15

**D. Contributed Fund 269 Expenditure & Revenue Report**

The Contributed Fund 269 Expenditure and Revenue Report can be found on page 33 of the August 22, 2019 Library Board packet.

- Revenue ending July 31, 2019 was \$1,115.35.
- Expenditures ending July 31, 2019 was \$197.77.

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

The Balance Sheet for Funds 268 and 269 can be found on pages 34 and 35 of the August 22, 2019 Library Board packet.

- Ending Fund Balance for Fund 268 as of July 31, 2019 was \$1,994,449.42.
- Ending Fund Balance for Fund 269 as of July 31, 2019 was \$1,677,004.16.

Trustee Lawler inquired if the approximate \$200,000 increase to the fund balance from FY 2018-19 activity was expected. Director Farkas said no it was not expected the Library experienced savings in utilities and personnel. Also, additional revenues occurred after the initial budget projections.

**12. Director's Report**

The Director's Report can be found on pages 36-73 of the August 22, 2019 Library Board packet.

Staff members celebrating anniversaries in September are:

- Mary Robinson – Information Services – 14 years
- Dominic Doot – Information Technology– 8 years
- Yolanda Hockaday-Dennis – Information Services - 4 years
- Christopher Nadeau – Support Services – 1 year

**Directors Report Summary**

- The Trustees and the Director discussed possible dates for the 2020-2021 Budget Sessions. Possible dates discussed are Thursday, January 9<sup>th</sup>, 4-7pm for the first session and Tuesday, January 21<sup>st</sup>, 4-7pm for the second session. The January Board Meeting is scheduled for Thursday, January 23.
- Director Farkas will be attending the Public Library Association Conference on February 27<sup>th</sup>. Therefore, the February 27<sup>th</sup> Board meeting will need to be rescheduled to another date in February.
- Page 38 features the Future of NPL and its partnership with the Novi Community School District. All 927 employees of the District will receive a Library card. Also, Novi students in grades k-6 will have the opportunity to receive a library card. Director Farkas thanked Trustee Michener for hosting the pilot program at Deerfield Elementary.
- Page 39 is a picture of a designed magnet that will be distributed to k-6 students. This magnet explains all the different databases that are pertinent to that age group and how they can explore and use them through the Library.
- Page 43 is the Staff in Service Day Agenda.
- Page 48 is the Customer Service initiative: Be Our Guest. Changing from Library Patron to Guest. Trustee Michener mentioned that guest implies more hospitality and she is pleased with this approach. Vice President Messerknecht is also pleased with this approach.

- Page 55 is the campaign to Go Green.
- Page 56 is demographics of Library staff as requested by the HR Committee.
- Page 57 is the Organization Chart.
- Page 71 is the State Librarian's Excellence Award Submission for 2019 as submitted by April Stevenson, Head of Information Services.
- Page 73 is the update on the eNable project.
- Page 98-102 is the Library's August newsletter.
- Page 103 is a flyer for the September Songfest planned for Friday, September 13.
- Page 104 is a flyer for the 10<sup>th</sup> Annual Community Reads planned for November 13.

**A. Information Technology Report**

The Information Technology Report, provided by Barb Rutkowski, can be found on pages 74-75 of the August 22, 2019 Library Board packet. Members of the eNable Committee attended the Maker Faire in Detroit. Upgrades to the iCube include the FastFoto High Speed Photo and Document Scanner.

**B. Facilities Report**

The Facilities Report, created by Keith Perfect, can be found on pages 76-77 of the August 22, 2019 Library Board packet. Mr. Perfect provided preliminary costs to prepare the café for the new renters.

**C. Information Services Report**

The Information Service Report is found on pages 78-83, prepared by April Stevenson. Raising a Reader has 331 active participants logging 100 books or more, 1,281 logs received to date and 42,000 books read this month (July). Estimated Summer Reading numbers are at least 2,500 readers and over 65,000 books read.

**D. Support Service Report**

The Support Services report is found on page 84, prepared by Maryann Zurmuehlen. Items checked out in July are 82,118.

**E. Library Usage Statistics**

The Library Usage Statistics report can be found on pages 85-93.

**F. Friends of the Novi Library – Draft 1 of Operating Agreement**

The Memo of Understanding between the Novi Public Library and the Friends of the Novi Library was approved by the Friends at the Friends August Meeting.

**G. Novi Historical Commission**

N/A

**13. Committee Reports**

**A. Policy Committee: Review current public policies for the Library**

(Michener-Chair, Agosta)

- Board approved revised policy manual on June 22, 2017; committee will begin review work in fall 2019.
- No action at this time
- Friends will take the MOU to their August 14<sup>th</sup> meeting for approval, then it will come to the Library Board for first draft review on August 22, 2019.
- Internal Policy Committee meetings with library staff will begin in September to start the review of current policies. A call for staff volunteers was made.

**B. HR Committee: HR Policies, Director Review, Salary Study**

(Agosta – Chair, Wood, Dooley, Staff Liaison – Marcia Dominick)

- Staff satisfaction and strategic planning survey on hold until further notice.
- Based on requests from Library Board members, the Library's current organizational chart and staff information is being provided (see Director's report)

- July 24, 2019: Library Director and Marcia Dominick met with City of Novi Head of HR, Tia Gronlund-Fox to discuss ways to attract qualified candidates for library positions. Some new language for library applications was considered based on what the City provides. We will be investigating the City's online job application process.
- Internal HR Committee meetings with library staff will begin in September to start the review of the current policies. A call for staff volunteers was made.
  - None of the Trustees on the HR Committee were present at this Board Meeting

**C. Finance Committee: Financial plan based on building assessment review, Library endowment investigation**

(Wood – Chair, Messerknecht, Lawler)

- As of June 6<sup>th</sup>, received a draft of a Resolution to Establish Endowment Program and need to meet with the committee to review.
- Finance Committee met on Thursday, July 11<sup>th</sup> at 8:00 pm to look at the first draft of the Resolution for Endowment. Committee asked Director Farkas to follow-up with City of Novi Finance Dept. for any input based on other city endowment programs as well as with members of the Novi Parks & Rec Foundation for any insight that they may have into an endowment program. 2 attempts to hold a meeting with Carl Johnson, Head of Finance for City of Novi have been made. No meeting action to date.
- Letter was sent to Mr. Bernstein for request of final payments for April and May of 2019. Mr. Bernstein opted to waive receiving the \$500 deposit which would have equaled the final payments as well as an approximate \$30 check in excess was submitted. The City Attorney is looking into the legal rights to the café name in order for the Library to continue its use.

**D. Events/Marketing/Fundraising Committee: Outreach opportunities**

(Yu– Chair, Michener, Dooley)

1. Committee met on Monday, August 5<sup>th</sup> at 2:00pm to discuss the Library Board Bingo idea and future marketing needs for the Library.
  - Trustee Yu is compiling fun facts about the Trustees
  - The Committee discussed social media and how to increase presence on social media.
  - The Committee discussed ways Trustees can share books they are reading with the community.
  - Director Farkas commented that the Library received approval for Nextdoor.
2. Library/ Community Events attended by Library Board Members in the last month:
  - July 24<sup>th</sup> : Sizzling Summer-Yu
  - July 31<sup>st</sup> : Sizzling Summer-Yu
  - August 7<sup>th</sup> : Sizzling Summer – Yu
  - August 14<sup>th</sup> : Sizzling Summer – Yu
  - August 15<sup>th</sup> : Staff Awards Dinner - Agosta

**E. Strategic Planning Committee: Annual review of current plan**

(Dooley – Chair, Yu) Review completed in November 2017.

- Current Strategic Objectives Summary is provided. A promotional piece is being created by Communications Coordinator, Dana Brataniec at this time.

**F. Building/Landscape Committee: Entrance Project, LED conversion project, Building assessment**

(Messerknecht – Chair, Lawler, Wood)

- Novi Special Race Car – City staff reports they are looking to remove the car by October 31, 2019. Meetings have been set to discuss the moving plan. The Library has offered the week of October 7-15<sup>th</sup> as there are no story time programs that week and less young guests/families may be using the space. Planning for an early move 7:00 am -10:00 am if possible so as not to interrupt library services.

- Director Farkas added that when the car is moved the Library will need to plan for a late opening on that date.
- Trustee Yu asked what the future plans are for the space once the car is moved. Director Farkas said the 2020-2021 Budget will include a design concept for renovation of this area.
- Library Café – Letter was sent to Mr. Bernstein for request of final payments for April and May of 2019. Mr. Bernstein opted to waive receiving the \$500 deposit which would have equaled the final payments as well as an approximate \$30 check in excess was submitted. The City Attorney is looking into the legal rights to the café name in order for the Library to continue its use.
- Grounds- There was a meeting on August 15, 2019 to discuss some drainage issues on the north end of the library property. Three (3) vendors were in attendance to provide quotes for investigative work to determine the puddling that is occurring.
- Lending Library Kiosk- There is a meeting scheduled for August 21st. The date for the unveiling has been moved up and will likely occur in the middle of May due to the City's calendar. Request from Library Board to close on a Friday in early May 2020 (tentatively: May 1, 2020) for an All Staff Training Day instead of in August 2020.
- LED Lighting – As of July 18, 2019, the process to swap out the bulbs on the 2<sup>nd</sup> floor that had experienced a ballast inconsistency has been initiated by the facilities team. No issues have been reported. The date of Wednesday, July 24 has been set to finalize the last few rows of lights that needed to be swapped out.
- Library Van- A meeting took place on July 11th with City Fleet Manager, Mike Ratigan to discuss the purchase of the library van. It will be a 2020 Transit Van. Same details as proposed at budget time were discussed. An added feature of an electronic start on the vehicle for \$500 was added. Total cost: \$27,598 plus the cost of \$2,000 for a wrap. At this time we have budgeted \$28,500. There may need to be a budget adjustment for this capital expense in 983,000.
  - Trustee Lawler inquired if there are Library employees authorized and insured to drive the van. Director Farkas said yes and the Library will be looking to hire a van driver in the winter. This is a standard van that does not require a CDL.

**G. Bylaw Committee: Review Library Board Bylaws**

(Lawler – Chair, Agosta)

- Bylaw revisions were approved at the March 28, 2019 meeting.
- No report at this time.

**14. Public Comment**

Venkat Thalla thanked the Board for serving the community in an excellent manner. Mr. Thalla reviewed the Library's Mission Statement, Motto and proclamation. Mr. Thalla suggested to add "Interact" to the current Library Motto. Inform. Inspire. Include.

**15. Matters for Board Action**

- A.** Approval of Library Board 2020-2021 Budget Session dates and no meeting on February 27, 2020.

A motion was made to approve Budget Session dates of Thursday, January 9<sup>th</sup>, 4-7pm for the first budget session, and Tuesday, January 21<sup>st</sup>, 4-7pm for the second budget session (if needed) and finalize the budget at the January 23<sup>rd</sup> Board Meeting.

1<sup>st</sup>-Tara Michener

2<sup>nd</sup>- Torry Yu

The motion passed unanimously.

A motion was made to cancel the February 27 Board Meeting and to reschedule at a later time that is to be determined.

1<sup>st</sup>-Tara Michener

2<sup>nd</sup>- Bill Lawler

The motion passed unanimously.

- B.** Approval of three (3) additional days for Library closings in 2020 and moving In-Service closure to May 2020 instead of August 2020 to accommodate training for the Lending Library for all staff.

Trustee Lawler recommends surveying the Library guests to get their feedback on the future Library closings that occur around the Holidays.

Trustee Michener received verification from Director Farkas that these requests are one-time closures.

Trustee Yu inquired if a half-day in-service is still an option. Director Farkas prefers a full day based on past agenda's.

A motion was made to close the Library on July 5, 2020.

1<sup>st</sup>— Tara Michener

2<sup>nd</sup>— Bill Lawler

The motion passed unanimously.

A motion was made to close the Library December 26 and December 27, 2020 (only) with other further years discussed with input from Library guests.

1<sup>st</sup>-Bill Lawler

2<sup>nd</sup>-Torry Yu

The motion was opposed by Trustee Michener and did not pass unanimously, therefore the Library will remain open on December 26 and 27, 2020.

A motion was made to move the staff in-service day, which is normally in August, to a Friday in May 2020 to accommodate all staff training which includes Library kiosk training.

1<sup>st</sup>-Torry Yu

2<sup>nd</sup>-Tara Michener

The motion passed unanimously.

- C.** Approval of Library Café lease with Novi Community School District (NCSD) and Compass Group USA, Inc. (Chartwells Division) – (2<sup>nd</sup> Draft)

Director Farkas distributed the newest version of the lease to the Trustees and noted changes.

Director Farkas informed the Trustees that the Library would invoice the café monthly.

A motion was made to approve the Library Café lease with NCSD and Compass Group USA, Inc. (Chartwells Division) with minor changes.

1<sup>st</sup>-Tara Michener

2<sup>nd</sup>- Bill Lawler

The motion passed unanimously.

Trustee Lawler inquired if the café will be open early on election days. Director Farkas replied it is their option to open early, but they seemed very interested in being available and open.

- D.** Approval of Operating Agreement with Friends of Novi Library and Novi Library Board of Trustees (1<sup>st</sup> Draft)  
The Operating Agreement with Friends of Novi Library will be brought back to the September 2019 Board Meeting.
- E.** B4: Meeting Room Rental and Use (1<sup>st</sup> draft, Attorney reviewed – still pending based on questions from staff members)  
The Meeting Room Rental and Use will be brought back to the September 2019 Board Meeting.
- F.** Discussion and possible approval of the surplus, currently showing in Personnel Service, from 2018-19 to be applied to Defined Benefit Contribution.

Vice President Messerknecht explained to the Board this request is essentially prepaying Defined Benefit Contribution for FY 2019-2020 from the surplus in operations from FY 2018-2019. Currently, the Library is about \$240,000 (unaudited) in the positive with the 268 Budget. Expensing \$40,000 to pay for the Defined Benefit Contribution decreases the surplus from approximately \$240,000 to \$200,000.

Director Farkas shared her email from the City Finance Department with Trustee Michener which discusses the Defined Benefit Contribution.

A motion was made to approve the prepaying of the Defined Benefit Contribution, as directed by the City of Novi, for this year only.

1<sup>st</sup>- Bill Lawler  
2<sup>nd</sup>-Tara Michener

The motion passed unanimously.

**16. Adjourn**

A motion was made to adjourn at 8:46 p.m.

1<sup>st</sup>— Tara Michener  
2<sup>nd</sup>—Torry Yu

The motion passed unanimously.



September 26, 2019

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Craig Messerknecht, Vice President

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Date