



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
January 21, 2015**

1. Call to Order and Roll Call

Library Board

David Margolis, President
John Lesko, Vice President
Larry Czekaj, Treasurer
Ramesh Verma, Secretary
Craig Messerknecht, Board Member
Mark Sturing, Board Member
Tara Michener, Board member

Student Representatives

Ruchira Ankireddygari (Absent and Excused)
Ziyang Huang (Absent)

Library Staff

Julie Farkas, Director
Mary Ellen Mulcrone, Assistant Director, Building Operations
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 David Margolis, President at 7:00 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Approval and Overview of Agenda

A request was made to remove item 15, **Matters for Board Action**, from the agenda.

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

The motion was approved unanimously.

4. Consent Agenda

A. Approval of Claims and Warrants L526

B. Approval of Regular Meeting Minutes – December 17, 2014.

A motion was made to approve both the Claims and Warrants L526 and the Regular Meeting Minutes of December 17, 2014 as presented.

1st – Mark Sturing

2nd – John Lesko

The motion was passed unanimously.

5. Correspondence

A. A thank you note from Girl Scout Troop 40173 can be found on page 12 of the Library Board packet. Ms. Farkas reported that the library gets many requests from Girl Scout and Boy Scout troops and the library always does its best to accommodate their requests.

6. Presentation

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 13-14 of the Library Board packet.

- o Ms. Farkas included on page 14 of the January 21, 2015 Library Board packet a copy of the flyer that the Teen Advisory Board (TAB) will be creating and submitting every other month to the Novi High School Online Newsletter. TAB is hoping that using this marketing tool will keep fellow students informed of the teen events that take place at Novi Public Library.

9. President's Report

A. 2014-2015 Achievement of Goals Update (January, 2015)

The Novi Public Library 2014/2015 Goals can be found on pages 15-17 of the January 21, 2015 Library Board packet.

Highlights for the monthly goals are:

- Goal #2: Develop a fiscal plan for 2015/2016 to reduce the projected fund balance usage of \$468,575 by approximately 20%.
 - Strategy – Investigate and implement changes that save money.
 - Tactic – Look for cost-cutting measures in everyday processes.
 - Made changes at self-checkout stations to shorten receipts.
 - Added more helpful information to screens and receipts.
 - Strategy – Seek funding through grants.
 - Tactic – Investigate an opportunity for a Teen Materials grant.
 - Applied for the Margaret Edwards Teen Collection Development Grant.
- Goal # 3: Create a higher level of awareness for Library Board member representation, ambassadors and employment.
 - Strategy – Library Board Trustees participate in City Events.
 - Tactic – Annual City Evening of Appreciation, December 12, 2014.
 - Trustees Margolis, Messerknecht and Verma were in attendance.
 - Tactic – Michigan Library Association meeting was held on December 8, 2014.
 - A Novi Library committee was formed for the MLA Conference events being held at Novi Library October 15-17, 2015.
- 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 – Promote library programs at Older Adult events.
 - As a result of a meeting held at Fox Run on December 12, 2014 between council member Poupard and the Novi Library, a March event is being planned at Fox Run. For the residents of Fox Run, Ms. Farkas hopes to have staff on hand to explain the Library's adult programming events, educate them on the Gale Courses, and to assist them with downloadable books.
 - Strategy—Increase/Implement programming opportunities for each patron group.
 - Tactic – Provide cultural programs from around the world.
 - An Indian cooking demonstration was held. Novi staff also planned and created a flyer for a program on the history of Mexican folk dancing to be held in May.
 - Strategy—Provide up to date technology and resources.
 - Tactic—Investigate technology more in depth; online resources, loaning of tech tools, hands-on experiences.
 - Ms. Farkas explained that with the help of "wish list" money, given by the Friends of the Novi Library, we were able to

- buy an I Pad. Currently the IT staff is working on a way to keep them safe and secure in the hopes of having an entire station of I Pads in the Youth Area in the future.
- o Strategy—Maintain current collections and services.
 - Tactic—Investigate and add new collections/pathfinders based on the interests and needs of patrons.
 - Developing a “World Fiction” list for a youth subject binder and for the website.
 - Developed a “Classics” list of audiobooks for adults.
- Goal#6: Promote the Library in Novi's residential and business communities; promote Library services to non-library users balancing existing resources whenever possible.
 - o Strategy – Increase awareness of services, collections, programs and technology.
 - Tactic –The Library submitted for the Novi Chamber Business Recognition Award for Community Builder. The Library will know in February whether they are given the award.

Trustee Verma noted that within the Achievement of Goals Report on pages 15-17 of the Library Board packet that under the column of “Owner”, there is no notation on the page explaining what the abbreviations within this column stand for. It would be a helpful addition to the report so Ms. Farkas agreed to add a “key” for easier reference.

B. Welcome Desk schedule (Board Member Assignments, January-May 2015)

Ms. Farkas thanked the board members for the time they give greeting the community at the Welcome Desk.

10. Treasurer's Report

A. Library Budget 2014-2015

The 2014-2015 budget is included in the January 21, 2015 Library Board packet on pages 18-23 of the Library Board packet.

Ms. Farkas pointed out that on page 21 the title “Proposed Budget” is incorrect and should read “Approved Budget”. It would be corrected for the next board meeting in February.

It was decided that the 2014-2015 Approved Budget would go forth with the following numbers included in the following order: 2013-2014 Audited numbers, 2013-2014 Budget, 2014-2015 Approved, and the 2015-2016 Projected numbers. These numbers will provide useful information to the board members as they work on future budget issues.

B. Library Financials and Contributed Fund–December 31, 2014 (extracted 1/14/2015)

The Financials and Contributed Fund Reports ending December 31, 2014 are located on pages 24-33 of the January 21, 2015 Library Board packet.

- Ms. Farkas and library staff will be working with the city Finance department to collect detailed information regarding the cash in and cash out, as well as payables and tax amounts. In doing so, the Board hopes it will help chart the month to month differences that show up on the Library's financial report.

A report was requested of Ms. Farkas that would show the following for Cash-Pooled Cash and Accounts Payable:

- Prior month
 - Current month
 - Difference between the two months.
- On the Revenue and Expenditure Report for City of Novi, the Board along with Ms. Farkas agreed to eliminate the column labeled "2014-15 Amended Budget". In regard to showing 12 months' worth of activity in both the 268 and 269 accounts, the report would from here on out only reflect three months of activity on each report.

11. Director's Report

The Director's Report is provided on pages 34-35 of the January 21, 2015 Library Board packet.

- A submission to be recognized as a Community Builder in Novi was sent to the Novi Chamber of Commerce on behalf of the Novi Library.
- Ms. Farkas reported that she and her staff are engaged in both performance evaluations and budget preparations for the 2015/2016 year. Budget review sessions are scheduled on Saturday, February 21, 2015 and on Saturday, March 14, 2015. Approval of the budget will be done during the Library Board meeting which will be held on March 25, 2015.
- Ms. Farkas informed the board members that at the time of the meeting, Mr. Bernstein of the Read A Latte Café had yet to make any payments for the months of July and August as was agreed upon at an earlier date. Ms. Farkas has made it known to Mr. Bernstein that she is investigating other opportunities with businesses interested in renting the café space. Mr. Bernstein and Ms. Farkas were to meet on January 23, 2015 at which point Ms. Farkas would report to the board members the outcome of the meeting.

A. Public Service Report

This report was provided by Assistant Director Margi Karp-Opperer and can be found on pages 36-37 of the January 21, 2015 Library Board packet.

B. Building Operations Report

This report was provided by Assistant Director Mary Ellen Mulcrone and is located on page 37 of the January 21, 2015 Library Board packet.

- o Trustee Lesko inquired about the new telecommunications contract that Novi Library signed with The Library Network. Ms. Mulcrone explained that The Library Network provides the Novi Library's internet service at a very good price. This contract is good for the next three years.
- o Ms. Mulcrone noted that the new air curtain has been fully repaired and is operating as it should be. With the exception of certain busy times of day, the curtain does a fine job at keeping much of the cold air out of the library lobby area.
- o As of January 21, 2015 the Novi Library phone system is separate from the City of Novi. The City was going to be upgrading their phone system which would be unable to accommodate the Library's needs. Ms. Mulcrone reported nothing would change for the patron's calling the Library and the system would not be much different for the staff. Ms. Farkas recognized Barb Rutkowski and Scott Rakestraw for doing a great job figuring the most cost effective way to purchase the equipment the Library required.
- o The Library has experienced some troubles with WIFI connections. By adjusting access points and working with a consultant to improve our settings it is hoped that this will improve. President Margolis requested this information be brought to the upcoming budget meetings.

C. MEMO: Library Traffic Study Summary by Mary Ellen Mulcrone

To be discussed at item 14 **Matters for Board Discussion**.

D. Library Usage Statistics – November 30, 2014

The November 2014 statistics are located on pages 61-69 of the December 17, 2014 Library Board packet.

E. Friends of the Novi Library

There was no report provided. The Friends resume meetings in April, 2015.

Ms. Farkas shared with the Board an upcoming community read program in conjunction with the Novi Schools. The book Spark, by Dr. John Ratey is being read and will conclude with the author speaking at an event on April 28, 2015. The Friends helped with the funding for this program called.

F. Novi Historical Commission – October

The report can be found on pages 49-52 of the January 21, 2015 Library Board packet.

12. Committee Reports

A. Policy Committee (Lesko, Messerknecht – chair)

There was no report provided.

B. HR Committee (Lesko, Verma – chair)

There was no report provided.

C. Finance Committee (Margolis, Sturing, Czekaj– chair)

There was no report provided.

D. Fundraising Committee (Lesko, Sturing- chair)

There was no report provided.

E. Strategic Planning Committee (Messerknecht, Sturing- chair)

There was no report provided.

F. Building/Landscape Committee (Margolis, Messerknecht, Czekaj - chair)

There was no report provided.

13. Public Comment

There was no public comment.

14. Matters for Board Discussion

A. Library Traffic Study

The memo by Mary Ellen Mulcrone can be found on page 38 of the Library Board packet.

- o In June, 2014 a traffic study was conducted to look at the traffic flow problems that occur coming and going from the Novi Library. The Novi Schools, the City of Novi and the Novi Library met after the study was conducted to discuss the solutions to these traffic flow problems the study suggested. In addition to solutions offered by the consultant firm, many additional solutions were suggested. Because of the number and variety of solutions offered, the city recommended Novi Library conduct its own independent traffic study at its own expense. The cost of a separate study would be approximately \$6,000.
- o The Board chose to forgo making a decision at this time. President Margolis suggested that the issue be discussed at the upcoming budget meetings to be held in February and March.

15. Matters for Board Action

No matters for Board action.

16. Adjourn

A motion was made to adjourn the meeting at 8:58 p.m.

1st – Larry Czekaj

2nd – John Lesko

The motion was passed unanimously.



Ramesh Verma, Secretary

February 18, 2015

Date