



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
February 16, 2011**

1. Call to Order and Roll Call

Library Board

Larry Kilgore, President
Laura Casey, Vice President
Willy Mena, Secretary
Mark Sturing, Treasurer
Larry Czekaj, Board Member
David Margolis, Board Member

Absent and Excused

Ramesh Verma, Board Member

Student Representatives

Kirsten West

Absent and Excused

Nishant Kakar

Library Staff

Julie Farkas, Director
Barbara Rutkowski, IT/Facilities Department Head
Diana Gertsen, Office Assistant

Absence and Excused

Marcia Dominick, Administrative Assistant

The meeting was held at the Novi Public Library, 45255 W. Ten Mile Road, Novi, Michigan 48375 and was called to order by Larry Kilgore, President, at 7:01 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Approval and Overview of Agenda

A revised agenda was presented by Director, Julie Farkas with a request for matters for the Board action on items #9C, #9D, and #9E to include **#1. Discussion on Fund Balance Allocation, #2. Adoption of Food Policy, #3. Approve a Not to Exceed for the Car Charger Station.**

A motion was made to approve the February 17, 2011 Regular Library Board revised agenda as presented.

1st – Laura Casey

2nd – Willy Mena

The motion was passed unanimously.

4. Consent Agenda

A request was made to aggregate vendor invoices on future warrants and to record the number of invoices that are consolidated by each vendor.

A motion was made to approve the February 16, 2011 Consent Agenda as presented.

1st – Larry Czekaj

2nd – Laura Casey

5. Correspondence

There was no Correspondence.

6. Public Comment

There was no Public Comment.

7. President's Report

A. Library Goals 2010-2011

- Audio tours for Library artwork are available and being publicized in E-Newsletter and Engage.
- Working in co-operation with Novi Public Schools Pilot program to promote OverDrive digital media through their I-pads.
- Students from Walled Lake Western Visual Arts Department are displaying their artwork on the 2nd floor in the display case for the month of February.
- Collaborating with neighboring libraries (Northville, Salem, South Lyon, and Wixom) for zombie themed TeenPosium programs and events. A ZomProm finale will be hosted by Novi Public Library the first Friday in May.
- Friends pledged \$10,000 for startup endowment at their last Board Meeting.

8. Treasurer's Report

a. Library Budget 2010-2011

Included in the Board Packet is the 2010-2011 FY Library Budget dated March 17, 2010.

b. **Library Investments/revenues and Expenditures/ Walker Fund**

The balance sheet for the period ending January 31, 2011 indicates a Total Liabilities and Fund Balance of \$3,776,692.

The Library's Net of Revenues and Expenditures for the period ending January 31, 2011 shows a balance of \$1,117,255. With 7 months into the budget year, the Library has utilized 50.94% of their budget.

The walker Fund Balance Sheet for the period ending January 31, 2011 indicates a Total Liabilities and Fund Balance of \$1,419,515, and a Net of Revenues and Expenditures of \$15,272.

The Library's Investment Sheet for the period ending January 31, 2011 shows the Total Investment amount for the 268 Library Fund at \$3,667,030.

The Library's Investment Sheet for the period ending January 31, 2011 shows the Total Investment amount for the 269 walker Library Fund at \$1,419,515.

The Library's Investment Sheet for the period ending January 31, 2011 shows the Total Investment amount for the Total Library (268) and Total Walker (269) at \$5,086,545.

c. **Library Cafe' Revenue Report 2010-2011**

The revenue received for January, 2011 from Read a Latte Cafe' is \$590.48.

9. **Director's Report**

On Saturday, February 12, 2011 at the Special Library Board Budget Meeting, a motion was made to make changes to the Overdue Policy and raise the fines from .10 to .20 on printed materials. The motion failed to include books on electronic format, and a request was made by Library Director, Julie Farkas to redo the motion to clarify the Policy to state, raise material fines from .10 to .20, so that it would relate to any fine that is currently .10. Trustee David Margolis accepted the friendly amendment to his original motion.

A motion was made to amend the Policy to raise all current .10 fines to .20 fines as of the beginning of the next fiscal year.

1st – David Margolis

2nd – Laura Casey

The motion passed unanimously.

The Information Services Report by Margi Karp-Opperer is included on page 27 of the Board Packet. The report highlights the free OverDrive product and how it is used. It was also noted that the large meeting room was made available to teens for study during exam week.

The Building Operations Report by Mary Ellen Mulcrone is included on page 27 of the Board Packet. It was noted that the phone system is now fully operational, and a plan is in place for every three months to review how the phone is working. Now that the Library is hooked up with the City, calls can be transferred between the two buildings.

The Support Services Report is included on pages 29 and 30 of the Board Packet. There was a decline in self checkout usage during the month of January, but that may be due in part to the Library being closed for two days.

Novi Public Library will be promoting and selling tickets for the Book and Author Luncheon sponsored by the Friends of the Plymouth, Canton, Northville and Novi Libraries. Jeffrey Zaslow, Author of **The Girl from Ames**, is the featured speaker this year. The event will be held at the Fox Hills Country Club on May 23, 2011 and books will be available for purchase and signing by the Author.

The Historical Commission continues to work on the Baseline historical marker project. They hope to have the ceremony and the unveiling of the Obelisk at the end of June. Plans are also being finalized for the Heritage Festival that will be held on Saturday, June 18th at Toll Gate, located at 12 Mile Road and Meadowbrook in Novi.

A. Recognition of the CAM (Construction Association of Michigan) Award Presented to the Novi Library on Wednesday, February 2, 2011

No discussion on this topic.

B. City of Novi and Novi Community Education Partnership Memo

The memo is included on pages 34-36 in the Board Packet.

C. Fund Balance allocation for 2011-2012

1. Discussion of Fund Balance Allocation

It was decided that not enough information was provided at this time for the Board to make a decision as to how much the Board is willing to allocate from the Fund Balance for future budget planning. Julie will provide a 2nd draft of numbers for the next budget meeting to be held on Saturday, February 26th, 2011.

D. Food Policy

2. Adoption of Food Policy

Due to misuse of food that resulted in damage to some area of the building, Julie Farkas, Director of Novi Public Library, presented a Food Policy drafted February 11, 2011 to the Novi Library Board. The additions to the existing Policy would no longer allow food on the second floor of the Library, and no food or uncovered drink would be allowed around the computers or in the study rooms. This proposal is more

restrictive than the current existing Policy. Discussion followed as to what disciplinary action could be taken, however it is not known who the offenders are.

A motion was made to adopt the proposed changes to the Food Policy.

1st – David Margolis

2nd – Laura Casey

The motion passed unanimously.

E. Electric Car Charging Stations

3. Approve a Not to Exceed for Car Charger Stations

The City is moving forward to install the charging stations and has offered to pay for the cost of installing one car charging station on Library property. The only thing the Library would need to consider is the electrical cost, which is still unknown. The City needs to know if the Library would like to move forward with the installation. After a lengthy discussion on the pros and cons of having a charging station on the Library parking lot, Board Chair, Trustee Kilgore, offered three options for a motion.

- Accept the installation of the charging station as proposed by the City.
- Reject the installation of the charging station.
- Table the City's proposal to the next Board meeting.

A motion was made to table the City's proposal until we have more information to the next Meeting.

1st – Larry Czekaj

2nd – Willy Mena

The motion failed to pass.

A motion was made to approve the City installing a car charger in the general area that they (the City) have indicated in their previous information on Library property, with us (the Library Board) establishing a committee to deal with any other issues and guidelines that we need to establish for the use of the chargers, with a suggestion that the Policy Committee would be the appropriate place for that.

1st – Mark Sturing

2nd – Laura Casey

The motion passed unanimously.

10. Friends of Novi Library Report

The Friends group did not have a representative present to give a report. A written report was inserted in the Board Packet.

Highlights:

- Donated \$10,000.00 for the Community Endowment Fund.
- Received two bids from local CPA firms to provide assistance to Friends treasurer in filing tax forms that are required.
- Offering annual scholarship to a deserving Novi /Northville graduating student.

Library Board President, Larry Kilgore acknowledged the \$10,000.00 donation from the Friends for the Community Endowment Fund, and will send A Thank You letter of appreciation to the Friends for their significant contribution. An honorable mention of the Friends donation will be made in the Novi News and the Engage.

Julie wanted to mention another Fundraising event that will be specific for the Youth Collections called "Book It". The event will be by invitation, and will have a \$10.00 donation fee. The event will be held on Friday evening of April 15, and will have live entertainment and a silent auction.

11. **Historical Commission Report**

The Report is provided on page 31 of the February 16, 2011 Library Board Packet.

12. **Student Representatives Report**

Highlights:

- Contacted Cat's Eye News to televise Library events.
- Displaying Library events on LCD slide show.
- Working on obtaining students to volunteer for a computer teaching program for Senior Citizens this summer.

13. **Public Comment**

There was no public comment.

14. **Committee Reports**

A. **Policy Committee (Margolis, Casey, Kilgore)**

No report was provided.

B. **HR Committee (Casey, Verma, Kilgore)**

No report was provided.

C. **Finance Committee (Margolis, Czekaj, Sturing, Kilgore)**

No report was provided.

D. **Bylaws Committee (Mena, Casey, Kilgore)**

The Bylaws Committee is no longer required.

E. **Fundraising Committee**

Next meeting will be on Thursday, February 23rd at 7:00pm, at Novi Public Library.

15. **Public Comment**

There was no public comment

Comments before Adjournment:

In March, Trustee Kilgore will be on the Library's cable cast called "Beyond Books", to speak about what the Library Board is doing, and to invite the public to come to the Board Meetings.

Based on securing the generous \$10,000.00 contribution from the Friends, the Fundraising Committee will be recommending that this Library Board adopt a resolution to join the Community Fund.

16. Adjourn

A motion was made to adjourn the meeting at 8:36 p.m.

- 1st – Willy Mena
- 2nd – Laura Casey

The motion passed unanimously.



March 16, 2011

Willy Mena, Secretary

Date