



**CITY OF NOVI LIBRARY BOARD  
MINUTES, REGULAR MEETING  
June 15, 2016**

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

**Library Board**

Craig Messerknecht, President  
Tara Michener, Vice President  
Melissa Agosta, Treasurer  
Ramesh Verma, Secretary  
William Lawler, Board Member  
Doreen Poupard, Board Member  
Geoff Wood, Board Member

**Student Representatives**

Ruchira Ankireddygari  
Cindy Huang

**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**

- Melissa Agosta noted that Items 11-B and 11-D in the Treasure's Report should read "May 31, 2016" and not "April 30, 2016" as written in the Agenda.
- Trustee Wood asked if the Student Representatives would be presenting the Student Representative report in addition to their presentation. Ms. Farkas said that they would be doing both.

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

1<sup>st</sup>—Doreen Poupard

2<sup>nd</sup>—Melissa Agosta

The motion passed unanimously.

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

##### **A. Approval of Claims and Warrants L543**

##### **B. Approval of Regular Meeting Minutes – May 18, 2016**

##### **C. Approval of Minutes—Goal Setting Session, June 1, 2016**

- Trustee Poupard wanted a correction made on page 16, item number 3 of the 2016-2017 Goals. In goal number 3, “Providing” needs to change to “Provide” so that it reads “Provide quality and diverse services, materials, programs and technology”.
- Trustee Poupard noted that the language in the goals listed in the minutes from the June 1, 2016 Goal Setting Session meeting does not match the language in the Library Goals 2016-2017 that are to be approved in Matters for Board Action. Ms. Farkas explained that when it is time to vote, these discrepancies can be discussed and changed so that they do get approved.

A motion was made to approve Claims and Warrants L543, the Regular Meeting Minutes for May 18, 2016, and the Goal Setting Session Minutes from June 1, 2016 based on changing the word “Providing” to “Provide”.

1st—Melissa Agosta

2nd—Doreen Poupard

The motion passed unanimously.

#### **5. Correspondence**

There was no correspondence.

#### **6. Presentation**

Ms. Farkas welcomed Ruchira Ankireddygari and Cindy Huang to the podium to do a presentation about their year as Student Representatives. They gave a PowerPoint presentation summarizing the projects and events they worked on with the Teen Advisory Board. This presentation is done annually by the representatives.

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

There was no public comment.

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

The Student Representative Report can be found on pages 17-18 of the June 15, 2016 Library Board packet.

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

- May 7: The Library hosted the Comic Book Magnet program where participants made magnets by cutting out their favorite comic book pictures.
- May 22: Club Z offered a robotic programming class to teens.
- May Teen Space: 447 attendees

##### **B. TAB Update**

- The last TAB meeting was held on May 20, 2016. New officers were announced and they are:
  - Cindy Huang, President
  - Sarah Jacob, Vice-President
  - Ruchira Ankireddygari, Secretary

- Madison Bates, Activities Director
- Roshini Ankireddygari, Historian
- 15 bags of items from the *It's the Small Things* collection drive were delivered to the Holy Family Church.

**C. Upcoming Programs**

- June 6<sup>th</sup> & 7<sup>th</sup>: SRP Teen Volunteer Orientation
  - Trustee Agosta asked what the teen volunteers help with. The representatives explained that they log into the computer the minutes and hours that the participants read.
  - Ms. Farkas reported that there are over 200 teen volunteers working this summer which is the largest number of teen volunteers to date. She said that the online program "Sign-Up Genius" has made the process easy for staff and volunteers.
  - The Library also participates in *Wonderful Wednesdays* with the City of Novi. A performance is held every Wednesday in Fuerst Park. About 400 children and adults attend and many come to the Library afterwards.
  - Trustee Verma asked who represents the Library at *Wonderful Wednesdays* and Ms. Farkas reported that Christina Salvatore is the Library's representative.
- June 20: Launch of the Teen SRP
- June 22: Tie Dye Day
- June 29: Bubble Soccer

**9. Teen Space End of Year Report**

The Teen Space End of the Year Report 2015-2016 can be found on pages 19-21 of the June 15, 2016 Library Board packet.

- Yolanda Hockaday-Dennis is the Teen Space monitor. Her position is paid by the Library but her salary is shared with Youth Assistance, the City of Novi Parks and Recreation, and the Novi Schools. Ms. Farkas wanted Ms. Hockaday-Dennis to provide this written report as a means to share feedback with the Library Board and the Teen Space partners.
- For the 2015-2016 school year, Ms. Farkas reported that Teen Space had 5,464 visits by students which averages about 40 per day. Most of the students that visit are in the 9<sup>th</sup> and 10<sup>th</sup> grade. Many of the students are repeat visitors, but Ms. Farkas said that as the different sports seasons change, so do the faces at Teen Space.
- Trustee Messerknecht inquired about the wear and tear on the meeting room. Ms. Farkas reported that the carpet has held up well. Repairs have been made to the Ping-Pong table but the partners have been good about sharing expenses.
- Trustee Wood asked if there was a way to make services available for struggling students at Teen Space. Ms. Farkas reported that Club Z comes on Mondays and provides free tutoring. Also, National Honor Society has shared some tutoring time for students.
- Trustee Lawler inquired about a food budget for Teen Space. Ms. Farkas explained that through the programming budget Ms. Hockaday-Dennis would be reimbursed for the money spent on small food items.
- Trustee Poupard commended Ms. Farkas for the Teen Space program. Ms. Farkas explained that Novi is not the first Library to offer this, but that Novi has developed it. Other districts and communities have reached out to Novi for guidance in setting up their own programs.

## **10. President's Report**

The President's Report can be found on pages 22-39 of the June 15, 2016 Library Board packet

### **A. Goals Update**

- Trustee Michener asked about the Social Justice event on page 32 of the June 15, 2016 Library Board packet. Ms. Farkas said that this event was a great opportunity to connect with Parents of African American Students in Novi (PAASN). Novi has had a large growth in diversity in recent years and this group provides help and assistance to any struggling student. The Library hopes to be involved in a diversity day in the fall in conjunction with the City of Novi and the Novi Schools.

## **11. Treasures Report**

### **A. Library Budget Fund 268 2015-2016 and 2016-2017 Approved**

The Library Budget Fund 268 2015-2016 and 2016-2017 can be found on pages 40-42 of the June 15, 2016 Library Board packet.

- 2015-2016 total revenue is budgeted to be \$2,673,181.00 and expenditures are budgeted to be \$3,092,245.00. This would consume \$419,064.00 of the fund balance.
- 2016-2017 total revenue is budgeted to be \$2,774,726.00 and expenditures budgeted to be \$3,018,400.00. This would consume \$234,674.00 of the fund budget. 2016-2017 sees a projected increase in revenue of \$101,545.00 and a decrease in expenditures of \$73,845 compared to the 2015-2016 fiscal year.

### **B. Library Fund 268 Expenditure & Revenue Report (May 31, 2016)**

The Fund 268 Expenditure and Revenue report can be found on pages 43-45 of the June 15, 2016 Library Board packet.

- **Revenue:** The year to date revenue totals \$2,781,251.00. This is an increase of \$27,125.00 for the month of May.
- **Expenditures:** Expenditures increased \$185,419.00 for the month of May. The total year to date expenditures is \$2,471,385.00 which is 80% of what was budgeted. Since the Library is through 90% of the fiscal year, the overall position of expenditures is very good.
- The net of revenues and expenditures is a positive \$309,866.00. The Library is on track to use little of the fund balance.

### **C. Contributed Fund Budget 269**

The budget for Fund 269 can be found on pages 46-47 of the June 15, 2016 Library Board packet.

- Little activity was recorded.

### **D. Contributed Fund 269 Expenditure and Revenue Report (May 31, 2016)**

The contributed fund 269 Expenditure and Revenue Report can be found on page 48 of the June 15, 2016 Library Board packet.

### **E. Balance Sheets for Funds 268 and 269**

The balance sheets for funds 268 and 269 can be found on pages 49-50 of the June 15, 2016 Library Board packet.

- **Fund 268:** Ending balance of \$2,099,543.76
- **Fund 269:** Ending Balance of \$1,663,942.12
- Ms. Farkas reminded the Board that the final books do not close until October when the audit takes place. Although the audit doesn't take place until October, the Board should have a very good idea of the final numbers by August.

## **12. Director's Report**

The Director's Report can be found on pages 51-54 of the June 15, 2016 Library Board packet.

- On May 24, 2016 Ms. Farkas walked the grounds with Forestry and Landscape Design. They reported the loss of many bushes was due to salt and winter weather. They will come up with some hardier alternatives. Day lilies and grasses from the entry way project will be relocated to other areas. Trustee Verma expressed disappointment that the architects did not make moving the plants near the entry way part of the plan. Now the library must pay an additional cost for the relocation of these plants.
- Ms. Farkas sent a letter to Mr. Bernstein reminding him of the hours of operation for the cafe in his lease agreement. He has been keeping the hours in his lease with the exception of one day when he opened late.
- Ms. Farkas shared the document made available to the patrons about the upcoming entry way project. The map of the entry and exit is available on the library website, Facebook, and as a handout provided at check-out.
- The high school is planning a road project on Wildcat Drive at the conclusion of the Library's project.

**A. Information Services Report**

The Information Service Report is located on pages 55-56 of the June 15, 2016 Library Board packet.

- Ms. Farkas reported to Trustee Lawler the money gathered from the sale of computer equipment is listed on page 56 of the Library Board packet.

**B. Facilities Report**

The Facilities Report by Keith Perfect can be found on pages 57-58 of the June 15, 2016 Library Board packet.

**C. Information Services Report**

The Information Services Report can be found on pages 59-60 of the June 15, 2016 Library Board packet.

**D. Support Services Report**

The Support Services Report can be found on page 61 of the June 15, 2016 Library Board packet.

**E. Library Usage Statistics**

The Library Usage Statistics can be found on pages 62-71 of the June 15, 2016 Library Board packet.

- Ms. Farkas hopes to get the self-check usage rate to 60% for the upcoming fiscal year. She has met with staff to work on ways to bring that number up from the normal 50-55%.
- Trustee Agosta expressed concerned about the time required to gather all the statistics and Ms. Farkas explained that much of it is recorded as they work and doesn't require extra time.

**F. Friends of the Novi Library**

There was no report.

**G. Novi Historical Commission**

The City of Novi Historical Commission approved minutes can be found on pages 72-73 of the June 15, 2016 Library Board packet.

- Historical Commission Resource Management Plan located on pages 74-77 of the June 15, 2016 Library Board packet.
  - The City of Novi Parks and Receptions is working on an accreditation and this plan was submitted as part of the accreditation.
  - Trustee Poupard commended Jeff Muck, Director of Parks and Recreation for stepping up and providing excellent services to all the residents of Novi.

### 13. Committee Reports

**A. Policy Committee: Review current public policies for the Library (Michener—Chair, Poupard)**

No action at this time.

**B. HR Committee: HR Policies, Director Review, Salary Study (Verma—Chair, Michener)**

No action at this time.

**C. Finance Committee: Financial plan based on building assessment review (Agosta—Chair; Messerknecht, Lawler)**

No action at this time.

**D. Events/Marketing/Fundraising Committee: 2016 Gala, outreach events (Michener—Chair, Agosta, Wood)**

No action at this time.

**E. Strategic Planning Committee: Annual review of current plan (Poupard—Chair, Wood)**

No action at this time.

**F. Building/Landscape Committee: Entrance project, Energy Reduction Coalition project, Building Assessment (Messerknecht—Chair, Lawler, Verma, Wood)**

- Ms. Farkas has information to share about the lighting project and she will be scheduling a meeting soon.

**G. Bylaw Committee: Review of Library Board Bylaws (Lawler—Chair, Agosta)**

- A Bylaw Committee meeting is scheduled for Wednesday, June 29, 2016 at 7:00 p.m.

### 14. Public Comment

There was no public comment.

### 15. Matters for Board Action

**A. Approval to transfer \$4,500 from 941.000 grounds maintenance to 965.101 (General Fund) and \$35,500 from 941.000 grounds maintenance to 965.101 (General Fund) for the main entrance construction project.**

A motion was made to approve the transfer \$4,500 from 941.000 grounds maintenance to 965.101 (General Fund) and \$35,500 from 941.000 grounds maintenance to 965.101 (General Fund) for the main entrance construction project.

1<sup>st</sup>—Doreen Poupard

2<sup>nd</sup>—Geoff Wood

**B. Approval of the 2016-2017 Library Goals**

Trustee Poupard asked that the language in the goals on page 54 match the language of the goals recorded in the June 1, 2016 Goal Setting Session minutes located on page 16 of the June 15, 2016 Library Board packet.

A motion was made to accept the 2016-2017 goals as worded with corrections on page 16 of the June 15, 2016 Library Board packet.

1<sup>st</sup>—Doreen Poupard

2<sup>nd</sup>—Geoff Wood

The motion passed unanimously.

**16. Executive Session—Director's Review**

Trustee Messerknecht informed Ms. Farkas that she had the option of a closed session and Ms. Farkas said that she would like a closed session for her review.

A roll-call vote was read by Trustee Verma to move into a closed executive session at 8:08 p.m.

Trustee Agosta—Yes  
Trustee Lawler—Yes  
Trustee Messerknecht—Yes  
Trustee Michener---Yes  
Trustee Wood—Yes  
Trustee Verma—Yes

The roll call vote to move into closed executive session passed 7-0.

**17. Adjournment**

A motion was made to adjourn the meeting in closed session at 8:50 p.m.

1<sup>st</sup>—Tara Michener  
2<sup>nd</sup>—Melissa Agosta

The motion passed unanimously.



**July 20, 2016**

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Ramesh Verma, Secretary

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Date