



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
July 26, 2018**

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 Tara Michener, President, at 7:00 p.m.

2. Roll Call (Trustee Lawler)

Library Board

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

Student Representatives

Ravenna Joshi, Student Representative (Absent and Excused)
Lahari Vavilala, Student Representative (departed following the Student Representatives Report)

Library Staff

Julie Farkas, Director
Barbara Cook, Bookkeeper
Marcia Dominick, Administrative Assistant

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 as presented.

1st—Doreen Poupard

2nd—Ramesh Verma

The motion passed unanimously.

5. Consent Agenda

A. Approval of Regular Meeting Minutes from June 28, 2018.

A motion was made to approve the regular meeting minutes from June 28, 2018.

1st—Doreen Poupard

2nd—Melissa Agosta

The motion passed unanimously.

B. Approval of Claims and Warrants L568

A motion was made to approve the Claims and Warrants L568.

1st—Doreen Poupard

2nd—Melissa Agosta

The motion passed unanimously.

Barbara Cook, the Library's new Bookkeeper, was introduced to the Library Board. She brings to the position a history of working with financials and audits. Barbara will be attending the Library Board meetings each month.

6. Correspondence

A. Thank you email from Cindy Kern, Maybury Farm – Northville

A thank you was received for all the help Kathleen Alberga gave to the Maybury Farm event.

B. Thank you letter from Katie Ester, Director and Shelby Township Library

Julie Farkas provided Ms. Ester and a group from the Shelby Township Library a tour of the Library.

C. Email from Mike Allie, Library Patron

Mr. Allie was very appreciative of the fact that we instituted a new data base, Lynda.com, for patrons.

D. Email from Melissa Pletcher, Library Patron

Melissa Pletcher voiced her concern regarding an animal event the Library was hosting and the treatment the animals are given by the presenter. The response letter to Ms. Pletcher from the Director is located on page 18 of the July 26, 2018 Library Board packet.

7. Presentation/Special Guest

A. Library Employee Recognition Awards for Customer Service and Above & Beyond

The Customer Service Awards are nominated by fellow library employees.

Customer Service Award Winners:

- Eva Sabolcik
- Linda Brewin
- Barb Rutkowski
- Betty Lang
- Katie Iversen

The Above & Beyond awards recognize staff who are seen going Above & Beyond in their attempts to reach their Goals.

Above & Beyond Winners are:

- Pat Amireskandari
- Scott Rakestraw
- Maryann Zurmuehlen
- Mary Storch
- Marcia Dominick

A plaque will be placed in the staff lounge listing the winners, and they will be treated to a dinner paid for by the Friends of the Novi Public Library.

B. Student Representatives Annual Presentation

A Year-in-Review PowerPoint presentation was provided by Lahari Vavilala highlighting all the accomplishments made for the 2017-18 fiscal year.

C. Friends of Novi Library Annual Presentation (Year in Review)

A Year-in-Review presentation was made by President Sue Johnson regarding the accomplishments made by the Friends of the Novi Public Library for the 2017-18 fiscal year.

- Booked for the Evening will be held on Friday, October 19, 2018 from 7-9 p.m. The first "Gala" took place in 2003 and has been held annually ever since, but it is now referred to as Booked for the Evening.
- The Friends had a balanced budget in the 2017-18 fy.
- The Book Nook brought in \$24,389 in sales this year.
- There are 47 volunteers who manage the Book Nook by sorting, shelving, and sorting.
- There are 230 memberships and 346 members.

A highlight can be found on page 19 of the July 26, 2018 Library Board packet.

Christina Salvatore has been named the new liaison for the Friends organization and Barbara Cook will manage the finances on the Library side.

The Friends have agreed to help fund the new Maker Lab next year.

The Library Board thanked the Friends of the Novi Public Library for all their support of the Library.

8. **Public Comment**

There was no public comment.

9. **Student Representatives Report**

The Student Representative Report can be found on pages 21-26 of the July 26, 2018 Library Board packet.

A. **Teen Space Annual Report – June 24, 2018**

The Teen Space Annual Report can be found on pages 27-28 of the July 26, 2018 Library Board packet.

10. **President's Report (Tara Michener)**

A. **2017-2018 Library Board Goals** (Updates occur: July, October, January, April)

The final 2017-18 Library Board Goals report was presented and can be found on pages 29-48 of the July 26, 2018 Library Board packet. Those indicated in red are the most recent updates. The Board sets the goals and the staff follows their lead.

11. **Treasurer's Report (Melissa Agosta)**

The Treasurer's Report can be found on pages 49-60 of the July 26, 2018 Library Board packet.

A. **2017-2018 Library Budget Fund 268**

The 2017-2018 Fund 268 budget can be found on pages 49-52 of the July 26, 2018 Library Board packet.

- The 2017-2018 Fund 268 budget calls for revenue of \$2,923,035.78 and expenditures of \$3,018,325.00 consuming \$95,289.22 of the fund balance.

B. **2017-2018 Contributed Fund Budget 269**

The 2017-2018 Contributed Fund 269 Budget can be found on page 53 of the July 26, 2018 Library Board packet.

C. **Library Fund 268 Expenditure & Revenue Report as of June 30, 2018**

The Fund 268 Expenditure and Revenue Report can be found on pages 54-58 of the July 26, 2018 Library Board packet.

- Revenue through June 30, 2018 was \$2,945,941.82 which is an increase of \$20,676.
- Expenditures through June 30, 2018 were \$2,857,923.44 which is an increase of \$309,781.

D. **Contributed Fund 269 Expenditure & Revenue Report as of June 30, 2018**

The Contributed Fund 269 Expenditure & Revenue Report can be found on page 58 of the July 30, 2018 Library Board packet.

- Revenue through June 30, 2018 was \$46,964.55.
- Expenditures through June 30, 2018 were \$28,661.52 leaving a net of \$18,303.03.

E. Balance Sheet for Funds 268 and 269 as of June 30, 2018

The Balance Sheet for Funds 268 and 269 can be found on pages 59-60 of the July 26, 2018 Library Board packet.

- Ending Fund Balance for Fund 268 through June, 2018 was \$1,923,058.67.
- Ending Fund Balance for Fund 269 through June, 2018 was \$1,705,275.83.

12. Director's Report

The Director's Report can be found on pages 61-63 of the July 26, 2018 Library Board packet.

Staff celebrating anniversaries in July are:

- Marcia Dominick – 18 years
- Keith Perfect – 6 years
- Scott Rakestraw – 4 years
- Lisa Brinkman – 2 years
- Donna Filipiak – 2 years
- Tracey Pelletier – 1 year

Staff celebrating anniversaries in August are:

- Rebecca Powell – 18 years
- Elizabeth Kopko – 8 years
- Jessie Schenk – 5 years

The Out and About in Novi/Library is listed on page 61 of the July 26, 2018 Library Board packet.

An email was received from the Novi Community School District thanking the Library for their great partnership and collaboration. Julie Farkas will be presenting to the School Board on August 9, 2018 highlighting the accomplishments over the past year.

In partnership with the Fox Run Y.O.U., the Friends of the Novi Library, and the Novi Public Library, will hold their 5th Annual Authors Live Luncheon to take place at Fox Run on Tuesday, October 2 starting at 11:30 a.m.

Library statistics begin on page 77 of the July 26, 2018 Library Board packet. Another great year. On page 85, the Library app is not working due to the TLN conversion. The provider is in the process of writing new code and the app should be up and running soon.

A. Information Technology Report

The Information Technology Report can be found on pages 64-71 of the July 26, 2018 Library Board packet.

B. Facilities Report

The Facilities Report can be found on page 72 of the July 26, 2018 Library Board packet. A letter regarding the positive conditions of the bioswale was received from Drew Lathin.

C. Information Service Report

The Information Service Report can be found on pages 73-75 of the July 26, 2018 Library Board packet.

D. Support Service Report

There was no Support Services Report provided this month due to TLN statistics still not completed following the ILS conversion.

E. Library Usage Statistics

The Library Usage Statistics can be found on pages 77-85 of the July 26, 2018 Library Board packet.

F. Friends of the Novi Library

The Friends of the Novi Public Library July 12, 2017 Annual Board Meeting Minutes can be found on pages 87-88 of the July 26, 2018 Library Board packet. Their Annual Meeting was held on July 11, 2018 with their agenda listed on page 86 of the July 2018 Library Board packet. The Friends Wish List 2018-19 can be found on page 90 of the July 26, 2018 Library Board packet announcing their contribution to the Novi Public Library in the amount of \$27,000.

G. Novi Historical Commission

There was not Historical Commission Report.

13. Committee Reports

The Library has reached the Essential Level of QSAC and is moving towards Enhanced. Julie will send the Library Board a list of what is needed from them so the Library can reach the Excellent Level.

Julie is working on holding a Library Board retreat in September and may include Boards from other area libraries to join.

The Michigan Library Association conference will be held in Novi in October and encouraged the Library Board to attend even a portion of the conference.

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

- No report was provided.

B. HR Committee (Verma – Chair, Lawler): HR Policies, Director Review, Salary Study

- The Committee is working on amending the Directors evaluation.

C. Finance Committee (Agosta – Chair, Messerknecht, Lawler): Financial plan based on the Building assessment review, Library endowment investigation

- No report was provided.

D. Events/Marketing/Fundraising Committee (Michener—Chair, Agosta, Wood): Outreach Opportunities

- July 8: Attended the Youth area unveiling (Tara Michener, Craig Messerknecht, Bill Lawler)
- July 11: Tara Michener along with Director Julie Farkas attended the Friends Annual Meeting and accepted their annual donation of \$25,700.
- July 12: Tara Michener and Julie Farkas taped a Beyond Books segment for our cable broadcast mentioning the 2018-19 Goals and highlighting the revamped Youth Area.

E. Strategic Planning Committee (Poupard-Chair, Wood)

- A brochure is being created highlighting all the accomplishments made in the last five (5) years.

F. Building/Landscape Committee (Messerknecht—Chair, Lawler, Verma, Wood): Entrance Project, LED conversion project, Building assessment

- The Library is expecting a delivery of bulbs on August 6, 2018. Documentation has been created as to where the bulbs have been installed to date. Nothing has been done with ballasts, only bulbs. The deadline for completion is scheduled for September 2018.

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

- No report was provided.

14. Public Comment

There was no public comment.

15. Matters for Board Action

- A.** There is nothing for Board Action.

16. Library Director Annual Evaluation (Requested Closed Executive Session)

The Library Director Annual Evaluation took place at the June 28, 2018 Board Meeting.

Julie Farkas asked the Library Board if they would like to see anything added, omitted, or changed to the monthly Library Board packets moving forward. Melissa Agosta, Treasurer, would like to see her Treasurer's Budget Summary added to the Board Packet each month. Julie asked that the Board let her know their suggestions by the 9th of August.

17. Adjourn

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

1st—Geoffrey Wood

2nd—Doreen Poupard

The motion passed unanimously.



August 23, 2018

William Lawler, Secretary

Date