



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
April 17, 2013**

1. Call to Order and Roll Call

Library Board

Mark Sturing, President
Scott Teasdale, Secretary
Larry Kilgore, Board Member
Ramesh Verma, Board Member

Absent and Excused

Willy Mena, Vice President
David Margolis, Treasurer
Larry Czekaj, Board Member

Student Representatives

Jessica Mathew
Torry Yu

Library Staff

Julie Farkas, Director
Diana Gertsen, Office Assistant
Marjorie Karp-Opperer, Assistant Director of Public Services
Jennifer Preston, Youth Librarian

Guests

Christa Schafer, Teen Advisory Board (TAB) President
Ziyang Huang, Novi High School Student

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 Mark Sturing, President at 7:00 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Approval and Overview of Agenda

A motion was made to approve the April 17, 2013 Agenda as presented.

1st – Larry Kilgore
2nd – Ramesh Verma

The motion passed unanimously.

4. Consent Agenda

A motion was made to approve the April 17, 2013 Consent Agenda as presented.

1st – Scott Teasdale
2nd – Larry Kilgore

The motion was passed unanimously.

5. Correspondence

A. Thank you – Girl Scout Junior Troop 41926

A thank you note was received for providing the troop with a behind the scenes tour of the Library.

6. Presentation

A. Torry Yu and Jessica Mathew, Library Board Student Representatives – A Year in Review

Student Representatives Torry Yu and Jessica Mathew gave a slide presentation on the goals and accomplishments of the Teen Advisory Board (TAB) for the 2012-2013 year.

The main goal of the Teen Advisory Board (TAB) was to promote teen programs and services at the Novi Public Library through Novi High School and Walled Lake Western. This was accomplished by providing visual representation of teen involvement at Novi Public Library to the Library Board and the Novi Community. Under the direction of Assistant Director, Margi Karp- Opperer and Youth Librarians, Suzanne Carpenter and Jennifer Preston, teens have helped this past year with a community clothing drive, summer reading programs, strategic planning, general library programs, school partnerships, and the Teen Space and the Teen Stop.

B. Recognition of Torry Yu, Library Board Student Representative, Years of Service

Outgoing Student Representative, Torry Yu, was presented with a Certificate of Appreciation by Library Board President, Mark Sturing, for his two (2) years of valuable contributions as a Student Representative to the Novi Public Library Board of Trustees.

Torry was also given special recognition by Assistant Director of Public Services, Margi Karp-Opperer, who has worked with Torry since he was in the 7th grade. In addition to his tribute, Margi presented Torry with a farewell gift from all his fans at the Novi Public Library.

Director, Julie Farkas thanked Torry for all his hard work in completely transforming what a Novi Public Library Student Representative “is and does” on the Novi Library Board. Julie talked about how Torry took the Board's direction in goals and vision, and brought it to the students at Novi High School and Walled Lake Western.

7. Public Comment

Council woman, and former Library Board Trustee, Laura Casey, wanted to address Torry directly to thank him, for the energy and passion, and everything that he brought to the Novi Public Library, from the moment he stepped in as a volunteer, to the moment he leaves his position as Student Representative next month. Council woman Casey congratulated Torry for going on to Eastern Michigan University, and concluded that because of his contributions, the Novi Public Library is a better place.

8. President's Report

Library Board President, Mark Sturing announced that he and Assistant Director of Operations, Mary Ellen Mulcrone, were pleased to receive the Proclamation, celebrating National Library Week, April 14-20, 2013, from the Mayor, earlier this week.

A. Appointment of Library Board Officers

The temporary Nominating Committee of Trustees Kilgore and Verma presented a slate of four names for Library Board Offices for the coming year.

- President – Mark Sturing was nominated and accepted the position
- Vice President – Willy Mena was nominated and accepted the position
- Treasurer – Larry Czekaj was nominated and accepted the position
- Secretary – Scott Teasdale was nominated and accepted the position

No other nominations were brought forward, and there were no objections to accepting the nominations as one slate. President Mark Sturing moved for a vote on the slate as presented.

The vote was unanimous in favor of the four names nominated for the coming year.

B. Goals Document 2012-2013

- Materials are being reviewed to update the change of Library hours that will begin in September.
- Word of expanded Library hours is starting to get out to the public. The Nov News ran an article this week on the additional Library hours starting in September.
- TLN approved the proposal for the Library Apps created by Boopsie, which is expected to be launched by June 30, 2013.
- Planning process has begun for the November 2013 and June 2014 staff days.
- Confirmation was received from QSAC for Certification for the Essential Level status for Novi Public Library.

9. Treasurer's Report

A. Library Budget 2012-2013

The 2012-2013 Budget dated February 15, 2012 is included in the April 17, 2013 Library Board Packet on pages 19-20.

B. Library Financials and Walker Fund – March 2013

The Financials and walker Fund report ending March 31, 2013 were brought to the meeting as a hand –out.

Julie wanted to make the Board aware that the line item 268-000.00-941.000, Grounds maintenance is a little over what was in the budget. This is due to the fact the invoice was not available when the numbers were being done for the end of the year. The result will be \$60,000, rather than \$50,000 for Ground maintenance.

Julie also noted that the line item 268-000.00704.200 is a new account number created by the City for the stipend that the full time employees received last month. The part time employees received their stipend from the Temporary salaries account.

C. Financial Review – March 31, 2013, David Margolis – Treasurer

No report was provided.

D. Library Café Revenue Report – due 15th of the month –March 2013

No report was provided.

10. Directors Report

A detailed report from the Director, Julie Farkas is provided on pages 21-24 of the April 17, 2013 Library Board Packet. Highlights of the report are:

- Reading Ops 2.0 was the winning team for the Annual Battle of the Books, held on March 23, 2013.
- Fundraising for the Book-It event, which will be held on Friday, April 26, 2013, received \$4,700 in sponsorships and \$8,000 in donated prizes this year. The highest amount ever received since its beginning two (2) years ago.

- Novi Public Library is celebrating National Library Week with youth programming, music events and a staff luncheon.
- Significant Accomplishments for 2012-2013 is provided in detail on pages 21-22 of the April 17, 2013 Library Board Packet.
- Artwork from the Detroit Art Institute (DIA) is on display on the front of the Building, and will remain until June.
- A bike and walk event, that features artwork from the Detroit Art Institute (DIA) throughout the City of Novi, will be incorporated in the Digital Detox Library program.
- The Digital Detox program schedule is provided on page 36 of the April 17, 2013 Library Board Packet. Digital Detox Week begins April 23, 2013.

1. Proclamation – National Library Week 2013

The Proclamation is provided on page 23 of the April 17, 2013 Library Board Packet.

2. QSAC Achievement fro State of Michigan

The letter and Certificate is provided on pages 25-26 of the April 17, 2013 Library Board Packet.

3. Library Café Lease – Draft

The Library Café Lease Draft is provided on pages 27-35 of the April 17, 2013 Library Board Packet.

11. Additional Reports

A. Public Services Report

The Public Services Report is provided on Pages 38-39 of the April 17, 2013 Library Board Packet.

B. Building Operations Report

The Building Operations Report is provided on page 39 of the April 17, 2013 Library Board Packet.

C. Library Usage Statistics –March 2013

The March statistics are located on pages 40-44 of the April 17, 2013 Library Board Packet. Highlights include:

- 359 Library cards issued
- 67,919 items checked out
- Number of items borrowed from TLN – 3,832
- Numbers of items borrowed from MEL – 93
- Number of items loaned through TLN – 4,888
- Number of items loaned through MEL – 101
- 57.54% of all items checked out were completed on self –checkout stations
- Total circulation 67,919
- Daily average people using the Library was 1,124
- Workstation usage 865
- Daily average Computer Logins 953

On page 43 of the April 17, 2013 Library Board Packet is a list of all the Technology Sessions provided to our patrons. This month there were 12 classes offered with 24 participants. Some of the classes offered are one-on-one sessions allowing for special training and questions answered. To date, there have been 124 sessions offered with 207 participants.

D. 2013-2014 City of Novi Budget (Materials separate from packet)

Budget Message from the City of Novi hand out.

12. Friends of Novi Library Report – No April 2013 Meeting

There was no report provided.

13. Student Representatives' Report

The Student Representatives' Report is provided on page 45 of the April 17, 2013 Library Board Packet. Highlights of the report include:

- There were 482 teens in 15 sessions in the Teen space.
- Held the ACT/SAT prep program.
- Had Teen Tech Week with a total of 14 "check in's".
- Ended the Teen Writing Contest on March 8th; winners are listed on page 45 of the April 17, 2013 Library Board Packet.
- Had 12 teens volunteer for the Battle of the Books.
- Teen Volunteer Program is meeting regularly and helping with adult media.
- Applications for teen volunteers for the Annual Summer Reading Program begin Wednesday, May 1st.

14. Historical Commission Report

The Historical Commission approved minutes for February 27, 2013 is provided on pages 46-47 in the April 17, 2013 Library Board Packet.

Director, Julie Farkas noted that our Local History room will be closed to the public May 1st through the beginning of July to allow the Historical Commission to work on the glass etching project and the cleaning of the room. The unveiling of the new artwork will be held in July at an open house.

15. Committee Reports

A. Policy Committee (Margolis, Teasdale, Kilgore – chair)

There was no report provided.

B. HR Committee (Kilgore, Verma – chair)

There was no report provided.

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

There was no report provided.

D. Fundraising Committee (Sturing, Mena – chair)

There was no report provided.

E. Strategic Planning Committee (Kilgore, Sturing, Mena – chair)

Currently looking for volunteers for the Memorial Day Parade.

F. Landscape Committee (Kilgore, Margolis, Czekaj – chair)

There was no report provided.

16. Public Comment

There was no public comment.

17. Matters for Board Action

A. Approval of the 2014 Library Closings

A motion was made to approve the 2014 Library closings as presented on page 37 of the April 17, 2013 Library Board Packet.

1st – Ramesh Verma

2nd – Scott Teasdale

The motion passed unanimously.

B. Library Café Lease – 1st Reading

The Library Café Lease is provided on pages 27-35 of the April 17, 2013 Library Board Packet. The portions highlighted in yellow represent the proposed changes. Trustee Czekaj and Trustee Mena are reviewing the changes and will meet with the café owners. The Lease will be brought to the May meeting for Board approval.

18. Adjourn

A motion was made to the meeting at 7:51 p.m.

1st – Larry Kilgore

2nd – Ramesh Verma

The motion passed unanimously.



May 22, 2013

Scott Teasdale, Secretary

Date