

**CITY OF NOVI LIBRARY BOARD
MINUTES, VIRTUAL MEETING
June 25, 2020**

1. Call to Order

The meeting was held virtually with assistance from the City of Novi. The meeting was called to order by Melissa Agosta, President, at 7:00 p.m.

2. Roll Call by Secretary, Torry Yu

Library Board

Melissa Agosta, President
Kat Dooley, Vice President
Bill Lawler, Board Member
Craig Messerknecht, Board Member
Tara Michener, Board Member
Geoffrey Wood, Treasurer (signed in virtually at 7:20pm)
Torry Yu, Secretary

Student Representatives

Tarun Tangirala (did not attend the virtual meeting)
Sarah Chang (did not attend the virtual meeting)

Library Staff

Julie Farkas, Director
Barbara Cook, Bookkeeper

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.

1st – Tara Michener

2nd – Kat Dooley

The motion passed unanimously.

5. Consent Agenda

A. Approval of Regular Meeting Minutes –May 28, 2020

A motion was made to approve the regular meeting minutes from May 28, 2020. Trustee Yu observed on page 4, item 2. Kat Dooley was listed as taking roll call for the meeting, however roll call was taken by Trustee Yu. Therefore, the Regular Meeting Minutes were approved based on the amendment.

1st – Torry Yu

2nd – Tara Michener

The motion passed unanimously.

B. Approval of Claims and Warrants – Warrant 591 for Accounts 268 and 269

A motion was made to approve Claims and Warrant 591 for accounts 268 and 269.

1st – Torry Yu

2nd – Tara Michener

The motion passed unanimously.

6. Correspondence

A. N/A

7. Presentation/Special Guest

A. Community Financial Credit Union Check Presentation – planning for July 23, 2020.

Director Farkas reached out to Community Financial and they will be presenting virtually at the July Board Meeting.

8. Student Representatives Report

The Student Representatives report is on pages 18-19.

9. President's Report (Melissa Agosta)

A. 2019-2020 Goals Update (July, October, January, April)

- o Next update July 2020

B. 2019-2022 Strategic Objectives (3 year plan)

- o Strategic Objectives are on page 21
- o No new update

C. Commitment to the Novi Community

President Agosta began the discussion by acknowledging that sometimes when people are unsure of what to say or do it can lead to the tendency to do nothing. President Agosta is offering a safe place to have an open and honest dialogue with respect, and with an open mind and heart. President Agosta added that this is created with continued education and commitment.

Trustee Agosta reached out to Trustee Michener and Dooley for their assistance, while composing the draft, and thanked them for their help. Also, President Agosta thanked the marketing and strategic planning committees for their help.

President Agosta opened the floor for discussion and was thankful to Trustee Michener for continuing the discussion. Trustee Michener explained that she and Trustee Dooley received an email from someone on staff and they made sure the email was shared with the Board and that appropriate rules were followed and the Board acted as one. Trustee Michener explained that conversations with the marketing committee were held and a few changes were made. Additionally, Trustee Michener stated that in everything we say, if we do not say Black Lives Matter close to the top, it means nothing. Trustee Michener is saying that as a black person, who is a part of the community, who fields systemic racism, no matter how successful she might be, but also as a scholar who teaches racialized trauma. Trustee Michener has educated the Library staff and nationally speaks on these topics. Trustee Michener added that she appreciates some of her points were taken into consideration in preparing the commitment letter and she has additional thoughts to share:

Trustee Michener would like to see:

- A commitment to dates or benchmarks in the commitment letter.
- Black people having leadership/management roles, which truly gives them a seat at the table.

- Focus on checks and balances

Director Farkas sent a thoughtful email asking staff for their input anonymously and a few responses were received. Trustee Michener would like a way to connect with silent individuals, not currently responding with their thoughts and questions. Perhaps opening up a path where they can talk to the Board. Director Farkas acknowledged that the new committee, dedicated to equity and inclusion, could be a good way to start the dialogue and reach these individuals.

Trustee Dooley stressed that the Board acts together, unified, and not solo. She is proud of what the Board is putting forth in the initial draft, acknowledging their commitment to the community. Stressing the importance of Black Lives and the ability to initiate action. Also, the Board's dedication to the strategic plan which creates an escalation of innovation but also inclusiveness. Under item 3 in the letter, "what else can we do" Trustee Dooley would like to re-emphasize to be inclusive with the staff in this section. As far as timeline, the committee should have a monthly update for the community. Trustee Dooley would like to evaluate once every quarter, which further encourages pushing this engagement and uplifting voices in the community.

Trustee Yu has researched other libraries and statements they have provided. Trustee Yu is pleased how this Board's draft has defined plans and actions. Trustee Yu agrees with previous speakers about deadlines, dates, goals and the review process. Trustee Yu commented that one individual's feedback, from Julie's email to staff, noted that Novi is so diverse that programs should not be labeled as diverse, since that is the norm in this community. Trustee Yu recently took an HR training on diversity, equity and inclusion. Director Farkas commented that the staff follows the City training as well. Director Farkas will continue to look for training from the outside providing more education and understanding to the staff. Director Farkas emphasized our commitment to Inform. Inspire. Include.

Trustee Wood believes this is a really good first draft and believes as we become more involved there will be more to do and looks forward to going through this process.

Trustee Lawler emphasized the importance of the "what else can we do" section of the commitment letter. Trustee Lawler is interested in the tangible, valuable activity of adopting and collaborating with a sister library to help with their wish lists; offering resources and support. Trustee Lawler worked in Detroit and found it very rewarding contributing to Detroit schools and libraries. Additionally, Trustee Lawler feels it is key to review hiring practices and expand outreach into different communities to promote more diverse applicants as mentioned in section 1 of the letter.

The commitment letter was well received.

- Director Farkas will complete a collection analysis, evaluating the diversity of our collection in 2021, and this will continue annually.
- Director Farkas would like to survey the Black community for their input and suggestions, which would build with the strategic plan and focus on where the need is.
- Director Farkas would like to evaluate quarterly on the Commitment to the Novi Community, final draft. To be approved by the Board at a future meeting.

A Special Board Meeting is planned on Tuesday, June 30th at 7pm to review and approve the updated Commitment to the Novi Community. (This meeting was not held).

Director Farkas has plans for the commitment letter to lead the eNewsletter and the approved letter will be shared with Friends of Novi Library, the community and through social media.

- D. Consideration for a Board Committee on Equity and Inclusion
Trustee Michener will chair the new committee and the supporting members are Trustee Dooley and Trustee Wood.
- E. July 23, 2020 Library Board Trustee Meeting to be Virtual based on EO 2020-129

10. Treasurer's Report (Geoffrey Wood)

Trustee Wood presented the Treasurer's Report.

A. 2019-2020 Library Budget Fund 268

The 2019-2020 Library Fund 268 Budget can be found on pages 23-25 of the June 25, 2020 Library Board packet.

- The 2019-2020 Library Fund 268 budget, 4th quarter amendment, calls for revenue of \$3,145,948 and expenditures of \$3,145,914 contributing \$34 to the fund balance.

B. 2019-2020 Contributed Fund Budget 269

The 2019-2020 Contributed Fund 269 Budget can be found on page 26 of the June 25, 2020 Library Board packet.

- The 2019-2020 Contributed Fund 269 budget, 4th quarter amendment, calls for revenue of \$39,500 and expenditures of \$39,000 contributing \$500 to the fund balance.

C. Library Fund 268 Expenditure & Revenue Report (ending May 31, 2020)

The Library Fund 268 Revenue and Expenditure Report can be found on pages 27-30 of the June 25, 2020 Library Board packet.

- Revenue ending May 31, 2020 was \$3,191,260.
- Expenditures ending May 31, 2020 was \$2,687,758.

D. Contributed Fund 269 Expenditure & Revenue Report (ending May 31, 2020)

The Contributed Fund 269 Revenue and Expenditure Report can be found on page 31 of the June 25, 2020 Library Board packet.

- Revenue ending May 31, 2020 was \$46,431.
- Expenditures ending May 31, 2020 was \$19,476.

E. Balance Sheet for Fund 268 (as of May 31, 2020)

The Balance Sheet for Fund 268 as of May 31, 2020 can be found on page 32 of the June 25, 2020 Library Board packet.

- Ending Fund Balance for Fund 268 as of May 31, 2020 was \$2,597,902.

F. Balance Sheet for Fund 269 (as of May 31, 2020)

The Balance Sheet for Fund 269 as of May 31, 2020 can be found on page 33 of the June 25, 2020 Library Board packet.

- Ending Fund Balance for Fund 269 as of May 31, 2020 was \$1,703,041.

11. Director's Report

The Director's Report can be found on pages 34-48 of the June 25, 2020 Library Board packet.

Staff members celebrating anniversaries in June are:

- Marcia Dominick –Administration – 20 years
- Keith Perfect– Facilities – 8 years
- Lisa Brickman – Support Services – 4 years
- Donna Filipiak –Support Services – 4 years
- Tracey Pelletier - Support Services – 3 years
- Barbara Cook – Administration – 2 years
- Sarah Vander – Information Services – 2 years
- Dana Brataniec – Administration – 1 year

Directors Report Summary

- On page 35 is a snapshot of Phase 4 "Grab & Go Services" – 30 minutes or less, beginning July 6, 2020. The library has 100 – 30 minute timers to distribute to guests visiting. Guests will be required to wear masks based on the current executive order. Director Farkas sent an informational video to the public.
- On page 36 is an email sent to the library guests and below the email is a Facebook post which includes an image of the progress at Lakeshore Park. In front of the building is where the kiosk will be placed.
- On page 37 is an email that was sent to staff which includes documents they received prior to their return to work.
- On page 38 is the 2021 calendar which will be discussed under item 14. Matters for Board Action.
- On pages 39-45 is the Library Reopening Policy which will be discussed under item 14. Matters for Board Action.
- On page 46 is information regarding the new HVAC service contract. The bid was awarded to Allied Building Services. The previous contract expired.
- On page 47 is Governor Whitmer's executive order.
- On page 48 is an article featured in Novi Today about the Library still being available to the community, even under the closure.

A. Information Technology Report

The Information Technology Report, provided by Barb Rutkowski, can be found on page 49 of the June 25, 2020 Library Board packet. Director Farkas gave a shout out to the Robotics team for using 3d printers to create face shields in conjunction with the Novi library.

B. Facilities Report

The Facilities Report, provided by Keith Perfect, can be found on page 50 of the June 25, 2020 Library Board packet. Continued detailed cleaning, disinfecting and preparation for guests and staff has been occurring.

C. Information Services Report

The Information Services Report is found on pages 51-53, prepared by April Stevenson. Information is provided on virtual programming, and staff training that took place. Included is a snapshot of summer reading information, which started on June 22, 2020.

D. Support Service Report

The Support Services report is found on page 54, prepared by Maryann Zurmuehlen.

E. COVID-19 Usage Statistics

The COVID-19 usage statistics update is included on pages 55-56. This tracks how the Library is interacting with the public through posts and events that the Library has offered to the community. Director Farkas mentioned that the COVID closure statistics for April and May are included.

F. Library Usage Statistics

The Library Usage Statistics report can be found on pages 57-65. As anticipated there is an increase in Downloadable usage due to the closure.

G. Friends of the Novi Library – Email to Members regarding the October 2020 Gala

On page 66 is an email letter that was sent to members of the Friends addressing the cancellation of the Gala, originally scheduled for October, 2020. Friends experienced changes to their budget, but their support of the Library continues to be very generous.

H. City of Novi Historical Commission – Agenda Wednesday, June 17, 2020

On page 67 is the Historical Commission Agenda for their virtual meeting held in June.

I. Bits & Pieces

The current Library Board Calendar is on page 68 of the June 25, 2020 Library Board packet.

Additional Comments Section:

- Trustee Yu commented on the Lynda.com usage on page 63 and noted that it has more than tripled. Director Farkas commented that marketing was dedicated to letting the community now how to find the downloadables. Director Farkas gives kudos to Dana Brataniec, David Silberman and to Sarah Vander for the podcasting. Additional praise to Hillary Hentschel and to the iCube team.
- Trustee Dooley sends thank you to the Library staff for working so hard to launch the summer reading challenge. Trustee Dooley appreciates how the staff has adapted to the challenges by providing virtual enhancements.

12. Committee Reports

A. Policy Committee: Review current public policies for the Library

(Michener-Chair, Agosta)

- Staff Committee consists of: Julie Farkas, Marcia Dominick, Barb Rutkowski, Maryann Zurmuehlen, Betty Lang, Keith Perfect, Dana Brataniec and Hillary Hentschel.
- No update
- Target Date of 8/21/2020 the staff in-service day

B. HR Committee: HR Policies, Director Review, Salary Study

(Agosta – Chair, Wood, Dooley, Staff Liaison – Marcia Dominick)

- Staff Committee consists of: Julie Farkas, Marcia Dominick, Lindsay Gojcaj, Kathleen Alberga, Kirsten Malzahn and Christopher Nadeau.
- No update

C. Finance Committee: Financial plan based on building assessment review, Library endowment investigation

(Wood – Chair, Messerknecht, Lawler)

- Committee met virtually on May 15, 2020: Recommendations for the Financial Policy were reviewed and will be submitted to the Policy Committee for inclusion into the larger document.

D. Events/Marketing/Fundraising Committee: Outreach opportunities

(Yu– Chair, Michener, Dooley)

1. The Marketing Plan was approved at January 23, 2020 meeting.
2. Library/ Community Events attended by Library Board Members in the last month:
 - No events due to COVID-19
 - Committee helped with commitment letter

E. Strategic Planning Committee: Annual review of current plan

(Dooley – Chair, Yu)

- No report at this time.

F. Building/Landscape Committee: Entrance project

(Messerknecht – Chair, Lawler, Wood)

- Grounds- North-end drain work is scheduled for the week of June 22nd. Mulch was completed at the end of May.
- Lakeshore Lending Library Kiosk- A date of Monday, August 17th has been scheduled for the delivery of the kiosk to Lakeshore Park. The installation and staff training will take place August 17-August 21st. Waiting on the City of Novi Parks & Recreation Dept. to confirm Lakeshore Park unveiling. See photo in Director's Report.
- Library Van- Van will be wrapped the week of June 22nd. The only sponsorship opportunity to date for the van is Community Financial Credit Union. Other sponsorship opportunities have been offered to community businesses, but no confirmations to date. The van sponsorship is \$2,500 for one year.
 - Update: Library Van is wrapped.
- Café – Café staff is planning to return to NPL the week of 6/15 to begin cleaning/re-stocking their space. They plan to reopen to the public with the library's Phase 4 "grab & go" services on Monday, July 6th.
- Friends of Novi Library Book Nook – Friends volunteers plan to open the Book Nook as of July 6th when the library begins "grab & go" services. No volunteers will be in the building interacting with library guests. The HONOR BOX will be used for collecting the sales of materials. When Friends volunteers are needed for sorting materials, etc. They will follow specific guidelines for temperature taking, reporting and social distancing. NO DONATIONS WILL BE ACCEPTED AT THIS TIME.

G. Bylaw Committee: Review Library Board Bylaws

(Lawler – Chair, Agosta)

- Bylaw revisions were approved at the March 28, 2019 meeting.
 - No report at this time.

13. Public Comment

There was no public comment.

14. Matters for Board Action

- A.** Approve Commitment to the Novi Community (1st draft)
Virtual follow up meeting scheduled for June 30, 2020 at 7pm.

- B.** Approve 2021 Library Closings Calendar
Calendar includes closing of additional days: July 3, 2021 and December 26, 2021. Trustee Michener discussed June 19th with the Board. Discussion took place among the Trustees and Trustees agreed to close on June 19th.

A motion was made to approve calendar year 2021 closure for July 3rd and December 26th and add June 19th as an official closing date on an annual basis.

1st – Kat Dooley

2nd – Geoff Wood

The motion passed unanimously.

- C.** Approve revisions to the Library Reopening Policy
Director Farkas reviewed the changes that are highlighted in yellow on pages 44 and 45. A motion was made to approve the revised Library Reopening Policy.

1st – Tara Michener

2nd – Craig Messerknecht

The motion passed unanimously.

15. Director's Annual Review (Director has requested a CLOSED SESSION)

A motion was made to move into closed, virtual executive session for the Directors Annual Review.

1st – Torry Yu

2nd – Kat Dooley

The motion passed unanimously.

Roll Call vote was taken to move into closed, virtual executive session. Trustee Torry Yu took roll call. All trustees were in agreement. Closed executive session began at 8:22pm and ended at 9:46pm.

During the closed executive session the Trustees approved a 2 percent increase, exceeds expectations, for the Director.

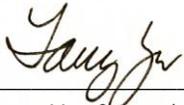
16. Adjourn

A motion was made to adjourn at 9:48 p.m.

1st— Tara Michener

2nd—Torry Yu

The motion passed unanimously.



Torry Yu, Secretary

July 23, 2020

Date