



**CITY OF NOVI LIBRARY BOARD  
MINUTES, REGULAR MEETING  
September 21, 2016**

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

**Library Board**

Craig Messerknecht, President

Tara Michener, Vice President

Melissa Agosta, Treasurer

Ramesh Verma, Secretary

Bill Lawler, Board Member

Doreen Poupard, Board Member

Geoffrey Wood, Board Member

**Student Representatives**

Ruchira Ankireddygari (Departed at 7:14)

Cindy Huang (Departed at 7:14)

**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**

A motion was made to approve the Overview of the 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 L546**

**B. Approval of Regular Meeting Minutes – August 17, 2016**

A motion was made to approve both the Claims and Warrants L546 and the Regular Meeting Minutes for August 17, 2016.

1<sup>st</sup>—Ramesh Verma

2<sup>nd</sup>—Doreen Poupard

The motion passed unanimously.

5. **Correspondence**

A. **Thank you letter from Bill Wizinsky**

Mr. Wizinsky thanked the Novi Library for providing the book he was able to read taken from the Read Box at Lakeshore Park.

B. **Thank you letter from Amelia Purdy, Recreation Supervisor, City of Novi**

Ms. Purdy sent a letter thanking Christina Salvatore, Communications Coordinator, for her part in supporting the Sizzling Summer Art Series program. Over 3,000 attended the event from June through August.

6. **Presentation/Special Guest**

A. **Jonathan Gregoire—Part -Time Facilities Department**

Jonathan recently joined the Facilities Department team. He will be assisting with meeting room set-ups, light maintenance and will also be serving on the newly formed Customer Service committee. He is an Eastern Michigan University student and his education in IT will allow him the opportunity to work on refining the help desk ticket system and the emergency manual currently used by the Library.

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 September 21, 2016 Library Board packet.

A. **Programs**

- August 1 and August 8: Makeover Mondays. The final program on August 8, 2016 concluded with a lesson on applying a full face of make-up by Gayatri Kalia, make-up artist.
- August 3: Chef George Rapatis of Schoolcraft College for Culinary Art demonstrated Healthy Eating & Cooking 101.
- August 12: The Summer Reading Program lock-in finale party was held after hours.
- August 23: Tween Spelling Bee Program
- August 25: DIY Drawstring Backpack Program

B. **Upcoming Programs**

- September 17: SAT Diagnostic Test
- September 20: Maker Tween Club—Hack Your Notebook
- September 23: TAB Meeting
- September 27: Banned Book Challenge and Movie
- September 28: Essay Coaching program

9. **President's Report**

A. **Goals Update (as of August, 2016)**

The Goals updates can be found on pages 19-28 of the September 21, 2016 Library Board packet. Ms. Farkas offered to take questions.

- A large emphasis on the goals this year is customer service.
- Trustee Messerknecht requested an update on the 1,000 book program. Ms. Farkas explained that it was launched with the school at the end of August when the new preschool held an open house. The Library also hosted a literacy event that allowed an opportunity to connect with other preschools in Novi. Some preschoolers have already reached 100 books in only one month. Library staff is working to coordinate four hours per week to be present at the preschool. Ms. Farkas also relayed that an article about the program will be in the Novi News as well as promoted within the Novi School District.

- Trustee Poupard commented that Goal #3, **Provide quality and diverse services, materials, programs and technology**, has a lot of strategies and wondered if it has been lacking in the past which is why there are so many. Ms. Farkas explained that large numbers of Library programs require large numbers of strategies.
- Trustee Lawler commended Ms. Farkas for taking on the measurable goals of increasing self-check-out usage to 60% and increasing the number of library card holders within subdivisions by 10%. Ms. Farkas reported that more HOA meetings are taking advantage of free meeting room usage in exchange for a brief presentation that promotes the Library.
  - Trustee Michener suggested reaching out to builders and realtors in the area because of all the new subdivisions being built in Novi. It could be an opportunity to spread information about the Library to new home owners.
- Trustee Michener was pleased to see in Goal #1, **maintain excellent customer service in all facets of the library's operations, Board functions, and community involvement**, the first tactic about investigating holds being reconsidered. She feels it is important to consider people that are unable to get into the Library to pick up holds on time. It would be very helpful to have alternative ways to pick-up holds that would make it easier for patrons.
  - Ms. Farkas explained that the problem is that the Library card number is linked to the book on hold. The book won't check out on another person's card. Smart phones allow the library card to be loaded on to the phone, so Ms. Farkas is hoping educating the public of this will resolve some of these issues.

## 10. Treasurer's Report

### A. Library Budget Fund 268—2016-2017 Approved

The approved 2016-2017 Fund 268 budget can be found on pages 29-31 of the September 21, 2016 Library Board packet.

- Revenue is budgeted to be \$2,774,726.00 and expenditures are budgeted to be \$3,035,900.00. This would consume \$261,174.00 of the fund balance.

### B. Library Fund 268 Expenditure and Revenue Report (August 31, 2016)

The Fund 268 Expenditure and revenue report can be found on pages 32-35 of the September 21, 2016 Library Board packet.

- **Revenue:** Year-to-Date revenue is \$168,862.42 which increased \$150,544.00.
  - The Library is still waiting on the annual property tax payout.
- **Expenditures:** Year-to-date expenditures total \$373,971.36 which increased \$160,335.88.
- The percentage of the budget used is still incorrect on page 35. The percentage of budget used for expenditures is 13.12%. Since expenditures were budgeted to be 16.67%, the Library is under budget.

### C. Roll-over Information for 268 Budget 2016-2017

Roll-over information for Fund 268 can be found on page 36 of the September 21, 2016 Library Board packet.

- Security camera installation was not completed in 2015-2016 so the money rolled over to the 2016-2017 budget. The confirmation of this is on page 36 of the September 21, 2016 Library Board packet.

**D. Email correspondence from Carl Johnson, Finance Director—City of Novi**

The email can be found on page 37 of the September 21, 2016 Library Board packet.

- Carl Johnson, Finance Director for the City of Novi sent an email congratulating Ms. Farkas on having a balanced operating budget of \$20,000 revenue over expenses.

**E. Contributed Fund Budget 269**

The Contributed Fund Budget 269 can be found on pages 38-39 of the September 21, 2016 Library Board packet.

- Little fund activity was recorded.

**F. Contributed Fund 269 Expenditure and Revenue Report (August 31, 2016)**

Fund 269 expenditure and revenue report can be found on page 40 of the September 21, 2016 Library Board packet.

**G. Draft Contributed Fund 269 Budget 2016-2017**

The draft of Fund 269 can be found on pages 41-42 of the September 21, 2016 Library Board packet.

**H. Balance Sheets for Funds 268 and 269**

The balance sheets for funds 268 and 269 can be found on pages 43-44 of the September 21, 2016 Library Board packet.

- The ending balance in August for fund 268 is \$1,555,001.20.
- The ending balance in August for fund 269 is \$1,682,073.59.
- Trustee Poupard asked how fund 269 increases. Trustee Agosta said that when expenditures are lower than the revenues the fund increases and also any interest on the monies will increase the fund.

**11. Director's Report**

The Director's Report can be found on pages 45-52 of the September 21, 2016 Library Board packet.

- Ms. Farkas thanked the Board for the opportunity to close the Library on August 19, 2016 for the staff in-service. It is a great opportunity for staff to come together and incorporate both training and fun.
- Mr. Bernstein of the Read a Latte Café continues to turn in his payments on time. The health report issues from August 11, 2016 have all been fixed.
- Budget Session meetings for the 2017-2018 fiscal year are scheduled for Saturday, January 14, 2017 and Saturday, February 4, 2017. Ms. Farkas will be pushing for approval of the budget at the February meeting.
- Carrie Wagenman, a graphic design intern from the Art Institute of Novi, created a new library card. The card had not been updated in six years. The motto "Inform, Inspire, Include" was incorporated in the design.

**A. Information Technology Report**

The Information Technology Report can be found on pages 53-54 of the September 21, 2016 Library Board packet.

- Barb Rutkowski included an image on page 53 of the Board packet of a project a patron has been working on utilizing the 3D printer.

**B. Facilities Report**

The Facilities Report can be found on pages 55-56 of the September 21, 2016 Library Board packet.

**C. Information Services Report**

The Information Services Report can be found on pages 56-57 of the September 21, 2016 Library Board packet.

**D. Support Services Report N/A**

**E. Library Usage Statistics**

The Library Usage Statistics can be found on pages 58-67 of the September 21, 2016 Library Board packet.

**F. Friends of the Novi Library**

The Friends of the Novi Library report can be found on pages 68-69 of the September 21, 2016 Library Board packet.

**G. Novi Historical Commission**

The Novi Historical Commission report can be found pages 70-72 of the September 21, 2016 Library Board packet.

**12. Committee Reports**

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

- The staff committee is still reviewing policies therefore there is nothing to report.

**B. HR Committee (Verma – Chair, Michener): HR policies, Director Review, Salary**

- There was nothing to report.

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

- The first draft of the Fund 269 2016-2017 budget can be found on page 41 of the Library Board packet. The City plugs in numbers based on historical data which makes up the 2016-2017 approved budget. Now that Ms. Farkas has more concrete numbers, those have been added to the 2016-2017 Amended Budget. These numbers are highlighted in red.
- Ms. Farkas included \$45,000.00 for an automated lending library. At this time the information included is only for discussion. Using capital improvement money, the City Council has invited the Library to look at putting something like this in the north end of Novi. Ms. Farkas is looking to the Board for assistance to decide if this is something the Library should do. If so, then she would need to put that money in the amended budget.
  - Trustee Poupard expressed concerned about one-time capital expenditures with ongoing costs.
  - Trustee Messerknecht said much more detail is required. He would prefer not to amend the budget until the Board has determined if this is a fiscally responsible decision.

A motion was made to vote on the amended 2016-2017 269 budget omitting the \$45,000.00.

1<sup>st</sup>—Melissa Agosta

2<sup>nd</sup>—Doreen Poupard

The motion passed unanimously.

- Trustee Poupard requested actual costs for maintaining these machines. Ms. Farkas explained that the Board had started looking into an automated lending machine last year and she will continue where they left off. Several libraries in the Toledo area operate one of these machines and Trustee Michener suggested taking a trip down to the Toledo area with other Board members to investigate.
- Trustee Poupard hopes that the Board and Ms. Farkas proceed cautiously in regards to investing in an automated lending library. She has concerns about the cost of maintaining such a large investment.

- D. **Events/Marketing/Fundraising Committee (Michener—Chair, Agosta Wood): 2016 Gala And outreach events.**
- There was nothing to report.
- E. **Strategic Planning Committee (Poupard—Chair, Wood): Annual review of current plan.**
- Trustee Poupard reported that the committee met in September. They decided that rather than focus a large volume of detailed goals, the committee would focus on the Library's motto of Inspire, Inform and Include. Formatting changes as well as including photos will make the document easier to read. The committee is hoping to hold some sessions in November.
- F. **Building/Landscape Committee (Messerknecht—Chair, Lawler, Verma, Wood): Entrance Project, Energy Reduction Coalition project, building assessment.**
- On September 12, 2016 the committee met with the ERC. The committee was given a copy of the contract to review and they will meet in early October with the City Finance Director and the City Attorney to go over it. This program reduces energy costs with no capital outlay from the Novi Library.
    - Trustee Agosta asked how they are able to do that. Trustee Messerknecht explained that by doing a detailed analysis of each room, they draw up a plan of suggested lighting options. The Library's electric bill should go down substantially with new lighting.
    - Ms. Farkas reported that the City converted to LED lighting six years ago.
  - A meeting was held to discuss the damage done by B and B Landscaping to the bioswales. The committee is trying to arrange a meeting with the owner of B and B Landscaping to discuss replacement costs for the damage they caused.
- G. **Bylaw Committee (Lawler—Chair, Agosta): Review Library Board bylaws.**
- Trustee Lawler reported that the changes in the bylaws are highlighted in yellow on pages 47-52 of the September 21, 2016 Library Board packet.
  - Trustee Poupard asked if the committee felt they had done a thorough job going over the document. Trustee Lawler reported that they had. Ms. Farkas had provided the committee with examples for bylaws from other libraries.
  - Trustee Verma inquired about the Student Representatives. It was explained that the students from Novi High School must apply for the position and be interviewed. The Library can suggest to interested students that they may apply, but the decision is made by the mayor.
  - Trustee Poupard inquired about the change to the five minute public participation rule on page 50 of the Library Board packet. Ms. Farkas explained that changing from five minutes to three was now in line with the City's policy.
  - Trustee Michener wanted verification that the only changes were highlighted in yellow on the document. Ms. Farkas confirmed that the passages highlighted in yellow and the items crossed off (which she also highlighted in yellow) are the only changes.

A motion was made to approve the new updated Bylaws of the City of Novi Library Board.

1<sup>st</sup>—William Lawler

2<sup>nd</sup>—Melissa Agosta

Abstained—Doreen Poupard

The motion passed with a majority.

**13. Public Comment**

There was no public comment.

**14. Matters for Board Action**

**A. Approve (1<sup>st</sup> draft) of 269 Library Contributed Fund 2016-2017 Budget.**

- Addressed earlier in the meeting.

**B. Approve revisions (1<sup>st</sup> draft) of Bylaws of the City of Novi Library Board.**

- Addressed earlier in the meeting.

**C. Approve 2017 Library closings.**

- Ms. Farkas requested that the Library Board approve the 2017 Library calendar as it is requested by the City of Novi each year in the fall. She is suggesting that due to low attendance and the day that Christmas falls on in 2017, that the Library close on Saturday, December 23, 2017. She is not requesting a closure on Saturday, December 30, 2017.
  - Trustee Lawler expressed concerned about extra Library closures. He requested data on the number of visitors before he makes a decision. Ms. Farkas reported that the Library normally sees about 1,200 patrons per day, but those numbers are considerably lower before a holiday.
  - Trustee Poupard is open to closing on this date, but feels that it is important see diversity in the calendar. She hopes that at the Library Board retreat in the spring a deeper discussion on Library closings can be discussed so that the Board doesn't have to go through this every September.

A motion was made to approve the suggested library closing for 2017 that were submitted by Ms. Farkas.

1<sup>st</sup>—Melissa Agosta

2<sup>nd</sup>—Doreen Poupard

Yes—5

No—1

Abstained—1

The motion passed with a majority.

**15. Adjourn**

A motion was made to adjourn the meeting at 8:44 p.m.

1<sup>st</sup>—Doreen Poupard

2<sup>nd</sup>—Melissa Agosta

The motion passed unanimously.



October 19, 2016

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Ramesh Verma, Secretary

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Date