



**CITY OF NOVI LIBRARY BOARD  
MINUTES, REGULAR MEETING  
July 20, 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 (Absent and Excused)  
Cindy Huang (Departed at 7:39)

**Library Staff**

Julie Farkas, Director  
Julie Prottengeier, Office Assistant

**Guests**

Kristin Abate, Support Services Supervisor  
Gail Anderson, Part-Time Programming Coordinator  
Pat Brunett, Friends of the Novi Library  
Lindsay Fricke, Information Services Librarian  
Sarah O'Brien, Information Services Librarian  
April Stevenson, Head of Information Services  
Aisar Taha, Shelver

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 Approval and Overview of Agenda.

1<sup>st</sup>—Ramesh Verma

2<sup>nd</sup>—Doreen Poupard

The motion passed unanimously.

### **4. Consent Agenda**

#### **A. Approval of Claims and Warrants L544**

#### **B. Approval of Regular Meeting Minutes – June 15, 2016**

A motion was made to approve the Claims and Warrants L544 and the Regular Meeting minutes from June 15, 2016.

1<sup>st</sup>—Tara Michener

2<sup>nd</sup>—William Lawler

The motion passed unanimously.

### **5. Correspondence**

There was no correspondence.

### **6. Presentation**

#### **A. Mr. Pat Brunett, from the Friends of the Novi Library, check presentation.**

- Mr. Burnett reported to the Board that the Friends of the Novi Library had passed a budget of \$40,000.00 for the upcoming fiscal year. Included in that budget are two items that will go to the Library. The Friends will purchase items on the Library's wish list and the Friends will support programs within the Library. Mr. Brunett presented Ms. Farkas with a check in the amount of \$28,605.00.
- Ms. Farkas reported that all but two items from the wish list were approved for purchase. Trustee Poupard asked what was on the wish list and Ms. Farkas said that she would send out a list of the items to everyone on the Board.

#### **B. Introduction of Ms. Gail Anderson, Part-time Programming Coordinator.**

- Ms. Anderson joined the staff at the Novi Public Library in June, 2016. Ms. Anderson spent over 16 years at the WDIV news station as a reporter. Her years as a reporter allowed her the opportunity to connect with various communities throughout the state of Michigan. In addition to reporting, Ms. Anderson has an event production business that has allowed her the opportunity to produce many large scale programs and events. Ms. Anderson hopes to create more programs for adults between the ages of 20 and 50 and also work on theme-based programming.
- Ms. Anderson informed the Board of a diversity program being held on October 4, 2016 from 6:30-8:30 at the Novi Library.
- The Library Board members welcomed Ms. Anderson to the Novi Library and are excited about the up-coming programs.

#### **C. Annual Staff Recognitions**

- **NPL Customer Service Award for 2015-2016:** Honors a staff person who has provided the most consistent and most positive customer service to our NPL patrons and staff over the past year. This year's recipients are:

- o Florence Woodbridge, Support Services
- o Sarah O'Brien, Information Services
- o Christina Salvatore, Communications Coordinator
- o Dominic Doot, Information Technology
- **NPL Above & Beyond Award:** Honors a staff person who has shown their dedication to the Novi Public Library. This year's recipients are:
  - o Kristin Abate, Support Services
  - o Denise Johnston, Support Services
  - o Aisar Taha, Support Services
  - o April Stevenson, Information Services
  - o Lindsay Fricke, Information Services
- Ms. Farkas presented each of the winners a certificate and also presented a plaque to hang in the library with everyone's name engraved on it. Along with Trustee Messerknecht, Ms. Farkas will host a dinner at Steve and Rocky's in Novi on August 3, 2016.

## 7. **Public Comment**

There was no public comment.

## 8. **Student Representatives Report**

The Student Representative Report can be found on pages 16-17 of the July 20, 2016 Library Board packet.

### A. **Programs**

- June 6 and June 7: Orientation for Summer Reading Program teen volunteers.
- June 22: Tie Dye Day to kick off the annual Summer Reading Program.
- June 29: Bubble Soccer was held at the Novi Library.

### B. **Summer Reading Update**

- There are five reading programs for each of the following age groups:
  - o Read to Me: Infants to pre-kindergarten
  - o On your Mark, Get Set, Read: K-4<sup>th</sup> grade
  - o Get in the Game Read: 5<sup>th</sup> and 6<sup>th</sup> grade
  - o Exercise your Mind: 7<sup>th</sup>-12<sup>th</sup> grade
  - o Adult Summer Reading Program: ages 18 and up.
- Teens can participate in weekly drawings by completing exercises and earning raffle tickets, and those that read three books can attend an after-hours lock-in at the Library on August 12, 2016.
- The two student interns, sponsored by the Friends of the Library, are **Meera Shivakumar** and **Sheri Lee**. The interns oversee all the teen volunteers and help patrons sign-up for Summer Reading. They each receive a \$500.00 stipend at the conclusion of Summer Reading that is graciously given by the Friends of the Novi Library.

### C. **Upcoming Programs**

- July 6: Spectacular Sports Movie
- July 11, 18, 25: Makeover Mondays
- July 13: Fitness Training Workshop
- July 19: Get Your Groove On
- July 27: Candy Olympics

### D. **Teen Space:** 259 Attendees for the month of June.

## 9. President's Report

The President's Report can be found on pages 18-36 of the July 20, 2016 Library Board packet.

### A. Goals Update

- Ms. Farkas reported that staff is working on a new goal document based on the 2016/2017 goals that were approved by the Library Board at the June 20, 2016 Library Board meeting. The new document will be presented at the August meeting.
- Trustee Messerknecht inquired about the end-of-life technology that was sold referenced on page 20 of the Library Board packet. Ms. Farkas explained it was computers that were sold in June.
- Ms. Farkas explained that every single employee at the Library plays a part in the goal document. She thanked the staff for all their work and dedication in making the Novi Library what it is.

## 10. Treasures Report

The Treasurer's Report can be found on pages 37-38 of the July 20, 2016 Library Board packet.

### 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 37-39 of the July 20, 2016 Library Board packet.

- 2015-2016: Revenue is projected to be \$2,673,181.00 and expenditures are projected to be \$3,092,245.00. This would require fund balance usage of \$419,064.00.
- 2016-2017: Revenue is projected to be \$2,774,726.00 and expenditures are projected to be \$3,035,900.00 pending an increase of \$17,500 for security camera installation that was not completed in 2015/2016. This budget will require fund usage of \$261,174.00.

### B. Library Fund 268 Expenditure & Revenue Report (June 30, 2016)

The Fund 268 Expenditure and Revenue report can be found on pages 40-43 of the July 20, 2016 Library Board packet.

- Revenue increased \$14,333.00 for the month of June bringing the year to date total to \$2,795,584.00.
- Expenditures increased \$196,373.00 for the month of June bringing the year to date total of expenditures to \$2,667,758.00. This is about 86% of what was budgeted and since the Library is at the end of the fiscal year, much less of the fund balance will need to be used.
- The net revenue and expenditures are a positive \$127,826.00.

### C. Contributed Fund Budget 269

The budget for Fund 269 can be found on pages 44-45 of the July 20, 2016 Library Board packet. Little activity was recorded.

### D. Contributed Fund 269 Expenditure and Revenue Report (June 30, 2016)

The contributed fund 269 Expenditure and Revenue Report can be found on page 46 of the July 20, 2016 Library Board packet. Little activity was recorded.

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

The balance sheets for funds 268 and 269 can be found on pages 47-48 of the July 20, 2016 Library Board packet.

- The ending balance for fund 268 in June was \$1,847,249.00
- The ending balance for fund 269 in June was \$1,661,973.00

Trustee Lawler inquired about an item on the Warrant. On page 5 of the Library Board packet

is a charge for \$999.00 from Konica Minolta Premier Finance. Ms. Farkas explained that Konica Minolta is the copier that the public and staff use to make copies. There are currently five in the building. The amount fluctuates based on the number of copies made each month. The Library is currently looking into new leases as that contract ends in the fall.

## **11. Director's Report**

The Director's Report can be found on pages 49-80 of the July 20, 2016 Library Board packet.

- Ms. Farkas shared a plastic castle that was created with the 3-D printer. The Library asked a patron to share his experience with the 3-D printer for an article in the Novi News. He provided very positive feed-back about his experience. Novi Schools is also implementing 3-D printing for students.
- On July 6, 2016 the Café did not open at its scheduled time and the issue was discussed with the Café owner.
- The entrance project is nearly 100% complete. An electrical conduit must be fixed as well as some irrigation issues. Ms. Farkas thanked the DPS for putting the project together and the Novi Police Department for making the area safe as people were entering and exiting at the beginning of the project. Trustee Lawler commented that proper signage would have been better at the start of the project.
- Ms. Farkas discussed the new program Raising a Reader in Novi and hopes it will be a signature program for literacy for the young children in Novi. The Library is working with the Novi Community Schools and the new preschool that is to open with close to 400 students already registered. With the help of parents she hopes that 1,000 books will be read by Kindergarten. As readers reach goals of 100 books, they will receive small incentives from the Library. Once 1,000 books are read the child will designate a book in the Library's collection with his or her name as "Reader Raised in Novi".
  - The Friends of the Novi Library donated \$3,000.00 and Vibe Credit Union donated \$1,000.00 to the program.
  - Trustee Poupard commented that it is important to include the children that may not have as much parental involvement. Ms. Farkas agreed and reported that there will be an effort to reach out to those students. She has plans to reach out to Novi News and other pre-schools in Novi as well as attend the City Council meeting in the fall with hopes of spreading the word.
  - Trustee Agosta commented that Facebook will also be a great way to get the word out.
  - Trustee Michener said that the Library does a great job at reaching out to the community both actively and passively.

### **A. Information Services Report**

The Information Service Report is located on pages 53-59 of the July 20, 2016 Library Board packet.

- The Technology Plan for 2016-2019 is located on pages 54-59. Ms. Farkas reported that the Library is a bit behind in Technology. Some of the hardware is too old for software updates. This issue will be discussed at future Board meetings.

### **B. Facilities Report**

The Facilities Report by Keith Perfect can be found on pages 60-61 of the July 20, 2016 Library Board packet.

### **C. Information Services Report**

The Information Services Report can be found on pages 62-63 of the July 20, 2016 Library Board packet.

- Librarian Mary Storch hosted an adult coloring program. Twenty adults met in the Board Room to take part in this trending, stress reducing activity.

**D. Support Services Report**

The Support Services Report can be found on page 64 of the July 20, 2016 Library Board packet.

**E. Library Usage Statistics**

The Library Usage Statistics can be found on pages 65-74 of the July 20, 2016 Library Board packet.

- Library usage is higher than last year's numbers.
- A new statistic will be added on the next report tracking the usage of the drive-up service counter.
- The library App went up for the month of June.

**F. Friends of the Novi Library**

The Friends of the Novi Library report can be found on pages 75-79 of the July 20, 2016 Library Board packet.

**G. Novi Historical Commission**

No report was provided.

**H. Novi News Article**

- Superintendent Steve Matthews submitted an article to the Novi News which referenced the Novi Library as being a great source for summer reading. The article can be found on page 80 of the July 20, 2016 Library Board packet.

**12. 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)**

- Trustee Verma explained that he, Trustee Michener and Ms. Farkas met to discuss director evaluations. It was determined that Ms. Farkas would contribute a self-evaluation once a year as part of her yearly evaluation.
  - Trustee Verma requested an organizational chart for the library and Ms. Farkas will send it to all the board members.

**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)**

- Trustee Messerknecht informed the board that there will be a meeting of this committee on July 21, 2016.

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

- Trustee Lawler reported that the committee had met after looking at another library's bylaws and determined that only a few changes needed to be made. There remains one element that the City needs to complete and once that is

done, the committee can present to the Library Board. Ms. Farkas hopes for a draft in September.

**13. Public Comment**

There was no public comment.

**14. Matters for Board Action**

**A. Approve an amendment to the 16/17 budget to reflect the addition of \$17,500 in Capital Outlay for 986.000 Data Processing—Security Camera upgrade due to work not being completed in 15/16.**

- Ms. Farkas explained that when a project isn't completed by the end of the fiscal year it must be rolled over into the new fiscal year. Time delays on the part of the company providing the upgrade caused the delay.

A motion was made to approve an amendment to the 2016/2017 budget to reflect the addition of \$17,500 in Capital Outlay for 986.000 Data Processing—Security Camera upgrade due to work not being completed in 2015/2016.

1<sup>st</sup>—Melissa Agosta

2<sup>nd</sup>—William Lawler

The motion passed unanimously.

- Trustee Verma requested that Ms. Farkas find out if there is any contingency money from the entrance project that the Library can get back. Ms. Farkas would get that information from the City.
- Ms. Farkas reminded the Board of the Friends Gala being held on Friday, August 26, 2016. The staff in-service will be held on August 19, 2016 and the Library will be closed. She will include the Agenda for the planned day at the August Library Board meeting.

**15. Adjournment**

A motion was made to adjourn the meeting at 8:24 p.m.

1<sup>st</sup>—Ramesh Verma

2<sup>nd</sup>—Melissa Agosta

The motion passed unanimously.



**August 17, 2016**

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Ramesh Verma, Secretary

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Date