



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
December 18, 2013**

1. Call to Order and Roll Call

Library Board

Mark Sturing, President
Willy Mena, Vice President
Scott Teasdale, Secretary
Larry Kilgore, Board Member
David Margolis, Board Member
Ramesh Verma, Board Member

Absent and Excused

Larry Czekaj, Treasurer

Student Representatives

Jessica Mathew
Ziyang Huang

Library Staff

Julie Farkas, Director
Diana Gertsen, Office Assistant

Guests

Laura Casey, City Council Woman
Craig Messerknecht, New Library Board Member

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 7:03 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Approval and Overview of Agenda

A proposal to add B under item #6, **Presentation**, was made, to introduce the newest appointed Library board Member.

A motion was made to approve the Agenda with the suggested amendment.

1st – Larry Kilgore

2nd – Scott Teasdale

The motion passed unanimously.

4. Consent Agenda

A motion was made to approve the December 18, 2013 Consent Agenda as presented.

1st – Ramesh Verma

2nd – Scott Teasdale

The motion passed unanimously.

5. Correspondence

A. November 25, 2013: Email from Bethany Bratney, Media Specialist – Novi High School

Novi High School Media Specialist, Bethany Bratney, sent a letter thanking the Library for including the High School in the Community Read project, and sharing the guest author for a separate presentation at the High School.

Not included in the December 18, 2013 Library Board Packet was a thank you certificate and letter, from the American Women's Business Association, for donating a bag of gentle used books to help with their annual auction.

6. Presentation

Trustee Larry Kilgore, who is leaving the Novi Community, was recognized by his colleagues for his six years of service and his many contributions to the Library Board. Library Board President, Mark Sturing presented Trustee Kilgore with a plaque for his dedicated service, and noted that many of the current policies were personally written by Trustee Kilgore. Remarks of appreciation were also made by Library Director, Julie Farkas and Council Woman, Laura Casey, who also served on the Board with Trustee Kilgore.

Newly appointed Library Board Member, Craig Messerknecht was introduced by Library Director, Julie Farkas. Craig has been a Novi resident for thirteen years, and has been an active volunteer with the Friends of Novi Library. He served as an officer in the Army for three years and is retired from a thirty year business career. Craig will begin his service on the Library Board beginning January 1, 2014.

7. Public Comment

There was no public comment.

8. President's Report

A. Library Goals Document 2013-2014

The 2013-2014 Goals document is located on pages 12-19 of the December 18, 2013 Library Board Packet. Highlights include:

- Working with MSU Tollgate to plan for "Project Grow" programming in the spring. Hoping to gain more library users by holding additional off site programs with business partners.
- Hosted Hockey Author event on Saturday, December 14, 2013. Two authors shared their experiences with the Red Wings and Hockey Town.
- Staff members, Margi Karp-Opperer and April Stevenson, met with the Instructional Coach and Media Specialist from the Novi School District regarding the 2013 Summer Reading Program to provide information and present to the Novi School Board.
- Student currently being interviewed to work on an Oral History project for the Historical commission. Students will identify people in the Novi community to interview and record their oral histories.
- Teen Space monitor from the Novi School District sponsored a ping pong tournament for teens that was well attended.
- Light up the Night, sponsored by Walmart, Menchie's, the Berenguer Family and Read-a-Latte Café, was a huge success with over 1,000 people coming through the Library doors.

9. Treasurer's Report

A. Library Budget 2013-2014

The 2013-2014 Budget dated March 20, 2013 is included in the December 18, 2013 Library Board Packet on pages 20-21.

B. Library Financials and Walker Fund – November 30, 2013

The Library Financials and Walker Fund Reports ending November 30, 2013 were distributed at the Library Board meeting.

Since the Library Board Treasurer was not in attendance, President Mark Sturing asked the Board Members if there were any comments regarding the Financials.

Trustee David Margolis remarked that, although the Library Board is grateful to the City for their assistance in preparing the Library Financials, he is concerned about the inconsistencies in the numbers that the City is providing. The Library Board wants to be able to provide feedback to the staff as to how well they are doing with actual expenditures against the budget.

Trustee Larry Kilgore suggested that it would be nice if the City added footnote of explanation when adjustments to the Financials are made retroactively.

Regarding the Walker Fund (269), Trustee Margolis reminded the Board that the original contract and amendment to the contract expires on December 31, 2013. The Finance Committee met with the City on December 11, 2013 to discuss options for the restricted and unrestricted funds. The suggestion was to consolidate only the unrestricted funds. Action can be taken after December 31, 2013 with a resolution from the Board.

Both Trustee Margolis and Director Julie Farkas agree that the Finance Committee needs to meet to make recommendations to the Board at the January Library Board meeting. The January Board meeting will be held on the 4th Wednesday of the month, rather than the usual 3rd Wednesday.

C. Library Café Revenue Report – due 15th of the Month – November 2013

There was no report provided; not applicable.

10. Director's Report

The Director's Report is included on pages 23-29 of the December 18, 2013 Library Board Packet. Highlights include:

Library Board Trustees Budget Planning Sessions

- Saturday, February 1st (8:00am-noon)
- Saturday, March 1st (8:00 am-noon)
- Both meeting held in the East Meeting Room on the 1st floor.

Money Smart Week (April 5-12, 2014)

- Partnering with the Federal Reserve Bank of Chicago, American Library Association, and the Library of Michigan to bring Money Smart Week to Michigan.
- Blast sent out to over 400 Libraries in the State of Michigan to promote interest and involvement.
- Reached goal of 2,500 books purchased by donor for distribution.
- Novi Library will be the distribution center for getting the books out to libraries in Michigan via TLN and Rides delivery systems.
- Novi Library will have a story time for pre-school children to learn about being smart money users.
- Novi Library will host a program for 25 children and parents to receive a free book.

Download Destination Participation Agreement

Information and the Agreement Document is provided on pages 23-28 of the December 18, 2013 Library Board Packet.

A. Library Cards Required for Service Report – Wendy Teagan

The Library Card Required for Service Report is included on page 29 of the December 18, 2013 Library Board Packet.

11. Additional Reports

A. Public Services Report

The Public Services Report is included on pages 37-38 of the December 18, 2013 Library Board Packet.

B. Building Operations Report

The Building Operations Report is included on page 39 of the December 18, 2013 Library Board Packet.

C. Library Usage Statistics – November 2013

The November statistics are included on pages 40-47 of the December 18, 2013 Library Board Packet.

Highlights include:

- 335 Library Cards issued
- 63,631 items checked out
- Number of items borrowed from TLN – 3,617
- Number of items borrowed from MEL – 72
- Number of items loaned through TLN – 4,101
- Number of items loaned through MEL – 103
- Read Box – Adult 90; Youth 192
- 59.46% of all items checked out were completed on self-check out stations
- Total circulation 63,631
- Daily average people using the Library was 1,075
- Early Literacy workstation usage 816
- Daily average Computer Logins 1,336
- Technology Sessions: 16 with 25 participants
- Check-outs Freegal 1,374; Overdrive 3,159; Zinio 517
- Charging Stations usage 4
- Meeting Room Rentals 32
- Library Apps 13,098

12. Friends of Novi Library Report

A. Meeting Minutes – November 13, 2013 – DRAFT

The Friends of Novi Library draft minutes for November 13, 2013 is included on page 48 of the December 18, 2013 Library Board Packet. Highlights of the minutes include:

- Currently have a total of \$36,953.25 in the Friends account. Friends will give a portion to Library for the Wish List.
- Friends' book sale on November 16, 2013 brought in over \$1,000.
- Gala was not held this year due to calendar conflicts with City and Library events.
- Friends are planning to partner an event with the Library in the fall.

13. Students Representatives' Report

The Student Representatives' Report is included on page 49 of the December 18, 2013 Library Board Packet. Highlights include:

- Discussed upcoming teen programming and volunteer opportunities at November 1st TAB meeting.
- Twenty two teens participated in the WOW scholarship Essay Writing Workshop.
- Eighteen teens participated in the Dollar for College program.
- Hunger Games program on November 21st had thirty four teens in attendance.
- Fifteen teen space sessions in November averaged fifty eight kids per session.
- Fourteen teen volunteers helped with Library programming.

14. Historical Commission Report

There was no report provided.

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)

1. Agenda & Meeting Minutes – December 11, 2013

The Finance Committee Agenda and Meeting Minutes is included on page 30 of the December 18, 2013 Library Board Packet. Supplementary information distributed at the Committee meeting is also included on pages 31-36 of the December 18, 2013 Library Board Packet. Highlights of the Finance Committee Report are:

- Met with City Representatives on Wednesday, December 11, 2013.
- Audited results for Fiscal Year end 6/30/2013 was presented.
- Discussed options for the impending expiration of the Walker Fund contract.
 1. Invest some funds with the Northville Community Fund.
 2. Create own internal endowment fund.
- Committee will meet in early January to bring recommendations to the January Board meeting.

D. Fundraising Committee (Sturing, Mena – chair)

There was no report provided.

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

There was no report provided.

F. Building/Landscaping Committee (Kilgore, Margolis, Czekaj – chair)

There was no report provided.

16. Public Comment

There was no public comment.

17. Matters for Board Action

A. Approve Download Destination Participation Agreement

A motion was made to adopt the Download Destination Participating Library Services Agreement as presented.

1st – David Margolis

2nd – Larry Kilgore

The motion passed unanimously.

18. Adjourn

A motion was made to adjourn the meeting at 8:07 p.m.

1st – Larry Kilgore

2nd – Willy Mena

The motion passed unanimously.



January 22, 2014

Scott Teasdale, Secretary

Date