



**CITY OF NOVI LIBRARY BOARD  
MINUTES, REGULAR MEETING  
September 16, 2015**

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

**Library Board**

Mark Sturing, President  
Craig Messerknecht, Treasurer  
Ramesh Verma, Secretary  
Paul S. Funk, Board Member  
William Lawler, Board Member  
Tara Michener, Board Member

**Library Board Absent/Excused**

John Lesko, Vice President

**Student Representatives**

Ruchira Ankireddygari (departed at 7:05 p.m.)  
Cindy Huang (departed at 7:05 p.m.)

**Library Staff**

Julie Farkas, Director  
Mary Ellen Mulcrone, Assistant Director, Building Operations  
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 Mark Sturing, President at 7 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 the Agenda as presented.

1<sup>st</sup> – William Lawler  
2<sup>nd</sup> – Ramesh Verma

The motion was passed unanimously.

#### **4. Consent Agenda**

##### **A. Approval of Claims and Warrants L534**

A motion was made to approve the Claims and Warrants L534 as presented.

1<sup>st</sup> – Ramesh Verma

2<sup>nd</sup> – Tara Michener

The motion was passed unanimously.

##### **B. Approval of Regular Meeting Minutes – August 19, 2015**

A motion was made to approve the Regular Meeting Minutes of August 19, 2015 as presented.

1<sup>st</sup> – Ramesh Verma

2<sup>nd</sup> – Tara Michener

The motion was passed unanimously.

#### **5. Correspondence**

Ms. Farkas presented a thank you letter from Rochelle Vallance, Recreation Supervisor for the City of Novi, thanking the Novi Library for partnering with the Novi Parks, Recreation, and Cultural Service's Sizzling Summer Art Series. Ms. Farkas informed the Board that the number of participants was up from last summer.

#### **6. Presentation/Special Guests**

There were no presentations or guests.

#### **7. Public Comment**

There was no public comment.

#### **8. Student Representatives Report**

The Student Representative Report can be found on page 15 in the September 16, 2015 Library Board packet.

The Student Representative Report highlighted the following events:

- **August 5**-Teens celebrated the completion of the Summer Reading Program at the Summer Reading Finale at Paradise Park.
- **August 6**-Students enjoyed making their own Rainbow Loom at Rainbow Loom Fun Night.

Upcoming Programs:

- **September 18**-Catch Up on Maze Runner
- **September 23**-Smoothie Challenge
- **September 25**-Teen Advisory Board Meeting

Ms. Farkas informed the Board that future Student Representative Reports will include monthly Teen Space attendance numbers.

#### **9. President's Report**

##### **A. Goals Update – August 2015**

The Novi Public Library 2015-2016 Goals for August, 2015 can be found on pages 16-22 of the September 16, 2015 Library Board packet.

## **10. Treasurer's Report**

### **A. Library Budget Fund 268 – 2015-2016**

The 2015-2016 fiscal year Library Budget can be found on pages 23-25 of the September 16, 2015 Library Board packet.

- Trustee Messerknecht explained that Fund 268 remains unchanged. The projected total revenue for the fiscal year is \$2,673,000.00 and the total projected expenditures are \$3,087,000.00. At this time, the budget indicates that \$414,000.00 of the Fund Balance will be used.

### **B. Library Fund 268 Expenditure & Revenue Report (August 31, 2015)**

The Library Fund 268 Expenditure and Revenue Report can be found on pages 26-29 of the September 16, 2015 Library Board packet.

#### **1. Revenue**

After two months, total revenue for Fund 268 is \$2,641,000.00. The projected budget for the year is \$2,673,000.00 which is only \$31,000.00-\$32,000.00 more than the Library has at this time. Miscellaneous revenue such as meeting room rentals and book fines should be more than enough to meet our 2015/2016 budgeted revenue.

- Trustee Messerknecht highlighted that State Penal Fines were awarded to the Library as hoped. There had been discussion at the State level of this allotted revenue being revoked.
- Trustee Messerknecht also mentioned Read A Latte Cafe has brought in less money than was expected for the month of August. Ms. Farkas informed the Board that Mr. Bernstein is still missing payments for July 2015 and August 2015 and she recommends a meeting between Mr. Bernstein and the Building/Landscaping Committee to discuss the situation and figure a way to keep his balance current.

#### **2. Expenditures**

The total expenditures through first 2 months were just over \$469,000.00. This amount is about 15% of the projected annual expenditures. Trustee Messerknecht reported that since we are about 15% through the year, this is on track.

- The Library staff needs to be aware of controllable expenditures. 27% of the Office Supply budget, 28% of the Postage budget, and 39% of the Office Equipment budget has been used. Staff will need to keep an eye on these items. Ms. Farkas informed the board that at the beginning of the fiscal year a large paper order is placed which impacts the budgeted amount. Paper is only ordered twice a year.

Total net of revenue and expenditures after 2 months is a positive \$2,172,000.00. This number will diminish each month as the majority of our revenue has been recognized.

### **C. Contributed Fund Budget 269**

The approved 2015-16 fiscal year Library Contributed Fund 269 budget is located on pages 30-31 of the September 16, 2015 Library Board packet.

Projected revenues of Fund 269 are \$41,700.00 and projected expenditures are \$39,600.00. This would leave positive net revenue vs. expenditures of \$2,100.00.

### **D. Contributed Fund 269 Expenditure & Revenue Report (August 31, 2015)**

The Contributed Fund 269 Expenditure and Revenue Report can be found on page 32 of the September 16, 2015 Library Board packet.

- Through two months, the revenues are \$16,368.60 with expenditures at \$4,576.83 which leaves a net of revenue and expenditures of \$11,791.77.

#### **E. Balance Sheets**

The Library Balance Sheet for period ending August 31, 2015 can be found on page 33-34 of the September 16, 2015 Board Packet.

- Fund 268 shows an ending fund balance of \$3,921,733.61.
- Fund 269 has an ending fund balance of \$1,641,397.03.

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

- The Library was awarded 2 grants, both written by Teen Librarian Lindsay Fricke:
  - Community Financial Credit Union awarded \$1,000.00 to be used for starting a teen book club.
  - School Library Journal Summer Teen Virtual Conference awarded Ms. Fricke a set of three books as a result of participating in a webinar.
- Ms. Farkas also recognized Ms. Fricke's ability to connect with the teen library community and encouraged the Board to stop by the Teen Stop to view the changes Ms. Fricke has made to the space.
- Ms. Farkas graciously thanked the Library Board for the Staff Appreciation Lunch they hosted on September 1, 2015. Trustee Michener and Trustee Verma both attended and the staff was greatly appreciative of that.
- The Rain Garden Project was a success. Close to 40 students between the two days showed up to work. The bulk of the students were from Novi and Northville High Schools. Ms. Farkas sent thank-you notes to the Superintendent, Principal, and teacher advisors at both schools. By doing this, the Library saved \$2,500.00.
- Teen Space has started another year. A new staff member has been hired to be a constant presence in the room.

#### **A. Public Services Report**

The Public Services Report can be found on pages 38-39 of the September 16, 2015 Library Board packet.

#### **B. Building Operations Report**

The Building Operations Report can be found on page 40-41 of the September 16, 2015 Library Board packet.

- Trustee Verma inquired about an energy audit that DTE was supposed to be scheduled. Ms. Mulcrone said that it has not been scheduled at this time.

#### **C. Library Usage Statistics**

- Trustee Lawler had requested more statistics for the new Novi Library cards issued. Ms. Farkas said that any non-Novi resident entered in the Library system is considered a "new card" and that explains why there is such a variety of zip codes for new Novi Library cards.
- The Principal of Woods Elementary hosted an open house for new students and requested the Library's presence. Ms. Farkas is certain that generated more cards.
- The Library App continues to be an impressive piece of marketing for the Library as the usage of the app increases.

**D. Friends of the Novi Library**

There was no report provided by the Friends of the Novi Library.

**E. Novi Historical Commission**

There was no report provided by the Novi Historical Commission.

**12. Committee Reports**

**A. Policy Committee (Lesko, Michener – Chair)**

There was no report provided for the Policy Committee.

**B. HR Committee (Michener, Verma – Chair)**

Two meetings have been held and continue to be held every two weeks. The committee has five employees, as well as somebody from the City of Novi to contribute information. A third meeting is scheduled and they should have a draft written. Ms. Farkas hopes to bring a draft of the whole policy to the HR Committee by October which would then bring it to the Board for approval in November.

**C. Finance Committee (Sturing, Lesko, Messerknecht – Chair)**

There was no report provided for the Finance Committee.

**D. Events/Marketing/Fundraising Committee (Funk, Lawler, Michener – Chair)**

- The committee met on August 28, 2015 to discuss a possible fundraising initiative with a "lending library" concept. This would be a satellite concept that would get materials out to parts of Novi that struggle to connect with Library. Ms. Farkas will bring a full presentation to the Board after more research. Ms. Farkas also assured the Board that this would be only used as a fundraising opportunity.
- For the first time Novi Library was able to partner with Catholic Central High School. The school unveiled an Abraham Lincoln exhibit which Ms. Farkas was able to attend. The author John Mitchell spoke about his book about Lincoln at two separate events; one at the unveiling, and one at the Library.

**E. Strategic Planning Committee (Lawler, Funk – Chair)**

Trustee Funk reported that the first Strategic Planning meeting had a good cross section of people from within the community. The feedback was overwhelmingly positive. A couple of issues that were brought up were the traffic pattern in the parking lot and the location of the Novi Special race car in the Youth area.

**F. Building/Landscape Committee (Funk, Messerknecht-Chair)**

Trustee Funk thanked the Board for assisting in his absence with the Rain Garden. Ms. Farkas explained that it is requiring extra water and that the water bill will most likely be higher than usual.

**13. Public Comment**

There was no public comment.

**14. Matters for Board Action**

**A. Library Closures for 2016**

Ms. Farkas requested for the 2016 calendar year that Friday, December 23, 2016 and Friday December 30, 2016 be considered for closure. The current policy states that when the

Christmas and New Year holiday falls on Sunday, the Novi Library will be closed on the Monday after. Ms. Farkas explained to the Board that Monday is the busiest day for circulation and requested that the Library remain open and, instead, close on the Friday prior to the holiday weekend.

A motion was made for the calendar year 2016 to recognize the Friday before Christmas and New Years as a day off instead of the Monday following these holidays. And for years subsequent to 2016, the Policy Committee would look at eliminating the Monday after those holidays from the policy.

1<sup>st</sup> -- Paul Funk  
2<sup>nd</sup> -- Craig Messerknecht

Yes—5  
No—0  
Abstain—1

The motion passed with a majority vote.

**15. Adjourn**

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

1<sup>st</sup> – Ramesh Verma  
2<sup>nd</sup> – Tara Michener

The motion was passed unanimously.



October 21, 2015

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Ramesh Verma, Secretary

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Date