



**CITY OF NOVI LIBRARY BOARD  
MINUTES, REGULAR MEETING  
February 28, 2019**

**1. Call to Order**

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 Tara Michener, President, at 7:00 p.m.

- A. Adopt public comment language to reflect 3 minute time limit which follows the City Council guidelines**
- B. Institute the 3 minute timer in order to accommodate all guests in a timely manner during library board meetings**

**2. Roll Call by Treasurer, Melissa Agosta**

**Library Board**

Tara Michener, President  
Melissa Agosta, Treasurer  
Bill Lawler, Secretary (absent and excused)  
Kat Dooley, Board Member  
Craig Messerknecht, Board Member  
Geoffrey Wood, Board Member (absent and excused)  
Torry Yu, Board Member

**Student Representatives**

Mahek Nasser, Student Representative (departed at 7:15pm)  
Tarun Tangirala, Student Representative (departed at 7:15pm)

**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 as presented.

1<sup>st</sup>—Melissa Agosta

2<sup>nd</sup>—Kat Dooley

The motion passed unanimously.

5. **Consent Agenda**

- A. **Approval of Budget Study Session Minutes – January 19, 2019**
- B. **Approval of Regular Meeting Minutes – January 24, 2019**
- C. **Approval of Budget Study Session Minutes – February 9, 2019**
- D. **Approval of Claims and Warrants 575**

A motion was made to approve the Consent Agenda; items A-D listed above.

1<sup>st</sup> – Kat Dooley

2<sup>nd</sup> – Torry Yu

The motion passed unanimously.

6. **Correspondence**

- A. **Comment Cards re: Cold Temperatures in the Library lobby**

Comment cards received in January were regarding cold temperatures. The Library had a heating issue that has been resolved

- B. **Email from Gwen Markham re: MKL Day – January 21, 2019**
- C. **Email from Vinit Gupta re: Overdue notices and CARL system**

A trustee commented that they were appreciative that Director Farkas responded to the patron.

7. **Presentation/Special Guest**

- A. **Communications Update by Christina Salvatore**

Ms. Salvatore distributed fliers informing the trustees of upcoming Library events such as National Library Week, Food for Fines, Caring in the Community Volunteer Fair, and the Summer Reading Kick-Off Party. The Friends of the Novi Public Library Newsletter is also included in the handout.

The trustees were appreciative that Ms. Salvatore attended the meeting to update the team on upcoming Library events.

8. **Public Comment**

There was no public comment.

9. **Student Representatives Report**

The Student Representative Report from February and March 2019 will be in the March 2019 Board packet.

Director Farkas included a press release mentioning Librarian, Lindsay Gojcaj on page 31. Lindsay served as a member of YALSA's Best Fiction for Young Adults Committee for the last two years. Director Farkas is appreciative of Lindsay's commitment and for representing the Novi Library.

10. **President's Report (Tara Michener)**

- A. **2018-2019 Library Goals**

The Library Goals can be found on page 33 on the February Library Board packet.

- B. **2018-2019 Goal Update (July, October, January, April)**

There are no updates to report.

- C. **2019-2020 Library Board Officers: present slate in March, approve in April, take office in May**

President Michener will communicate with Secretary Bill Lawler regarding this deadline

## 11. Treasurer's Report (Melissa Agosta)

Trustee Agosta provided a printed summary of the Treasurer's Report; which the Trustees were appreciative to receive.

### A. 2018-2019 Library Budget Fund 268

The 2018-2019 Library Fund 268 Budget can be found on pages 34-37 of the February 28, 2019 Library Board packet.

- The 2018-2019 Library Fund 268 budget calls for revenue of \$3,033,030.00 and expenditures of \$3,140,250.00 consuming \$107,220.00 of the fund balance.

### B. 2018-2019 Contributed Fund Budget 269

The 2018-2019 Contributed Fund 269 Budget can be found on page 38 of the February 28, 2019 Library Board packet.

- The 2018-2019 Contributed Fund 269 budget calls for revenue of \$39,500.00 and expenditures of \$164,700.00 consuming \$125,200 of the fund balance.

### C. Library Fund 268 Expenditure & Revenue Report ending January 31, 2019

The Library Fund 268 Expenditure and Revenue Report can be found on pages 39-41 of the February 28, 2019 Board packet.

- Revenue ending January 31, 2019 was \$3,003,184
- Expenditures ending January 31, 2019 was \$1,590,976

### D. Contributed Fund 269 Expenditure & Revenue Report ending January 31, 2019

The Contributed Fund 269 Expenditure and Revenue Report can be found on page 42 of the February 28, 2019 Library Board packet.

- Revenue ending January 31, 2019 was \$46,034
- Expenditures ending January 31, 2019 was \$72,974

### E. Balance Sheets for Fund 268 and 269 as of January 31, 2019

The Balance Sheet for Funds 268 and 269 can be found on pages 43 and 44 of the February 28, 2019 Board packet.

- Ending Fund Balance for Fund 268 as of January 31, 2019 was \$3,315,131.33
- Ending Fund Balance for Fund 269 as of January 31, 2019 was \$1,680,488.29

### F. Proposed 2019-2020 Budget Fund 268

Discussed under 15. Matters for Board Action B. Approve: 2019-2020 Budget Fund 268

### G. Proposed 2019-2020 Contributed Fund 269

Discussed under 15. Matters for Board Action C. Approve: 2019-2020 Contributed Fund 269

## 12. Director's Report

The Director's Report can be found on pages 50-53 of the February 28, 2019 Library Board packet.

Staff members celebrating anniversaries in March are:

- Jolanta Borek- Support Services Supervisor – 12 years
- MaryAnn Zurmuehlen – Support Services Department Head – 8 years
- Jean Aldrich- Support Services Clerk – 2 years
- Hillary Hentschel – Information Services Librarian - 2 years
- Sarah Andrus – Information Services Librarian Substitute – 1 year

Director Farkas included a letter regarding State Aid participants on page 51.

On page 50 is a response to patron, Mr. Al Bialek, regarding tracking Library programming.

On page 50 is a response from a question during a Budget session regarding vehicle wrap.

On page 51 are dates of events that Director Farkas has been involved with.

On page 52 and 53 is an article Director Farkas shared with the staff and wanted to share with the Trustees. This is an excellent article focusing on gratitude.

**A. Information Technology Report**

The Information Technology Report can be found on page 54 of the February 28, 2019 Library Board packet.

**B. Facilities Report**

The Facilities Report can be found on page 55 of the February 28, 2019 Library Board packet. The building encountered a pipe burst that was resolved within hours. Additional insulation in this area is being considered.

**C. Information Service Report**

The Information Service Report is found on pages 60-63, prepared by April Stevenson. Director Farkas mentioned the Raising a Reader Program on page 61. During the month of January 2019 45,000 books have been read. On the bottom of page 62 is a pictorial communication board that Kirsten Malzhan created to aid in communication with patrons. On Page 63 is a spotlight on Hillary Hentschel, Information Services Librarian.

**D. Support Service Report**

The Support Services report is found on page 64, prepared by Maryann Zurmuehlen.

**E. Library Usage Statistics**

The Library Usage Statistics report can be found on pages 65-73. Director Farkas inquired about reduced use of self-checks; following up with a Trustee question regarding decreased self-checks. For the past 6 months due to the CARL migration, when using the self-check, patrons have been asked to see a staff person if there is an issue on their account; therefore, limiting the use of the self-check machines. As of February 22, 2019, credit card service is available on the self-check outs.

**F. Friends of the Novi Library**

N/A

**G. Novi Historical Commission**

On page 75 is the Historical Commission Budget for 2019-2020.

A Trustee asked if any information was released for the Lakeshore project. Director Farkas acknowledged that currently no timeframes have been announced in terms of bid.

On page 74 is an article about the Novi Library participating in the Cuban Challenge. A trustee noted that this was a beneficial challenge for snow days with children discovering online reading venues.

President Michener announced that February Anniversaries will be distributed with March Anniversaries.

A Trustee acknowledged all of the hard work the director and staff devote to the Library. Director Farkas was grateful for the comment and is very appreciative of the dedication of the Library staff.

Another Trustee commented on the LED project undertaking and how pleased they are that it is under budget. Also, Trustees are looking forward to the Library Kiosk.

**13. Committee Reports**

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

(Michener-Chair, Dooley)

- Board approved revised policy manual on June 22, 2017
- President Michener met with members and is reviewing policies.

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

(Lawler – Chair, Yu, Staff Liaison – Marcia Dominick)

- Staff satisfaction and strategic planning. A meeting is scheduled for Thursday Evening, March 14.

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

(Agosta – Chair, Messerknecht, Lawler)

- A complimentary meeting is scheduled in March to review future funding for the Library.

**D. Events/Marketing/Fundraising Committee: Outreach opportunities**

(Michener – Chair, Agosta, Wood)

President Michener is celebrating March is Reading Month by encouraging young readers to read. President Michener is inspiring Deerfield Families to apply for Library cards and to visit the Library. President Michener presented examples of fliers, prepared for Deerfield School, to the Trustees.

- 02/01/2019: Toast of the Town – Agosta, Dooley, Michener
- 02/09/2019: Let's Talk About... Race – Michener
- 02/11/19: City of Novi 50<sup>th</sup> Anniversary Celebration – Agosta
- 02/13/19: Suburban Collection Grand Opening – Agosta, Messerknecht

**E. Strategic Planning Committee: Annual review of current plan**

(Wood – Chair, Dooley) Review completed in November 2017.

- Trustee Dooley attended her first committee meeting. Members are busy brainstorming and there will be another follow-up meeting to continue to review data and decide on the next steps.

**F. Building/Landscape Committee: Entrance Project, LED conversion project, Building assessment**

(Messerknecht – Chair, Lawler, Yu, Wood)

- Communication is ongoing with the attorney regarding the Library café.
- LED project is almost complete. On page 56 -59 is the detail of various bulbs used throughout the Library.
- Trustees discussed the upcoming renovations for the Makerspace area. Trustees were pleased that the Library is communicating to the patrons well in advanced to prepare for these changes.

**G. Bylaw Committee: Review Library Board Bylaws**

(Lawler – Chair, Agosta)

- Bylaw revisions were approved at the October 25, 2018 meeting.
- No updates to report

**14. Public Comment**

There was no public comment

**15. Matters for Board Action**

- A. Approve: OPERATING AGREEMENT BETWEEN THE NOVI PUBLIC LIBRARY AND THE FRIENDS OF THE NOVI PUBLIC LIBRARY (This will be brought back again at another time after further discussion with the Friends President)**

**B. Approve: 2019-2020 Budget Fund 268**

A motion was made to approve the Fiscal Year 2019-2020 Budget Fund 268, revenue of \$3,142,439 and expenditures of \$3,234,539 consuming \$92,100 of the Fund Balance as detailed on pages 45-48.

1<sup>st</sup>— Melissa Agosta

2<sup>nd</sup>— Craig Messerknecht

The motion passed unanimously.

**C. Approve: 2019-2020 Contributed Fund 269**

A motion was made to approve the Fiscal Year 2019-2020 Contributed Fund 269 as listed on page 49 with revenue of \$39,500 and expenditures of \$75,250.

1<sup>st</sup>— Melissa Agosta

2<sup>nd</sup>— Craig Messerknecht

The motion passed unanimously.

**16. Adjourn**

A motion was made to adjourn at 7:56 p.m.

1<sup>st</sup>— Melissa Agosta

2<sup>nd</sup>—Kat Dooley

The motion passed unanimously.



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Tara Michener, President

March 28, 2019

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Date