



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
JANUARY 20, 2010**

1. Call to Order and Roll Call

Library Board

Laura M. Casey, President
Willy Mena, Secretary
Mark Sturing, Treasurer
David Margolis, Board Member
Emily Bank, Student Representative
Shital Chauhan, Student Representative

Absent and Excused

Ramesh Verma, Vice President
Larry Kilgore, Board Member
Larry Czekaj, Board Member (7:05 p.m. arrival)

Library Staff

Julie Farkas, Director
Mary Ellen Mulcrone, Assistant Director
Margi Karp-Opperer, Assistant Director
Marcia Dominick, Administrative Assistant

Guest

Carl Adams, Owners' Representative
Donna Pace, Friends of the Novi Library

The meeting was held at the City of Novi, Council Chambers, 45175 W. Ten Mile Road, Novi, Michigan 48375, and was called to order by Laura M. Casey at 7:00 p.m.

2. Pledge of Allegiance

The pledge was recited.

3. Approval and Overview of Agenda

A motion was made to approve the January 20, 2010 Library Board meeting agenda as presented.

1st – David Margolis
2nd – Mark Sturing

The motion was passed unanimously.

4. Consent Agenda

A request to change the word “parody” to “parity” of the December 16, 2009 Library Board minutes – item#15, Committee Reports, Section b, HR Committee.

A motion was made to approve the January 20, 2010 Regular Library Board Consent Agenda as amended.

1st – David Margolis

2nd – Willy Mena

The motion was passed unanimously.

5. Correspondence

a. Linda Pysher Thank You Note

Linda Pysher thanked the Library for making her transition to the area pleasant.

b. Sue Ruddy, Orchard Hills Librarian, Thank You Note

Sue Ruddy thanked staff and the Owner’s Representative, Carl Adams, for allowing the Novi Schools Librarians to tour the new facility.

c. Justin Fisher Thank You Note

Justin Fisher, newly appointed City Council Member, thanked Julie for providing him with a tour of the new Library facility.

d. Daniel M. Jones, Twelve Oaks Mall Donation Letter

A letter was received acknowledging the Novi Public Library as the recipient of a \$1,000 donation. The Novi Public Library was chosen as an “appreciation for our extraordinary library that our community is fortunate to have available.”

6. Presentation

a. Novi Newbie’s Program: Margi Karp-Opperer, Assistant Director of Public Services

Julie Farkas, Margi Karp-Opperer and Donna Pace, a member of the Friends, delivered the first of many Novi Newbie’s bags which contains a bib, onesie, book, a letter from the Mayor, and items highlighting Novi. This project is in cooperation with the Novi Public Library, City of Novi, the Friends of the Novi Library, and Providence Hospital. SWOCC and the Novi News were there as the gifts were given to a Novi resident who recently had twins.

7. Public Comment

There was no public comment.

8. President’s Report

a. Library Goals 2009-2010

- Novi Public Library presence at the Novi Homeowners Breakfast held on Saturday, January 23, 2010.
- Color boards are available at the Novi Public Library showing paint, fabric and material swatches for the new Library facility.
- Vodcasts – four are presently being shown with more presentations to be filmed.

- Library Board and staff will be meeting regarding Operations Policies for the new Library facility in February 2010. Date to be determined.

b. Building Authority Update

Presented by Larry Czakaj:

- Construction is on schedule.
- The Library should receive their Temporary Certificate of Occupancy - March 31, 2010.
- The Library construction project is coming in under budget even with the change orders to date.

c. Construction Report – Carl Adams

- The construction project is on schedule and he doesn't anticipate any problems.
- Tile work is three-fourth complete.
- Glass is being installed in the partitions
- Column enclosures have been completed on the second floor.
- Lobby tile has been completed.
- Paint has been completed.
- Main area – Starting of the millwork in the café area
- West elevation 99% completed
- The first walk-thru is expected in the next two weeks.
- Fire alarms are operational.

d. RFID Volunteer Project – Monday, February 15th (7-8:45 p.m.)

On Monday, February 15, the Library Board has been requested to sign-up for Tagging training from 6-8:45 p.m.

e. Memorial Day Parade – Monday, May 31st at 9 a.m.

Laura Casey asked for Library Board volunteers to walk in the Memorial Day Parade.

f. Greeters for Opening of the New Building – June 2010

Laura Casey asked for the Library Board to reserve time to be greeters for the first Saturday that the new Library facility is open.

9. Treasurer's Report

a. Library Budget 2009-2010

Included in the Board Packet is the 2009-2010 approved Library Budget dated March 18, 2009.

b. Library Investments – December 30, 2009

The Library Investments Report for period ending January 31, 2010 was not available, but is expected for the February 17, 2010 Library Board Meeting.

The Library Investment Report for the month ending November 30, 2009, shows a total investment amount of \$3,810,011.03. No interest was reported in this figure.

c. Library Revenue and Expenditures – December 30, 2009

The Library Revenue and Expenditures Report for period ending January 31, 2010 was not available, but is expected for the February 17, 2010 Library Board meeting.

The Balance Sheet for period ending November 30, 2009 shows the Total Liabilities and Fund Balance at \$4,033,380.80. The Library's Net of Revenues and Expenditures Year-to-Date thru November 30, 2009 shows a balance of \$1,819,950.74 with 68.91% of the budget used.

A report provided by Kathy Smith-Roy, Director of Finance for the City of Novi, shows projections of taxable value, millage rate and tax revenue for 2010- 2013. The expected decrease in funds for 2010 indicates a -10.2%; projections for 2011, -9.1%; projections for 2012 at -6.7%; and projections for 2013 at 0.0%. The Library Board commented on how fortunate they were to have a surplus of funds collected in past years (fund balance).

10. Director's Report

The Library Board was provided with signage for some of the areas within the new facility - Story Time Room; Teen Stop; and the donor wall. The donor wall is etched acrylic and can be removed to add names as necessary. The Donor Wall is expected to be located at the main entrance and left of the Welcome Desk.

Laura Casey and Julie Farkas attended the City of Novi's Goal Setting Session, which was generated from study sessions from the City.

A Green Building Initiatives Brochure was created to be available to the community highlighting a few of the green initiatives that were built in the new Library facility. The Library Board suggested that this brochure be sent to the young people who made a presentation about placing green initiatives in the new Library building.

The new Library facility is not Leed Certified. The new facility was constructed as green as could be without budget constraints.

In 2009, the Novi Library instituted a Novi Star program highlighting the achievements of staff that went above and beyond.

Budget Study Sessions are to begin in February. The dates that are reserved may have to be changed based on when the financials are received.

Human Resources –

- Effective July 1, 2010, it is expected that most of the staff will work a 40 hour work week from a 37.5 hour work week.
- Julie is receiving feedback on the time allowed for lunch period.
- Possible change in operational hours once the new Library is open.
- Exempt employees have been notified of their status.

The Grand Opening Committee has met and discussed programming ideas, costs, etc. A Committee meeting is scheduled for Wednesday, February 10, 5:30 p.m. to discuss the Grand Opening budget among other items. For the Friday, June 25, 2010 event, we are planning on serving a cross-cultural cuisine. The Saturday, June 26th event will be more family oriented with entertainers, and finger foods.

A Customer Service Model is being created by Marilyn Suttle of Suttle Enterprises. She will also be assisting with the Library's Focus Group Sessions, which are to be held on Wednesday, January 27 and Wednesday, February 3, 7 p.m. at the City of Novi.

a. Computer and Internet Policy

As technology changes, so does the Computer and Internet Policy to include the new technology.

A motion was made to make changes to include IM (Instant Messaging) where required.

1st – Mark Sturing

2nd – David Margolis

The motion was approved unanimously.

b. Library Survey Results – Margi Karp-Opperer, Assistant Director of Public Services

Margi Karp-Opperer provided the results of the fall survey (see pages 33-39 of the January 20, 2010 Library Board packet) with 90% of the results very positive. There were 1,274 surveys completed in-house and 173 taken on-line.

c. MLC Merger Information

The Michigan Library Consortium voted to join forces with INCOLSA, a statewide network providing leadership in cooperative activities for Indiana libraries. The new organization will take effect in February 2010. The Michigan Library Consortium provides great discounts on databases that are provided to patrons at the Library.

d. Timeline of events during closure of the Library (April – May 2010)

A draft timeline was provided for the Library Board indicating the events/training schedule anticipated during the Library's closure, April – May 2010. It is anticipated that the Library Board will also be trained on the new systems within the new facility.

11. Friends of Novi Library Report

Donna Pace, representing the Friends of the Novi Library, presented:

- The Friends Gala was held on Friday, December 11, 2009 at the Pulte Homes of Novi location where approximately 70 persons were in attendance.
- The Detroit Free Press Gift of Reading program benefited from the Gala and the Friends as 153 books were provided for needy children.
- A change in the Friends By-Laws are:
 - Reduction from 8 to 7 Member's at Large
 - Terms in Office from 2 consecutive one- year terms to 3 consecutive one- year terms in office.
- On Saturday, January 16, 2010, the Friends will be holding a brainstorming session.
- The Friends will provide continued cooperation for the Novi Newbies program. A \$1,000 grant was received to help fund this project.
- Upcoming Programs:
 - Early Surveyors of Michigan – Tuesday, January 26, 7 p.m.
 - Michigan's Fashion Industry – Thursday, February 25, 7 p.m.
 - Women of Motown – Thursday, March 25, 7 p.m.

12. Historical Commission Report

With the vacancy of Kathy Mutch's seat on the Historical Commission, Roy Prentice has been elected as chairperson. The Historical Commission would like to be part of the set-up of the Local History room at the new facility. The Library will have control of the room as it is the Library's collection. The Historical Commission will hold their meetings in the Local History room once the new Library facility is open. The Commission is considering changing their meeting dates so as not to conflict with the Library Board meetings held the third Wednesday of each month.

13. Student Representatives Report

- The Student Representatives are planning to meet with Laura Casey to discuss their goals.
- There are presently 30 members of the TAB (Teen Advisory Board) and the Library has offered to purchase t-shirts for them.
- Teen Writing Program, January 11- March 5, 2010. Prizes will be Border's gift certificates.
- Working on Summer programs:
 - Movie days
 - Vegan cooking classes
 - An Amazing Race – scavenger hunt
 - Decorating flip-flops
 - Graffiti art days
- Novi High School Open Study – cramming for exams days.
- The TAB group toured the new Library at their last meeting and was very impressed. They commented on the size and the colors of the room, the new technology, etc. The name of the Teen room will be called "Teen Stop".
- The teens took part in selecting the name of the Library's café.
- The TAB attended the City of Novi's Appreciation Dinner held January 8, 2010 at the Sheraton Novi.
- The TAB would like to volunteer to assist with the move to the new facility. Flyers will be made available to the high school students to volunteer their services too.

The Library Board thanked the TAB and Student Representatives.

Mark Sturing attended the Friends meeting and encouraged the students of the high school to be more involved with the Friends. If they would like additional information, they can contact either Mark Sturing or Jennifer Pearson as this is a wonderful volunteer opportunity.

14. Public Comment

There was no public comment.

15. Committee Reports

a. Policy Committee

The Policy Committee meeting scheduled for February 24, 2010 has been cancelled with a new date to be determined.

b. HR Committee

A survey of the staff regarding the length of the lunch period has been provided to the staff and awaiting the results.

Brick pavers are available for the new Library at the cost of:

6"x12" - \$100

12"x12" - \$150

Trees located on the landscape are available based on species.

The Café naming contest continues through the end of January 2010. Ballots are available at the Library and on the Library's website.

Opportunities are:

Chapters Café
Read-A-Latte Café
Books and Bites Café

16. Public Comment

There was no public comment.

17. Adjourn

A motion was made to adjourn the January 20, 2010 Regular Library Board Meeting at 8:09 p.m.

1st – Larry Czekaj

2nd – Willy Mena

The motion was passed unanimously.



Willy Mena, Secretary

February 17, 2010

Date