



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
FEBRUARY 17, 2010**

1. Call to Order and Roll Call

Library Board

Laura M. Casey, President
Ramesh Verma, Vice President
Mark Sturing, Treasurer
Willy Mena, Secretary
Larry Kilgore, Board Member
David Margolis, Board Member

Absent and Excused

Larry Czekaj, Board Member
Emily Bank, Student Representative
Shital Chauhan, Student Representative

Library Staff

Julie Farkas, Director
Mary Ellen Mulcrone, Assistant Director
Margi Karp-Opperer, Assistant Director
Marcia Dominick, Administrative Assistant
Wendy Teagan, Technical Services Department Head

Guest

Carl Adams, Owners' Representative
Jennifer Pearson, 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 request to enter into Executive Session – Review of Legal Correspondence, was made.

A motion was made to approve the February 17, 2010 Regular Library Board agenda as amended.

1st – Ramesh Verma

2nd – David Margolis

The motion was passed unanimously.

4. Consent Agenda

A change to the attendance record was requested to indicate that Mark Sturing attended the January 20, 2010 Library Board Meeting and to indicate that Ramesh Verma was absent.

A motion was made to approve the February 17, 2010 Regular Library Board Consent Agenda as amended.

1st – Willy Mena
2nd – David Margolis

The motion was passed unanimously.

5. Correspondence

a. Michigan Center for the Book grant

The Michigan Center for the Book provided the Novi Public Library with a grant of \$225.00. The grant will be used for the grand opening of the Novi Public Library celebration of June 26, 2010 with the performance of Jim Gill.

b. Donation Letter in Memory of Jean Cutler – Novi Public Library Board of Trustees

A donation was made to the Novi Public Library in memory of Jean Cutler, wife of former Library Board Trustee, Bob Cutler. Funds were used to purchase an item for the large print collection as she was an avid library supporter and a big fan of reading.

6. Presentation

a. RFID Tagging Project Update – Wendy Teagan, Technical Services Department Head

Wendy Teagan, Technical Services Department Head, provided information about the Radio Frequency Identification system (RFID), just one of the new features in the new Library building. With the implementation of the RFID system, new identification tags need to be placed in the over 140,000 pieces of material held in the Library. The new RFID tags will allow items to be checked in and out automatically without the use of a scanner or wand. The tags will also provide the Library with inventory and circulation information.

A handheld tag reader will allow staff to scan items on shelves to find if items are out of order, which is important for finding items for patrons. The use of a handheld tag reader will also allow staff to seek items that have a low circulation so that they can be reevaluated for their value. The RFID system will allow returned items to be sorted into pre-sorted bins, allowing staff to place the materials back on the shelves faster for patrons.

At this time, approximately 25% of the 140,000 items have been retagged for the new RFID system.

The Opening Day Collection will arrive pre-tagged allowing for recognition with the RFID system.

7. Public Comment

There was no public comment.

8. President's Report

There will be the election of officers at the April 2010 Library Board meeting. Please consider those Trustees who are term limited as officers when making a determination of who to recommend.

a. Library Goals 2009-2010

- Vodcasts – There are five (5) on the Library website at present time with two (2) added each month.
- Survival guide – a guide for patrons has been created informing them of Library services and what to do when the Library is closed for April and May, 2010.
- New collection at the new Library – Blu-Ray.
- The RFP for the Opening Day Collection Audio/Visual collection has been posted with bids received. Ordering is to begin soon.
- Customer Service Model – Julie and Margi participated in patron/public based focus groups, with other sessions for the staff to meet with the consultant to provide input.
- Café naming contest – winning name: Read-A-Latte Café.

b. Building Authority Update

The Building Authority met on the Technology budget and with all bids in, the cost has come in \$100,000 below budget.

c. Construction Update – Carl Adams

The overall construction has been completed and they are working on the punch list.

- Electrical is completed.
- Mechanical punch list will be completed next week.
- Front lobby is being worked on now.
- Canopy will be completed by the end of February.
- Tile installation is completed on the second floor; working on the first floor.
- Wood ceiling at entrance is being installed.
- Trim work on east elevation is being completed.
- Café is being completed.

There will be no problem meeting the deadline. There have been no issues with snow or other weather conditions. Mark Sturing gave accolades to Carl Adams on his job with the project.

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 31, 2009

The Library Investments Report for the month ending December 31, 2009 shows a total investment amount of \$3,608,219.35. No interest was reported in this figure.

c. Library Revenue and Expenditures – December 31, 2009

The Balance Sheet for period ending December 31, 2009 shows the Total Liabilities and Fund Balance at \$3,827,195. The Library's Net of Revenues and Expenditures Year-to-Date thru December 31, 2009 shows a balance of \$1,623,286 with 68.91% of the budget used.

d. Walker Fund – December 31, 2009

The Walker Library Building Fund Financial Report dated December 31, 2009 shows a total fund balance of \$1,496,173. The Total Revenue Over (Under) Expenditures shows a balance of \$42,425. The Library Board has requested a better clarification of the revenue and expenditures with the Walker Fund.

e. Library Investments/Revenues and Expenditures – January 31, 2010

The Library Investments Report for the month ending January 31, 2010 shows a total investment amount of \$3,443,331.13. No interest was reported in this figure.

The Balance Sheet for period ending January 31, 2010 shows the Total Liabilities and Fund Balance at \$3,641,132.54. The Library's Net of Revenues and Expenditures Year-to-Date thru January 31, 2010 shows a balance of \$1,442,713.35 with 75.79% of the budget used.

10. Director's Report

Move bids were opened on Tuesday, February 16 with 12 responses. The projected amount for the move from the old to the new building was \$72,000; however, the bids have come in well under this figure. The bids will be presented at the Building Authority meeting on Thursday, February 18, 2010 for approval.

There were approximately seven (7) bids for the signage for the new Library building. All bids came under the budgeted figure and they will be presented to the Building Authority on Thursday, February 18, 2010 for approval.

The Historical Commission has authorized \$1,000 in materials be purchased from their budget for the Library. Purchases will be made by the Library and the Historical Commission will reimburse the Library.

A Disposition of Materials Policy is proposed giving the Director authorization to dispose of obsolete, worn out, damaged, or surplus materials and equipment in various methods as listed in the policy. There is discussion as to the disposition of items not being relocated to the new Library facility. Two possible options are BidNet and auction.

A motion was made to accept the proposal from the Director to create a new policy in regards to the Disposition of Materials Policy.

1st – David Margolis
2nd – Ramesh Verma

The motion was passed unanimously.

A new Library logo was developed utilizing colors that will be found in the new Library building. This gives the logo a more updated appearance that will be used in all promotional materials, letterhead and envelopes, etc. This will be in effect when we move to the new facility.

Julie informed the Board of State of Michigan updates regarding State Aid and the Library of Michigan (information provided in the February 17, 2010 Library Board packet, page 63 - 66). The Moving Committee will have a lead person to work with the moving company.

11. Friends of Novi Library Report

Jennifer Pearson, Trustee of the Friends, stated that the Friends of the Library are discussing the Library's 2010-2011 Wish List of items suggested by the Library Director. The Friends Board approved a \$20,000 donation to be used for the Wish List items. On the list is signage for the north side of the new Library building, CD/DVD cleaning machine, community reading program, kindergarten library tours, and shopping carts. Julie informed the Friends that their generous \$20,000 staff furniture donation was not required due to the budget was able to provide for staff furniture.

The 50th Anniversary Jubilee Committee met and subcommittees were formed as follows:

- Fundraising
- Historical
- Marketing/public relations
- Friendraising

The next meeting of the 50th Jubilee Committee is Saturday, February 20, 2010, 10 a.m. at the Civic Center.

A \$2,000 annual scholarship will be awarded again this year to a graduating senior who resides in Novi and shows an interest in various topics as indicated in the scholarship requirements.

12. Historical Commission Report

The Historical Commission presently meets in the Local History room on the third Wednesday of the month, which coincides with Library Board meetings. The Historical Commission is discussing changing their meetings to the fourth Wednesday of the month.

13. Student Representative Report

There was no report of the Student Representatives.

14. Public Comment

There was no public comment.

15. Committee Reports

a. Policy Committee

There was no report of the Policy Committee.

b. HR Committee

A committee to review the Library Board By-Laws was requested.

Areas to look at are:

- Formalize Broadcast of meetings.
- Posting/recording.
- Treasurer's monthly report.

The By-Law Committee will be comprised of Larry Kilgore, Chair, Willy Mena, and Laura M. Casey.

16. Public Comment

There was no public comment.

The Library Board calendar, located on page 69 of the February 17, 2010 Board packet, indicates that the Budget Study Session is to be held on Saturday, February 20th, but had been changed to February 27, 2010, 8 a.m. at the Library.

17. Closed Session

A motion was made to enter in to Closed Session at 7:54 p.m. A roll call vote is as follows:

Laura M. Casey – aye
Larry Kilgore – aye
David Margolis – aye
Willy Mena – aye
Mark Sturing – aye
Ramesh Verma – aye


The motion was passed unanimously to enter in to Closed Session.

18. Adjourn

A motion was made to adjourn the February 17, 2010 Regular Library Board Meeting at 8:43 p.m.

1st – David Margolis
2nd – Ramesh Verma

The motion was passed unanimously.



Willy Mena, Secretary

March 17, 2010

Date