



**CITY OF NOVI LIBRARY BOARD
MINUTES, SPECIAL MEETING
JANUARY 6, 2010**

1. Call to Order and Roll Call

Library Board

Laura M. Casey, President
Ramesh Verma, Vice President
Willy Mena, Secretary
Mark Sturing, Treasurer
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
Marcia Dominick, Administrative Assistant

Absent and Excused

Margi Karp-Opperer, Assistant Director

The meeting was held at the Novi Public Library, Local History Room, 45245 W. Ten Mile Road, Novi, Michigan 48375, and was called to order by Laura M. Casey at 7:00 p.m.

1. Full Time Employees – Hours Work Schedule

The initial discussion of the possible change in work hours per week for full time employees began in December 2009.

Julie discussed with the City of Novi's Human Resource Department their exempt and non-exempt status employees and those that are hourly and salaried and how they are determined. City employees that are considered Administrative (non-union) are salaried, exempt employees. These staff members work a 40-hour work week and receive a 60 minute unpaid lunch break. They receive no overtime; paystubs reflect both salary and hourly rate of pay (for payroll purposes); work normally 8 a.m. to 5 p.m., Monday to Friday. Those that work over the 40 hours per week, receive compensation time with their manager's approval.

Those that are full time non-exempt are Union employees and their work hours/rates, etc. is based on their contracts.

The Library's full time staff has always been considered Administrative in the eyes of the City in determining benefits, etc. The Library's Management Team has been categorized as exempt and the balance have always been considered non-exempt employees. Julie, as Director, has been the only staff member who has received a salary, with the balance of the full time considered hourly employees.

The Library has a salary range (grading system) for which they work from to determine the rate of pay for employees.

Based on the U.S. Department of Labor, Julie can make a determination as to those employees that would be considered exempt and those that would remain as non-exempt. Those that are considered professional (librarians) can be classified as exempt employees along with the management staff, supervisors and the administrative assistant.

The motivation to increase the hours worked per week for the full time employees are:

- To bring in-line with other firms that work a normal 40 hour work week.
- The reason for the increase in the full time hours from 37.5 to 40 hours per week is due to having additional staffing of Library service points within the new Library building.
- The number of personnel required to man the new Library facility.
 - Before additional staffing is hired, use the existing staff to man the library.
 - Use the pool of funds to pay our existing personnel.
- The chart from the City assessor shows a decrease in taxes for the next few years.
 - 90% of the Library's revenue comes from taxable income.
 - \$2.9 million at present, but in 3 years decreases to \$2.3 million in revenues.

The Library is fortunate to have a reserve of funds and is not expected to cut expenses. With the decrease in taxable income, the Library Board would like to extend the existing staff and share the pool of funds. The staff is the primary reason why we are where at today, in a positive place.

The length of the lunch break will go to a vote of the full time staff – 30 minutes or 60 minutes unpaid lunch break.

Based on the budget that is expected to be discussed in February and or March 2010, it will be determined if staff would receive additional wages to compensate for the 2.5 additional hours required for them to work per week.

A motion was made that a 40 hour week will be established for all full time employees as of the opening of the new Library building.

1st - Mark Sturing
2nd – David Margolis

The lunch will be determined by a vote of the staff.

A motion was made that a 40 hour work week will be established for all full time employees effective July 1, 2010.

1st – Mark Sturing
2nd – Ramesh Verma

All applicable policies will be changed to reflect the change in the full time hours work week.

A motion was made that a 40 hour work week will be established for all full time employees beginning July 1, 2010. All appropriate changes of 7.5 to 8 and 37.5 to 40 shall be made in the Employee Handbook.

1st – Mark Sturing

2nd – Ramesh Verma

The motion was passed unanimously.

It was requested that the salary ranges (grades) associated with the employee positions be indicated on the Organization Chart and presented to the Library Board.

A letter will be provided to the full time staff that is in the exempt status category indicating their salary and their exempt status.

With the exempt status indicated, those exempt full time staff members will now complete their timecard showing the number of hours worked per day without stating start/end times; benefit time used; and total number hours per pay period, i.e. 75 hours. This will take effect the pay period ending January 9, 2010. When the exempt full time staff converts to the 40 hour per week work time, then the total number of hours indicated on the timecard will be 80 hours.

2. Proposed Library Opening Schedule

Discussion regarding the times the Library will be open for the new facility was discussed and a proposed Library Opening Schedule is as follows:

| | |
|---------------------|--------------------|
| Monday – Thursday | 9:30 a.m. – 9 p.m. |
| Friday and Saturday | 9:30 a.m. – 6 p.m. |
| Sunday | 12 – 6 p.m. |

This would be more in line with other Class VI Libraries.

The number of hours to serve the community is a high priority on the list of services to be provided by the Library.

A survey of the customers will be obtained as to their preference of hours open.

With this proposed change in hours opened, programming could start earlier in the day. It has also been requested that the Library be open on Sundays in the summer.

3. Adjourn

A motion was made to adjourn the January 6, 2010 Special Library Board Meeting at 8:30 p.m.

1st – Willy Mena

2nd – Ramesh Verma

The motion was passed unanimously.



January 20, 2010

Willy Mena, Secretary

Date