



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
OCTOBER 21, 2009**

1. Call to Order and Roll Call

Library Board

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

Absent and Excused

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
Laura Liddicoat, Communications Specialist

Guests

Carl Adams, Owner's Representative
Jim McLean, Friends of Novi Public Library

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 Laura M. Casey, President at 7:00 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 October 21, 2009 Agenda as presented.

1st – Ramesh Verma

2nd – Mark Sturing

The motion was passed unanimously.

4. Consent Agenda

A motion was made to approve the October 21, 2009 Consent Agenda as presented.

1st – David Margolis

2nd – Larry Czekaj

The motion was passed unanimously.

5. Correspondence

There was no correspondence.

6. Presentation

a. NPL Website Updates – Laura Liddicoat, Communications Specialist

Laura Liddicoat introduced the enhanced updates made to the Library's website allowing it to be more user friendly – more pleasant to view with a wider screen, Ask A Librarian, and a cleaner logo, just to name a few of the improvements.

7. Public Comment

Ramesh Gudapuri, President of the India League of America – Michigan division, proposed to the Library Board a request to name a street after Mahatma Gandhi in the City of Novi. The League proposed the entrance to the new Novi Public Library facility. (Letter dated October 21, 2009 is attached). The League also proposed that a statue of Mahatma Gandhi be placed in the Fuerst Park.

8. President's Report

a. Library Goals 2008-2010

Highlights presented by Mary Ellen Mulcrone:

- The Library hosted Parkview Elementary prior to opening the Library on Wednesday, October 7, to introduce databases and other information that would be useful to the staff at the elementary school.
- The James C. Dance – Theatre Arts awarded. Items have been purchased with funds received from the grant.
- Program: Grandparents/Grandchildren filmed and DVDs were made available to them.
- Two additional international language story times were introduced for a total of 5 languages offered.
- The "Name the Café" contest will continue until October 31, 2009. A committee comprised of members of the Library staff, Library Board, the Mayor, Novi Schools, Teen Advisory Board, and the café vendors will meet to decide the winner.

b. Building Authority Update

1. Canopy drawings

A canopy was designed to cover the drive-up window with two different views - a horizontal view and an arched metal canopy, to keep the elements off the patrons and staff. Based on the cost and the visual appeal, the arched version was chosen. The arched version will allow snow and water run-off without buildup.

The arched canopy will be 4'x22' and will compliment the curved wall of windows on the reverse side of the building.

David Margolis stated for the contrarians: “I believe that as has been demonstrated here, if you adequately plan and you get a good deal of effort in the planning stage of the project, and you execute against the plan, it is possible to get positive results and they actually come in and deliver what you said you were going to deliver. It’s not always that you have to exceed budget and you have to exceed the deadlines – I again applaud all the team participants that have equated the plan and worked the plan.”

2. Construction Project Budget as of October 1, 2009

The construction project is below budget to date.

3. Construction Update – Carl Adams, Owner’s Representative

Carl Adams, Owner’s Representative, informed the Board that the new Library building is on schedule. Highlights:

- Landscaping is to be installed.
- Electricity is in place.
- Gas is to be installed.
- Ceiling tiles to be installed by end of October.
- Exterior doors are in place and lockable. (Code system will be installed closer to taking possession of the building).
- Exterior barricading fence will be removed.
- Boilers are in place and ready to go. (The building is being heated with propane at the present time).
- Storm drains are in place.
- All windows and skylights are in.
- Elevators are scheduled to be installed in November.

The furniture and technology are being scheduled to be installed at the same time.

With the installation of the gas line, Ten Mile Road may have some closures as Consumers Energy bores under the road to connect the gas lines.

The Novi Special Race Car is to be installed in the Library building by the end of December 2009.

4. Library Café Lease – 1st draft

Larry Kilgore, Julie Farkas, and Gary Bernstein met on October 14, 2009 to finalize the Café Lease Agreement. With minor changes, one being the refund of the security deposit which is to be made on the Commencement date and annually on each anniversary of the Commencement date of the operation of the Café, and provided Lessee is not in default under this Lease Agreement, Lessee shall be refunded portion of the Security Deposit in an amount equal to Five Hundred (\$500) Dollars, until the Security Deposit is reduced to a minimum amount of Five Hundred (\$500) Dollars, instead of one year later which was first proposed. Café Lease Agreement (see page 47 of the September 2009 Library Board packet).

The café is located to the right of the main entrance of the new Library building, with the name of the café located above mosaic tiles and etched in frosted glass.

A motion was made to adopt the lease (Café Lease Agreement) and to authorize the (Library Board) President to sign the lease.

1st – Mark Sturing

2nd – David Margolis

The motion was passed unanimously.

c. Concern by Novi resident regarding handicap parking space allotment in current Library lot.

It was brought to the Library Boards attention that the present Library parking lot had more than adequate parking for handicap patrons with one located on the far east part of the lot. The Novi resident asked that this handicap parking spot be removed and converted to a standard parking spot. The Library at present time has 7 handicap parking spots which more than meets the standards required.

A motion was made to support the suggestion by the resident to turn this into a regular parking spot and we have satisfied the handicap parking needs both legally and practically by doing so.

A motion was made to revert.

1st- Mark Sturing

2nd – Larry Czekaj

The motion was passed unanimously.

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 – September 30, 2009

The Library Investment Report for the month ending September 30, 2009, shows a total investment amount of \$4,211,733.89. No interest was reported in this figure.

The amount shown does not include the Walker Fund investments.

c. Library Revenue and Expenditures – September 30, 2009

The Balance Sheet for period ending September 30, 2009 shows the Total Liabilities and Fund Balance at \$4,475,347.61. The Library's Net of Revenues and Expenditures Year-to-Date thru September 30, 2009 shows a balance of \$2,266,883.12 with 20.80% of the budget used.

d. Walker Fund

Not available at the time of the October 21, 2009 Library Board Meeting.

10. Director's Report

- The Michigan Library Association Annual Conference will be held November 3-6, 2009 in Lansing. Julie is a chair for the event, with other staff members planning on attending.
- Friday, November 20, 2009, the Library will be closed for a Staff In-Service Day. Local author, Marilyn Suttle, who wrote, Who's Your Gladys? – How to Turn Even the Most Difficult Customer into your Biggest Fan, will be a key speaker. The

Library Board is invited to attend. This portion of the in-service, from 1-3 p.m., was offered to City staff and other area libraries.

- The Friends of the Library are the recipients of a \$1,000 grant for the *Novi Newbies* program. More information will be provided by the Friends of the Novi Library in their report.
- The Grand Opening Committee has met and is discussing the events for the Friday, June 25, 2010, which will be by invitation only, and the Saturday, June 26, 2010 which will be open to the community.

Julie questioned the budget of the event and what line item the funds should be allocated from.

The next meeting of the Grand Opening Committee will be on Wednesday, December 2, 6 p.m.

- The Opening Day Collection is on schedule with staff working with Brodart.
- The coordinating of the RFID tagging of materials to be taken to the new Library building, has been delayed. The tagging equipment is expected to be received by the week of November 9, 2009. The Library is looking for volunteers to assist with the tagging project.
- A Library Board member questioned if Library Board meetings will be able to be held in the new Library building? Julie responded that they will be if the technology wish list items that are currently going out for bid in January 2010 are approved by the Building Authority.
- The FFE will be brought to the Library Board on Wednesday, November 18 and then to the Building Authority on Thursday, November 19, 2009. The FFE bids will be placed in December and returned in January 2010, for orders to be placed. With the anticipation of occupancy March 29, 2010, this does allow enough lead time for items to arrive.
- Mark Sturing suggested that with the process of relocating materials to the new Library building; removed from the shelves, boxed, shelving dismantled, relocated, and the reverse process, it might be more cost effective and advantageous to purchase new shelving for materials.
- Julie and area library directors are starting to meet on a quarterly basis to compare services and programming – idea gathering and collaborating efforts. Discussed was a Community Read program.
- A Green Features brochure is being created about the new Library building.

11. Friends of the Novi Library Report

Jim McLean, acting President, announced that the Friends were the recipients of a grant for the *Novi Newbies* program, which was awarded by the Metro Detroit Book & Author Society luncheon. The grant is for \$1,000 and was written by Jennifer Pearson.

The Friends thanked Library Board President Laura Casey for submitting a letter on behalf of the Friends to the Novi News for National Friends of Libraries week, which was October 18-24, 2009.

The Friends held their Blowout Book Sale on Friday, September 25 and Saturday 26, 2009, which brought in \$2,128. There were 120 hours of total volunteer hours and 120 hours of selection and pricing. A thank you was provided to all who assisted and to Sue Bebb who worked exceptionally hard for this event. Also a thank you was given to the Novi Writers Group for giving up their half of the meeting room. A special thank you went to Mark Sturing for all his hard work in helping to tear down the book sale room and box those items not sold – he was a great help! Thank you to the City of Novi DPS staff for allowing the Friends to store the boxes of books, shrink wrap, and deliver them to the Library in time for the book sale.

Program – Thursday, November 19 – Glancy Model Train program, 7 p.m. at the Novi Public Library.

The naming of the Friends Book Store will be brought to the Friends Board on Wednesday, November 11 for a decision.

12. Historical Commission Report

a. 2009-2010 Goals

The Novi Historical Commissions goals are included in the September 16, 2009 Library Board packet.

On Thursday, October 22, there will be a tour of historical landmarks in the City of Novi.

The Historical Commission is looking for space to have a museum and is looking at the former Fire Station #4 as a possible site.

13. Student Representatives Report

There was no report from the Student Representatives.

14. Public Comment

There was no public comment.

15. Committee Reports

a. Policy Committee

1. Approval of the Resident and Non-Resident Borrowers Policy

A request to change the Resident and Non-Resident Borrowers annual fee, which will coincide with the Collection Development Policy that the Board approved at the September 2009 Library Board meeting.

A request to change the annual fee (Section D) from \$120 per Library card to \$100 was proposed.

A motion was made to approve the proposed as presented.

1st – Larry Czekaj

2nd – Willy Mena

The motion was passed unanimously.

b. HR Committee

1. Approval of Employee Handbook

A Novi Public Library Employee Handbook was brought before the Library Board for discussion and possible approval. The Employee Handbook was created with a help from Larry Kilgore, Laura Casey, Julie Farkas and Marcia Dominick.

There are a couple of areas that will be up for discussion in the future – Hours of Operation and Full Time Hours of Work – 8 hours per day/40 hours per week. Julie will provide this information for discussion at the November 18, 2009 Library Board meeting.

One noted change was the combining of the Floating Holiday and Personal Business to Personal Leave Time. The employee still receives six (6) personal days, but the distribution of said time will be three (3) provided on January 1, and three (3) will be provided on July 1.

A motion was made to adopt the Novi Public Library Employee Handbook as presented.

1st – David Margolis

2nd – Mark Sturing

The motion was passed unanimously.

Library Board member Mark Sturing complimented the committee for all their time and effort in bringing this document into fruition. It is a great benefit to the Library Board and the staff to have all the policies in one place.

The first draft of the Software License Agreement between Tech Logic Corporation and the Novi Public Library was presented and will be brought to the Library Board at the November 18, 2009 meeting.

16. Adjourn

A motion was made to adjourn the October 21, 2009 Regular Library Board Meeting at 8:39 p.m.

1st – Larry Kilgore

2nd – Larry Czekaj

The motion was passed unanimously.



Willy Mena, Secretary

November 18, 2009

Date