

**CITY OF NOVI LIBRARY BOARD  
MINUTES, REGULAR MEETING  
NOVEMBER 18, 2009**

**1. Call to Order and Roll Call**

**Library Board**

Ramesh Verma, Vice President  
Willy Mena, Secretary  
Larry Kilgore, Board Member  
David Margolis, Board Member  
Emily Bank, Student Representative

**Absent and Excused**

Laura M. Casey, President  
Larry Czekaj, Board Member  
Mark Sturing, Treasurer  
Shital Chauhan, Student Representative (7:05 p.m. arrival)

**Library Staff**

Julie Farkas, Director  
Mary Ellen Mulcrone, Assistant Director  
Margi Karp-Opperer, Assistant Director  
Marcia Dominick, Administrative Assistant  
Diana Gertsen, Office Assistant  
Mary Robinson, Reference Librarian

**Guests**

Carl Adams, Owner's Representative  
Jennifer Pearson, Friends of the Novi Public Library  
Chris DeBear, Library Design  
Jennifer Kotelnicki, Library Design

The meeting was held at the Novi Civic Center, Gateway Room, 45175 W. Ten Mile Road, Novi, Michigan 48375, and was called to order by Ramesh Verma, Vice- President at 7:00 p.m.

**2. Pledge of Allegiance**

The Pledge of Allegiance was not recited.

**3. Approval and Overview of Agenda**

A request to amend the Agenda with item #11, Friends of Novi Library Report, to be presented prior to item #9 Treasurer's Report. A motion was made to approve the November 18, 2009 Agenda as amended.

1<sup>st</sup> – Willy Mena  
2<sup>nd</sup> – Larry Kilgore

Second Amendment to the November 18, 2009 agenda:

A request was made to cancel item #15B, HR Committee, and to schedule a Special Board meeting for Wednesday, December 9, 6 p.m. at the Library.

1<sup>st</sup> – Larry Kilgore

2<sup>nd</sup> - David Margolis

The motion was passed unanimously.

**4. Consent Agenda**

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

1<sup>st</sup> – Larry Kilgore

2<sup>nd</sup> – Willy Mena

The motion was passed unanimously.

**5. Correspondence**

There was no correspondence.

**6. Presentation**

**a. National Gallery of Writing – Mary Robinson, Reference Librarian**

On October 20, 2009, the National Gallery of Writing was launched. This allows people to post writings on the Internet. The Library, as well as the Novi Community Schools, are working together to encourage students and the community to post their writings. Mary Robinson, as well as Phyllis Weeks and Margi Karp-Opperer are the curators of the site for the Library. No editing is done by the Library, except for hate and vulgar content. This is a one year program which ends June 2010.

**7. Public Comment**

There was no public comment.

**8. President's Report**

**a. Library Goals 2008-2010**

Highlights presented by Mary Ellen Mulcrone:

- The Library will begin Vodcasting. Vodcasts are usually one minute informational segments – this will take the community in the new Library building to show the design and the construction.
- Managing your Money materials were purchased with a donation from RentACenter.
- The Library's Fall survey will begin the week of November 29. Survey forms will be available at the Library and on the Library's website.
- Library is hosting notices on Facebook.
- The Youth Department is working closely with the Teen Advisory Board (TAB).
- The Library is established on Twitter with 25 hours posted to date.

The Library Board finds that the posting of Library goals very helpful, but was questioning the updating of the Board's goal and why they haven't been posted. Mary Ellen Mulcrone, who updates the Library goals,

responded that she doesn't have the authority to update goals unless presented by the Library Board to be posted.

Laura Casey met with Julie Farkas and Laura Liddicoat to discuss public relations and marketing ideas.

Photos are being taken of the interior of the new Library building.

**b. Furniture, Fixtures & Equipment Presentation Chris De Bear and Jennifer Kotelnicki, Library Design Associates**

Chris deBear and Jennifer Kotelnicki, of Library Design, brought samples of chairs, fabrics, paint swatches, etc. showing the placement of furniture, fixtures and equipment in both the public and staff areas of the new Library. The Library Board and audience were able to view the products and sit on the sample chairs provided and ask questions. Jennifer worked closely with BEI on the design process. The samples and designs will be provided to the Building Authority on November 19, 2009.

A motion was made that the Library Board recommends to the Building Authority that what we've seen so far are our recommended choices and are our first preferences.

1<sup>st</sup> – David Margolis

2<sup>nd</sup> – Willy Mena

The motion was passed unanimously.

The expected dates of occupancy are between March 29-31, 2010 with the Library closed during April and May to allow for the move. The Library is expected to open for the public June 1, 2010. This information will be provided in the City's Engage publication as well in other various media. During the closing for the move, the staff will be learning the facility, training, and going through processes (material handling system; drive-up window; lockers; self checkout; software; security, etc.). Julie Farkas is to provide a timeline of events indicating what the staff will be working on during the closure.

The Police and Fire Department will use the old Library building for training once the Library has been relocated to the new facility.

Larry Kilgore requested a resolution regarding the following:

June 1 – Open to the Public

June 25 – Invitation only open house

June 26 – Community Open House

The Library Board will support but requires assurance that eight (8) weeks will be enough time. Julie assured them that this is a fair assumption to have the move completed. Other area libraries are reciprocating with the collection and distribution of Library materials.

A motion was made to support the eight (8) week closure with no overtime allowed.

A Library Board member requested a rough draft of the 8-week calendar of what will happen during the closing.

A motion was made to authorize the Director to close the Library during April and May 2010 to move to the new Library building.

1<sup>st</sup> – Larry Kilgore  
2<sup>nd</sup> – David Margolis

The motion was passed unanimously.

**c. Building Authority Update**

Notes taken from the Director's Report of November 18, 2009:

- The project continues to be on schedule.
- The Building Authority has approved additional funds for sod to be placed on the site this fall instead of seed.
- Improved computer capabilities/access for public access computer terminals.
- Continues to work with the architect to determine the best color for the woodwork to be located on the main entrance ceiling.
- Meeting with the Technology Consultant and FF&E Consultant the week of November 16, 2009.
- Bids to be sent out in December and January for Technology and FF&E.
- Working with the Building Authority to explore additional artwork from glass artist Richard Ritter (former Novi resident).

**d. Construction Update – Carl Adams, Owner's Representative**

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

- Sod is being placed on the North and East sides of the building.
- All locks in the restrooms will be ADA acceptable.
- Building inspector has provided all green tags – no red tags.
- Mulch will be installed soon.
- Patio overhang pieces are cut and ready to install.
- Irrigation system is in. Well system and interface system combination.
- Drip irrigation in beds.
- Biowall will be addressed next spring.
- Elevators are operational.
- Cabinets are installed on the second floor.
- Light fixtures are installed on the second floor.
- Security grills are to be installed in the next two weeks.
- Working towards the café area.
- Restrooms are near completion.
- Heat, water, lights are self-sufficient at this time.

**e. Indian League of America Request**

The Indian League of America request has been tabled and will be on the agenda for the December 9, 2009 Special Library Board meeting.

**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 – October 31, 2009**

The Library Investment Report for the month ending October 31, 2009, shows a total investment amount of \$3,998,693.68. No interest was reported in this figure.

The amount shown does not include the Walker Fund investments.

**c. Library Revenue and Expenditures – October 31, 2009**

The Balance Sheet for period ending October 31, 2009 shows the Total Liabilities and Fund Balance at \$4,228,967.18. The Library's Net of Revenues and Expenditures Year-to-Date thru October 31, 2009 shows a balance of \$2,020,632.13 with 29.76% of the budget used.

**d. Walker Fund**

Not available at the time of the November 18, 2009 Library Board Meeting.

It was suggested to check on the liabilities on the Café. Two checks were received as deposits totaling \$2,500.

A Board member questioned the increase in the Temporary salaries for October. This is due to the additional pay period in October (3).

**10. Director's Report**

- HR Committee – to meet on Wednesday, December 9 to discuss:
  - Full time employees working 40 hours per week.
  - Personal Leave and Sick Day accumulations.
  - Premium rate of pay for part-time Sunday employees.
- The Café Committee met to discuss the 3 finalists' names chosen for the new Library café: Books and Bites Café; Chapters Café; and Read-A-Latte Café. This information will be provided to the community in January to vote.
- The first draft of the TLN Plan of Service was provided to the Library Board. Julie will bring the amended version to the December Board meeting.
- Provided was the TLN 2010 Budget and Service Modification for Board review.
- The International Magazine Collection has expanded to 8 titles with 8 additional to be added in 2010.
- International Language Story times are being provided at the Library with 5 different languages being offered.

It was suggested at the October Library Board Meeting to investigate the cost of purchasing new shelving for the new library instead of using the old. Chris deBear will provide this information to the Building Authority on Thursday, November 19.

**11. Friends of the Novi Library Report**

Jennifer Pearson, Friends spokesperson for November, reminded the Library Board of the Friends Gala to be held on Friday, December 11.

Gift wrapping at Border's will be held on Saturday, December 19; Sunday, December 20; and Tuesday, December 22 at various hours. If interested in volunteering, please contact Jim McLean.

The name selected for the Friends book store in the new Library building is Friends Book Nook.

The Friends will be celebrating their 50<sup>th</sup> anniversary in 2010.

**12. Historical Commission Report**

**a. Monthly Report**

The Historical Commission Report is located in the Director's Report. Sandra McCarthy has been appointed to the Historical Commission effective January 2010. Those leaving are Kathleen Mutch and Betty Nick.

**13. Student Representatives Report**

The student representatives are excited with the selection of furniture and colors of the new Library building. They are now working on creating a name for their area.

Goals Update:

- Working on linking the Novi High Schools website to the Library's resources and catalogs on the Library's website.
- Linked on Facebook.
- Will provide assistance for the Library's Survey the week of November 29.
- T-shirts – getting input and design ideas for the 30 TAB members.
- The TAB group has been given permission to "Tag" the meeting room of the old library once it has been vacated with graffiti.
- Next meeting is scheduled for Friday, December 4 with tours of the new Library building.
- Will suggest to students to use the National Gallery of Writing site for college applications and posting on the site.
- Gathering names of volunteers to assist with the move from the old library to the new.

**14. Public Comment**

There was no public comment.

**15. Committee Reports**

**a. Policy Committee**

There are no Policy Committee reports.

**b. HR Committee**

The HR Committee will meet on Wednesday, December 9, 2009.


Julie Farkas has provided the Library Board with the 2008-2009 Annual Report. She will share this information at the City Council Meeting on Monday, December 7, 2009.

**16. Adjourn**

A motion was made to adjourn the November 18, 2009 Regular Library Board Meeting at 8:50 p.m.

1<sup>st</sup> – Larry Kilgore  
2<sup>nd</sup> – Willy Mena

The motion was passed unanimously.



December 16, 2009

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Willy Mena, Secretary

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Date