



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
DECEMBER 16, 2009**

1. Call to Order and Roll Call

Library Board

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

Absent and Excused

Mark Sturing, Treasurer
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

Guest

Carl Adams, Owners' Representative

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.

2. Pledge of Allegiance

The pledge was not recited.

3. Approval and Overview of Agenda

A request to eliminate from the agenda: Item #6, Presentation; Item#11, Friends of the Novi Library Report; Item #12, Historical Commission Report; and Item #13, Student Representative Report was made. A request to postpone the following reports and bring them to the January 20, 2010 Regular Library Board meeting: Item #8a, President's Report – Library Goals 2009-2010; and Item#9, Treasurer's Report was made.

A motion was made to approve the December 16, 2009 Regular Library Board agenda as amended.

1st – Larry Czekaj
2nd – Larry Kilgore

The motion was passed unanimously.

4. Consent Agenda

A motion was made to approve the November 18, 2009 Consent Agenda as presented.

1st – Ramesh Verma

2nd – Larry Kilgore

The motion was passed unanimously.

5. Correspondence

There was no correspondence.

6. Presentation

Item was eliminated from the agenda.

7. Public Comment

There was no public comment.

8. President's Report

a. Library Goals 2009-2010

1. Item was postponed until the January 20, 2010 Regular Library Board meeting.

b. Building Authority Update (combined with Construction Report)

c. Construction Report – Carl Adams

1. Carl Adams, Owner's Representative, informed the Library Board of updates to the new Library building project.

Highlights:

- West elevation overhang – stalled due to weather – last of exterior work except for the canopy over the drive-up window.
- Final plantings are going in.
- Millwork has been finalized.
- Rooms are defined.
- Minimum drywall work to be completed.
- Electrical lighting complete.
- Large meeting room is being revisited.
- Boiler is operational.
- Chiller – piping is complete.
- Elevators are in place and operational.
- Carpeting is expected in mid-January.
- Glass interior walls expected in mid-January.
- Lobby floor tiles – January.

These items will be brought before the Building Authority on Thursday, December 17, 2009.

The completion of the building is expected to meet schedule by 60 days – end of March 2010 completion.

No security lights are inside the building; lights are only on when workers are present. A Board member requested that security lighting be installed. This request will be addressed with the Dailey Company.

Carl informed the Library Board that with the cold weather there has not been a cold transfer with the windows nor the walls, which is due to the insulation.

The present Library building is expected to be razed in mid-April 2010 with the parking lot to be completed by August 2010. The parking lot is not expected to be completed when the new Library building is opened.

There is a tour of the new Library building scheduled for Monday, December 28, 2009, 9 a.m.

9. Treasurer's Report

- a. **Library Budget 2009-2010**
- b. **Library Investments – November 30, 2009**
- c. **Library Revenue and Expenditures – November 30, 2009**

Item was postponed until the January 20, 2010 Regular Library Board meeting.

10. Director's Report

- a. **TLN Plan of Service – 2nd draft (clean copy)**

A final draft of the TLN Plan of Service is included in the December 16, 2009 Library Board packet and Julie is requesting Library Board approval. With the approval of the Plan, the Library is not expected to incur any additional costs.

A motion was made that the Library support the TLN Plan of Service.

1st – Larry Kilgore
2nd – Willy Mena

The motion was passed unanimously.

The Library closing timeline will be brought to the Library Board at the January 6, 2010 Special Library Board Meeting.

11. Friends of Novi Library Report

The report to be presented at the December 16, 2009 meeting was cancelled.

12. Historical Commission Report

The report to be presented at the December 16, 2009 meeting was cancelled.

13. Student Representatives Report

The report to be presented at the December 16, 2009 meeting was cancelled.

14. Public Comment

There was no public comment.

15. Committee Reports

- a. **Policy Committee**
- b. **HR Committee**

1. Proposal to change Sick/Personal Leave time

Larry Kilgore recapped the Sick/Personal Leave Time Policy indicating that this was not a reduction of benefits, but an improvement for the staff and the Library. At this time, there is not a cap on the amount of sick time allowed to be placed in the Sick Bank.

The HR Committee (Laura M. Casey, Larry Kilgore, and Julie Farkas) is requesting the Library Board approve a cap of 65 days. If the employee's sick bank has reached 65 days, no additional days will be allowed to be added. There is no financial payout allowed from the sick bank.

The proposed revision to the Sick/Personal Policy is:

- Increase personal leave days from 6 days to 8 days.
- Holidays would remain at 10 days.
- Sick days would remain at 12 days.
- Cap the sick bank at 65 days.
- Eliminate Sunday time and one-half pay (approved at the December 9, 2009 Special Library Board meeting).
- Eliminate the 50% payout of current year unused sick leave effective January 1, 2010.

The discussion of the increase of the full time employees work week from 37.5 hours per week to 40 hours per week will take place on Wednesday, January 6, 2010 at a Special Library Board meeting.

A Library Board member questioned if there is a directive that states that the Library staff benefits be in parity with the City staff's benefits. In response - It has been a trend over time where this Board has consistently looked to align ourselves, where applicable, to some of the City's policies. There is no formal policy.

The new policy, if approved, would become effective January 1, 2010.

A Library Board member inquired how many staff members would exceed the 65 day sick bank limit. This figure will be provided to the Board.

A motion was made to have a Personal Sick Time Benefit Policy where the Library offers ten (10) Holiday days per calendar year, five (5) Personal days per calendar year, ten (10) Sick days per calendar year, and moving forward, there will be a 65 day cap on the Sick Bank although employees who have greater than that at the time this policy is enacted will not lose that, and there will no longer be a payout on any unused Sick Bank time once this policy is enacted.

1st – Larry Czekaj

2nd – Willy Mena

Discussion:

- No budget is on the table to state that we need to reduce staff benefits. When we get to the budget, then we make that determination, but to do it now is out of line. Reducing the staff benefits should be the last thing we do, not the first.
- Would approve to keep the benefits as they presently are.
- This change in benefits was not associated with the budget, but was to reduce the expenditures so that additional staffing could be obtained, if necessary, for the new building.
- Do something or nothing, but better to have this context with the discussion of the budget.

The reduction in benefits were proposed to help staff the new Library building. The Library Board has been informed that the City's tax revenue is expected to decline and with these changes (to benefits); it will soften the impact when this report is provided.

Amendment to the motion: A friendly amendment to the motion is to provide ten (10) Holidays, five (5) Personal days, ten (10) Sick days, Sick Bank cap at 65 days, and eliminate 50% payout as proposed.

The motion was not passed with a 1- aye, 5- nay vote.

A motion was made that for the time being we keep the designated days as is but we adopt the recommendation of the HR Committee to cap the sick bank at 65 days, grandfathering in those that are above it currently so that they don't lose it, but they don't add to it unless they drop below the 65 days. That we eliminate the Sunday time and one-half pay and that we eliminate the 50% payout of current year on sick leave.

Friendly Amendment: The elimination of Sunday time and one-half was approved at the December 9, 2009 meeting.

1st – David Margolis

2nd – Ramesh Verma

The motion was passed with a 5 – aye, 1- nay vote.

The Library Board applauds the diligent job by Larry Kilgore and the HR Committee for addressing all the issues related to the staff benefits.

A Library Board member requested the cost figures for the conversion of work hours from 37.5 to 40 hours per week for the full time hourly staff. The Board member would like these figures separated out.

A clarification of how the City addresses their Administrative staff – are they considered hourly or salaried for their exempt employees.

On Monday, December 7, 2009, Julie Farkas and Laura Casey presented to the City Council the Library's Annual Report.

The Mayor made a point to express his pleasure of the City/ Library relationship.

16. Adjourn

A motion was made to adjourn the December 16, 2009 Regular Library Board Meeting at 8:12 p.m.

1st – Willy Mena

2nd – Larry Czekaj

The motion was passed unanimously.



January 20, 2010

Willy Mena, Secretary

Date