



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

1. Call to Order and Roll Call

Library Board

Laura Casey, President
Mark Sturing, Treasurer
Willy Mena, Secretary
Larry Czekaj, Board Member
Larry Kilgore, Board Member
David Margolis, Board Member

Absent and Excused

Ramesh Verma, Vice President

Student Representative

Shital Chauhan

Absent and Excused

Emily Bank

Library Staff

Julie Farkas, Director
Marcia Dominick, Administrative Assistant
Diana Gertsen, Office Assistant

Absent and Excused

Mary Ellen Mulcrone, Assistant Director
Margi Karp-Opperer, Assistant Director

Guests

Carl Adams, Owner's Representative

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 request to include item # 8D, **Board Retreat**, was made.

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

1st - Willy Mena
2nd - Mark Sturing

The motion was passed unanimously.

4. Consent Agenda

A request to enter into Executive Session to review legal correspondence was made.

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

1st - David Margolis
2nd - Mark Sturing

The motion was passed unanimously.

5. Correspondence

There was no correspondence.

6. Presentation

A. National Library Week – Margi Karp-Opperer, Assistant Director for Public Services

Julie presented the report due to the excused absence of Margi.

The date for National Library Week is April 11-17, 2010. The bookmark and theme for this year is Communities Thrive at your Library. Julie will pass out bookmarks to everyone.

Even with the current Library being closed during April and May, a number of programs will be offered. Book discussion groups will take place in April; the information is on the back of the Survival Guide and on our website.

Creature Feature, a program for children of all ages is scheduled for April 7th at 1:00 at the MSU Tollgate. A second highlighted program is the Ford Motor Company program “Yesterday, Today and Tomorrow” on April 15th at 7:00 p.m. held at the Civic Center and given by Bob Kreipke. Mr. Kreipke will talk about his experience and the Company itself.

Information for the National Library Week Volunteer Luncheon that is held each year will be forthcoming next week.

Julie has invited the Board to join her at the Civic Center to attend the Council Meeting on Monday, April 5th, at 7:00pm. The Library will be getting a Proclamation from City Council at that time.

7. Public Comment

There was no public comment.

8. President’s Report

A. Library Goals 2009-2010

- The Library has made a connection with the Novi Newcomers and is now distributing brochures that include the Survival Guide to new Novi residents.

- Student Representatives are publicizing open study events on Novi High School's Cat's Eye, and have had great turnouts for the study sessions.
- Students are also promoting March is Reading Month and inviting students to check out all that the Library has to offer.
- The Library received a \$225.00 grant from The Michigan Center for the Book that was accepted.
- Everyone is busy working on plans for the move and closing; the final day for the Library to be open is March 31, 2010.

B. Building Authority Update

The last Building Authority meeting was held on March 4th. The exterior is all done, and work is just being done on the inside. We have our Temporary Certificate of Occupancy (TCO). All we are doing now is just some fine tuning on some of the products inside.

We did get a photo of us receiving the TCO, so this makes it official, and we will put it on our E-Newsletter so that people can see we are moving along. The next meeting is March 18th at 8:00a.m. at the Civic Center.

C. Construction update – Carl Adams, Owner's Representative

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

- We got our TCO on schedule.
- That opens the door for the rest of the schedule to be implemented that relates to the furniture.
- Still addressing minor punch list items, but anticipate that those will be cleaned up in short order.
- Next two or three weeks we'll be setting up a permanent schedule for the demo of the old facility, and then schedule to implement the rest of the project through the time period.
- Everything has been on schedule; we made all the dates.

Trustee Margolis gave an explanation of the term TCO for the benefit of the constituency, and Trustee Czekaj expressed kudos to the entire team; the Library Board, Building Authority, Staff, General Contractor, and Project Manager (our eyes and ears on the site) Carl Adams, for being on schedule.

A discussion followed concerning the demo of the existing facility, and Julie informed the Board that no date, as of now, has been scheduled for the demolition of the building; however, preparation for the demo will begin the week of April 19th. Julie added that the old facility will be used by the City Public Safety Department and Fire Department for training, and they will be in the building on the 15th and 16th of April to do drills.

D. Matters Pertaining to the Board

May 15th is the target date for the annual Library Board retreat. It will be held at the Civic Center since it is uncertain if the new Library building will have furniture, and because it has to be open to the public. The agenda for the retreat will be making a final decision on policy, goal setting, and afterward Julie suggested an in-depth tour of the new Library building.

Board elections will be held next month, and Trustee Laura Casey is asking that a Trustee who is not seeking an officer position to carry the slate board.

There has been a request to change the March 24, 2010 date of the Policy Committee.

At the last meeting in February, the Board formed an ADHOC Committee to review the Board's By-Laws. Trustee Casey originally appointed Trustee Kilgore to chair the committee, but after some conversation, Trustee Casey is now appointing Trustee Mena to chair the committee. Both parties are in concurrence.

9. Treasurer's Report

A. Library Budget 2009-2010

Included in the Board Packet is the approved Library Budget dated March 18, 2009.

B. Year End Projection for 2009-2010 – Final Draft

Based on the information we have today we have total revenues of \$2,837,219.00, this is slightly less than what was budgeted for.

- Personnel Services will be \$1,863,055.00.
- Total Supplies and Materials will be \$537,276.00.
- Total Services and Charges will be \$308,083.00.

Total Expenditures projected to end of year are \$2,708,414.00, with a surplus of approximately \$128,805.00 for the 2009-2010 fiscal year.

These numbers provided by the City have allowances for tax give backs, and for the year end projection the lesser amount is used. It was suggested by Trustee Margolis that the Board consider setting up a reserve for uncollected or disputed taxes.

C. Proposed Budget 2010-2011 --- Final Draft

Based on three budget studies, we are projecting a revenue of \$2,552,500.00, plus we are proposing to use \$261,425.00 from existing fund balance to have a total of budget for next year of \$2,813,925.00. This represents a \$35,000.00 reduction from the approved budget for last year.

- Expenditure projection related to Personnel will be \$1,811,750.00, which is a \$40,000 reduction in overall personnel for next year.
- Expenditure for Total Supplies and Materials will be \$524,250.00; last year's budget was \$571,600.00.
- The expenditure projection for Total Services and Charges is \$467,925.00; last year the expenditure was \$415,800.00.

The 2010-2011 fiscal year budget reflects a larger building that requires more heat, electricity, more custodial services. We have a \$10,000.00 contingency line item. The total expenditure for next year is \$2,813,925.00, which matches the proposed revenues when the fund balance of \$261,425.00 is included.

Trustee Mark Sturing proposed that this budget of \$2,813,925.00 be adopted for the 2010-2011 fiscal year with a preference that the footnote comment at the bottom not be included.

A motion was made to approve the 2010-2011 (fiscal year) budget of \$2,813,925.00 as presented with the understanding that this is a deficit budget and anticipating that we may need up to \$261,425.00 out of the fund balance to cover the short fall in revenue.

1st - Mark Sturing
2nd - Larry Kilgore

The motion was passed unanimously.

D. Library Investments/Revenues and Expenditures/Walker Fund – February 28, 2010

In Library Fund we have investments of \$3,259,988.24. No interest was reported in this figure. The Balance Sheet for the Library Fund ending February 28, 2010 shows total assets and liabilities of \$3,449,731.13.

Relative to our Revenues and Expenditures as of February 28, 2010, our net Revenues over Expenditures are \$1,245,485.26 with 79.31% of the budget used. There are no unusual expenditures for the month of February.

For the period ending February 28, 2010, the Walker Building Fund shows investments of \$1,525,659.29, which includes the \$14,267.09 of accrued interest that will be earned at redemption.

City Treasurer, Kathy Smith-Roy met with the Finance Committee to explain how the property taxes work and how it relates to the Library's portion.

10. Director's Report

Due to the way the Christmas Holiday falls on the 2010 calendar, and the expectation of low library usage, a proposal for closing the library on Sunday, December 26, 2010 was presented to the Board for consideration. This would be an unpaid closing for the staff and would not apply to the Sunday following the New Year's Holiday in January 2011.

A motion was made for the library to be closed on December 26, 2010 at the recommendation of the Library Director.

1st - Larry Kilgore
2nd - David Margolis

The motion was passed unanimously.

The Library will again offer the Park and Read program this year. Similar to the MAP program, it allows patrons to check out passes to over 70 state parks. The program will begin on Memorial Day and run through October 2010.

From minutes provided by the Historical Commission, Julie was informed that beginning in 2011, the Historical Commission will move their meetings from the 3rd Wednesday in the month to the 4th Wednesday of the month, so as not to conflict with the Library Board Meetings. This will also allow the Library Board Members to attend the Historical Commission meetings and become part of their group. The hope is to have a Library Board liaison similar to what the Friend's group has.

It was just confirmed by the City, that thanks to the Treasurers Department and the Finance Department, the Library will be working with an auction company to liquidate excess furniture, shelving, and computers that will not be moved to the new building. The auction will take place the evening of April 14th, and will be open to the public. The auction has been advertised in trade magazines and local newspapers. Julie is sending lists of items to all libraries in Michigan. This will be an opportunity to bring in revenue from items we are not taking to the new building.

11. Friends Report

The Friends information comes from Karla Gibson, Secretary, who is acting as President for the month of March.

The \$20,000 that was initially donated from the Friends was graciously accepted back and then earmarked for specific wish list items that Julie had presented to them for consideration. The money was distributed so that \$4,000 was specified for continuing education for staff; \$1,500 will be used for the staff break room for purchase of items such as small appliances, plates, artwork, and supplies; \$5,000 was directed to supporting the Community Read Program; and \$6,500 will be used to purchase a disk cleaner for CD's/DVD's, Blu-Rays, and gaming equipment. Last on the list was \$3,000 to be used for an illuminated sign that will be placed on the north side of the building. Dependent on the approval of the Building Authority, this enhanced signage would replace the already existing letters on the north side of the building. It is hoped that the existing letters could be moved to the south side of the building and could be seen as you drive up Taft Road.

The Friends will be hosting the Friends of Michigan Library meeting in October. This will give the Friends an opportunity to conduct tours and show off the new building.

The Friends Newsletter should be mailed out next week.

Friends are continuing with their programming with a lecture series called Music of Motown. This program will be held on March 25th at 7:00p.m. in the current Library building.

The next Friends meeting will be held on April 14th at the Civic Center.

A discussion followed about whether the old signage should be moved to the south side of the building, and whether the Board needs to make a motion on the new enhanced signage before it is presented to the Building Authority. It was decided that the Board wanted to show its support to the Building Authority for the enhanced signage.

A motion was made that this Board show its support for signage on the north side of the Library reflecting the Library's new logo and to be illuminated with whatever scheme is being selected by the Building Authority, and leave it to the discretion of the Building Authority whether or not the existing signage is to be moved to the south side.

1st - Larry Kilgore

A friendly amendment was made to specifically recommend option # 1 as recommended by our Director.

2nd - Willy Mena

The motion with friendly amendment was passed unanimously.

12. Historical Commission Report

Included in the Director's Report.

13. Student Representative Report

Novi High School continues to publicize all Library activities and programs that are going on this month.

Since March is reading month, students are being invited and encouraged to come to the Library to see what it has to offer in the next two months before closing.

The last Teen Advisory Board (TAB) meeting was a brainstorming session to come up with new ideas for the Summer Reading Program, and to look for ways that students can volunteer to help with the transfer to the new Library building for the next two months.

Students are recruiting and getting volunteers to march in the Memorial Day Parade with the Board and Staff.

Students are beginning an officer election process for TAB. TAB started with 10 members and they now have 25 members in their group. Students appreciate having a voice in the Library.

Friday, March 19th is teen writer's night. Students can create and recite their own poems and show their creative side to their peers.

14. Public Comment

There was no public comment.

15. Committee Reports

A. Policy Committee

Staff members are working on a 1st draft for the full Policy Committee to review. It is planned that the Board will see the 1st draft in April so that they will be able to approve the policies at the May 15th Board Retreat.

B. HR Committee

There was no report from the HR Committee.

C. Finance Committee

The Finance Committee would like to seek some action from the Library Board concerning the transfer of funds from the Walker Building Fund to the Fund Reserve for Library Operations. The Walker Library Building Fund (the "Fund") was initially set up for the purpose of funding the planning and building a new or renovated Library Building. Approximately two (2) years later, the Fund was amended to allow donations to the Fund to also be used for operational purposes. Prior to the amendment, the Fund received donations from various individuals in smaller amounts, so it is not clear whether the intent of the donor was to make its contribution strictly for the purpose of the Fund, or the expanded purpose of the Fund.

The Library has reviewed various expenditures and determined that the Library has spent \$147,639.51 from Operating Funds specifically for the new Library Building. It was therefore recommended by the Finance Committee that the Library Board adopt a resolution authorizing the transfer of \$130,924.00 from the Walker Fund to the Fund Reserve of the Library Operating Account to reimburse the Library Operating Account for those expenditures of at least \$130,924.00 which was specifically used for the planning and building of the new Library Building.

A motion was made to adopt a resolution authorizing the transfer of \$130,924.00 from the Walker Library Building Fund, which are currently restricted funds, to the Fund Reserve of the Library Operating account which will make these funds unrestricted for future Library use.

1st - Mark Sturing
2nd - David Margolis

The motion was passed unanimously.

The Finance Committee is trying to come up with some guidelines for use of existing fund reserves in terms of operating needs. This will allow the Director some advance notice of use of these funds. These guidelines would not be binding for future Boards.

16. Public Comment

There was no public comment.

Julie wanted to bring one other matter to the attention of the Board, and that was the Chain of Books. On April 7th at 4:00p.m., the Library will have a physical Chain of Books moving from the old Library to the new Library. This is to signify what we are moving towards. A number of titles are being held back so members of the Community can take part. It is hoped that many of the school children will participate. City Council members will be taking part, and we would like the Library Board to be part of this also.

17. Adjourn

A motion was made to adjourn the March 17, 2010 Regular Library Board Meeting at 8:21 p.m.

1st - Larry Kilgore
2nd - Willy Mena

The motion was passed unanimously.



April 21, 2010

Willy Mena, Secretary

Date