



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
APRIL 21, 2010**

1. Call to Order and Roll Call

Library Board

Laura M. 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

Emily Bank

Absent and Excused

Shital Chauhan

Library Staff

Julie Farkas, Director
Mary Ellen Mulcrone, Assistant Director
Margi Karp-Opperer, Assistant Director
Marcia Dominick, Administration Assistant
Diana Gertsen, Office Assistant

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 motion was made to approve the April 21, 2010 regular Library Board agenda as presented.

1st - Larry Czekaj

2nd - David Margolis

The motion passed unanimously.

4. Consent Agenda

A motion was made to approve the April 21, 2010 Consent Agenda as presented.

1st - Larry Kilgore

2nd - Larry Czekaj

The motion passed unanimously.

5. Correspondence

a. Thank you Letter from Michael Schafer, Webelos Den 8

A thank you letter was received for giving a tour of the building to a group of Webelos.

The Webelos were working on an engineering badge and wanted to see the “guts” of the building.

b. Letter from Mary E. Hoffman, library patron.

A letter of concern was received about the possibility of the adoption of the alcohol policy that the City has approved. The response was that the Library does not have an alcohol policy in place at this time, but the Library Board will be looking into the matter.

c. Thank you Letter from Charles Atwater, United States Census Bureau

A thank you letter was received to express appreciation to the Library for its involvement in providing tax information to the public.

6. Presentation

There was no presentation.

7. Public Comment

There was no public comment.

8. President's Report

A. Election of Library Board Officers 2010-2011 (President, Vice –President, Treasurer, Secretary)

David Margolis will nominate each of the open positions for the Library Board.

- President- Larry Kilgore was nominated and accepted the position.

The position was approved unanimously by the Library Board.

- Vice President- Laura M. Casey was nominated and accepted the position.

The position was approved unanimously by the Library Board.

- Treasurer- Mark Sturing was nominated and accepted the position.

The position was approved unanimously by the Library Board.

- Secretary- Willy Mena was nominated and accepted the position.

The position was approved unanimously by the Library Board.

B. Library Goals 2009-2010

- Teen Advisory Board (TAB) is creating vodcast to highlight Novi Public Library (NPL) Teen Stop, and will be included on our website.
- A number of Library Board members attended the Battle of the Books that was held in March.

C. Building Authority

The Library is 99% complete and staff is in the building and getting acquainted with all the “nooks and crannies”. The furniture is being delivered, and the patio furniture is on deck. The old Library has been stripped. All that remains is the eight (8) week schedule for the demo of the old facility and the reconstruction of the parking lot to service the new facility. The target date to open is June 1st.

On the financial side, there were 150 change orders, and all but two (2) have been resolved. Most of the change orders were upgrades from what was initially planned. The upgrades include, the 2nd floor meeting room, additional technology, ceiling tiles, and things done in the bathrooms. All change orders were accomplished under the original budget. Currently there is \$750,000.00 of the \$16,000,000.00 budget that has not been spent. The surplus will be turned over to debt services. Already \$300,000.00 has been turned over for debt service.

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

Carl Adams, Owner’s Representative, informed the Board that the New Library is 99.9% done.

- Old building will be demolished next week.
- Prior to the demo, the site will be secured with fencing all the way around.
- The date for the demo will be made available through Julie as soon as possible.
- The facility and the asbestos have been cleaned up, and we are waiting for the consent letters from various utilities before moving forward.
- The anticipation is that there will be no hold back on the consent letters.
- The parking lot aspect should move forward at a quick pace.
- A sidewalk will be constructed on the North side to interface between the new Library and the high school parking lot for easy access for the short term.

Julie added that the auction was very successful. We took in revenue close to \$10,000.00. We had a good turnout, with a number of schools and libraries taking part in the auction, so it is felt that all went to a good cause.

A muralist will be working in the Youth area for the next three to four weeks designing her artwork.

The signage that goes around the building on the parking lot and the drive up window is close to being finalized. All will be installed before we open on the 1st of June.

The opening day collection of 20,000 new, pre-tagged books will start to be delivered on May 10th.

9. Treasurer's Report

A. Library Budget 2009-2010

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

B. Library Investments/Revenues and Expenditures/Walker Fund –March 31, 2010

The Library Investment Report for the month ending March 31, 2010, shows a total investment amount of \$3,099,152.98 including interest.

The Walker Investment Fund for the month ending March 31, 2010 shows a total investment amount of \$1,516,606.58 with \$14,267.09 interest due.

The Balance Sheet for the period ending March 31, 2010 shows the Total Liabilities and Fund Balance of \$3,270,020.68. The Library's Net of Revenues and Expenditures Year- to –date thru March 31, 2010 shows a balance of \$1,042,029.95 with 83.06% of the budget used.

The Balance Sheet for the period ending March 31, 2010 shows the Total Liabilities and Fund Balance of \$1,516,606.58. The Net Revenues and Expenditures for the Walker Fund Year-to-Date thru March 31, 2010 shows a balance of \$62,859.24.

A request was made to show the total investments for the Library Fund and the Walker Fund in the Treasurer's Report. As of March 31, 2010 the total for Library Fund and Walker Fund is \$4,615,759.56.

C. City of Novi – Proposed Annual Budget 2010-2011 documents

Included in the Board Packet is the Projected Balance for the Library Fund and the Walker Fund.

10. Director's Report

We no longer have 12x12 bricks available for purchase, but we still have plenty of 6x12 bricks. All bricks that were purchased up to February 2010 will be installed before we open on June 1st, and will be located in the front of the building. Any new bricks that are purchased will be installed in the patio area.

We had a great turnout for the Chain of Books, and we had great coverage in the Novi News.

Patrons are returning materials to the New Library through the drive up return even though the directional signage hasn't been installed yet.

A chart comparing full- time and part-time staffing from neighboring libraries is included in the Board packet as requested.

The Historical Commission is looking to digitize the Novi News. They are also working on the Eight Mile project, also called the Base Line project. Novi artist, David Barr is creating a

monument for Novi to be placed on Eight Mile. The Library is involved by providing information and history.

The New Building will have the same tracking system to count the number of people coming through the Library as the old building had.

Library Board meeting would be able to be held in the new building as soon as all the equipment is installed. That would be June 1st; however the City Manager would like all City meetings to be held in the City Council Chambers.

The actual completed physical size of the new building is 57,000 square ft. plus 6,700sq.ft patio.

11. Friend's of Novi Library Report

Decisions have been made and voted on by the Anniversary Committee and the Friends Board to agree on what the new membership will be. There will be two (2) levels for individual Friends and for family memberships. With a \$50.00 membership you will get two (2) tickets to the 50th Jubilee party on October 8th. A \$150.00 membership will give you four (4) tickets to the Jubilee, and recognition in the program. A special corporate membership for \$500.00 will give you four (4) tickets to the Jubilee, recognition in the program, on the web, and in the Friends new store.

The new Library Board president was welcomed and invited to speak briefly at the next Friends meeting, which will begin at 7:00pm in the Activity room of the Civic Center on May 12th. Friends meetings for June and July will start at 6:30pm instead of 7:00pm. And will be held at the new Novi Public Library.

12. Historical Commission Report

The Historical Commission Report is included in the Board packet and in the Director's Report.

13. Student Representative

Last week Novi High School students held a graffiti event in the meeting room of the old building. Using spray paint and markers, students wrote messages and farewells on the walls of the old meeting room. It was well publicized in the Novi High School's Cat's Eye, TV News, and the Novi News.

Miss Margi is looking for Novi High School volunteers to walk in the Memorial Day Parade.

The Teen Advisory Board (TAB) have new bright blue T-shirts provided by the Library.

In June, TAB will be electing new officers to replace the three graduating seniors who are holding office.

14. Public Comment

Jim McLean wanted to know how many 12x12 bricks were sold. Julie informed him that the total number was 74 bricks.

15. Committee Reports

A. The Policy Committee has been working diligently so they can make recommendation to the Board at the May 1st meeting.

B. HR Committee

There was no report from the HR Committee.

C. Finance Committee.

There was no report from the Finance Committee.

16. Public Comment

There was no public comment.

Upcoming Events:

A request was made to add the Saturday, May 1st, 2010 Library Board meeting to the Board's list of upcoming events. The meeting will be held on Saturday, May 1st from 8:00am to 12:00: pm in the City Civic Center.

A tour for the volunteers who helped this past year will be held May 1st, 2010 at 1:00 p.m. at the new library.

The Library Grand Opening will be held on Saturday, June 26th from 10:00 a.m. to 4:00 p.m.

17. Adjourn

A motion was made to adjourn the April 21, 2010 Regular Library Board Meeting at 7:55 p.m.

1st – Larry Czekaj

2nd- Willy Mena

The motion passed unanimously.



May 19, 2010

Willy Mena, Secretary

Date