



**CITY OF NOVI LIBRARY BOARD
MINUTES, POLICY MEETING
MAY 1, 2010**

1. Call to Order and Roll Call

Library Board

Larry Kilgore, President
Mark Sturing, Treasurer
Willy Mena, Secretary (departs at 10:52 a.m.)
David Margolis, Board Member
Ramesh Verma, Board Member

Absent and Excused

Laura M. Casey, Vice President (9:05 a.m. arrival)
Larry Czekaj, Board Member

Library Staff

Julie Farkas, Director
Mary Ellen Mulcrone, Assistant Director
Marcia Dominick, Administrative Assistant

Absent and Excused

Margi Karp-Opperer, Assistant Director

The meeting was held at the Novi Civic Center, Activities Room, 45175 W. Ten Mile Road, Novi, Michigan 48375, and was called to order by Larry Kilgore, President at 8:00 a.m.

2. Public Comment

There was no public comment.

3. Library Opening, June 1, 2010

Members of the Building Authority discussed the possibility of opening the Library earlier in the month and not waiting for the June 1, 2010 scheduled opening. As of this date, the Library has many issues that need to be resolved before it can open and some are not scheduled until close to the June 1, 2010 planned opening. Some issues that need to be resolved are:

- Sidewalk connecting the Novi High Schools north parking lot to the new Library building.
 - This needs to be created and is not expected to be completed until June 1, 2010.
- Handicap parking – there will be seven (7) spaces made available in the Novi High Schools south parking lot adjacent to the rear of the new Library building.
- Parking will be available to all patrons in the Novi High Schools south parking lot on June 19 when school is no longer in session.
- Library parking lot is to be completed by mid-August. Demo of the old building is taking longer than anticipated.
- Furniture is arriving daily and needs to be constructed, along with millwork.

- Friday, May 14, is a staff in-service day to discuss the “Customer Service Model”.
- Brighthouse has not installed the cable lines to the new building.
- Not all materials have been cataloged.
- The Information Technology staff is working diligently to set all technology equipment up, but with only two staff members, other staff are helping with the set-ups, but not the installation, which must be completed by the IT staff.
- Don’t want to disappoint the patrons with a partially completed building project.

Discussion:

With the physical moving of books and furniture from the old building to the new, it seemed as if the building would be available for patrons sooner than expected. But due to safety issues for patrons, it was determined to wait until June 1, 2010 to open the doors to the public.

4. **Policy Manual**

“The purpose of the Policy Manual is to collect and disseminate the policies that have been adopted by the Library Board for the safe and efficient operation of the Library, to govern the maintenance and use of its collection and to promote the enjoyable use of the Library by its patrons.”

The Policy Committee is comprised of members of the Library Board and staff who worked diligently to create policies for the Library as we move to the new Library building. All issues were considered in making these new policies from state and local regulations to IT concerns. A thank you was expressed for the Committee’s hard work.

GENERAL

- **Policy G1: Definitions**

A motion was made to adopt Policy G1: Definitions, as presented, effective May 1, 2010.

1st – Mark Sturing
2nd – Ramesh Verma

The motion was passed unanimously.

- **Policy G2: Changes to Policies**

A motion was made to adopt Policy G2: Changes to Policies, as presented, effective May 1, 2010.

1st – Mark Sturing
2nd – David Margolis

The motion was passed unanimously.

BUILDING POLICIES

- **Policy B1: Emergency Closing**

A motion was made to adopt Policy B1: Emergency Closing, as presented, effective May 1, 2010.

1st – Ramesh Verma
2nd – David Margolis

The motion was passed unanimously.

- **Policy B2: Holidays and Closure Policy**

The Policy will now be titled: **Policy B2: Closure Policy**

The first sentence will now read:

“The Library will be closed on the following days:

The last sentence will now read:

Notice of all Library closures will be posted in the Library and on the web site.

A motion was made to adopt Policy B2: Closure Policy, as amended, effective May 1, 2010.

1st – Mark Sturing

2nd – David Margolis

The motion was passed unanimously.

- **Policy B3: Hours of Operation**

A motion was made to adopt Policy B3: Hours of Operation, as presented, effective May 1, 2010.

1st – Mark Sturing

2nd – Willy Mena

The motion was passed unanimously.

- **Policy B4: Meeting Room Rental and Use Policy**

- The Policy will include the Library’s Administration telephone number in Section B., General Regulations and Guidelines, and in Section D., Payment of Fees.
- Item #10 will now follow Item#12 and the Section will be renumbered.
 - Item #12 will read as follows:
Charging for admission is not allowed. No solicitation, fundraising, raffles or financial transactions are allowed. The sale of goods or services is generally prohibited but may be permitted at the discretion of Administration if it is reasonable related to the Library’s purpose (e.g., author sales of signed books).
 - Item #13: Political organizations may use the meeting rooms provided meetings do not include fundraising. These may include business meetings, issue discussions and candidate forums.

Item # 19 (#18 as renumbered). The Library is a smoke free, flame free building (no candles or sterno), was deleted from the policy.

Item #22 – The Type of Equipment for rental was deleted from the policy.

A motion was made to adopt Policy B4: Meeting Room Rental and Use Policy, as amended, effective May 1, 2010.

1st – Mark Sturing

2nd – David Margolis

The motion was passed unanimously.

- **Policy B5: Cell Phone Usage Policy**

- The name of the policy was changed to: Phone and Electronic Communications Devices Policy.
- The word “cell” was removed from the policy.
- The first paragraph will read: To preserve the quiet environment requested by our patrons, all phones, pagers, and other electronic devices must be set to silent mode when in the building. Polite conversations utilizing phones or other electronic devices

are permitted in the designated phone area, at the 1st floor main entryway, the elevator lobby on each floor and the patio.

A motion was made to adopt the Policy B5: Phone and Electronic Communications Devices Policy, as amended, effective May 1, 2010.

1st – Mark Sturing
2nd – Laura M. Casey

The motion was passed unanimously.

- **Policy B6: Drive Up Services**
 - Section A will now read: The purpose of the after hours holds service is to provide patrons with pre-arranged access to reserved items when the building is closed for business. A patron must call with sufficient time in advance to reserve the materials and then retrieve the items from the after hours locker before the building opens on the next business day. Lockers will be cleared of items at the start of the next business day.
 - Section C will now read: Patrons must have a valid library card to complete window service transactions.

A motion was made to adopt Policy B6: Drive Up Services, as amended, effective May 1, 2010.

1st – Willy Mena
2nd - Mark Sturing

A roll call vote was called:

Laura M. Casey – yes
Larry Kilgore – yes
David Margolis – yes
Willy Mena – yes
Mark Sturing – yes
Ramesh Verma – no

The motion was passed with a five (5) yes – one (1) no vote.

COLLECTIONS POLICY

- **Policy C1: Collection Development Policy**
- **Policy C2: Policy on Censorship and Intellectual Freedom**
- **Policy C3: Adoption of American Library Association's Library Bill of Rights**
- **Policy C4: Adoption of American Library Association's Freedom to Read Statement**
- **Policy C5: Request for Reconsideration of Library Materials (to add material to or remove material from the collection)**
 - First paragraph, third sentence will read: The librarian shall then gather reviews and other pertinent information regarding the material, and work with the Library Director to prepare a written response to an individual's written request.
- **Policy C6: Collection Evaluation & Maintenance**
- **Policy C7: Disposition of Materials**
- **Policy C8: Donating Materials to the Library**
- **Policy C9: Local History Room Collection**

- First paragraph, first sentence will read: The purpose of the Local History Room is to house materials that record the history and development of Novi, greater Oakland County and surrounding areas as they pertain to Novi's past boundaries.

A motion was made to approve the Collection Policy, as a whole, as amended, effective May 1, 2010.

1st – Mark Sturing
2nd – Laura M. Casey

The motion was approved unanimously.

The Library Board meeting recessed at 10:15 a.m. and resumed at 10:25 a.m.

PUBLIC POLICIES

• **Policy P1: Library Card Issuance**

- Sixth paragraph will now read: Non-residents whose home libraries are not part of the TLN network may purchase a Novi Public Library card for an annual fee as stated in the Schedule of Loans, Fines and Fees.

A motion was made to approve Policy P1: Library Card Issuance, as amended, effective May 1, 2010.

1st – David Margolis
2nd – Willy Mena

The motion was passed unanimously.

• **Policy P2: Circulation Policies**

- **A. Charges for Overdue Materials, Damaged, Destroyed, or Lost Materials and Consumable Supplies**
 - Section 1 will now read: Due dates and overdue charges are intended to encourage patrons to bring back materials within reasonable periods of time. Fines for overdue materials will be charged at the rates stated in a Schedule of Loans, Fines and Fees established by the Library Director. The current Schedule of Loans, Fines and Fees shall be available at all circulation desks and will be posted on the web site. The Library Director has the authority to change the Schedule of Loans, Fines and Fees.
 - Section 2 – no changes.
 - Section 3 will now read: In the case of destroyed or lost materials, the amount charged will be the original cost of the item or the standard amount for the type of article as stated in the Schedule of Loans, Fines and Fees.
 - Section 4 – no changes.
 - Section 5 – no changes.
- **B. Due Dates**
 - The due dates for all materials will be stated in the Schedule of Loans, Fines and Fees.
- **C. Miscellaneous Provisions**
 - Section 1 will now read: Renewals: Patrons may renew loans of materials charged out from the Library in person, by telephone, or

through the library's online catalog. Renewals are for three weeks from the date of renewal unless a shorter time is specified in the Schedule of Loans, Fines and Fees.

○ **D. Confidentiality of Patron Records; Freedom of Information Act Requests and Subpoenas**

- Section 1 – no changes
- Section 2 – no changes
- Section 3 – no changes
- Section 4 – no changes

A motion was made to approve Policy P2: Circulation Policies, as amended, effective May 1, 2010.

1st – Mark Sturing
2nd – Laura M. Casey

The motion was passed unanimously.

● **Policy P3: Information and Reference Services**

A motion was made to approve Policy P3: Information and Reference Services, as presented, effective May 1, 2010.

1st – Mark Sturing
2nd – Laura M. Casey

The motion was approved unanimously.

● **Policy P4: Community Postings and Distribution of Materials**

A motion was made to approve Policy P4: Community Postings and Distribution of Materials, as presented, effective May 1, 2010.

1st – Mark Sturing
2nd – David Margolis

The motion was passed unanimously.

● **Policy P5: Exhibits and Displays**

A motion was made to approve Policy P5: Exhibits and Displays, as presented, effective May 1, 2010.

1st – Mark Sturing
2nd – David Margolis

The motion was passed unanimously.

● **Policy P6: Food Policy**

A motion was made to approve Policy P6: Food Policy, as presented, effective May 1, 2010.

1st – Mark Sturing
2nd – Ramesh Verma

The motion was passed unanimously.

The remainder of the policies will be addressed at the Saturday, May 15, 2010 Policy and Goal/Retreat Meeting to be held at the Novi Civic Center beginning at 8 a.m.

5. **Public Comment**

There was no public comment.

6. **Adjourn**

A motion was made to adjourn at 11 a.m.

1st – Laura M. Casey

2nd – David Margolis

The motion was passed unanimously.



Willy Mena, Secretary

May 19, 2010

Date