

**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
MAY 19, 2010**

1. Call to Order and Roll Call

Library Board

Larry Kilgore, President
Laura Casey, Vice President (7:02 arrival)
Mark Sturing, Treasurer
David Margolis, Board Member
Ramesh Verma, Board Member

Absent and Excused

Larry Czekaj, Board Member
Willy Mena, Secretary

Student Representative

Nishant Kakar

Absent and Excused

Shital Chauhan

Library Staff

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

Absent and Excused

Marcia Dominick, Administrative 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 Larry Kilgore, 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 May 19, 2010 Library Board meeting agenda as presented.

- 1st – David Margolis
2nd – Ramesh Verma

The motion passed unanimously.

4. Consent Agenda

A motion was made to approve the May 19, 2010 Regular Library Board Consent Agenda as presented.

- 1st – Ramesh Verma
2nd – David Margolis

The motion passed unanimously.

5. Correspondence

a. A letter from Nancy Robertson, State Librarian

A letter was received from State Librarian, Nancy Robertson, expressing her support and congratulations for developing a friendly and productive library building. She also expressed regrets for not being able to attend the Grand Opening Celebration on June 25th 2010.

b. Email from Library Patron, Lynette Curtiss

Lynette volunteered at the library and had an opportunity to take part in the volunteer luncheon and tour that was held in April. Lynette's Email is a response to the tour expressing her thoughts and excitement about using the new library.

6. Presentation

A. Recognition of Emily Bank, student Representative

A letter of appreciation was presented to former Student Representative, Emily Bank. The Board acknowledged her outstanding leadership skills and her many contributions as spokesperson for the library at Novi Public High School. Emily was very instrumental in increasing the size of the teen population at the library. The Board presented Emily with cards to express well wishes for her in her studies at Michigan State University.

7. Public Comment

There was no public comment.

8. President's Report

A. Welcome to Nishant Kakar, Student Representative

A warm welcome was given to Nishant Kakar, the new Student Representative for the Library Board. Nishant is a freshman at Novi High School and has had previous experience working on similar types of Advisory Boards. He served on the Middle School Achievement Team, where he met with the Principal and other advisory people. He has already met with Julie and will be touring the library building on Friday, May 21st. He is looking forward to making a contribution by serving on the

Library Board. The Board expressed their appreciation for having a means of communication with the High School and is looking forward to working with Nishant.

B. Library Goals 2009-2010

It was noted that an extensive amount of work was done at the Goal Setting Session on Saturday, May 15th, 2010, and therefore, no further discussion was necessary.

C. Proposed Goals for 2010-2011

It was determined that the Library Board needed to formally adopt the goals that were proposed at the May 15th 2010 Goal Setting Session. Julie also asked the Board to consider a new category for goal number seven (7) since a Building Goal is no longer relevant.

A motion was made to adopt the initial version of the seven (7) goals that is a work in process. There will be individual strategies tied to them and the staff will work on developing tactics to support the strategies. That will enable us to accomplish these goals. Therefore, I move to accept this draft.

1st – David Margolis

2nd- Mark Sturing

The motion passed unanimously.

D. Committee Appointments

The Bylaws Committee is not a standing committee, and will terminate upon completion of their special project; therefore no new appointments need to be made.

The appointments made to the Finance Committee were: Larry Czekaj, David Margolis, and Mark Sturing. The Committee will be chaired by David Margolis.

The appointments made to the HR Committee were: Laura Casey, Ramesh Verma, and Larry Kilgore. The Committee will be chaired by Laura Casey.

E. Library Board Meeting Location

A suggestion was made to table the discussion of where to hold Library Board Meeting until the August meeting. The Board members expressed a desire to have the Library Board Meetings held in the Library, however since the broadcast equipment is not yet installed, the Board was in agreement to have the June meeting in the Council Chambers of the Novi Civic Center. The Board would like to have the broadcast equipment installed and tested before holding their meetings in the Library Board Room.

A motion was made to table this conversation until such point that we've heard from staff that the equipment is functioning.

1st – Laura Casey

2nd- David Margolis

The motion passed unanimously.

F. Building Authority Update

At the Building Authority meeting last Thursday, there were a number of change orders; however the change orders were all in the “tweaking” point.

- A water line- here
- A couple of lights- there
- Bumpers in the sorting room- were approved

The report from all the consultants is that everything is on schedule for the June 1st opening and all under budget; there may still be some “tweaking” even after June 1st.

Kudos was given to the Building Authority for their wisdom in investing in the sorting machine. The Board views the sorting machine as a capital improvement that will provide for future labor savings.

A concern was express about the curb next to the book return. The “lip” that comes up may intimidate the drivers as they drive around the book return. It was explained that once the final coat of asphalt is applied the “lip” will disappear.

G. Construction Update – Carl Adams

There are still a few items in the building that need to be ‘tweaked’, and they are being addressed on a daily basis. The concentration is now on the parking lot. Weather permitting there will be a stone only parking lot available for the Grand Opening on June 25th. Patrons and invited guest will be allowed to park in the South High School parking lot behind the Library for this event.

9. Treasurer’s Report

A. Library Budget 2009-2010

Included in the board Packet is the 2009-2010 Library Budget dated March 18, 2009. Also included is a letter from Kathy Smith-Roy, finance Director for the City of Novi, regarding the transfer of funds from the Walker Fund to the Library Fund.

B. Library Investments/Revenues and Expenditures/ walker Fund – April 2010

The Balance Sheet to Total Liabilities and Fund Balance for Library Fund and walker Fund as of 4/30/2010 shows a total of \$2,977,480.99.

The Library’s Net of Revenues and Expenditures as of 4/30/2010 shows that we have not spent \$782,528.40, with 73% of the budget used. We will have a surplus this year in the \$100,000.00 range.

The Library Investments for the Library Fund as of 4/30/2010 show a total of \$2,806,613.29.

The Library Investments for the Walker Fund as of 4/30/2010 shows a total of \$1,522,307.20.

Total Investment for Library and Walker Funds as of 4/30/2010, shows a total of \$4,328,920.49.

C. City of Novi – Quarterly Investment Report

Included in the Board Packet is the Quarterly Investment Report for the City of Novi.

10. Director’s Report

Julie was asked to bring the Board up to date on the final preparations for the opening day, June 1st.

- Signage has been arriving and continues to arrive
- Last minute furniture is arriving- chairs for the computer labs and teen room
- Staff is busy creating brochures with new talking points and information that will be available the day that we open.
- Opening Day Collection of 11,000 books arrived May 10th and has been shelved by staff.
- Another 3,000 books is expected along with some audiovisual material coming in.
- Working on a Customer Service Model, staff had a Customer Service in service day on Friday, May 15th.
- IT Dept. is working to get all computers up and in sync.
- Fire Sign will be arriving, which is the “Way Finding” Sign in the lobby.
- Working on phones, cable connections, and video conferencing.
- Art work continues to be finalized; Richard Ritter is waiting for an order of glass for his display case, but will be on schedule for the Grand Opening.
- Partnered with the Hotel Baronet as a community service project and had thirty (30) volunteers last Saturday who worked cleaning the building.
- Thirteen days left before we open and we are 98% ready.

Julie asked the Board Members to let her know if they will be participating in the Memorial Day Parade on Monday, May 31st. The Friends and the Historical Commission will be joining the Library for the parade, and all will meet at 9:30a.m. at the regular spot.

The Neighborhood Library Association will kick off their Community Reads event in mid August. The libraries in our community include: Novi, Northville, Salem-South Lyon, Lyon Township, and Wixom. All five (5) libraries will read the same book. The title chosen for this event is Annie’s Ghost by Steve Luxenberg. The author will be at the Novi Library on October 21st, 2010 to talk about his book. We have also made arrangements with the author to visit Novi High School and the Northville high School, so we are making a connection for our teens.

1. Review of Library Open House celebration agenda, June 26th 10am-4pm

The Grand Opening itinerary is included in the board Packet.

The Historical commission has been working on the Base Line Project, and a photo of the historical marker called “Coasting the Base Line”, is included in the Board Packet. There is one marker in Farmington, and one in Northville, and Novi will incorporate one on Eight Mile Road in

the park just West of Napier Road. The Historical Commission just received a \$5,000.00 grant for this project through the Americana Foundation.

Also included in the Board Packet is some information on James Haven, a sculptor, who offered to loan the Library a sculpture called "The Librarian". Julie is hoping to find someone who might be interested in donating the money to keep it permanently on the Library site. It will be located at the front of the building as you drive in the main entrance, on the Northwest side. The sculpture is the universal sign of Libraries, built into a woman holding a book. We will have the sculpture available to us until the end of September. The price of the sculpture is \$15,000.00. With installation and naming rights it could be valued at \$17,500.00. The sculpture arrives sometime next week.

2. Bits & Pieces – TLN E-newsletter by Jim Pletz

The newsletter is included in the Board Packet.

11. Friends of Novi Library Report

Vicki McLean, current President of the Friends group thanked Library board President Larry Kilgore for attending the Friends meeting and speaking to the friends about what the expected income from taxes would be to support the Library this year. The Friends appreciated the explanation, and realized the need for more money.

Vicki also thanked Board Member Mark Sturing for being a long time supporter of the Friends and for attending their meetings. Laura Casey, former Library Board President, was also thanked for attending the Friends meetings and for acting as a volunteer on behalf of the Friends.

For the first time, and in celebration of their 50th Anniversary, the friends awarded two (2) scholarships at their annual meeting this year. The two deserving graduating seniors each received \$2,000.00. This will be a "one time only" that the Friends will award two (2) scholarships in a year.

The Friends are looking forward to Opening Day and the opening of the Friends "Book Nook". The shelves are stacked with a selection of excellent books. The "Book Nook" will be open on Mondays and Thursday from 11am-8pm, and on Saturdays from 11am-4pm. A big thank you goes to Jim McLean for making phone calls and creating a volunteer directory. Due to Jim's hard work, all the volunteer slots for June and July have been filled. Jim will also be co-manager of the store with Sue Bebb. The store will be open on June 1st even though it is a Tuesday.

12. Historical Commission Report

Included in the Board Packet are the minutes for the Historical Commission.

13. Student Representative Report

There was no report from the Student Representative since it was his first meeting.

14. Public Comment

There was no public comment.

15. Committee Reports

A. Policy Committee

There was no report from the Policy Committee.

B. HR Committee

There was no report from the HR Committee.

C. Finance Committee

There was no report from the Finance Committee.

D. Bylaw Committee

There was no report from the Bylaw Committee.

16. Public Comment

There was no public comment.

Former Library Board President, Laura Casey, congratulated Library Board President Larry Kilgore on the completion of his 1st official meeting as Library Board President.

Library Board President, Larry Kilgore, thanked Former Library Board President Laura Casey for the past two (2) years that she served as President with the comment that in his experience he has never seen it done better.

Upcoming Events:

Julie wanted to remind the Board to pay attention to some of the dates under the Future Events, especially the Public Library Trustee Association of Oakland County Annual Dinner on Wednesday, June 23rd at 6pm. Julie would like to have a Board Member attend with her, and asked that E-mails be sent to her so dinner reservations can be made.


17. Adjourn

A motion was made to adjourn the May 19, 2010 Regular Library board Meeting at 8:06 p.m.

1st - Laura Casey

2nd – Mark Sturing

The motion passed unanimously.



June 16, 2010

Willy Mena, Secretary

Date