

**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
JUNE 16, 2010**

1. Call to Order and Roll Call

Library Board

Larry Kilgore, President
Mark Sturing, Treasurer
Willy Mena, Secretary
Larry Czekaj, Board Member
David Margolis, Board Member
Ramesh Verma, Board Member

Absent and Excused

Laura M. Casey, Vice President (7:07 p.m. arrival)

Student Representatives

Shital Chauhan
Nishant Kakar

Library Staff

Julie Farkas, Director
Mary Ellen Mulcrone, Assistant Director
Margi Karp-Opperer, Assistant Director
Barbara Rutkowski, Information Technology Department Head
Marcia Dominick, Administrative Assistant

Absent and Excused

Diana Gertsen, Office Assistant

Guests

Carl Adams
Jim and Vicky McLean

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 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Approval and Overview of Agenda

A request was made to move the Construction Update by Carl Adams to Item A. - President's Report with other items for discussion to follow.

A request under the Director's Report, Item C. Novi Public Library Update – First Two Weeks of Operation, is to be added.

Item 17- **Library Director Annual Review** – it is the decision of the Director if she would like the review to be completed in Executive Session.

A motion was made to approve the June 16, 2010 Regular Library Board meeting agenda as amended.

1st – Ramesh Verma

2nd – David Margolis

The motion was passed unanimously.

4. **Consent Agenda**

A motion was made to approve the June 16, 2010 Regular Library Board Consent Agenda as presented.

1st – David Margolis

2nd – Willy Mena

The motion was passed unanimously.

5. **Correspondence**

a. **Email from Pam Hughes, Library Patron regarding Sunday Hours**

A letter provided by Pam Hughes regarding the Sunday Hours of Operation was received on June 7, 2010, with Julie Farkas responding to her comments.

6. **Presentation**

a. **Margi Karp-Opperer, Assistant Director of Public Services – Summer Reading 2010**

The Summer Reading Program begins on Monday, June 21 for patrons, birth to adult with various programs for all. Prizes will be provided for all who complete the requirements based on their ages.

Many programs are being offered: Tie Dye; gaming; projects, etc.

There will be an after hour Teen & Tween Party at the Library with 120 Teen volunteers expected to join us. Last year, there were 70 in attendance.

7. **Public Comment**

There was no public comment.

8. **President's Report**

a. **Construction Update – Carl Adams**

Carl Adams stated that 99.9% of the Library construction has been completed with the following being worked on:

- Parking lot (on schedule)
- Relocation of AT&T at the Novi Schools
- Interface between the new Library building and the High School
- Bioswale will be completed soon
- Final grading completion

There is an area on the patio where the concrete needs to be replaced and some areas where caulking of the concrete is to be completed.

One area where cracking has occurred is near the West meeting room and if the cracking continues after injected, the concrete will be replaced.

b. Library Goals 2009-2010

Presented by Mary Ellen Mulcrone:

- Will continue to report on the 2009-2010 goals until July 2010. No additional goals will be reported until August 2010.
- Staff will begin working on the 2010-11 goals in their departments.

2009-2010 Goals:

- Lobby Display
 - Touch screen in the lobby showing both floors; up-coming events; indicates a picture of reference.
- Tours
 - Schools and other groups have been scheduled
 - Tours advertised in the Engage
 - Grand Opening Celebration, Saturday, June 26 – scheduled tours.
- Memorial Day Parade
 - Board members, staff, TAB members, volunteers, and Friends were in attendance.
- Grand Opening
 - Postcards and invitations have been mailed for the all day event, Saturday, June 26, 2010.
- Opening Day Collection
 - Received the bulk of the materials
 - Additional materials are expected June 23rd and should be on the shelves in time for the Grand Opening.
- In the first two weeks that the new Library building has been opened, 436 new Library cards have been issued.
- Donations:
 - Brick pavers and trees
 - Community brochure
 - A new fundraising campaign is to start in July 2010.

A Board member inquired as to how the Library is keeping local area businesses informed of library activities. Julie informed the Board that it is on-going, but through the Rotary, the Novi Chamber of Commerce, E-Biz newsletter, neighborhood business organizations, etc.

c. Building Authority Update

i. Project budget as of May 31, 2010

The Building Authority met on June 10, 2010 with some adjustments.

- Furniture to be added.
- Teen area
- File cabinets
- Additional bin in the sorting area (\$7,000 cost)
 - The present bin holds 125 items, where the new bin will hold 350 items allowing the sorting system to run more efficiently.

- The statue “The Librarian” is now a permanent fixture at the entrance of the Library.
- As of May 31, 2010, there is \$750,000 in the Budget & Contingency Balance with an additional \$300,000 already returned to the Debt Service Fund.

It was stated that the Director, Julie Farkas, and the City of Novi’s Director of the Engineering Department should be reinstated to the Building Authority for at least the next 6 months. At this time, they are no longer on the Authority as a voting member due to the end of their time limitations. There are five (5) members of the Building Authority with additional members added as necessary to project.

There is \$60,000 worth of pending purchases, but the project is still under budget.

A Board member questioned the number of change orders on the project – 154. Technically, there were less than 19, but the Building Authority asked that they be separated so the items could be discussed.

Library Board member, David Margolis, stated his gratitude to the Building Authority for taking the best intentions of the community to heart. A thank you was provided to Larry Czekaj and Mark Sturing for all their work on the project.

9. **Treasurer’s Report**

a. **Library Budget 2009 – 2010**

Included in the Board packet is the 2009-2010 Library Budget dated March 18, 2009.

b. **2010-11 Property & General Liability Insurance Renewal**

A memo dated June 10, 2010 from Kathy Smith-Roy was included in the Board packet regarding the 2010-11 Property & General Liability Insurance Renewal. The premiums for the new Library facility went from \$5,423 for the 2009-2010 fy (old building) to \$18,000 for the 2010-11 fy (new building), which was budgeted at \$19,000. (Page 62 of the June 16, 2010 Library Board Packet).

c. **Library Investments/Revenues and Expenditures/Walker Fund – May 31, 2010**

The Balance Sheet for the period ending May 31, 2010 indicates the Total Liabilities and Fund Balance for the Library Fund at \$2,825,117.

The Balance Sheet for the period ending May 31, 2010 indicates the Total Liabilities and Fund Balance for the Walker Fund at \$1,524,770.

The Library Investments Report for the month ending May 31, 2010 shows a total investment amount of \$4,326,770.66 for the Library and the Walker Fund. Interest due for both accounts is expected to be \$23,903.22.

The Library’s Net of Revenues and Expenditures Year-to-Date thru May 31, 2010 shows a balance of \$612,266.29 with 90.91% of the budget used.

It is unknown when the Library is expected to receive the next State Aid check. With the downturn of staffing at the State, there is only one person working on the checks.

Miscellaneous Income: \$10,000 was received from the Auction.

It was suggested that the Finance Committee meet to discuss the tracking of funds and the possibility of meeting with Kathy Smith-Roy, Director of Finance.

A proposal to have \$1 million of Library funds be placed in a long term fund instead of being liquid was suggested. This, too, will be discussed at the Finance Committee meetings.

10. Director's Report

a. Barb Rutkowski, Update on Technology for future Library Board meetings.

Barbara Rutkowski, Information Technology Department Head, provided answers to questions as to the procedures for broadcasting Library Board meetings from the Library instead of Council Chambers. Some items are still being discussed and the fiber needs to be installed, which should be completed by the end of June.

Discussion:

- The Library Board questioned if we continue to hold the meetings in Council Chambers, will it be able to be broadcast at the Library?
- Do we have to only go through SWOCC or can we go through AT&T?
- It was always the Boards intent to broadcast from the new Library building the Board meetings.
- Looking at cost effectiveness and the visual quality of the broadcast.
- Who is going to run the cameras?
- The Building Authority was under the impression, if the Library purchased a Broadcast cart and equipment, and this doesn't work, then the consultant needs to be contacted.

The Library Board would like to have these questions addressed in writing by the next Building Authority meeting.

b. Library Café Lease – Name change for Lessee

A request to change the name on the lease for the Library Café was requested by the owner, Gary Bernstein. A new lease was created with the change of name from Creative Entertainers, Inc. to Specialty Business Services, LLC.

The lease did not change, only the name of the company. Kathy Smith-Roy advised to change the lease to indicate the new name of the firm and reissue the certificate of insurance.

A motion was made to authorize the Library Board President to sign and amend the lease to reflect the proper name of our tenant.

A request to have included on the top of the amended lease state, "Amended and Restated".

A request to terminate the old lease and approve the new lease with a mutual termination was requested.

A motion was made to authorize the Board President to sign a new lease with the café tenant and terminate the old lease.

1st – David Margolis

2nd – Mark Sturing

Discussion: The new lease must be exact with only a change of name to the café lease agreement.

Friendly Amendment to the motion was accepted.

The new lease has to have identical terms to the old lease other than the name.

The motion was passed unanimously.

c. Library Update – The First Two Weeks of Operation

Highlights:

- 1,700 on average each day enter the Library, where in the old library building saw on average, 800 visitors
- There is plenty of seating and tables and we are seeing visitors using the patio.
 - High school and Middle school students are here from 2 p.m. to close.
 - All 72 computers are filled
 - Homework center
 - Study area
 - Social area
 - Moms with children make-up the majority of morning hours.
 - Business area
 - Lunch site
 - Families make-up a majority of the evening visitors.
 - Self checkouts take up 50% of items checked out, where only 10% of visitors used self checkout.
 - Drive-up window is being used more.
 - After Hours Holds will begin in August. As school goes back in session, we'll see a great deal of usage.
 - Additional technology will be added in July and August.

There have not been any complaints with the filters on the computers.

Ramesh Verma provided a thank you to the staff and asked what the Board can do for them as a recognition. In July, there will be changes to the full time exempt staff hours and salaries. Morale is good with all having a huge part in the new Library building.

A Board member questioned the wireless capabilities and accessing. The use of a Library card or with a temporary ID. Wireless in the Fuerst Park is filtered and is closed at 10 p.m. when the Park closes.

The camera located on the outside of the old Library building has been repurposed at the new building. The video has been completed and put to music for its 3 minute broadcast and will be shown at the Grand Opening event.

The Library is a destination place with more yet to come.

11. Friends of Novi Library Report

There was a lack of clarity with the wish list provided by the Library, where it didn't include the Youth Departments Summer Reading Program, which has been supported by the Friends in the past. This was an oversight that has been corrected by the Friends providing \$2,000 for the Youth Summer Reading Program.

Mr. Brooks Kelly, a Novi resident, has offered his services to streamline the Friends bookkeeping system.

Barbara Brunett, treasurer for the Friends Book Author Luncheon, announced that the Friends had a profit from this year's event.

The Friends fall programming:

Tuesday, September 21, 2010 – Lights! Camera! Action! Making Movies in Michigan

Friday, October 8, 2010 – 50th Jubilee Celebration

Tuesday, November 16, 2010 – Great Lakes Shipwrecks: Exploring Underwater Treasures

a. Agreement between the Friends of the Novi Public Library and the Novi Public Library – June 2010

An agreement between the Friends of the Novi Public Library and the Novi Public Library (page 103, June 16, 2010 Board Packet) was provided for review.

Comments:

- Looks like a memo of agreement
- Needs to detail obligations
- If a third party agreement, more detail needs to be added.
 - Duration – can't leave an agreement forever
 - Terms – renew automatically or end date.
- Agree to allow – include a member of Library Administration.
- Operation of the Friends Book Nook
 - Needs to be discussed to be included in the contract
 - Maintain and operation

Does a meeting need to be held of the Policy Committee to discuss further?

It was suggested to add the Friends meeting schedule to the Board's Calendar along with the Historical Commission's meetings.

The suggestion of a contract between the Friends and the Library came from recommendations from the FOML (Friends of Michigan Libraries).

12. Historical Commission Report

The Heritage Festival will be held at MSU Tollgate on Saturday, June 19, 2010 with the Library being represented from 10 a.m. – 3 p.m.

Other highlights were included in the June 16, 2010 Board packet, page 105.

13. Student Representatives Report

The Student Representatives announced that they serve the Library Board and the Library with pride and honor.

The TAB members will help with the Grand Opening at the Teen Stop and the face painting station.

Teen Summer Events:

- Movies
- Video gaming
- Talent Show (Glee)
- Tie Dye

There will be an officer election this fall.

The next TAB meeting will be held in September when school is back in session.

The Wide Cat Roar published an article on the Library – “New Library aims toward teens, merits respect from all”. (page 111, June 26, 2010 Library Board packet).

A Board member addressed that with the increase in teen/tween usage of the Library, and with the Library’s new Policies, the students are responding. Teens in the past would have gone to Borders to study, but are now coming to the Library.

14. Public Comment

There was no public comment.

15. Committee Reports

a. Policy Committee (Margolis, Casey, Kilgore)

There was no report of the Policy Committee.

b. HR Committee (Casey, Verma, Kilgore)

There was no report of the HR Committee.

c. Finance Committee (Margolis, Czekaj, Sturing, Kilgore)

The Finance Committee will be scheduling a meeting.

d. Bylaw Committee (Mena, Casey, Kilgore)

A meeting is to be scheduled of the Bylaw Committee.

16. Public Comment

There was no public comment.

On Saturday, June 26, the Grand Opening tours will be provided by members of the Library Board. The tours will be held in five (5) different time slots and will be approximately 35 minutes long.

17. Library Director Annual Review

The Library Director announced that she would prefer her review be in Executive Session.

18. Adjourn

A motion was made to move to Executive Session at 8:57 p.m.

1st – Willy Mena

2nd – Mark Sturing

The motion was passed unanimously.

A roll call vote was called to enter into Executive Session

Casey – yea

Czekaj – yea

Kilgore – yea

Margolis – yea

Mena – yea

Sturing – yea

Verma – yea

The vote was seven (7) yea – zero (0) no vote.


A motion was made to adjourn the meeting at 9:01 p.m. and enter into Executive Session.

1st - Mark Sturing

2nd - Willy Mena

No action can take place at the conclusion of the Executive Session.

The motion to adjourn was passed with a six (6) yea and one (1) no vote.



Willy Mena, Secretary

July 21, 2010

Date