



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

1. Call to Order and Roll Call

Library Board

Larry Kilgore, President
Laura M. Casey, Vice President
Mark Sturing, Treasurer
Willy Mena, Secretary
David Margolis, Board Member
Ramesh Verma, Board Member

Absent and Excused

Larry Czekaj, Board Member

Student Representatives

Nishant Kakar

Absent and Excused

Shital Chauhan

Library Staff

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

Absent and Excused

Margi Karp-Opperer, Assistant Director

Guests

Carl Adams
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 add item: Saturday prior to Labor Day closing to the Director's Report.

A motion was made to approve the July 21, 2010 Regular Library Board meeting agenda as amended.

1st – Mark Sturing
2nd – Willy Mena

The motion was passed unanimously.

4. Consent Agenda

A request was made to correct the word "moral" to "morale" in Item 10, Section c. Library Update – The First Two Weeks of Operation.

A motion was made to approve the July 21, 2010 Regular Library Board Consent Agenda as amended.

1st – Ramesh Verma
2nd – David Margolis

The motion was passed unanimously.

5. Correspondence

a. Letter from Southfield Public Library

A letter was received from the Southfield Public Library congratulating the Library on our new library building.

b. Letter from Sweetdreamzz

A letter thanking the Library for their donation of unused children's books was received.

6. Public Comment

There was no public comment.

7. President's Report

a. Library Goals 2009-2010 Update – Mary Ellen Mulcrone

The Library staff is working on their goals and should be completed by August.

b. Building Authority Update

i. Project budgets of June 30, 2010

Mark Sturing advised that there are two issues yet to be completed:

- Library Parking Lot – is to be completed by the August 12, 2010 anticipated date.
- Lighting within the Library building.

The Building Authority is a standing committee and will remain so, but may not be active. The Building Authority will meet on an as needed basis once the Library project is completed.

c. **Construction Update – Carl Adams**

Carl Adams, Project Manager, advised that the project is on time.

- The parking lot is expected to be completed by August 12 or 13.
- The Novi High School is working on repairing their parking lots.
 - Julie Farkas is working on making parking available for the staff and patrons during the closing of the two high school parking lots. She is working on synchronizing the parking situation so one parking lot is open at all times.
- The Library will have 176 spaces in the new parking lot with straight parking. The drive-up driveway will be completed the same time as the parking lot. A concern was made regarding the tracking of asphalt in the Library and that precautions should be taken.
- The balance of the landscaping will be installed in the next couple of weeks.
- Dailey Co. will be addressing the handicap parking issues at the Building Authority meeting.
- Parking lot: Wildcat Drive will have an entrance with one way traffic only. The main entrance to the Library will have both entrance and exit capabilities. The Library will monitor the traffic flow and will discuss options with the City should concerns arise.

8. **Treasurer's Report**

a. **Library Budget 2010 - 2011**

Included in the Board packet is the 2010-2011fy Library Budget dated March 17, 2010.

b. **Library Investments/Revenues and Expenditures/Walker Fund – June 30, 2010**

The Balance Sheet for the month ending June 30, 2010 was not received.

The Library Investments Report for the month ending June 30, 2010 was not received.

Investing of funds is based on City policy, to make sure that the accounts are insured and that the Finance Department follows the criteria set by said policy.

The Walker Fund Report for the month ending June 30, 2010 was not received.

c. **Final year-end Financial Report (expected September, 2010)**

The 2009-2010 fiscal year Financial Report is not expected until September, 2010, when all figures and invoices are finalized.

d. **Café Revenue Report – June, 2010**

The Read-A-Latte Café provided a June monthly report indicating Library revenue of \$726.40, which is 10% of their monthly sales.

9. **Director's Report**

- To bring the staff up to full staffing, four (4) additional staff members were hired for the Support Services department, and are expected to start in August, 2010.
- There were 710 Library cards issued in June 2009, compared to 1,161 issued during the same time period this year. At present time, when patrons are served at the Circulation desk, they are primarily requesting to pay fines or obtaining library cards. The self-checkouts will be able to receive credit card payments in the near future.

- We are having some antenna issues with the self checkout stations, but they should be resolved soon. Since we opened, there have been over 11,000 more self checkouts compared to this same time in 2009.
- The Cart Corrals are now being used. If an item is not on the shelf, then it could be on the cart. We are using volunteers to assist our Library Assistants in getting the items back on the shelves in a timely fashion.
- We have accepted 1,140 additional items to our collection from donations made to the Library, which constituted a savings of \$12,000.
- With the RFID system, the Library has hoped for 50% usage of the self checkouts, but in the first month, it was 63.63%.
- The door count for June, 2010, is 42,867 patrons, and this is with no Sunday operational hours.
- The Youth Summer Reading Program held 22 programs with 1,900 in attendance. There are 906 children and teens signed up for the Summer Reading Program, with 132 teen volunteers assisting with the program. In 2009, there were 70 teen volunteers to assist.
- The Adult Summer Reading Program had 129 sign-ups.

a. Update on Broadcasting from Novi Library, Barb Rutkowski

There was a Broadcast meeting held on July 8, 2010, however, two key people were unable to attend. The goal was to simultaneously broadcast Library Board meetings from the library "live" on the library's website, Brighthouse cable TV, and AT&T U-verse cable TV. More discussion is anticipated.

Noted: The Building Authority approved \$12,000-\$15,000 for a video cart in the anticipation of broadcasting live from the Library building. It was suggested that if the cart is not going to be used, then it should be returned for a refund. Board was advised that even if we are unable to broadcast the Library Board meetings, that the equipment could be used to video programs and events held at the Library.

If staff were to be paid to video the twelve (12) Board meetings, the cost could be \$700 annually.

If Library Board meetings were to be held at the Library, other Council/Commission meetings would supersede the Library's meetings shown on Channel 13. The City's meetings would take priority.

b. Performance Review Form

A copy of the Novi Public Library Staff Performance Review Form is enclosed in the July Library Board packet.

c. NPL Customer Service Model

In the fall of 2009, the staff met with consultants to discuss a Customer Services Model to be implemented at the Library. This Model was introduced to the staff in July, 2010.

It was requested that new photos be taken of the Library with the new signage and of the statue "The Librarian" located at the entrance for publications.

The Grand Opening weekend was a success with over 2,500 patrons visiting the Library and taking tours provided by the Library Board and other community members. Thank

you to the staff, the Library Board, Friends, Historical Commission, City Council, and Parks & Recreation. We had a great response from the community. Beverages were provided by Gale/Cengage and treats were provided by Read-A-Latte Café. NPL bags were provided to the first 1,000 patrons who entered.

The DSLRT annual survey will no longer be created, however, The Library Network may try to keep up this information.

A request to close Saturday, September 4, 2010 was proposed. This would be a non-holiday closing and the staff would not be paid, but could work to make up the time missed if they were scheduled to work that Saturday.

A motion was made to have the Saturday before Labor Day closed.

1st - Ramesh Verma
2nd – David Margolis

The motion was passed with a four (4) yes, to a two (2) no vote.

The date will be announced of the closure.

d. MLA Conference Committee Letter

A letter from the Michigan Library Association, dated July 9, 2010, congratulating Julie on being a member of the Annual Conference Work Group, was enclosed.

e. Community Read Program

A Community Read Program, made up of five (5) neighborhood libraries, including the Novi Public Library, will be reading *Annie's Ghosts, A Journey into a Family Secret*, a Michigan Notable Book for 2010. The Community Read program will run from August 16- October 21, 2010. Author, Steve Luxenberg, will also speak at the Novi High School on journalism and writing. Julie Farkas will attend the August 9, 2010 City Council meeting to announce this event.

Willy Mena questioned the scanning of the Novi News and its progress.

10. Friends of Novi Library Report

The Friends report was presented by Vicky McLean, President. The Friends participated in the Grand Opening Day event, and during this time period, brought in more funds in the Friends' Book Nook than ever before. At the event, the Friends provided assistance by giving direction, staffing the Book Nook, and handing out maps of the floor plan of the Library.

On Wednesday, October 20, 2010, the Friends will host the FOML (Friends of Michigan Libraries) at the Novi Public Library. The event will take place from 9:30 a.m.- 3:30 p.m. and will be attended by members of the Friends, as well as Trustees. The Novi Public Library Board was invited to attend.

On Friday, October 8, 2010, the Friends will host a 50th Jubilee Celebration at the Library. The Friends will provide live music, a silent auction, displays, and well known local author, Thomas Lynch, will speak. The Novi Public Library will hold their 50th Anniversary celebration on Saturday, October 9, with events for both youth and adults.

Julie accepted, on behalf of the Friends, a donation from Mayor Pro-tem, Robert Gatt, a check in the amount of \$500.80.

11. Historical Commission Report

The Historical Commission manned the Local History room during the Grand Opening Day event with many visitors.

The Commission is working with artist David Barr on the 8Mile Project and the Obelisk, and the Cemetery project.

The June 19, 2010 Heritage Days was very successful. The Library took part at the event with a craft for the youth.

12. Student Representatives Report

There was no meeting of the TAB (Teen Advisory Board).

a. Letter from Shital Chauhan

Due to her family relocating out of the Novi community, Shital Chauhan has submitted her letter of resignation as a Novi Public Library Student Representative. She will be missed as she was a vital part of the Library Board and the Teen Advisory Board (TAB).

13. Public Comment

There was no public comment.

14. Committee Reports

a. Policy Committee (Margolis, Casey, Kilgore)

A thank you was provided for all the contributions the Friends provide to the Library. A Memorandum of Shared Understanding Between the Friends of the Novi Public Library and the Novi Public Library was presented. A less formalized agreement between the two organizations was chosen. This document will be shared with the Friends of the Novi Public Library and will be brought to the August Library Board meeting.

A motion was made to adapt the approach of the Policy Committee that we are working with this type of memorandum of understanding, but not necessarily this specific document.

1st – Mark Sturing

2nd – David Margolis

The motion was passed unanimously.

Julie is to share the Memorandum of Understanding with the Friends.

b. HR Committee (Casey, Verma, Kilgore)

A letter dated July 21, 2010, as a recommendation to the Board from the HR Committee regarding compensation for increase in number of hours for full-time staff, was presented.

Two recommendations were provided the Library Board:

1. Preferred: allocate \$63,800 from the surplus funds remaining from the 2009-2010 FY budget to address the inequity. This money is above what was anticipated to be put into our fund balance.
2. Return all full-time staff to a standard work week of 37.5 hours effective at the start of the next pay period.

The affects of the increase in hours from 37.5 – 40 are for full time exempt employees only.

Discussion:

- A concern regarding the allocation of funds from a previous fiscal year.
- Technically, there is not a decrease in salary, just working additional hours at the same salary.
- One time only consideration.
- Surplus this fiscal year.
- Amend current budget.
- Working now with a deficit in the 2010-2011 fy budget.
- Expenditures higher than revenues for 2010-2011 fiscal year.
- Full time exempt employees affected – 18 staff members.
- Asking staff to do more for less.

The volunteer program is a huge resource to the Library, but we can't always count on them to be available.

More discussion needs to be completed prior to the August Library Board Meeting.

A motion was made to table this conversation for the next few weeks to give the Board time to review and reflect and give Julie some time to get some information with the understanding that we will have a special meeting called in the next couple weeks to continue the conversation, and in the meantime, we'll still continue to have the conversation.

1st – Laura Casey

The motion was not seconded.

A special meeting will be called and it is the preference of the Board to have it videotaped.

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

David Margolis, chair, stated that the committee is grateful for the way the City provides the financial information and has no recommendations at this time.

d. **Bylaw Committee (Mena, Casey, Kilgore)**

The present Library Board Bylaws were discussed at a recent meeting with suggestions brought forward. A draft of the Library Board Bylaws is being drawn up for the Board to review.

e. **Fundraising Committee (TBD)**

Julie is asking for volunteers from the Library Board to be members of the Fundraising Committee. The committee will be working on donor and fundraising opportunities

over the next 18 months and will work on improving the present fundraising brochure. Items will be brought before the Board for approval.

The Fundraising Committee will meet on Wednesday, July 28, 6 p.m. at the Library. Library Board members who volunteered to be on the committee are Willy Mena, Larry Kilgore, Mark Sturing, and Laura Casey. Other members on the committee are staff and community members.

15. Public Comment

An audience member provided recommendations on how to attract more volunteers for the fundraising committee. He suggested that the Library do marketing, limit the number of committee members, and interview prospective members the same as if you were hiring them.

16. Adjourn

A motion was made to adjourn the meeting at 9:01 p.m.

1st – Ramesh Verma

2nd – Mark Sturing

The motion was passed unanimously.



August 18, 2010

Willy Mena, Secretary

Date