

**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
AUGUST 19, 2009**

1. Call to Order and Roll Call

Library Board

Laura M. Casey, President
Willy Mena, Secretary
Larry Kilgore, Board Member
David Margolis, Board Member
Mark Sturing, Treasurer
Emily Bank, Student Representative (arrived at 7:37p.m.)
Shital Chauhan, Student Representative

Absent and Excused

Ramesh Verma, Vice President
Larry Czekaj, Board Member

Library Staff

Julie Farkas, Director
Mary Ellen Mulcrone, Assistant Director
Margi Karp-Opperer, Assistant Director
Marcia Dominick, Administrative Assistant
Michele Fuher, Adult Services, Department Head

Guests

Dwayne Henderson, Fanning/Howey
Chris deBear, Library Design Associates
Jennifer Calinicki, Library Design Associates
Jim McLean, Friends of Novi Public Library

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 August 19, 2009 Agenda with a request to add Item #2, Matters for Board Action, MLA Resolution.

1st – David Margolis
2nd – Mark Sturing

The motion was passed unanimously.

4. **Consent Agenda**

A motion was made to approve the August 19, 2009 Consent Agenda as presented.

1st – Willy Mena
2nd – David Margolis

The motion was passed unanimously.

5. **Correspondence**

a. **Letter from Ramesh Gudapuri – President, Indian League of America.**

An invitation was received to attend India Day at the Rock Financial Showplace on August 16, 2009.

6. **Public Comment**

There was no public comment.

7. **Presentation (s)**

a. **Michele Fuher, Adult Services Department Head – IM Reference Service**

Michele Fuher reported to the Library Board a new addition to the Library's webpage, "Ask a Librarian – E-Mail Reference Service." Patrons will have the ability to Instant Message a Novi Public Library Librarian to ask a question. The service will go live on Tuesday, September 1, 2009. The "Ask a Librarian" service is free and available through The Library Network.

There are some improvements that are being made to the Library's webpage such as:

- Website will be viewed as the same size as the computer screen.
- Written in improved language – not Library jargon.
- Cleaner and crisper look.
- Rotating information box with same information as shown on the plasma at Library entrance.
- "Ask a Librarian – E-Mail Reference Service"

b. **Margi Karp-Opperer – Summer Reading Report**

The 2009 Summer Reading Program was a success entertaining 1,142 patrons from birth to adulthood. Youth participants logged in 11,992 hours of reading time and 72 teen volunteers assisted with activities. This was the first time that the Summer Reading Program offered high school age specific programs. A thank you was sent to all staff, volunteers and sponsors for all their hard work and dedication for a successful 2009 Summer Reading Program.

Each month, an Adult and Youth Programming calendar will be available to the public and added to each of the Library Boards packet providing dates of upcoming programs available at the Library, along with a bookmark indicating highlights.

The Novi Public Library and the City of Novi partnered to bring "Puppets in the Park" during June, July and August with over 200 youth in attendance at each.

8. Public Comment

There was no public comment.

9. President's Report

a. Library Goals 2009-2010

There will be a meeting held of the Library Board's Communication Committee on Saturday, August 29 from 9 a.m. to 12 p.m. at the Civic Center to discuss talking points for the Library in relation to the upcoming election.

There was a carry-over of the previous year's goals to the 2009-2010 fiscal year that were set at the Board's Goal Setting Session. By October, all Library departments should have their goals completed and included in the Boards goals.

b. New Building Update

A. Carl Adams, Owners' Representative

Carl Adams was not available to report.

- The second floor walls are being constructed.
- Exterior brick work is in its final stages.

The Building Authority is meeting on Thursday, August 20, 2009, 8 a.m. in City Council Chambers.

B. Chris DeBear – FFE Consultant, Library Design Associates.

Chris deBear and Jennifer Calinicki presented a walkthrough plan of the new Library building with a pictorial view highlighting various shelving, desks, lighting and chairs to be placed in both the public and the staff areas. Chris deBear gave an overview of the selection process working with budgets and schedules.

Library Design Associates have worked closely with Diamond and Schmitt and BEI. The Building Authority will select colors of various aspects of the building, fabrics and contents. Some of the Library's existing shelving and cabinets will be relocated to the new building with some needing to be refurbished. A full inventory of existing items has been compiled. Samples of items have been ordered and will be delivered to the Library for staff to provide comments.

The timeline is as follows:

- December – Place bids
- January - Order
- March – April - Products arrive

This will be a 4-6 week process pulling it all together. The discussion of moving will take place after all the rest is completed. Library Design Associates is sensitive to working with Michigan companies.

The Library will not be blanketed with signage, but will be displayed tastefully.

The café will hold three (3) small, low café-style tables with six (6) chairs.

As for the Americans with Disabilities Act (ADA), tables will have no aprons at all computer stations. The Library will meet all criteria for ADA.

C. Dwayne Henderson – IT Consultant, Fanning Howey

Dwayne Henderson met with the IT staff to discuss their needs for the new Library building and has met with BEI and Library Design to coordinate the needs of the patrons and the staff.

A Request for Proposal (RFP) was submitted for the Radio Frequency Identification System (RFID) and the Sorting System. Mr. Henderson will meet with the Building Authority following the August 20, 2009 Building Authority meeting to review the bids received. Additional items (one bid with multiple packages) will be bid out in December with bid awards coming in January 2010.

D. Project Schedule as of August 5, 2009

The project schedule is provided by the Dailey Company and is included in the August 19, 2009 Library Board packet.

E. Personal Property Lease with Novi EDC – Novi Special Race Car

There is a small change to the lease agreement for the Novi Special Race Car and once that change has been completed, Library Board President, Laura Casey, will sign the agreement.

Section 3, Paragraph 2 – states: If at any time Lessor shall desire to display the Novi Special for purposes related to its legal operations, Lessor shall provide Lessee reasonable advance notice of such request, and Lessee agrees to cooperate fully with such request, provided that there shall be no cost to Lessee with regard to such request or possession by Lessor. While the Novi Special is in the possession of Lessor, Lessee shall have no liability for the Novi Special.

A Library Board member stated that if the Novi Special was to be moved, there would be a problem in removing it from the Library and has requested that the Lease Agreement state that it be a permanent fixture within the new Library building or clarify language as to actual intent.

F. Building Budget as of July 23, 2009

The Building Authority will meet on Thursday, August 20, 2009, 8 a.m., Council Chambers. There are no changes to the budget as of this date.

10. Treasurer's Report

a. Library Budget 2009-2010

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

b. Fiscal Analysis 2009-2012

A revised copy of the Fiscal Analysis 2009-2012 is included in the August 2009 Library Board packet, page 40. This document was prepared with other City of Novi financial documents. The Analysis indicates a drop in property taxes resulting in fewer funds available for 2010-2012.

c. Library Investments – July 31, 2009

The Library Investment Report for July 31, 2009 was not available at the time the Library Board packet was created due to the finalization of the end of the year report. It is anticipated that the report should be available for the September 19, 2009 Library Board Meeting.

d. Library Revenue and Expenditure – July 31, 2009

The Library Revenue and Expenditure Report for July 31, 2009 was not available at the time the Library Board packet was created due to the finalization of the end of the year report. It is anticipated that the report should be available for the September 19, 2009 Library Board Meeting.

e. 2008-2009 Penal Fine Distribution Report

The funds received for Penal Fines was down from previous funds received. Penal fines are collected when driving violations are collected on State highways.

f. Summer Taxes Update – City of Novi, July 2009

The Novi Summer Taxes are due July 1, 2009 through August 31, 2009. Of the \$1 (one dollar) paid, \$.29.1 is collected by the City of Novi. The Library falls under the \$.04 collected by Parks, Recreation & Cultural Services.

Treasurer, Mark Sturing, predicts that there will be an estimated surplus of \$400,000 in funds at the end of the 2008-2009 fiscal year based on figures to date.

11. Director's Report

The Building Authority will be meeting on Thursday, August 20, 2009 with an update on the wood ceiling and reading areas upgrades. A large amount of the color selections have been completed, with additional to be made.

The RFID Committee will hold interviews of vendors on Thursday, August 27, 2009, with a recommendation to follow.

The Grand Opening of the new Library building will be held on Friday, June 25, 2010 by invitation only with Saturday, June 26, 2010 open to the public to view.

The Opening Day Collection has been awarded to the Brodart Company. Two meetings are scheduled for early September to meet to discuss what is required by both parties.

The Library Board's Performance Management Goals have been shared with the staff.

The Library has met with Providence Hospital to outreach to Novi residents who are patients of Providence who deliver babies at the Hospital. The Library is looking to submit for a grant and would like to partner with the Friends of the Novi Library. The Novi Community Schools would like to partner with the Library on this venture.

The Northville and South Lyon Libraries are closed for renovations, so the Novi Library should see an increase in patronage that would otherwise be seen at the other two libraries.

A final confirmation will be presented to the Library Board of those Library staff members who are on the City of Novi Venture Teams.

a. 2009-2010 TLN Budget

TLN is increasing delivery fees from \$750 per year to \$1,500 per year per Library.

In the TLN budget, there was not a lot of detail offered to Libraries. There seems to be a decrease in State Aid and an increase in salaries and fringe benefits. The Libraries do not have a vote – it is determined by the TLN Board of Directors. The TLN Budget was not well received by area libraries and is a cause for concern for Julie Farkas and other library directors.

- b. **Governor Granholm issued her Executive Order Monday, July 13, 2009, calling for the elimination of the Department of History, Arts and Libraries**
See pages 50 and 51 of the August 19, 2009 Library Board packet.
- c. **Email from Larry Neal – President, MLA – July 31, 2009**
See pages 52 and 53 of the August 19, 2009 Library Board packet.
- d. **MLA Position Statement – July 31, 2009**
See page 54 of the August 19, 2009 Library Board packet.

A Resolution of the Novi Public Library Board of Trustees was created showing support for the Department of History, Arts and Libraries and their validity to the State of Michigan. A voice for concern for the funding for the Department to be eliminated.

Julie Farkas met with Senator Cassis to voice her concern and will continue to state her concerns.

A motion was made to approve the Resolution as presented.

1st – Larry Kilgore
2nd – Mark Sturing

A friendly amendment to the motion was called by Mark Sturing to add “least” to the third bullet point in the Resolution, which will state:

- Maintain state aid to libraries by at least \$10 million to retain the federal funding required to sustain the MeLibrary online subscription resources, MeLCat interlibrary loan and MeL Tests and Tutorials;

A motion was made to accept the Resolution as amended with the change of the third bullet.

The motion was passed unanimously.

- e. **MLA Press Release – August 4, 2009**
See pages 55 and 56 of the August 19, 2009 Library Board packet.
- f. **National Night Out – Target Corporation, August 24, 2009**

Novi’s Target store held a “National Night Out 2009” designed to strengthen our communities by encouraging stronger relationships with our surrounding communities, which was filled with outdoor activities. The Novi Public Library was invited to attend and provide information about drug awareness. The Library provided lists of books, bookmarks and other items to those who attended.
- g. **Ohio and Michigan Budget cuts – Library Hotline, July 20, 2009**
See page 59 of the August 19, 2009 Library Board packet.

12. Friends of Novi Library Report

Jim McLean, acting President of the Friends, announced that there will be a Blowout Book Sale on Saturday, September 26 at the Library. The Friends are accepting book donations from the

community. The City of Novi has offered to store boxes of books for the Friends for this sale at the Civic Center.

The Friends have requested that their report be placed higher on the agenda for Library Board meetings. President Laura Casey stated that she is working on this request for the Friends, but stated that it is likely that the reporter for the Friends would likely stay for the entire Library Board meetings.

13. Historical Commission Report

On behalf of Kathy Mutch, a thank you was stated. The Historical Commission met on Monday, August 10, 2009 and a copy of the Novi Historical Commission report is on page 59 of the August 19, 2009 Library Board packet.

14. Student Representatives Report

Emily Bank thanked the Library Board for the opportunity to present a report to the Board and the community.

The Student Representatives are creating goals and would like to be more involved. They would like to advertise Library events that will impact the teens of Novi through the following means:

- Cats Eye News,
- Wildcat Roar,
- Novi High School website,
- Scoreboard on the activities field,
- Provide surveys during study hall time of what the teens want/need from the Library,
- Include the Library Student Representatives on the Teen Advisory Board,
- Meet with other teen boards and what they are doing for the community,
- Have a student representative attend community events,
- Would like the Student Representative Goals be included in the Library Boards Goals (they are to be presented to Mary Ellen Mulcrone to be included).

15. Public Comment

There was no public comment.

16. Committee Reports

a. Policy Committee

A. Collection Development Policy – 1st Draft

The first draft of the Collection Development Policy was created. Julie stated how well written the policy was and how proud she was of the staff who wrote it.

The purpose of the Collection Development Policy is to:

- Document collection management policies, procedures and responsibilities,
- Guide professional staff in the selection of library materials,
- Establish a framework for continuous collection evaluation and improvement,
- Inform the public of the philosophy of collection development and the policies involved.

A comparison of the cost for non-resident library card holders was requested by the Library Board. The Novi Library charges \$120 per Library card per year for non-resident users and hasn't sold one in a very long time.

b. HR Committee

A. Miscellaneous Benefits Policy, 1978

A draft of the Employee Handbook is nearly complete.

Upon review of existing policies when creating the Employee Handbook brought attention to the Miscellaneous Benefits Policy approved July 1, 1978, which states:

All full time salaried employees shall receive, through the City of Novi, the following benefits:

1. Blue Cross/Blue Shield Insurance
2. Life Insurance
3. Dental Program Benefits
4. Optical Program Benefits
5. Pension Fund Participation

The details and extent of these benefits shall be as determined by the City.

Effective: July 1, 1978

At the time the policy was approved, the Library's full time staff was considered salaried employees, however at this time, the Library does employ full time staff who are not considered "salaried".

A motion was made to phrase full time salaried employees to full time employees in all Novi Public Library Benefit Policies where it appears.

1st- Larry Kilgore

2nd – David Margolis

The motion was passed unanimously.

The Grand Opening of the Fuerst Park will be held on Friday, August 21, 2009 in the Novi High School parking lot. It will be held here due to the softness of the grounds. The Library will participate with a Book Walk, which is similar to the traditional cake walk. There will be a movie, putt-putt golf and musical groups performing, among others.

A Library Board member questioned the walkways and access leading to and from the Fuerst Park to the Library patio and the availability of patrons being able to take materials from the patio area. Due to security of materials, a patron will not be able to depart from the patio area – all check outs of materials will take place within the Library and exit through the main doors. Patrons are encouraged to take materials out on the patio. The patio area will be fenced and locked, except during an emergency. It was requested by a member of the Board that future discussion of this issue be addressed.

17. Public Comment

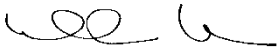
There was no public comment.

18. Adjourn

A motion was made to adjourn the August 19, 2009 Regular Library Board Meeting at 9:20 p.m.

1st – David Margolis
2nd – Willy Mena

The motion was passed unanimously.



Willy Mena, Secretary

September 16, 2009

Date