



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
SEPTEMBER 16, 2009**

1. Call to Order and Roll Call

Library Board

Laura M. Casey, President
Willy Mena, Secretary
Mark Sturing, Treasurer
Larry Czekaj, Board Member
David Margolis, Board Member
Shital Chauhan, Student Representative

Absent and Excused

Ramesh Verma, Vice President
Larry Kilgore, Board Member (7:05 p.m. arrival)
Emily Bank, Student Representative (7:40 p.m. arrival)

Library Staff

Julie Farkas, Director
Mary Ellen Mulcrone, Assistant Director
Margi Karp-Opperer, Assistant Director
Marcia Dominick, Administrative Assistant

Guests

Carl Adams, Owner's Representative
Jim McLean, Friends of Novi Public Library

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 Laura M. Casey, President at 7:00 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was not recited.

3. Approval and Overview of Agenda

A motion was made to approve the September 16, 2009 Agenda with a request to add Item E, Special Guests, and Item F, Email Comment, under the President's Report.

1st – Larry Czekaj
2nd – David Margolis

The motion was passed unanimously.

4. Consent Agenda

A motion was made to approve the September 16, 2009 Consent Agenda with a correction to Item#10 - Treasurer's Report, which should state: 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.

1st – David Margolis

2nd – Willy Mena

The motion was passed unanimously.

5. Correspondence

There was no correspondence.

6. Public Comment

There was no public comment.

7. President's Report

a. Library Goals 2009-2010

The inclusion of the Library's Department goals as provided by the Department Heads has been added to the 2009-2010 Library Goals.

1. The Providence Hospital/Novi Public Library partnership has been questioned at previous Library Board meetings as to where this program presently stands. The Library and Providence are working to make this a reality.
2. There is an area designated in the Library highlighting, this month, Career and Job Transitions.
3. This collection is highlighted on the Library's front page of the Library's website.

b. New Building Update, Carl Adams, Owners' Representative

Carl Adams, Owner's Representative for the new Library construction project, gave an overview of the construction project:

- Anticipate the driveway to be put in within the next couple of weeks.
- Reinstate the fencing surrounding the project where it was removed.
- Curbs and gutters (driveway).
- Preparing for landscaping.
- Majority of the exterior glass has been installed.
- Anticipates the well for the sprinkler system to be installed within the next few days.
- Second floor drywall is 75% completed.
- About to start the installation of the ceiling panels.
- First floor starting to drywall.
- Plumbing and HVAC has been completed except for a few small items.

There is no delay in scheduling at this time.

The flag poles are to be lit.

The gravel driveway for deliveries to the existing Library is to remain.

c. **Color Board Samples**

- Sample chairs are in the Library for comments.
- The Color Boards are on display at the September Library Board meeting and in future will be located in Julie Farkas' office.
- The September 22, 2009 Building Authority Meeting will be held at the Library starting at 12:30 p.m. and is a working/lunch meeting.

d. **Personal Property Lease – Novi Special, 2nd Draft**

The 2nd draft of the Personal Property Lease for the Novi Special was provided for discussion and approval. See e. Special Guests.

e. **Special Guests**

City of Novi City Manager, Clay Pearson, and City of Novi Attorney, Tom Schultz, joined the Library Board to answer any questions regarding the Novi Special Lease between the Economic Development Corporation (EDC) and the Novi Public Library. Once the contract is approved and signed by the Library Board President, Laura Casey, it will be provided to the EDC for their signature(s).

The requested changes of the lease agreement were made as stated below:

- In "Section 3-Use," the second paragraph has been completely re-written to make it clear that the vehicle can be removed once during each five-year term of the lease by the EDC, but at the EDC's cost, and not for a period of more than five business days. The EDC will be responsible for any costs incurred with regard to business disruption, maintenance, restoration, or repairs. Moreover, if the EDC does remove the car, the Library Board would have the option to terminate the lease.
- In "Section 1-Term," added the provision at the end that "Upon termination, lessor shall be responsible for the cost of removal, including but not limited to repair and restoration."

The EDC will retain ownership of the Novi Special, even though the Novi Special will be on permanent display in the Library building.

A motion was made to accept the recommended changes that were given on September 16, 2009 that we propose this Personal Property Lease that was brought forward from the EDC, we accept.

1st – David Margolis

2nd – Larry Czekaj

The motion was passed unanimously.

Clay Pearson thanked the Library Board and the Building Authority for all the work that they have done and the coming together with the Fuerst Park and the cooperation that was received from Julie Farkas, the staff, and the City.

f. **Email Comment**

Email conversations between Novi resident, Michael Salemi and Library Board President, Laura Casey, regarding the parking situation at the present Library. Noted comments:

- A Novi Police car in the parking lot.
- Novi Police handing out handicapped parking tickets for those not authorized.

- The number of handicapped parking spaces.
- The broad spectrum of users at the Library.
- The ability to place holds for Library items from home/remotely and them be available to be picked up on a pre-selected location within the Library.
- The difficulty of dropping off an item when the parking lot is full.
- The Library staff directed to park in the Novi High School parking lot.

Response to Mr. Salemi's comments have been tabled until the October 21, 2009 Library Board meeting.

8. Treasurer's Report

Memo dated September 15, 2009 from City of Novi Finance Director, Kathy Smith-Roy, states: "Please find enclosed the draft-unaudited financial statements for the Library for June 30, 2009. The property tax revenue has been adjusted to reflect potential settlements regarding tax tribunal filings through 2009, and the respective liability for the library operating millage has been recorded in the amount of \$42,232. The 2009 adjustment of a reduction in taxable value of approximately \$95,000,000 has been incorporated in the 2009-10 property tax revenue budgeted amount."

"As the financial markets and the economy continue to struggle, several of our investment consultants are recommending anticipating 0% interest earnings for the next six to twelve months. The City's available fully insured "Now" accounts are currently earning 0.01%-1.34%. The Michigan manufacturing sector remains severely depressed. Unfortunately as consumer debt concerns, negative equity positions in real estate, and commercial loan losses from business failures continue, the risk in the overall Michigan banking system remains high. Our position will continue to remain very cautious putting security risk first, and yields second."

a. Library Budget 2009-2010

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

b. Library Investments – August 31, 2009

The Library Investment Report for the month ending June 30, 2009, shows a total investment amount of \$2,272,380.70. No interest was reported in this figure.

The Library Investment Report for the month ending July 31, 2009, shows a total investment amount of \$2,129,937.51. No interest was reported in this figure.

c. Library Revenue and Expenditure – August 31, 2009

The Library Revenue and Expenditure Report for June 30, 2009 is an unaudited – draft for fiscal year ending report period. The Balance Sheet of the period ending June 30, 2009 shows the Total Liabilities and Fund Balance of \$2,273,280.70 with the Net of Revenues and Expenditures year-to-date of \$427,650.55, with 86.29% of the budget used.

The Balance Sheet for the period ending July 31, 2009 shows the Total Liabilities and Fund Balance of \$4,810,336.67. The Net of Revenues and Expenditures available balance shows \$2,648,235.46 with 7.05% of the budget used.

It was stated that Kathy Smith-Roy is doing a great job of keeping the Novi Public Library informed.

9. Director's Report

The Library Building Tours have been quite successful with another scheduled for Friday, September 25 at 9 a.m.

The Library will have a practicum student working at the Library 15 hours per week, unpaid, but the student will receive credit for time spent.

Members of the Library staff are involved with various Venture Teams with the City of Novi.

a. Request for Reconsideration response letter to Mr. Nicklaus

Based on the letter sent to Mr. Nicklaus in response to his comments regarding questionable materials the Library owns, Julie is waiting for a response from him. Julie worked with the American Library Association to work through the steps and researched data to provide Mr. Nicklaus with a valid response.

With the research that was collected, a detailed policy for collections was created. See page 54 of the September 16, 2009 Library Board packet.

Julie will attend the Detroit Suburban Libraries Roundtable on Friday, September 18, 2009.

b. Granholm Issues Executive Order to Ensure Preservation of Library, Historical Center Resources, September 9, 2009.

See page 51 of the September 16, 2009 Library Board packet.

10. Friends of Novi Library Report

Jim McLean, acting President of the Friends, announced:

- The Friends will hold their Blowout Book Sale on Friday, September 25 from 12 – 4 p.m. and on Saturday, September 26 from 10 a.m. – 4 p.m. at the Library. A special thank you to the City for storing the large number of books and materials for the sale.
- The Friends have approved the funding for the appraisal of the Life Tiles to be incorporated in the new Library building.
- The Friends have approved \$1,000 for the newborn baby gift package project which is in conjunction with the City of Novi.
- The Friends will hold their annual Friends Gala on Friday, December 11th. The Library Board was invited to attend and they should expect to receive invitations.
- The Friends Board approved a 12"x12" brick paver for the new Library Building project.
- On Tuesday, September 22, 2009, the Friends will hold a program at the Library starting at 7 p.m. – Eastern Market.

11. Historical Commission Report

The Historical Commission update is located on page 52 of the September 16, 2009 Library Board packet.

Members of the Historical Commission will be present at the Fall for Novi.

On Monday, October 5, 2009, Julie Farkas and Sheryl Walsh, City of Novi Communications Specialist, will host a driving tour of Novi's Historical landmarks.

12. Student Representatives Report

A thank you was stated for placing the Student Representatives goals in the Library Board packet.

The Student Representatives are in the process of getting permission to complete a survey at the Novi High School.

They are expecting a great turnout for the Back to School Bash of the Teen Advisory Board (TAB), which will be held on Friday, September 18 at 3:30 p.m. at the Library.

The Student Representatives have discussed putting PSA's on the Novi High School scoreboard. There is not policy at this time, so further information will be provided once it is received.

13. Public Comment

There was no public comment.

14. Committee Reports

a. Policy Committee

A. Collection Development Policy – 2nd Draft

The second draft of the Collection Development Policy is being presented with minor changes. Page 4 of the Policy, last paragraph should read:

The Novi Public Library Board, upon request, hears appeals of the Library Director's written response. Appeals must be presented in writing to the Library Board at least ten days in advance of the next regularly scheduled meeting of the Board. Decisions on appeals are based on careful review of the objection, the material and the Library policies including: this policy, the American Library Association's Library Bill of Rights, the ALA Freedom to Read Statement and the ALA's guidelines on intellectual freedom. The final decision on appeals rests with the Novi Public Library Board.

Page 6 of the Policy, last paragraph should read:

The selector of the material will gather reviews and other pertinent information regarding the material and work with the Library Director to prepare a written response. The Novi Public Library Board, upon request, hears appeals to the Library Director's written response. Appeals must be presented in writing to the Library Board at least ten days in advance of the next regularly scheduled meeting of the Board. Decisions on appeals are based on careful review of the objection, the material and the Library policies including: this policy, the American Library Association's Library Bill of Rights, the ALA Freedom to Read Statement and the ALA's guidelines on intellectual freedom. The final decision on appeals rests with the Novi Public Library Board.

The non-resident fees associated with purchasing a Library card was discussed.

A motion was made to adopt the changes to the draft Policy eliminating the dollar amount on Page 53, but include an administration fee of \$100 versus \$120.

1st – David Margolis

2nd – Willy Mena

The motion was passed unanimously.

b. HR Committee

A. Employee Handbook – 1st Draft (Separate Document provided on 9/16/09)

A thank you was made by Laura M. Casey to Julie Farkas, Larry Kilgore and Marcia Dominick for their work on the Employee Handbook.

Larry Kilgore informed the Library Board of the intense review of all the Human Resources policies that are presently used in the Library. The handbook was not complete, so it was the HR Committees plan to create one by:

- a. Suggested changes to present policies.
- b. New suggested policies – indicated by date April 1, 1900.
- c. Informational instructions – at the discretion of the Director and changes as need be.

There will be a Human Resources meeting on Wednesday, September 30, 2009, 6 p.m. at the Library. It is the intent of the Committee to bring the Employee Handbook to the October 2009 Library Board meeting for review and approval. The Director would like to present the approved Employee Handbook to the staff at the Staff Development Day, which will be held on Friday, November 20, 2009. Job descriptions will be included in the staff packets.

The Library Board is to email Julie Farkas any suggestions to revisions/additions/deletions to the suggested new policies and the existing policies.

15. Public Comment

There was no public comment.

The new Library Building construction was highlighted in the September 2009 CAM Magazine titled – Building Beyond the Book.

Upcoming Events:

Fall for Novi – Saturday, September 26, 2009.

Friends Blow Out Book Sale – Friday, September 25 and Saturday, September 26, 2009.

Novi High School Tastefest – Friday, September 25, 2009 at the High School.

Library Program – Dan Brown’s, The Lost Symbol – Monday, October 12, 2009.

16. Adjourn

A motion was made to adjourn the September 16, 2009 Regular Library Board Meeting at 8:17 p.m.

1st – Larry Kilgore

2nd – Willy Mena

The motion was passed unanimously.



October 21, 2009

Willy Mena, Secretary

Date