



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
August 23, 2018**

1. Call to Order

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 Tara Michener, President, at 7:00 p.m.

2. Roll Call (Trustee Lawler)

Library Board

Tara Michener, President
Ramesh Verma, Vice President (Absent and Excused)
Melissa Agosta, Treasurer
Bill Lawler, Secretary
Craig Messerknecht, Board Member
Doreen Poupard, Board Member
Geoffrey Wood, Board Member (Absent and Excused)

Student Representatives

Ravenna Joshi, Student Representative (departed at 7:13 pm)
Lahari Vavilala, Student Representative (departed at 7:13 pm)

Library Staff

Julie Farkas, Director
Barbara Cook, Bookkeeper

3. Pledge of Allegiance

The Pledge of Allegiance was recited.

4. Approval and Overview of Agenda

A motion was made to approve the overview of the Agenda as presented. Trustee Agosta requested to amend item 10A, 11A and 11B to read 2018-19 in place of 2017-18, to represent the correct year. This motion was accepted and approved.

1st—Doreen Poupard

2nd—Melissa Agosta

The motion passed unanimously.

5. Consent Agenda

A. Approval of Regular Meeting Minutes from July 26, 2018.

A motion was made to approve the regular meeting minutes from July 26, 2018.

1st—Doreen Poupard

2nd—William Lawler

The motion passed unanimously.

6. Correspondence

A. **Email sent to Kathleen Alberga, Librarian, from Karen Smith, Seedlings Braille Books for Children**
Seedlings Braille books notified youth librarian, Kathleen Alberga that money was left from the grant to purchase additional braille books. Also, Seedlings was appreciative to be a part of the renovation of the new youth area.

B. **Email to Mr. Uchiyama Re: Meeting Room Rental**

Mrs. Farkas apologized to Mr. Uchiyama for his room not being ready in a timely manner due to an error by the library facilities team. Mrs. Farkas expressed her devotion to keep all room renters happy.

C. **Email from Novi Resident, Frank Cadicamo Re: QSAC**

Frank Cadicamo is a long- time friend of the library and resident of Novi. He noticed the article in the Novi News congratulating the library on attaining the essential level requirements of the Quality Services Audit Checklist.

D. **Square Credit Card Comment Re: Meeting Room Usage**

Patron does not live in Michigan, but enjoys the trips to the Novi Library and stated that the library is wonderful.

7. Presentation/Special Guest

A. None

8. Public Comment

Mr. Allen Bialek, a Novi Citizen for 25 years and a Vietnam Veteran approached the podium. Last year, in conjunction with the City of Novi, Mr. Bialek won a Michigan Emmy Award.

He stated that his mission is to give back to the community by helping the next generation understand about our veterans and their sacrifices. He would like to help the next generation understand good citizenship and leadership, as well as help them achieve their goals. He is asking the board to support him and allow him a space, once a month, in the library in order to advertise his program. He left documents for review.

9. Student Representatives Report

The Student Representative Report can be found on pages 15-17 of the August 23, 2018 Library Board packet.

Programs:

7/3/18 YouTube Karaoke (18 attendees)

7/11/18 Henna Tattoo Workshop (22 attendees)

7/18/18 Tween Pizza & Pages (14 attendees)

7/25/18 Phoenix Freerunning Academy (32 attendees)

Upcoming Programs:

SAT 101: Everything You Need to Know - Sept. 11

Teen Advisory Board (TAB) Meeting - Sept. 21

SAT Practice Test –Sept. 22

ACT 101: Everything You Need to Know – Sept. 25

Tween Pizza & Pages Book Club – Sept. 26

Mrs. Farkas and the trustees expressed well wishes for the student representatives to have a wonderful school year. As well as thanking them for being at the library over the summer during their free time. In December, the representative's terms are up for re-election.

10. President's Report (Tara Michener)

A. 2018-2019 Library Board Goals (Updates occur: July, October, January, April)

Mrs. Farkas met with all the library managers discussing the goals and how the goals will be met. Also, the managers have included the staff on the importance of the established goals. Mrs. Farkas stated that this document will start to grow as goals have been decided and discussed.

11. Treasurer's Report (Melissa Agosta)

Trustee Agosta provided a printed summary of the Treasurer's Report to all members. This document was well received by the members. The summary will be included in the minutes. The Treasurer's Report can be found on pages 21-31 of the August 23, 2018 Library Board packet.

A. 2018-2019 Library Budget Fund 268

The 2018-2019 Fund 268 budget can be found on pages 21-24 of the August 23, 2018 Library Board packet.

- The 2018-2019 Fund 268 budget calls for revenue of \$3,033,030.00 and expenditures of \$3,140,250.00 consuming \$107,220.00 of the fund balance.

B. 2018-2019 Contributed Fund Budget 269

The 2018-2019 Contributed Fund 269 Budget can be found on page 25 of the August 23, 2018 Library Board packet.

The 2018-2019 Fund 269 budget calls for revenue of \$33,000.00 and Expenditures of \$145,700.00 consuming \$112,700 of the fund balance.

C. Library Fund 268 Expenditure & Revenue Report as of July 31, 2018

The Fund 268 Expenditure and Revenue Report can be found on pages 26-29 of the August 23, 2018 Library Board packet.

- Revenue through July 31, 2018 was \$14,762.43.
- Expenditures through July 31, 2018 were \$180,215.33.

D. Contributed Fund 269 Expenditure & Revenue Report as of July 31, 2018

The Contributed Fund 269 Expenditure & Revenue Report can be found on page 30 of the July 30, 2018 Library Board packet.

- Revenue through July 31, 2018 was \$428.45.
- Expenditures through July 31, 2018 was \$10,614.00

E. Balance Sheet for Funds 268 and 269 as of July 31, 2018

The Balance Sheet for Funds 268 and 269 can be found on pages 31 and 32 of the August 23, 2018 Library Board packet.

- Ending Fund Balance for Fund 268 through July, 2018 was \$1,750,501.30.
- Ending Fund Balance for Fund 269 through July, 2018 was \$1,697,242.73.

12. Director's Report

The Director's Report can be found on pages 33-40 of the August 23, 2018 Library Board packet.

Staff celebrating anniversaries in August are:

- o Mary Robinson – 13 years
- o Dominic Doot – 7 years
- o Yolanda Hockaday- Dennis – 3 years

Unfortunately, the library did not make the cut to receive the \$25,000 State Farm Grant. This money would have been used toward the lending library. This grant is available every year and the library will continue to strive to win this grant. Mrs. Farkas was able to review the grants that qualified for the next round. This will help with future grant submissions.

The library made the QSAC State Certification for Essential Level. On page 34 is a copy of the article as featured in the Novi News.

Mrs. Farkas made a presentation to the Novi Police Department staff on July 31st and August 2nd. She personally thanked them for their continued support and the mutual relationship that exists between the library and the police department. She enjoyed spending time with the staff and discussing topics such as Speed to Read.

On August 9, 2018, Trustee Poupard joined Mrs. Farkas for a presentation to the school district. Mrs. Farkas provided a flyer to the school board and shared some of the libraries accomplishments over the past year. Mrs. Farkas was pleased to have the opportunity to thank the district for the great partnership they share.

On page 37 is an article written by Christina Salvatore, "Enabling the Future". Mrs. Farkas expressed that she is anticipating the article to be posted in a magazine called Hotline which is read by libraries across the United States.

The Business Blender was cancelled due to low attendance. Mrs. Farkas will brainstorm for other ways to engage the business community. This could be a timing issue as the end of the summer is quickly approaching.

In partnership with the Fox Run Y.O.U., the Friends of the Novi Library, and the Novi Public Library, will hold their 5th Annual Authors Live Luncheon to take place at Fox Run on Tuesday, October 2 starting at 11:30 a.m.

The flyer for the 9th Annual Community Reads is on page 40, this was launched on Thursday August 9th. This year Michigan author, Anna Clark's book, "The Poisoned City" is the focus. The controversial topic of the Flint Water Crisis should spark great conversation on what has happened over the last few years. This book is available at our library and the author Anna Clark will be at the Wixom Public Library on November 9th. Trustee Poupard requested a map be reflected on social media providing directions to the Wixom Public Library for this event, since it is at a partner library. Mrs. Farkas made a note to accommodate this request.

A. Information Technology Report

The Information Technology Report can be found on pages 41-42 of the August 23, 2018 Library Board packet. Some changes with connections from Ethernet to USB on the second floor business area took place.

B. Facilities Report

The Facilities Report can be found on pages 43-46 of the August 23, 2018 Library Board packet. There was a failed compressor with HVAC system occurring over two evenings. This has been resolved. Also, the report includes the LED Lighting Project report summarizing how the project is progressing. There was an issue with some lights working prior to being installed. The library is continually working with the consultants on this. Page 45 shows changes and the project will continue through September.

C. Information Service Report

The Information Service Report can be found on pages 47-49 of the August 23, 2018 Library Board packet. This highlights the Raising A Reader which has 842 books logged and 5,700 books read in July. Also, the library is a part of the National Network of Libraries of Medicine. This provides the community with quality resources to improve public health.

D. Support Service Report

The report is found on pages 50- 52. This report encompasses June, July and August. The items checked out in July were 81,644. This is one of the highest check outs the library has recorded. Normally the library averages 60,000. This can be accredited to the popularity of the summer reading program and no limits on checking out books. Trustee Michener suggested setting a goal of 100,000 items checked out and participating in a special event once that goal is reached. Mrs. Farkas welcomed the idea and would like to involve the community and the media to get the word out once this goal is accomplished.

E. Library Usage Statistics

The Library Usage Statistics can be found on pages 53-61 of the August 23, 2018 Library Board packet. The Novi Schools Card Registration is a new line item that started in March. This was added to track how many library cards were issued at the district, once a new resident has moved in. This allows the family to get the library card at the district instead of making a trip to the library. Also, the library usage numbers are up in July, 2018. The library had 49,562 visitors compared to July, 2017 of 44,976. The Computer Logins and Early Literacy Workstation Usage visitors are up, which is a good start to the new fiscal year. Hoopla is the new downloadable and Lynda is the new software which accommodates online courses. Also, Meeting Room Rentals are up compared to one year ago.

F. Friends of the Novi Library – Novi News Article August 9, 2018 Re: Annual Donation

On page 62 is the article that was featured in the Novi News. The Friends of the Novi Public donated over \$25,000 to the Novi Public Library to assist with events, technology, and programs that the library will be engaging in during 2018-19.

G. Novi Historical Commission

There is no Historical Commission Report.

Trustee Lawler inquired what the penal fines are for this year. Mrs. Farkas said she anticipates receiving them in the near future.

Trustee Lawler asked about the interviews for the support services for a full time outreach supervisor inquiring whether they were internal or external candidates. Mrs. Farkas said the response was a mix of internal and external candidates, but ultimately an internal candidate was hired. It was a great opportunity for one of the part-time staff to move into a full time role.

Trustee Messerknecht asked if the library will be doing anything for Veteran's Day for recognizing our service members. Mrs. Farkas said that they usually follow the City's Event, however she will look into something that doesn't take away from the City's Event. Trustee Poupard recommended a display and Trustee Michener suggested a book display for recognition.

Trustee Poupard asked about the presentation provided by Mr. Bialek, inquiring if anyone can just walk in off the streets. Mrs. Farkas said the library has a programming process. Mrs. Farkas expressed that she met Mr. Bialek and that he has done a teen program at the library. However, Mr. Bialek refused a meeting with Mrs. Farkas for feedback from that programming. Mrs. Farkas will reach out to Mr. Bialek in hopes that he will be open to meet going forward. The library is currently working on winter programming. Fall programming is complete and advertised in Engage, which is a major source for library marketing. Trustee Michener reminded all present that the Library Board Trustees do not ask or answer questions. Trustee Poupard asked if they can ask clarifying questions. If we ask clarifying questions we can engage the speaker to explain more detail about their program, however, if we ask one guest clarifying questions and not ask that of another guest it could be perceived as showing favoritism. Additionally, a guest who wants the library to review their programming ideas may not be comfortable presenting to the Board. Therefore, the Board decided that it is best that those interested in

programming at the library follow the normal procedures that are in place at the library for future programming submissions.

13. Committee Reports

A. Policy Committee: Review current public policies for the Library

- No report was provided.
- Trustee Poupard was pleased that the Library is very clear that no gun or gun replicas are permitted with use of the 3D printers. Mrs. Farkas explained that there are policies in place for the 3D printers and that submitted files are reviewed to determine if they follow policy and can be printed.

B. HR Committee: HR Policies, Director Review, Salary Study

- The Committee is working on amending the Directors Evaluation. Mrs. Farkas responded promptly to Mr. Lawler's request for an ad hoc member to the committee. Marcia Dominick will be joining Mr. Lawler and Mr. Verma in September to complete a new proposed Directors Evaluation to be used in December.

C. Finance Committee: Financial plan based on building assessment review, Library endowment investigation

- No report was provided.
- Mrs. Farkas has reached out for more information about endowments and expects to have more information in September.

D. Events/Marketing/Fundraising Committee: Outreach opportunities

- Trustee Agosta attended Pour on the Shore event on July 27.
- Trustee Poupard was at the Novi Community School District.
- Trustee Michener attended the Staff Recognition Dinner. Thank you to the Friends of the Novi Library for funding this event.

E. Strategic Planning Committee: Annual review of current plan

- The Novi Community School Board felt honored to be involved in the Strategic Planning.
- Trustee Poupard invited all Board Members to be involved in the Strategic Planning.
- Trustee Poupard is launching and seeking input from the community.
- In recognition of October is Fire Safety Month, on October 3rd Library representatives will be at the North End Fire Station #2. The library will use this opportunity to ask patrons questions and receive feedback. Fire Station #2 address will be added to the flyers.
- A meeting was finalized by Mrs. Farkas to have some questions included in the Citizens Survey. Currently waiting on the final draft of the document.
- A Business Leadership/School District Breakfast will be added by Mrs. Farkas to gain their perspective.
- Trustee Michener was pleased to see the Strategic mention in Engage.

F. Building/Landscape Committee: Entrance Project, LED conversion project, Building assessment

- The Library is expecting the LED project to continue through September, 2018.

G. Bylaw Committee: Review Library Board Bylaws

- The meeting was rescheduled from September 19th to September 17th at 4:00 pm
- Mrs. Farkas will send the current By-Laws to review before the discussion

14. Public Comment

There was no public comment.

15. Matters for Board Action

- #### A. None

16. **Adjourn**

A motion was made to adjourn at 8:01 p.m.

1st—Melissa Agosta

2nd—Doreen Poupard

The motion passed unanimously.



William Lawler, Secretary

September 20, 2018

Date