



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
June 28, 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
Melissa Agosta, Treasurer
Bill Lawler, Secretary
Craig Messerknecht, Board Member
Doreen Poupard, Board Member
Geoffrey Wood, Board Member (7:01p.m. arrival)

Student Representatives

Ravenna Joshi, Student Representative (Departed at 7:14 p.m.)
Lahari Vavilala, Student Representative (Absent and Excused)

Library Staff

Julie Farkas, Director
Marcia Dominick, Administrative Assistant

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.

1st—Doreen Poupard
2nd—Ramesh Verma

A motion was made to amend the agenda to include Policy P1-Library Card issuance/Renewal under

15B. Matters for Board Action.

1st – Melissa Agosta
2nd – Doreen Poupard

The motion passed unanimously.

5. **Consent Agenda**

A. **Approval of Regular Meeting Minutes from May 24, 2018.**

A motion was made to approve the regular meeting minutes from May 24, 2018.

1st—Melissa Agosta

2nd—Doreen Poupard

The motion passed unanimously.

B. **Approval of Goal Setting Session Minutes – June 11, 2018**

A motion was made to approve the Goal Setting Minutes as presented.

1st- Melissa Agosta

2nd – Doreen Poupard

C. **Approval of Claims and Warrants L567**

A motion was made to approve the Claims and Warrants L566.

1st—Melissa Agosta

2nd—Doreen Poupard

The motion passed unanimously.

6. **Correspondence**

A. **Email from Rick Meader, City of Novi Re: Library Tree Plantings**

Mr. Meader informed Director Farkas that the City would absorb the cost for the plantings of shrubs and bushes on the Library property and it would be paid from the City's Tree Fund.

B. **Email from April Stevenson to NCSD Media Specialists Re: Summer Reading**

An email was sent to the Media Specialists at the Novi Schools thanking them for the opportunity to come to each of the schools to introduce this year's Summer Reading Program. As of this meeting, there were 2001 youth/teens/adults enrolled in this year's Summer Reading Program.

C. **Letter from Randy Riley, State Librarian, Department of Education Re: QSAC**

Jessie Schenk, Librarian at the Novi Public Library, applied for and received the first of three levels, Essential, with the State of Michigan on behalf of the Novi Public Library. Jessie has also applied for the second level, Enhanced, but hasn't heard if that was approved. The third and final level, Excellent, will be on the horizon to achieve in the near future. QSAC stands for: Quality Services Audit Checklist.

7. **Presentation/Special Guest**

There were no presentations or special guests at this meeting.

8. **Public Comment**

There was no public comment.

9. **Student Representatives Report**

The Student Representative Report can be found on pages 23-26 of the June 28, 2018 Library Board packet.

Programs

- 5/4/18: Cinco de Mayo Celebration (60 in attendance)
- 5/22/18: Teen Volunteer Orientation Summer Reading Program (21 in attendance)
- 5/23/18: Teen Volunteer Orientation Summer Reading Program (13 in attendance)
- 5/23/18: Pizza & Pages Book Club (6 in attendance)

Upcoming Programs

- 7/3/18: YouTube Karaoke
- 7/11/18: Henna Tattoo Workshop
- 7/18/18: Tween Pizza and Pages Book Club
- 7/25/18: Phoenix Freerunning Academy

TAB Update

The final TAB meeting for the summer was held on May 18th. The election of officers for the 2018-19 fy were voted on and approved. There were 20 in attendance.

Teen Space

There were 464 attendees in Teen Space for the month of May. From September 2017 to May 2018 there have been 5,990 students in Teen Space.

10. President's Report (Tara Michener)

A. 2017-2018 Library Board Goals (Updates occur: July, October, January, April)

The 2017-18 Library Board Goals will be presented at the July 2018 Board meeting.

B. Proposed 2018-2019 Library Board Goals

The proposed 2018-2019 Library Board Goals are located on page 28 of the June 28, 2018 Library Board Packet.

C. Director's Evaluation –June 28—Request for Executive Session

Following the conclusion of the Regular meeting, the Library Board and Director will go into a closed Executive Session.

11. Treasurer's Report (Melissa Agosta)

The Treasurer's Report can be found on pages 30-41 of the June 28, 2018 Library Board packet.

A. 2017-2018 Library Budget Fund 268

The 2017-2018 Fund 268 budget can be found on pages 30-33 of the June 28, 2018 Library Board packet.

- The 2017-2018 Fund 268 budget calls for revenue of \$2,901,020 and expenditures of \$3,032,646 consuming \$138,126 of the fund balance.

B. 2017-2018 Contributed Fund Budget 269

The 2017-2018 Contributed Fund 269 Budget can be found on page 34 of the June 28, 2018 Library Board packet.

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

The Fund 268 Expenditure and Revenue Report can be found on pages 35-38 of the June 28, 2018 Library Board packet.

- Revenue through May 31, 2018 was \$2,925,266 which is an increase of \$25,860.
- Expenditures through May 31, 2018 were \$2,548,142 which is an increase of \$203,908.
- There is one month to go in the 2017-18 fy budget. We have until August for invoices to be submitted for payment against the 2017-18 fy budget.

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

The Contributed Fund 269 Expenditure & Revenue Report can be found on page 39 of the June 28, 2018 Library Board packet.

- Revenue through May 31, 2018 was \$40,455.70.
- Expenditures through May 31, 2018 were \$27,135.55 leaving a net of \$13,320.15.

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

The Balance Sheet for Funds 268 and 269 can be found on pages 40-41 of the June 28, 2018 Library Board packet.

- Ending Fund Balance for Fund 268 through May, 2018 was \$2,212,164.54.
- Ending Fund Balance for Fund 269 through May, 2018 was \$1,704,320.03.

12. Director's Report

The Director's Report can be found on pages 42-44 of the June 28, 2018 Library Board packet.

Staff celebrating anniversaries in June are:

- o Nancy Bohdan 22 Years
- o Catherine Huff 10 Years
- o Mary Grewell 10 Years
- o Julie Prottengeier 4 Years
- o Lindsay Fricke 3 Years

- o Laura Bateman 3 years
- o Eileen Massarello 1 Year
- o Josef Ploski 1 Year

- The Summer Reading Program stats are in and as of today, June 28, there are 2001 people signed up for this program.
- A patron called the Health Department on the Read-A-Latte Café regarding ants they observed in the café. When the Health Department came to inspect, there were no ants to be found.
 - o The Café's lease expires June 1, 2019.

A. Information Technology Report

The Information Technology Report can be found on pages 45-46 of the June 28, 2018 Library Board packet.

- The final e-NABLE Community Assembly Day held at the Library took place on Saturday, June 23 and the goal of completing 200 was reached.
 - All five Novi elementary schools held e-NABLE assembly days which included over 450 students assistance in reaching the goal.
 - Fox Run brought hands to show the residents.
- During the month of May, there were 15 patron training sessions along with 8 staff sessions, as well as training for MineCraft and Unity, a game development software.

B. Facilities Report

The Facilities Report can be found on page 47 of the June 28, 2018 Library Board packet.

- The windows were cleaned both inside and out.
- Mulch was installed in the flowerbeds.
- The LED Lighting project is about 1/6th of the way completed. The LED project is going smoothly with no major issues. A couple of bulbs have had to be changed out due to flickering. We are just waiting on additional supplies and they are expected to arrive at the end of July.

C. Information Service Report

The Information Service Report can be found on pages 47-49 of the June 28, 2018 Library Board packet.

- Photos of programs provided this month are included in the Board Packet.
- The stats on the 1000 Books Before Kindergarten are included.

D. Support Service Report

The Support Service report can be found on pages 50-51 of the June 28, 2018 Library Board packet.

- CARL Migration is going well. There have been a few snags, but they are mostly behind the scenes so the patrons are not affected.
- Our App is currently working but the issues we are experiencing are with our vendor.
- There are 5 weekly deliveries to our Read Boxes located in parks throughout the City of Novi. There were 43 adult and 107 youth materials placed in the Boxes. It was mentioned that a Read Box could be placed at the Pavilion Shores Park.

E. Library Usage Statistics

The Library Usage Statistics can be found on pages 52-60 of the June 28, 2018 Library Board packet.

F. Friends of the Novi Library

The Friends of the Novi Public Library May 9, 2018 Minutes can be found on pages 61-63 of the June 28, 2018 Library Board packet.

- The Friends will be presenting a check to the Library at their July 11, 2018 Friends Annual Meeting.

G. Novi Historical Commission

There was not Historical Commission Report.

13. Committee Reports

A. Policy Committee (Michener- Chair, Poupard): Review current public policies for the Library.

- There is nothing new to report.

B. HR Committee (Verma - Chair, Lawler): HR Policies, Director Review, Salary Study

- There is nothing new to report.

C. Finance Committee (Agosta - Chair, Messerknecht, Lawler): Financial plan based on the Building assessment review, Library endowment investigation

- There is nothing new to report.

D. Events/Marketing/Fundraising Committee (Michener—Chair, Agosta, Wood): Outreach Opportunities

- Library Board members are planning on wearing their NPL polo shirts to the July meeting so a photo of the group can be taken.
- The Library Faces Project is being created by Librarian David Silberman. Books covers are matched to Library staff faces and photos are being taken showing a portion of the book as well as the staff member. The goal is to have each of the staff members represented.
- The Library Board will plan on getting Summer Reading t-shirts next year.

E. Strategic Planning Committee (Poupard-Chair, Wood)

- Strategic Planning is to take place in August, September and October.
- Communications Coordinator, Christina Salvatore, will be creating a document of the overall plan.

F. Building/Landscape Committee (Messerknecht—Chair, Lawler, Verma, Wood): Entrance Project, LED conversion project, Building assessment

- Mentioned in the Facilities Report

G. Bylaw Committee (Lawler—Chair, Agosta): Review Library Board Bylaws

- They will be reviewing the document this fall.

14. Public Comment

There was no public comment.

The Information Services survey will be coming soon.

15. Matters for Board Action

A. Approve 2018-2019 Library Board Goals

- Goal #1-New Café Lease & Services (June 2019) was added after the Board Goals meeting.

A motion was made to approve the 2018-2019 Library Board Goals as presented.

1st—Doreen Poupard

2nd—Geoff Wood

The motion passed unanimously.

B. Policy P1: Library Card Issuance/Renewal

The changes made to this Policy are indicated in red. This allows card issuance to be more flexible. The patron will still have to prove residency, but if cannot as the time of request, then a postcard will be mailed to the home address and the patron is to bring in the postcard to receive a library card.

Exchange Students who live with a sponsor, the sponsor could sign on their behalf.

The Library does not issue Family Cards, only individual cards.

Novi residents must renew their library cards yearly, where the Fox Run residents are on a three-year renewal.

A motion was made for the purpose of Policy P1: Library Card issuance/Renewal, for the changes for this one Policy that we deviate from our standard procedure of reading and discussing with one month separation, to receive and vote on the same night.

1st—Doreen Poupard

2nd—Melissa Agosta

The motion passed unanimously.

A motion was made to approve **Policy P1: Library Card Issuance/Renewal** as presented.

1st – Craig Messerknecht

2nd – Melissa Agosta

The motion was passed unanimously.

16. Library Director Annual Evaluation (Requested Closed Executive Session)

The Library Board entered into closed Executive Session at 7:58 p.m.

Upon exiting Executive Session, a motion was made to approve a 2.5% salary increase for the Library Director consistent with City of Novi practices and based on an annual evaluation process with a 1% performance stipend effective July 1, 2018.

1st – Melissa Agosta

2nd – Bill Lawler

The motion was passed unanimously.

17. Adjourn

A motion was made to adjourn at 8:56 p.m.

1st—Doreen Poupard

2nd—Melissa Agosta

The motion passed unanimously.



July 26, 2018

William Lawler, Secretary

Date