



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
April 26, 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

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 (Absent and excused)

Student Representatives

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

Library Staff

Julie Farkas, Director
Julie Prottengeier, Office Assistant

3. Pledge of Allegiance

The Pledge of Allegiance was recited.

4. Approval and Overview of Agenda

The following items were added to the Agenda:

- Item **10. President's Report** was corrected as to reflect Tara Michener's name as President.
- Item **10C. June 28, 2018 Director's Evaluation**
- Item **10D. HOA Meetings**
- Item **15B. December, 2018 Library Board Meeting Date Change**

A motion was made to approve the overview of the Agenda as amended.

1st—Doreen Poupard

2nd—Melissa Agosta

The motion passed unanimously.

5. Consent Agenda

A. Approval of Regular Meeting Minutes from March 29, 2018.

A motion was made to approve the regular meeting minutes from March 29, 2018.

1st—Doreen Poupard

2nd—Ramesh Verma

The motion passed unanimously.

B. Approval of Claims and Warrants L565

Trustee Lawler inquired about a \$2,700 Amazon expenditure in Account 268-000.00-742.000 and the \$2,000 expenditure in account 268-000.00-816.000 to Illuminart. Ms. Farkas explained that the Amazon purchase was for books and Illuminart was for the continued LED consulting work being done.

A motion was made to approve the Claims and Warrants L565.

1st—Melissa Agosta

2nd—Doreen Poupard

The motion passed unanimously.

6. Correspondence

A. Thank you letter from ABWA Novi Oaks Chapter

The Library donated a gift basket to the American Business Woman's Association for a raffle that was held on September 29, 2017.

B. Thank you email from April Stevenson regarding the ALICE program at the Library

Ms. Stevenson thanked Detective Jon Zabick and Assistant Chief Scott Baetens of the Novi Police Department, and Assistant Principal of Novi High School Charles Laclear for the presentation they gave called *What Parent's Need to Know about Safety*.

C. Thank you responses to April Stevenson regarding the ALICE program

The responses to Ms. Stevenson's email are included on page 16 of the April 26, 2018 Library Board packet.

D. Thank you letter from Debbie Wertz regarding Pinwheels for Prevention 2018

Ms. Wertz thanked the Novi Library for participating in Pinwheels for Prevention. The Library had blue pinwheels placed around the exterior landscaping of the building as a show of support to Child Abuse Awareness and Prevention month.

7. Presentation/Special Guest

There was no presentation

8. Public Comment

There was no public comment.

9. Student Representatives Report-March 2018

The Student Representative Report can be found on pages 19-20 of the April 26, 2018 Library Board packet.

Programs

3/3/18: The Princeton Review: Getting into Your Dream College (6 in attendance)

3/6/18: College Planning for College Bound Families (10 in attendance)

3/7/18: Get Cracking on Code: Coding Club (20 in attendance)

3/10/18: Battle of the Books (204 in attendance)

3/27/18: Pizza and Pages Book Club

Sixty-Eight Rooms, by Marianne Malone (9 in attendance)

Upcoming Programs

5/4/18: Cinco de Mayo Celebration

5/18/18: TAB Meeting

5/22/18: Teen Volunteer Orientation Summer Reading Program

5/23/18: Teen Volunteer Orientation Summer Reading Program

5/23/18: Tween Pizza & Pages Book Club

TAB Update

- Teens formed groups and talked about their favorite Women's History month figure.
- Teens brainstormed ideas various Summer Reading prize ideas for the Tweens and Teens.
- 29 in attendance.

Teen Space

There were 579 attendees in Teen Space for the month of March.

10. President's Report (Tara Michener)

- A. 2017-2018 Library Board Goals** (Updates occur: July, October, January, April)
The Library Goals are listed on pages 22-36 of the April 26, 2018 Library Board packet.
- B. 2018-2019 Committee Assignments**
 - Trustee Michener reported that she is no longer part of the HR Committee and that Trustee Lawler has replaced her vacant seat.
- C. Director's Evaluation at the June 28, 2018 Library Board Meeting**
 - Trustee Lawler will be sending the Board members the forms for the Director's end of the year evaluation. The evaluation will be conducted at the June 28, 2018 Library Board meeting.
- D. HOA Meetings**
 - Novi home owner associations (HOA) have the opportunity to use the Library meeting rooms free of charge if they listen to a ten minute presentation about upcoming Library events offered by a manger. Ms. Farkas offered Library Board members the opportunity to attend these presentations as a way of connecting with the community.

11. Treasurer's Report

The Treasurer's Report can be found on pages 37-48 of the April 26, 2018 Library Board packet.

- A. 2017-2018 Library Budget Fund 268**
The 2017-2018 Fund 268 budget can be found on pages 18-20 of the April 26, 2018 Library Board packet.
 - The 2017-2018 Fund 268 budget calls for revenue of \$2,901,020 and expenditures of \$3,032,496 consuming \$131,476 of the fund balance.
- B. 2017-2018 Contributed Fund Budget 269**
The 2017-2018 Contributed Fund 269 Budget can be found on page 21 of the April 26, 2018 Library Board packet.
 - The 2017-2018 Fund 269 budget calls for revenue of \$48,500 and expenditures of \$140,965.
- C. Library Fund 268 Expenditure & Revenue Report as of March 31, 2018**
The Fund 268 Expenditure and Revenue Report can be found on pages 22-25 of the April 26, 2018 Library Board packet.
 - Revenue through the month of March totaled \$2,879,627 which was an increase of \$4,405 over the previous month.
 - Expenditures through the month of March totaled \$2,093,951 which was an increase of \$304,226 over the previous month.
 - With only three months of the fiscal year remaining, Trustee Agosta reported that the net revenue and expenditures through March 31, 2018 was \$785,675. During the last three months of the 2016-2017 fiscal year the Library spent roughly \$230,000 per month. Based on these numbers, the Library could spend up to \$260,000 per month and still not use fund balance. The Library continues to be on track to not use fund balance.
 - Trustee Messerknecht, again, questioned the difference in amounts of net revenues and expenditures in the March Expenditure and Revenue Report and the Fund 268 Balance Sheet as of March 31, 2018. There continues to be a difference of \$5,000.
 - Ms. Farkas reported that she continues to work with the City Finance Department on this discrepancy.

D. Contributed Fund 269 Expenditures & Revenue Report as of March 31, 2018

The Contributed Fund 269 Expenditure & Revenue Report can be found on page 25 of the April 26, 2018 Library Board packet.

- Through the month of March revenue totaled \$35,436 and expenditures totaled \$26,244.

E. Balance Sheets for Funds 268 and 269 as of March 31, 2018

The Balance Sheets for Funds 268 and 269 can be found on pages 26-27 of the April 26, 2018 Library Board packet.

- Fund 268 has an ending fund balance of \$2,620,715.50 through March 31, 2018.
- Fund 269 has an ending fund balance of \$1,707,138.54 through March 31, 2018.

12. Director's Report

The Director's Report can be found on pages 49-55 of the April 26, 2018 Library Board packet.

- The following employees are celebrating their anniversary at the Novi Library:
 - Robin Dircks 5 Years
 - Sandra Lim 4 Years
 - Jennifer Mientkiewicz 4 Years
 - Kayla Parsh 1 Year
- Ms. Farkas shared with the Board members the number of visitors in the Library on Sundays. What is the shortest day of operation is actually one of the busiest.
- Ms. Farkas attended the Public Library Association conference in Philadelphia which is held every other year in a different city. Information Services manager April Stevenson, as well as librarians Kathleen Alberga and Jessie Schenk attended the convention.
 - Ms. Farkas thanked the Board for allowing her to attend the convention that is geared specifically toward public libraries.
- May 25, 2018 will be the staff In-service Day. The Library will be closed to the public. This year TLN will be hosting lectures on Civility that staff will attend. The afternoon will allow for staff to train on the new CARL system and facilities staff will begin working on the LED project.
- Trustee Messerknecht asked about the status of the roof leaks as a result of excess rain. Ms. Farkas reported that the leak was a result of ice melting and caused no structural damage.

A. Salary Chart Proposal

The Salary Chart can be found on pages 50-51 of the April 26, 2018 Library Board packet.

B. Information Technology Report

The Information Technology Report can be found on pages 56-57 of the April 26, 2018 Library Board packet.

C. Facilities Report

The Facilities Report can be found on page 57 of the April 26, 2018 Library Board packet.

D. Information Service Report

The Information Service Report can be found on pages 58-59 of the April 26, 2018 Library Board packet.

E. Support Service Report

The Support Service report can be found on pages 60-62 of the April 26, 2018 Library Board packet.

- CARL will be launching on May 29, 2018. Ms. Farkas reported that the Library is working diligently on keeping the community informed of the change. Patrons can find the information on social media, on the website, and on fliers and bookmarks being printed.

F. Library Usage Statistics

The Library Usage Statistics can be found on pages 63-71 of the April 26, 2018 Library Board packet.

- The Novi Library is working with Novi Schools to give library cards to newly registered students in the district. 48 new cards were given to incoming students in the month of March.

G. Friends of the Novi Library

The Friend's report can be found on pages 72-74 of the April 26, 2018 Library Board packet.

- The Friends will recognize their student scholarship winner at the May meeting. They will also discuss the Wish List that was presented to the Library Board during Budget Session.
 - Trustee Poupard thanked the Friends for being a part of the Fox Run Expo in May.
- The February minutes reported that there was to not going to be a Volunteer Appreciation dinner, but that changed, and a dinner was hosted at the City on April 16, 2018. There were Friends members in attendance.

H. Novi Historical Commission

The Novi Historical Commission report can be found on pages 75-79 of the April 26, 2018 Library Board packet.

- Ms. Farkas reported that the Library is a part of the City of Novi's 50th anniversary celebration and is included in the planning. Adult Librarian Betty Lang is representing the Library.
- Ms. Farkas reported that the Villa Barr collection will not be added to the Novi Library but she encouraged the Parks and Recreation Department to work with Wayne State University since they have archival resources.
- The City approved the Historical Commission's budget of \$14,000. This will include \$600 in dues to Oakland County Historical Resources which allows for digitization of newspapers and documents.

13. Committee Reports

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

B. HR Committee (Verma – Chair, Lawler): HR policies, Director Review, Salary Study

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

- A meeting will be held on May 3, 2018 from 5:30-6:30 to discuss a new Purchasing Policy.

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

- Musician Tom Sharp performed on Sunday, April 8, 2018 at the Library to a large crowd.

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

- A meeting will be scheduled to discuss a new Strategic Plan.

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

- The Library is waiting on the price from Graybar for the light bulbs needed to be purchased for the LED project. Staffing and personnel costs have also been discussed and Ms. Farkas hopes to have a total cost for the project at the May 25, 2018 meeting.

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

14. Public Comment

There was no public comment.

15. Matters for Board Action

A. New Salary Chart (1st Draft)

- With the help of the City of Novi's HR Department and Administrative Assistant Marcia Dominick, Ms. Farkas was able to draft a new salary chart. As minimum wage has increased,

the changes in the different grades of the salary structure were not made which resulted in an imbalance in salaries with some positions. Ms. Farkas is looking to use \$9,000 for part-time salary adjustments and \$25,000 for full-time salary adjustments. Including Social Security adjustments Ms. Farkas will use a total of \$36,000 which is lower than the original projection of \$56,000 that was discussed at Budget Session meetings in January and February.

- Ms. Farkas will bring the budget amendment to the May meeting and it will reflect these amounts in the proper accounts.

B. December, 2018 Library Board Meeting Date

Ms. Farkas will confirm the new date for the December 2018 Library Board meeting at the May meeting as it has changed from December 27, 2018.

16. Adjourn

A motion was made to adjourn at 8:23 p.m.

1st—Melissa Agosta

2nd—Doreen Poupard

The motion passed unanimously.



May 24, 2018

William Lawler, Secretary

Date