



**CITY OF NOVI LIBRARY BOARD  
MINUTES, REGULAR MEETING  
December 21, 2016**

**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 Craig Messerknecht, President, at 7:00 p.m.

**2. Roll Call**

**Library Board**

Craig Messerknecht, President

Tara Michener, Vice President

Melissa Agosta, Treasurer

Ramesh Verma, Secretary

Bill Lawler, Board Member

Doreen Poupard, Board Member

Geoffrey Wood, Board Member

**Student Representatives**

Ruchira Ankireddygari (Departed at 7:13)

Cindy Huang (Departed at 7:13)

**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**

A motion was made to approve the Approval and Overview of Agenda.

1<sup>st</sup>—Doreen Poupard

2<sup>nd</sup>—Ramesh Verma

The motion passed unanimously.

**5. Consent Agenda**

**A. Approval of Claims and Warrants L549**

A motion was made to approve Claims and Warrants L549.

1<sup>st</sup>—Bill Lawler

2<sup>nd</sup>—Ramesh Verma

The motion passed unanimously.

**B. Approval of Regular Meeting Minutes –November 16, 2016**

A motion was made to approve the Regular Meeting Minutes from November 16, 2016.

1<sup>st</sup>—Melissa Agosta

2<sup>nd</sup>—Tara Michener

The motion passed with 6 votes in favor and 1 abstention.

**6. Correspondence**

There was no correspondence.

**7. Presentation/Special Guest**

**A. Novi High School Student Corey Grassmyer, Eagle Scout**

Mr. Grassmyer was unable to attend. Ms. Farkas explained that as part of his Eagle Scout project, Mr. Grassmyer created signage explaining the bioswale with the help of Drew Lathin from Creating Sustainable Landscapes. He also provided a bench next to the bioswale. Ms. Farkas is proud and appreciative of his hard work. Trustee Messerknecht asked that Ms. Farkas send a letter of appreciation to Mr. Grassmyer on behalf of the Library Board.

**8. Public Comment**

There was no public comment.

**9. Student Representatives Report**

The Student Representative Report can be found on pages 15-16 of the December 21, 2016 Library Board packet.

**A. Certificate Presentation to Ruchira Ankireddygari and Cindy Huang**

Miss Ankireddygari (2 ½ years) and Miss Huang (1 ½ years) concluded their appointments as Student Representatives on December 31, 2016. They were presented certificates and gift cards for sharing their leadership skills, hard work and creative ideas with the Teen Advisory Board and the Novi Library Board.

**B. Programs**

**November 15:** The Maker Tween Club used MakeyMakey kits to create coding. (8 in attendance)

**November 19:** Life-sized version of the board game Candyland was played. (63 in attendance)

**November 22:** Teens played a game based on the book *Escape from Mr. Lemoncello's Library*. (27 in attendance)

**November 29:** Harry Potter Fantastic Beasts/Live Owl Presentation (100 in attendance)

**C. Upcoming Programs**

December 6: DIY M&M holiday gift

December 7: Teen Book Club Q&A Meeting

December 13: Maker Tween Club

December 16: TAB meeting

December 20: STEM-Gingerbread House Engineering

**D. TAB Update**

A TAB meeting was held on November 18, 2016. Members started working on holiday cards they are creating to take to Manor of Novi and Providence Hospital. An incentive to recruit new members started where if a TAB member brings two friends to a meeting, their name will be entered into a drawing to win a gift card.

**E. Teen Space:** 729 attendees for the month of November. Because the Library is a voting precinct, there was no Teen Space on November 7<sup>th</sup> or November 8<sup>th</sup>.

**10. President's Report**

**A. Goals Update (as of November, 2016)**

The Goals updates can be found on pages 17-29 of the December 21, 2016 Library Board packet.

**Goal #3: Provide quality and diverse services, materials, programs and technology.**

- On page 22 of the Library Board packet, Trustee Verma asked about meeting with the City of Novi IT personnel for a treadmill desk demonstration.
  - Ms. Farkas explained that City installed a treadmill desk that allowed staff to work and walk on the treadmill at the same time. Barb Rutkowski attended the demonstration. Ms. Farkas reported that it is used by City staff on a sign-up basis.
  - Trustee Verma asked that insurance be considered if it is something the Library decides to invest in.
  - Trustee Poupard commended the Director and staff for all the creative ideas that are generated on the Goals Report.
- On page 26 of the Library Board packet, Trustee Michener was happy to see that Ms. Farkas added investigating Facebook and Twitter for online book discussions. Trustee Michener feels this is a great way to publicize and that by using hashtags the Library can reach non-library users.
- Trustee Poupard asked Ms. Farkas how much she feels has been accomplished with the goals. Ms. Farkas reported she feels they are on target for six months.
- Trustee Wood asked about the survey on pages 24-25 of the Library Board packet. Ms. Farkas explained that this a survey based on foot traffic. It has not been emailed to patrons. This kind of survey, she feels, is immediate and shows what is working or not working when somebody uses the Library. She will look to include it in the January email that goes out to patrons.
- Trustee Poupard congratulated Ms. Farkas on the 1,000 in attendance at the Diversity Day. She commended Ms. Farkas for her work with the Novi School District but encourages her to continue reaching out to the Walled Lake School District since it is a larger, diverse district.

**B. Library Director Mid-Year Review in January 26, 2017**

Ms. Farkas' mid-year review was moved to the Thursday, February 23, 2017 Library Board meeting in an Executive Session.

**11. Treasurer's Report**

**A. Audited Year End Report for Fiscal 2015-2016 Fund 268 and 269**

The Audited Year End Report for Fiscal 2015-2016 can be found on pages 34-37 of the December 21, 2016 Library Board packet.

**Fund 268:**

- The budget for 2015-2016 called for revenue to total \$2,740,161.00 and expenditures to total \$2,970,444.00 consuming \$230,283.00 of the fund balance.

- The final audited numbers show that revenue totaled \$2,824,862.38, an increase of \$84,701.38. Expenditures totaled \$2,789,175.26 which is under budget by \$181,268.74. These numbers leave a net of revenues and expenditures of a positive \$35,687.12.

**Fund 269:**

The final audited numbers show a total of \$72,398.85 in revenue and \$30,191.49 in expenditures. This leaves a total of \$42,207.36 in the fund balance.

- Trustee Agosta reported that 2010 was the last year that the Library did not have to draw on the fund balance. The Library Board commended Ms. Farkas for getting the Library back on track. She thanked the staff for their contribution and for working with her on finding ways to cut costs.
- Trustee Poupard shared that Ms. Farkas was recognized by City Council for ability to not use fund balance.

**B. Library Budget Fund 268—2016-2017**

The approved 2016-2017 Fund 268 budget can be found on pages 30-32 of the December 21, 2016 Library Board packet.

- Revenue is budgeted to be \$2,774,726.00 and expenditures are budgeted to be \$3,035,900.00 which would consume \$261,174.00 of the fund balance.

**C. Contributed Fund Budget 269**

The Contributed Fund Budget 269 can be found on page 33 of the December 21, 2016 Library Board packet.

**D. Library Fund 268 Expenditure and Revenue Report (November 30, 2016)**

The Fund 268 Expenditure and revenue report can be found on pages 38-41 of the December 21, 2016 Library Board packet.

- Year-to-date revenue is \$2,735,002.00 which increased \$6,978.00 in the month of November.
- Year-to-date expenditures are \$1,118,083.00 which is an increase of \$184,436.00 in the month of November. 37% of the budget has been used; since the Library is budgeted for 42%, it is still tracking under budget for expenditures. Trustee Agosta noted that November expenditures were down due to a decrease in spending and the lack of custodial fees, but she cautioned these expenditures will return.

**E. Contributed Fund 269 Expenditure & Revenue Report (November 30, 2016)**

The Contributed Fund 269 Expenditure & Revenue Report can be found on page 42 of the December 21, 2016 Library Board packet.

- Year to date revenue is \$17,161.61 and expenditures are \$6,550.52.

**F. Balance Sheets for Funds 268 and 269**

The balance sheets for funds 268 and 269 can be found on pages 44-45 of the December 21, 2016 Library Board packet.

- The ending balance in November for Fund 268 was \$3,372,029.19
- The ending balance in November for Fund 269 was \$1,682,378.71

Trustee Poupard asked if Ms. Farkas knew the interest rate on Fund 269. Ms. Farkas has been unable to get a specific rate from the City of Novi Finance Department but knows that the rate varies from year to year. The Library is able to pool the money with the City's investments for a higher rate of return. After further discussion it was found that accounts 268-000.00-664.000 and 269-000.00-664.000 both show interest on investments.

## **12. Director's Report**

The Director's Report can be found on page 49 of the December 21, 2016 Library Board packet.

- Budget planning has been in high gear. The first budget planning session is on Saturday, January 7, 2017 at 8:00 a.m. at the Novi Library.
- Ms. Farkas attended a National Citizen's Survey meeting on November 29, 2016. Every two years the Library participates in a survey with other libraries. The numbers went up but Ms. Farkas wants them higher so she reached out to the consulting firm for the list of the top five libraries in the survey. She hopes to look at their websites to see what they are doing differently.
- Ms. Farkas attended a quarterly City Manager meeting with Pete Auger where she presented the Annual Report and talked about the Library. She also presented to City Council the Annual Report, shared information about Strategic Planning, and thanked the City for their help with the entrance project.
- There are 200 children registered for the Raise a Reader in Novi. The goal is 250 by June.
- Ms. Farkas is looking forward to more involvement with the Novi Early Childhood Education Center. She is also investigating hosting an education specialist at the Library for a program that would benefit the teachers, parents and students of Novi. She will share details with the Board as they become available.
- Ms. Farkas thanked Christina Salvatore for all her work on the Annual Report. She also thanked Trustee Messerknecht for the letter he contributed to the report. The Annual Report was mailed to over 700 people. It was also included in the E-Newsletter, posted on the website with printed copies available in the Library.
- The Power of Unity Breakfast is to be held on Monday, January 16, 2017 at the Library.
- The Library is hosting a wedding in June, 2017. Ms. Farkas wanted to go on record to say that all of the expenses for this program have been donated by businesses in the community. No library money is being used. Gail Anderson, Program Coordinator, is in charge of this event.
  - Trustee Poupard asked why a library would host this program. Ms. Farkas said that it is a way to connect with couples, and it is different and exciting.

### **A. Information Technology Report**

The Information Technology Report can be found on page 56-57 of the December 21, 2016 Library Board packet.

- Car charging stations have gone under a new company and the City is no longer charging for use of the stations. Unfortunately this company cannot provide statistics.

### **B. Facilities Report**

The Facilities Report can be found on pages 57-59 of the December 21, 2016 Library Board packet.

### **C. Information Services Report**

The Information and Services Report can be found on pages 60-62 of the December 21, 2016 Library Board packet.

### **D. Support Services Report**

The Support Service report can be found on pages 62-63 of the December 21, 2016 Library Board packet.

- 1,400 materials were taken out of the Read Boxes from May through October. These are all donated books.

**E. Library Usage Statistics**

The Library Usage Statistics can be found on pages 64-73 of the December 21, 2016 Library Board packet.

**F. Friends of the Novi Library**

The Friends of the Novi Library sent an email to its members asking for help in reaching it's \$1,000.00 goal toward purchasing new books for the SAY Detroit Play Center. The goal was reached and the Friends will be working with youth librarians to order books that are urban focused and of interest to teen readers of this library.

**G. Novi Historical Commission**

No report was provided.

- Trustee Verma asked about the LED lighting project. Ms. Farkas reported that the last quote was scheduled for December 28, 2016 and it would move forward from there.
- Trustee Messerknecht commended the circulation staff for their patience and hard work checking materials out by hand on December 16, 2016 while the computers were down. Ms. Farkas reported that this was the first time ever in the new building that this has happened. A "work around" for this problem was discovered, so should it happen again, the staff would be able to check out materials on the computer.

**13. Committee Reports**

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

- No action at this time.

**B. HR Committee (Verma – Chair, Michener): HR policies, Director Review, Salary**

- Ms. Farkas reported she was waiting on one library for the salary study report.

**C. Finance Committee (Agosta – Chair, Messerknecht, Lawler): Financial plan based on Building assessment review.**

- The committee sat with Ms. Farkas on November 30, 2016 to discuss the Lending Library.

**D. Events/Marketing/Fundraising Committee (Michener—Chair, Agosta Wood): 2016 Gala And outreach events.**

- Trustee Michener reported she and Trustee Messerknecht attended Light Up the Night. Ms. Farkas said the numbers were down for attendance at the Library. Trustee Verma suggested the Library be at the City for the event instead of having programs at both locations. Ms. Farkas will be thinking of ways to change it up for next year.
- Trustee Michener thanked the Board Members that attended the Evening of Appreciation.

**E. Strategic Planning Committee (Poupard—Chair, Wood): Annual review of current plan.**

- The committee met with Julie Farkas to design a written format for sharing the feedback from the sessions. A one page document focused on the Library's motto "Inform, Inspire, Include" was designed. Several sessions were planned with attendance from various key people in the community attending. Ms. Farkas and Trustee Poupard would like to reach out to the teen library users for feedback. Ms. Farkas will look into this in January, 2017.

**F. Building/Landscape Committee (Messerknecht—Chair, Lawler, Verma, Wood): Entrance Project, Energy Reduction Coalition project, building assessment.**

- A meeting was held to discuss the Lending Library design. No conclusions was drawn at the time but rather it was an opportunity to raise questions and discuss options.
- LED project is moving along.

- The café owner's insurance was not legitimate and he was sent a letter informing him of this. He has since presented a legitimate insurance policy.
  - Ms. Farkas apologized for not including the letters in the Board packet but that she would send them to the Board members.

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

- Trustee Lawler reported no action was taken.

**14. Public Comment**

There was no public comment.

**15. Matters for Board Action**

**A. A consideration by the Library Board to close the Library one hour early (typically 5pm) to accommodate for the set-up for the Light Up the Night Event (annually in December), the Spring Into Novi event (annually in May), and the Friends Gala (annually in August).**

- Ms. Farkas explained that there are occasionally events that begin at closing time which makes it difficult for staff to prepare and set-up for the event. She is asking to close an hour early for these events. These events all occur on Friday evenings.
  - Trustee Poupard asked about communicating this early closing to the patrons. Ms. Farkas said that it would begin way in advance of the date.
  - Trustee Lawler asked if it would be possible to modify the closing announcement to include an invite to those in the Library, and Ms. Farkas reported that could be done.

A motion was made to close the library one hour early, typically at 5:00 p.m., to accommodate for events such as Light Up the Night in December, Spring Into Novi in May, and the Friends Gala in August.

1<sup>st</sup>—Doreen Poupard

2<sup>nd</sup>—Tara Michener

The motion passed unanimously.

**16. Adjourn**

A motion was made to adjourn the meeting at 8:12 p.m.

1<sup>st</sup>—Melissa Agosta

2<sup>nd</sup>—Tara Michener

The motion passed unanimously.



January 26, 2017

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Craig Messerknecht, President

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Date