



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
March 29, 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 Craig Messerknecht, President, at 7:00 p.m.

2. Roll Call

Library Board

Craig Messerknecht, President
Tara Michener, Vice President
Melissa Agosta, Treasurer (Absent and Excused)
Ramesh Verma, Secretary
Bill Lawler, Board Member
Doreen Poupard, Board Member
Geoffrey Wood, Board Member (Arrived at 7:05 p.m.)

Student Representatives

Ravenna Joshi, Student Representative (Absent and Excused)
Lahari Vavilala, Student Representative (Departed at 7:37 p.m.)

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

Julie Farkas informed the Library Board that there was no correspondence.
A motion was made to approve the Consent Agenda as presented.

1st—Doreen Poupard

2nd—Tara Michener

The motion passed unanimously.

5. Consent Agenda

A. Approval of Claims and Warrants L564

B. Approval of Regular Meeting Minutes – February 22, 2018

A motion was made to approve Claims and Warrants L564 and the Regular Meeting Minutes of February 22, 2018.

1st—Doreen Poupard

2nd—Bill Lawler

The motion passed unanimously.

6. Correspondence

There was no correspondence.

7. Presentation/Special Guest

A. **Barb Rutkowski, Head of IT – e-NABLE Hands Project update**

Barbara Rutkowski provided an overview of the e-NABLE project, which is a joint venture between the Novi Community Schools and the Library to create 3D printed hands and arms for those in need of an upper limb assistive device. Barbara brought a hand (without padding) to show the Library Board and the community what is being created both at the Library and the Novi Schools. Students in 4th grade and up, as well as adults, assemble the pieces to create the hands and arms. In December, an assembly day was held at the Library with 20 guests creating 40 hands. Two more assembly days are coming – in April at Orchard Hills Elementary, and in May at the Deerfield Elementary School.

This venture would not be possible without Fenton Lawler and Kirsten Anderson, members of the Novi robotics team, who brought this project to the Library, as well as Steve Angus who is the lead for the e-NABLE project.

Sponsors for this project include Community Financial Credit Union, Dremel, Rotary Club of Novi, Alpha Kappa Sorority, and a generous gift given in honor of Betty Rankin, as well as the Novi Public Library and the Novi Community School District.

We anticipate by summer having over 200 hands completed to be sent out to those in need.

B. **Mary Robinson, Librarian – HOOPLA demo**

Mary Robinson provided an overview of a new product – HOOPLA. Patrons are able to instantly borrow eBooks, audiobooks, comics, movies, music and more by simply downloading their app – hoopladigital.com and log in your library card.

The Library has had this product for approximately 3 months as a soft launch and found it easy to use. There are no holds and no late fees associated with the service and there is no wait to borrow an item.

The Library still subscribes to OverDrive as well.

8. Public Comment

There was no public comment.

9. Student Representatives Report-February 2018

The Student Representative Report can be found on pages 15-16 of the March 29, 2018 Library Board packet.

Programs

- 1/10/18: Get Cracking On Code—Coding Club (23 in attendance)
- 2/23/18: Nerf Night (11 in attendance)
- 2/27/18: Pizza and Pages Book Club—*Treasure Hunters*, by James Patterson (7 in attendance)

Upcoming Programs

- 4/4/18: Demolition Derby with Miniature Motorways
- 4/11/18: SCORE Business Mentoring for Teens
- 4/11/18: Get Cracking on Code—Coding Club
- 4/11/18: The Art of Improvisation with Karen Bell-Brege
- 4/17/18: Extreme Reality STEM Workshop
- 4/20/18: TAB Meeting
- 4/24/18: Pizza and Pages Book Club
- 4/25/18: Tween National Geography Bee

TAB Update

- The sixth Teen Advisory Board (TAB) meeting of the year took place on February 16, 2018. The TAB shared ideas of community service projects they'd like to see take place. Librarian, Lindsay Fricke, shared with the team the top 10 titles selected by the Young Adult Library Services Assn (YALSA). The Teens created a display highlighting some of the titles and exhibited them in the Teen Stop.

Teen Space

- 650 students attended Teen Space in February.

10. President's Report

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

The Library Goals are listed on page 17 of the March 29, 2018 Library Board packet.

B. 2018-2019 Election of Library Board Officers (President, Vice President, Treasurer, Secretary) – coordinated by Secretary, Ramesh Verma (Term: April 2018-March 2019)

Proposed Slate

President: Tara Michener

Vice President: Ramesh Verma

Treasurer: Melissa Agosta

Secretary: Bill Lawler

A motion was made to approve the Library Board slate as presented.

1st – Ramesh Verma

2nd – Doreen Poupard

The motion was passed unanimously.

The new Library Board officers will take effect at the April 2018 meeting.

Members of the Library Board thanked Craig Messerknecht for his service as Library Board President and commended him on the fine job he did and what a pleasure it was to work with him.

11. Treasurer's Report

The Treasurer's Report can be found on pages 18-27 of the March 29, 2018 Library Board packet. The Treasurer's Report was provided by President Craig Messerknecht in Treasurer Melissa Agosta's absence.

A. 2017-2018 Library Budget Fund 268

The 2017-2018 Fund 268 budget can be found on pages 18-20 of the March 29, 2018 Library Board packet.

- The 2017-2018 approved Fund 268 budget calls for revenue of \$2,901,020 and expenditures of \$3,032,496 which will require use of \$131,476 of Fund Balance.

B. 2017-2018 Contributed Fund Budget 269

The 2017-2018 Contributed Fund 269 Budget can be found on page 21 of the March 29, 2018 Library Board packet.

- The Amended 2017-2018 Fund 269 budget calls for revenue of \$48,500 and expenditures of \$140,965, with an ending Fund Balance expected of \$1,587,337.

C. Library Fund 268 Expenditure & Revenue Report as of February 28, 2018

The Fund 268 Expenditure and Revenue Report can be found on pages 22-25 of the March 29, 2018 Library Board packet.

- Year to date revenue through February 28, 2018 totals \$2,875,222.
- Year to date expenditures through February 28, 2018 totals \$1,789,726. Leaving a net of Revenues & Expenditures at \$1,085,496.

D. Contributed Fund 269 Expenditures & Revenue Report as of February 28, 2018

The Contributed Fund 269 Expenditure & Revenue Report can be found on page 25 of the March 29, 2018 Library Board packet.

- Year to date revenue through February 28, 2018 totals \$33,289.
- Year to date expenditures through February 28, 2018 totals \$23,260.

E. Balance Sheets for Funds 268 and 269 as of February 28, 2018

The Balance Sheets for Funds 268 and 269 can be found on pages 26-27 of the March 29, 2018 Library Board packet.

- The ending Fund Balance for Funds 268 is \$2,919,823.
 - The ending Fund Balance for Funds 269 is \$1,707,975.
- Both the 268 and 269 Funds are in good shape.

12. Director's Report

The Director's Report can be found on pages 28-48 of the March 29, 2018 Library Board packet.

- The following employees are celebrating their anniversary at the Novi Library:
 - *Jolanta Borek* 11 Years
 - *Maryann Zurmuehlen* 7 Years
 - *Katherine Koppin* 1 Year
 - *Jean Aldrich* 1 Year
 - *Hillary Hentschel* 1 Year

Trustee Michener suggested the Board sign a card for staff celebrating their anniversary with the Novi Public Library.

- Director Farkas provided a chart (page 28 of the March 29 Board packet) showing the percentages for expenditures from annual budgets for personnel salaries between the Novi Public Library and other comparable category 5 and 6 libraries in the area.
- A list of the Director's Out and About in Novi/Library Profession is listed on page 28 of the Board packet.
 - Julie, as well as three other librarians, went to the PLA Conference in Philadelphia in March. Items of interest at the conference were:
 - Strategic Planning- she met with three (3) groups and came away with fresh ideas.
 - Library fines – going away with them.
 - Met authors
 - Lending Library vendor – we'd be the first in Michigan to have one
 - Friends and Foundations
 - Other Highlights:
 - Tom Sharpe will perform at the Library on Sunday, April 8th in celebration of National Library Week (page 46 of the Library Board packet).
 - Novi Today published an article on the e-NABLE project *Novi Lends a Hand to Help People Around the World.* (Page 47-48 of the Library Board packet).
 - Christina Salvatore attended a ribbon cutting at the Rainbow Child Care Center of Novi located on Beck Road.

A. Library CitiStat Report – Provided in a separate document.

B. Café – Health Department Inspection report

The Oakland County Health Division Inspection Report is on pages 30 -31 of the March 29, 2018 Library Board packet. The report indicates no follow-up visit is required.

C. TLN Budget information for new ILS

See page 32 of the Board packet. The funds are in the budget.

D. Pew Research Article: Books Still Dominant (March 8, 2018)

An article from the Pew Research Center states that nearly one-in-five Americans now listen to audiobooks. See pages 33-36 of the Library Board packet for the article.

E. Information Technology Report

The Information Technology Report can be found on pages 49-50 of the March 29, 2018 Library Board packet.

F. Facilities Report

The Facilities Report can be found on page 50 of the March 29, 2018 Library Board packet.

G. Information Service Report

The Information Service Report can be found on pages 51-53 of the March 29, 2018 Library Board packet. There are a total of 673 youth in February who have read 100 books or more who are taking part in the *1000 Books Before Kindergarten* program.

The Hoopla checkouts are listed on page 61 of the Board packet along with Freegal, RB Digital, OverDrive, and the Universal Courses.

H. Support Service Report

The Support Service report can be found on page 54 of the March 29, 2018 Library Board packet.

There were 306 library cards issued in February and 55,140 items checked out.

I. Library Usage Statistics

The Library Usage Statistics can be found on pages 55-63 of the March 29, 2018 Library Board packet.

J. Friends of the Novi Library

The Friends November 15, 2017 Board Meeting minutes are included on pages 64-66 of the March 29, 2018 Library Board packet.

This year's Novi High School Scholarship winner will receive her check at the Friends May meeting scheduled for Wednesday, May 9, 2018.

K. Novi Historical Commission

The Novi Historical Commission's January 24, 2018 Board Meeting minutes are included on pages 67-69 of the March 29, 2018 Library Board packet. The Historical Commission approved their 2018-2019 budget for a total of \$14,000.

13. Committee Reports

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

There was no committee report.

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

Julie has been working with the HR Committee and will be bringing their salary requests to the April meeting for the Board to see and approval.

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

The Finance Committee is to meet to talk about creating a Purchasing Policy.

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

Board members attended the following events:

- State of the City Address
- Green Gala
- Battle of the Books

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

There was no committee report.

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

A request for bids were posted and 13 vendors did a walk-thru of the building and parking lot, but only one vendor submitted a proposal, which was higher than was budgeted for. After review, it was determined that the project could be completed by staff. The one vendor who did submit a proposal was offered to complete the parking lot portion, but declined. Staff member Keith Perfect has accepted completing the project. The Library will purchase the materials needed for the project, i.e. ballast and bulbs. Fixtures will be addressed at a different time.

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

There was no committee report.

14. Public Comment

There was no public comment.

15. Matters for Board Action

A. Approve Changes to Public Policy P14: Volunteers

A motion was made to approve Policy P14: Volunteers with changes as presented.

1st – Doreen Poupard

2nd – William Lawler

The motion was passed unanimously.

B. Approve changes to Employee Handbook – Policy: Volunteers

A motion was made to approve Employee Handbook Policy: Volunteers as presented.

1st – Tara Michener

2nd – Geoffrey Wood

The motion was passed unanimously.

C. Approve Additional Services Request No. 1 with Illuminart for Library Lighting Retrofit project at \$150 per hour. With a not to exceed of 15 hours (\$2250.00)

A motion was made for the approval, if the project proceeds, we would work with Illuminart up to a lucrative level.

- The balance is not to exceed \$2,250.00. The Board discussed approving the spending of \$2,250 for work, as needed, up to \$2,250 for the retro fit project including the punch list. Mileage is charged under a different account.
- Illuminart needs to provide a letter telling of the balance of work the crew is doing on the job.
- How long will it take Keith Perfect to change out the bulbs/ballasts? Keith Perfect is to help with the timeframe.
- We will be purchasing the items through a City supplier, but the costs are unknown at this time. The rough budget with time and product we hope to be less than what the bid was provided.

1st – Doreen Poupard

2nd – Geoffrey Wood

The motion was passed unanimously.

16. Adjourn

A motion was made to adjourn at 8:21 p.m.

1st—Tara Michener

2nd—Geoffrey Wood

The motion passed unanimously.

A handwritten signature in black ink, appearing to read "William Lawler". The signature is written in a cursive style with a large, prominent initial "W".

April 27, 2018

William Lawler, Secretary

Date