



**CITY OF NOVI LIBRARY BOARD
MINUTES, REGULAR MEETING
November 20, 2019**

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 Melissa Agosta, President, at 7:00 p.m.

2. Roll Call by Secretary, Kat Dooley

Library Board

Melissa Agosta, President
Craig Messerknecht, Vice President
Geoffrey Wood, Treasurer
Kat Dooley, Secretary
Bill Lawler, Board Member
Tara Michener, Board Member
Torry Yu, Board Member

Student Representatives

Mahek Nasser, Student Representative (departed at 7:31 pm)
Tarun Tangirala, Student Representative (departed at 7:31 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.

1st – Tara Michener

2nd – Kat Dooley

The motion passed unanimously.

5. Consent Agenda

A. Approval of Regular Meeting Minutes

A motion was made to approve the regular meeting minutes from October 24, 2019 meeting.

1st – Kat Dooley

2nd – Tara Michener

The motion passed unanimously.

B. Approval of Claims and Warrants

A motion was made to approve the Claims and Warrant 584.

1st – Kat Dooley

2nd – Tara Michener

The motion passed unanimously.

6. Correspondence

- A. Thank you card from Audry Moiseeff re: NCSD partnership with Novi Library
- B. Thank you card from Edie Resnick, Fox Run of Novi re: Authors LIVE
- C. Thank you postcard from Michael Hodges, Author re: Fox Run event
- D. Thank you letter from Christina Struwe and Sherly Mayer, American Business Women's Association re: Annual Brunch with Auction
- E. Email thank you from Michael Zadoorian re: 2019 Community Read
 - o Trustee Lawler attend Community Reads and commented about how wonderful the experience was.
- F. Email invitation from Steve Angus, RoboTitaans#11129 Lead Coach
 - o Director Farkas wished the team the best of luck and highly recommends attending a competition.

7. Presentation/Special Guest

- A. Recognition of VIBE Credit Union (Jennifer Wells) and Fox Run of Novi (Peggy Mather) for their outstanding support of the Friends of Novi Library and the Novi Library over the years with outreach, literacy and connecting older adults to the Novi Library – presented by President, Sue Johnson, Friends of Novi Library
- B. Annual Report presented by Dana Brataniec, Communications Coordinator
 - o Novi Library Communications Coordinator, Dana Brataniec engaged the Trustees with Novi Library's Annual Report presentation themed, Possibility Lives in YOUR Library. The Annual Report can be found on pages 45 and 46 of the November 20, 2019 Library Board packet.
- C. Plaque presented to Novi Library (accepted by Gail Anderson, Programming Coordinator) in celebration of the 550th Birthday of Guru Nanak Dev Ji by the Sikh Foundation Inc., Plymouth MI.

8. Public Comment

Doreen Poupard, previous Library Board Trustee, was happy to be present at the meeting. Ms. Poupard expressed appreciation to the Library and the Library Trustees for recognizing both the young children and active older adults in the community. Also, Ms. Poupard commented that Fox Run, a vibrant healthy community, appreciates the Library for providing Fox Run residents the opportunity to be engaged in Novi. Lastly, Ms. Poupard acknowledged that in Novi - Government Works!! There is mutual respect and collaboration between the Library, City and Community.

9. Student Representatives Report

The Student Representatives report can be found on page 21-23 of the November 20, 2019 Library Board packet.

10. President's Report (Melissa Agosta)

A. 2019-2022 Strategic Objectives (3 year plan)

The Strategic Objectives can be found on page 24 of the November 20, 2019 Library Board packet.

Library Trustees discussed the Strategic Goals Information Sheet and shared many positive comments. This sheet will serve as a reference for the community.

A motion was made to approve the Novi Public Library's Strategic Goals Information sheet which is listed in item 15.A.

1st – Geoffrey Wood

2nd- Kat Dooley

The motion passed unanimously.

B. 2019-2020 Goals Update (July, October, January, April)- November Update

The November Goals update is on pages 25-29. Throughout the report the CS response refers to the percentage based on the Citizens Survey Response.

11. Treasurer's Report (Geoffrey Wood)

A. 2019-2020 Library Budget Fund 268

The 2019-2020 Library Fund 268 Budget can be found on pages 30-32 of the November 20, 2019 Library Board packet.

- The 2019-2020 Library Fund 268 budget calls for revenue of \$3,142,439 and expenditures of \$3,234,539 consuming \$92,100 of the fund balance.

B. 2019-2020 Contributed Fund Budget 269

The 2019-2020 Contributed Fund 269 Budget can be found on page 33 of the November 20, 2019 Library Board packet.

- The 2019-2020 Contributed Fund 269 budget calls for revenue of \$39,500 and expenditures of \$75,250 consuming \$35,750 of the fund balance.

C. Library Fund 268 Expenditure & Revenue Report

The Library Fund 268 Revenue and Expenditure Report can be found on pages 34-37 of the November 20, 2019 Board packet.

- Revenue ending October 31, 2019 was \$3,062,547.
- Expenditures ending October 31, 2019 was \$990,886.

D. Contributed Fund 269 Expenditure & Revenue Report

The Contributed Fund 269 Expenditure and Revenue Report can be found on page 38 of the November 20, 2019 Library Board packet.

- Revenue ending October 31, 2019 was \$17,327.
- Expenditures ending October 31, 2019 was \$2,580.

E. Balance Sheets for Fund 268 and 269

The Balance Sheet for Funds 268 and 269 can be found on pages 39 and 40 of the November 20, 2019 Library Board packet.

- Ending Fund Balance for Fund 268 as of October 31, 2019 was \$4,166,519.30.
- Ending Fund Balance for Fund 269 as of October 31, 2019 was \$1,690,833.38.

President Agosta commented that the Audit is complete. Additional revenues over expenditures for FY 2018-19 on page 37 of the Library Board packet will increase the fund balance.

12. Director's Report

The Director's Report can be found on pages 41-52 of the November 20, 2019 Library Board packet.

Staff members celebrating anniversaries in December are:

- David Silberman– Information Services – 10 years
- Emily Brush – Information Services – 4 years
- Shannon O'Leary – Information Services - 4 years

Directors Report Summary

- At the bottom of page 41 is an update about State Aid. Revenues from state aid are expected to remain consistent with past dollar amounts.
- On page 42 and 43 is information about a petition that over 200,000 library affiliated individuals have signed regarding Macmillan Publishers and their limiting of readers' access to new eBook titles through the libraries.
- On page 44 are the start-up costs for the new Café. However, additional legal fees pertaining to the contract/Café name are pending. Trustee Wood asked if there has been any feedback from the Café management company. Director Farkas acknowledged that we are very pleased with the Café and she will do a 3 month follow up to make sure they are also pleased with the arrangements. Director Farkas revealed that there is an article that will be in the upcoming Engage Magazine that discusses the student involvement in the Café. Currently there are six students that are in the building that are in the transition program.
- On page 47 is the 1st draft proposed drawing for the Main Entrance Awning. This is a first rendering of what it might look like if the Library added an enclosure to help protect the building lobby from the Northeast winds and weather. The enclosure is temporary and will be used during the winter months to create a barrier from the weather. Director Farkas has met with the City of Novi Community Development Director and the City of Novi Fire Marshal. This rendering is for informational purposes and more is to come.
- On the bottom of page 47 are two photos of the proposed design for the Library Van Wrap. The top photo will most likely be chosen. Also, there is an opportunity for up to six sponsors to be featured on the back of the van. The Library van color scheme will most likely be duplicated for the Lending Library.
- On pages 48-51 is the November eNewsletter.
- On page 52 is a flyer featuring Diamond Jim Brady's, they are celebrating 65 years and hosting a Bistro Experience at the Library on January 6th. Registration is required.

A. Information Technology Report

The Information Technology Report, provided by Barb Rutkowski, can be found on page 53 of the November 20, 2019 Library Board packet. Over 1600 visits in the iCube since June 22, 2019.

B. Facilities Report

The September and October Facilities Report, provided by Keith Perfect is on pages 54-55 of the November 20, 2019 Library Board packet. Mr. Bembeneck reported that there were no violations in the fire inspection.

C. Information Services Report

The Information Service Report is found on pages 56-61, prepared by April Stevenson. Raising a Reader has 364 active participants logging 100 books or more, and 1,397 logs received to date. On pages 60 and 61 is the On the Road to Lansing report provided by Gail Anderson.

D. Support Service Report

The Support Services report is found on pages 62, prepared by Maryann Zurmuehlen. October library cards issued were 1,511, increased numbers due to the school sign ups.

E. Library Usage Statistics

The Library Usage Statistics report can be found on pages 63-71. Read box totals are at largest usage so far at 2,105 books taken from boxes. Last year read box book usage was 1,224.

F. Friends of the Novi Library

The Friends of the Novi Public Library August 14, 2019 report is on pages 72 and 73.

G. Novi Historical Commission.

Meeting Minutes: September 18, 2019. Agenda: November 20, 2019.

The Historical Commission has a budget amendment due to the wreath project. The wreath project placement is November 23, 2019.

H. **Bits & Pieces**

The Library Board Calendar is on page 79 of the November 20, 2019 Library Board packet.

President Agosta announced that the next Library Board meeting is Wednesday, December 18th at the Novi Civic Center.

Trustee Dooley emphasized that the colors of the van are phenomenal. Trustee Dooley has recommended to the communications coordinator, Dana Brataniec that the Library have a branding guide. Currently, the Library does not have a set of colors associated with it. Trustee Dooley stated that the van color scheme is a good precursor for color branding.

13. **Committee Reports**

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

(Michener-Chair, Agosta)

- No report at this time

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

(Agosta – Chair, Wood, Dooley, Staff Liaison – Marcia Dominick)

- No report at this time.

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

(Wood – Chair, Messerknecht, Lawler)

- Committee met on Monday, September 23, 2019 to discuss Endowment and Financial Policy. Committee members are reviewing the current policy and will recommend changes.
- See report of café expenses.

D. **Events/Marketing/Fundraising Committee: Outreach opportunities**

(Yu– Chair, Michener, Dooley)

1. Bingo game has launched. Marketing plan is still being worked on. Committee provided edits/changes to Dana Brataniec, Communications Coordinator.
 - Please review Facebook for questions and winners
2. Library/ Community Events attended by Library Board Members in the Last Month:
 - October 23rd: Café Re-Grand Opening – Agosta, Dooley
 - November 5th: Election Day – Yu
 - November 6th: Hickory Woods Focus Group for Lending Library - Yu
 - November 7th: Veteran's Day Lunch – Agosta, Dooley, Messerknecht
 - November 7th: State Fair Harvest Dinner – Agosta, Messerknecht
 - November 13th: Community Reads– Lawler
 - November 19th: Novi Educational Foundation(NEF) meeting – Dooley, Michener

Trustee Michener enjoyed the NEF meeting which included an iCube tour.

Director Farkas thanked Trustee Yu for his continued efforts in connecting the Library with the North end. Director Farkas is taking surveys about the Lending Library to Fox Run and to the Light up the Night event. Also, the survey is on the Library website. Part of the survey includes a naming opportunity.

E. **Strategic Planning Committee: Annual review of current plan**

(Dooley – Chair, Yu)

- Current Strategic Objectives Summary is provided. Promotional piece included in the packet in the packet for review – Director's report.

F. Building/Landscape Committee: Café Services, Entrance project, Lending Library, Youth renovation, Teen renovation

(Messerknecht – Chair, Lawler, Wood)

- Library Café – See final costs. As of November 15, 2019, attorney was still looking into the café name (final piece of the café puzzle).
- Grounds- North end drainage work will be held off until spring due to the early winter weather. Vendor reports there is no concern for holding off the work until that time.
- Lending Library Kiosk – Meetings were held in October and early November with City of Novi and TLN. Project is progressing. The timeline for unveiling Lakeshore Park will be better determined in February 2020. We are currently planning for a late spring opening (May 2020).

Update from City of Novi Parks & recreation on Lakeshore project as of October 31, 2019

Weather permitting, South Lake Drive is expected to re-open to traffic on Friday, November 1st. Upcoming work includes completion of underground utilities, stonework for parking lot, and cuts for pathways. Building footers are in place, and masonry work is scheduled to begin shortly.

- Library Van- See rendering of the wrap for the van in Director's report. Working to include sponsorship opportunities from local businesses. The van is expected to arrive in late December/early January.
- Awning/Weather Guard for Main Entrance- see rendering- Director's report. This is a preliminary first draft of a suggested idea by a local vendor. Discussions with both the Building Dept. (Charles Boulard) and Fire Dept. (Fire Marshal Kevin Pierce and Andy Copeland) have been engaged. A meeting will be held with vendor on 11/19 to discuss change/edits based on building/fire code requirements. No pricing has been provided at the time.

G. Bylaw Committee: Review Library Board Bylaws

(Lawler – Chair, Agosta)

- Bylaw revisions were approved at the March 28, 2019 meeting.
- No report at this time.

14. Public Comment

There was no public comment.

15. Matters for Board Action

- A. Approval of 2019-2022 Strategic Goals information sheet. This was approved under item 10. President's Report.
- B. Approval of 2018-2019 Annual Report information sheet.

A motion was made to approve the Annual Report information sheet on pages 45 and 46.

1st – Geoffrey Wood

2nd- Torry Yu

The motion passed unanimously.

16. Adjourn

A motion was made to adjourn at 8:09 p.m.

1st— Tara Michener

2nd—Kat Dooley

The motion passed unanimously.

A handwritten signature in cursive script that reads "Katherine Dooley".

December 18, 2019

Kat Dooley, Secretary

Date